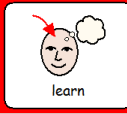

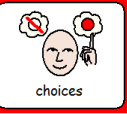







'To provide a foundation for fulfilled lives, inspiring confident and happy learners'

Our Values	Enjoy learning	Try our best	Make good choices	Respect each other & our surroundings	Work together	Celebrate our successes
	 learn	 try	 choices	 respect	 together	 success

Attendance Policy and Procedures

Document Adopted By Governing Body

Signed (Chair):

Date: September 2023

Print Name:

Date of Next Review: September 2024

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Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Education Act 1996
- Equality Act 2010
- The Education (Pupil Registration) (England) Regulations 2006 (As amended)
- The Children (Performances and Activities) (England) Regulations 2014
- Children and Young Persons Act 1963
- DfE (2022) 'Working together to improve school attendance'
- DfE (2022) 'Keeping children safe in education (KCSIE) 2023'
- DfE (2016) 'Children missing education'
- DfE (2023) 'Providing remote education'

This policy operates in conjunction with the following school policies:

- Child Protection and Safeguarding Policy
- Complaints Procedures Policy
- Behaviour Policy
- SEND Policy
- Supporting Pupils with Medical Conditions Policy
- PSHE Policy
- Children Missing Education Policy
- Attendance Officer Home Visit Policy
- Pupils with Additional Health Needs Attendance Policy

Responsibility for maintaining policy

Head Teacher

Review date

Annually unless changes to guidance.

Policy Statement

Good attendance and punctuality are vital if pupils are to achieve their maximum potential. Dobcroft Infant School is committed to working with parents/carers and pupils to ensure that each pupil benefits from the academic, personal and social opportunities available to them during their years with us.

Evidence shows the true impact of children and young people missing school:

- 10 minutes late to school every day = 32 hours a year of lost education;
- 1 day a week of school missed = 2 months a year of lost education;
- Half a day a week missed, throughout school life =

One full year of lost education!

There is a correlation between attendance/attainment and later well-being in life.

The young child, however, is dependent upon the adults in his/her life to get them to school regularly and on time. So the focus in both Foundation Stage and Key Stage 1 programmes is to establish good habits and work with parent/carers to improve attendance. The school operates within a framework of local schools, including the linked junior school.

We are, therefore, committed to a whole school approach to attendance and a partnership relationship with parent/carers.

Aims of the Policy

- ❖ Clear procedures encouraging pupils to achieve their maximum potential by maintaining good attendance and punctuality
- ❖ Ensuring parent/carers and pupils are informed about the procedures for attendance and encouraging them to take an active role in promoting good attendance and punctuality
- ❖ Ensuring all teaching staff, non-teaching staff and governors understand the procedures
- ❖ The commitment to allocate resources to support the policy
- ❖ Addressing attendance and inclusion issues in the curriculum
- ❖ To recognise and reward pupils who achieve attendance and punctuality targets throughout the academic year.

The Law

The 2006 Education Act requires that:

- ❖ All pupils of compulsory school age receive a suitable full time education by regular attendance at school or otherwise
- ❖ The Local Authority must provide school places to parents who wish their children to be educated at school
- ❖ The school must complete attendance registers at the beginning of the morning session and during the afternoon session
- ❖ The school must report to the Local Authority pupils who fail to attend regularly or are absent for more than ten days without explanation
- ❖ The Local Authority has a duty to ensure that parents fulfil their legal responsibilities
- ❖ Failure by parents to ensure the regular attendance at school of a registered pupil is an offence punishable by law

- ❖ The LA would have to ensure that all avenues within the school and the LA have been exhausted before taking a punitive route.

School attendance is central to all the priorities in Sheffield's Children and Families Plan. Within this Plan, one of the key priorities of the **Prevention and Early Intervention Service** is:

- Attendance: ensuring continued improvement in attendance across the primary, secondary and special school sector.

Improving school attendance for children and young people will not only help the LA to achieve their priorities, but more importantly it will help improve the life chances of the most vulnerable including: Looked After and Adopted Children, Young Carers and children with learning difficulties and or disabilities (LD/D).

The continued approach for Sheffield, will be to:

- Continue to encourage and support schools to take an increased role in low level attendance issues prior to requesting support from the Multi Agency Support Teams (MAST);
- Ensure that MAST and School staff have access to up to date attendance advice and support within the developing Localities Model.
- Continue to take a whole family approach with regards to attendance and contribute to positive Building Successful Families outcomes
- Prioritise Looked After and Adopted Children.
- To target individual Persistent Absentees (PA) children within all Sheffield schools and support improvements in the attendance levels of those needing additional input or support to make positive change.
- Make full and effective use of legal powers available to the LA and ensure that resource needed to administer the legal process is predicted and appropriate action is taken.
- Increase Sheffield's attendance to match or exceed the National Average;
- Lower Persistent Absence.

Sheffield's Attendance Strategy (July 2015)

The key themes and priorities of the strategy are:

- Continue to support schools' own management of attendance
- Early Intervention and Prevention
- Support for Looked After Children
- Local Authority Targeted Support
- Full and Effective use of Legal Powers

Good practice guidance suggests that schools can improve attendance by:

- Designating a member of the Senior Management Team as Attendance Lead.
- The Chair of the Curriculum Committee will take responsibility for attendance. Other governors may also play a more active role in monitoring individual cases where this is part of the school's attendance policy.
- Producing and annually reviewing a whole school attendance policy, which sets out how attendance is managed and what monitoring systems are in place. This should be endorsed and monitored by the governing body.
- Setting realistic but challenging annual attendance targets.

- Having efficient and effective registration systems which encourage punctuality and safeguard children.
- Adhering to legal requirements regarding attendance and registrations. **(please refer to ‘Full and Effective Use of Legal Powers’ below)**
- Having efficient and timely monitoring and referral systems that identify attendance concerns, provide support and escalate to Social Care Fieldwork Teams when appropriate.
- Being observant and alert to changes in patterns of attendance by individual pupils as well as particular groups.
- Having a rigorous approach to sanctioning holidays in term time, following the LA guidance **(please refer to Sheffield’s Code of Conduct for penalty notices (draft) 2015)**
- Encouraging both teaching and non-teaching staff to forge effective links with parents.
- Sharing good practice locally across families of schools and city wide through engagement with the Schools Attendance Forums.

Partnership with parents/carers

It is vital that parents/carers are involved in promoting good attendance and punctuality

- ❖ Regular attendance information is given to parents/carers e.g., by newsletter or end of year reports. When attendance is of serious concern, we follow the procedures set out under persistent absence above.
- ❖ Parents/carers are encouraged to make contact with school to discuss any issues impacting on their child’s attendance or punctuality.
- ❖ Any concerns or problems raised by parents/carers will be responded to quickly and sensitively by the school.

Partnership

What the school expects of our pupils

- ❖ That pupils attend regularly, on time and ready to learn
- ❖ That pupils are prepared for the day with appropriate equipment e.g. P.E. kit
- ❖ To report to the office should they arrive after registration time
- ❖ To tell a member of staff if there is any problem which may prevent them from attending school

What the school expects of parents/carers

- ❖ To fulfil their legal responsibility to ensure that their child attends school regularly, on time and prepared for the day
- ❖ To contact school on the first day their child is absent for any reason To arrange medical and dental appointments out of school times wherever possible, and to obtain an Authorised Absence Pass from the school if unavoidable
- ❖ To arrange holidays out of school time wherever possible. Further guidance is offered under the section **Holidays in term time** later in this policy
- ❖ To speak to relevant members of staff if they know of any problem which may prevent their child from attending school.

What parents/carers and pupils can expect from the school

- ❖ A broad, balanced education that is dependent on regular attendance at school
- ❖ Promotion of good attendance and punctuality at school, and regular encouragement
- ❖ Efficient and accurate recording and monitoring of attendance
- ❖ First day contact with parents/carers when absence is unexplained
- ❖ Prompt action when a problem has been identified
- ❖ Liaison with officers from the Local Authority to assist and support families where needed
- ❖ Regular communication with parents/carers.

Procedures

Registers are a legal document. Great care must be taken to ensure registers are completed accurately. Attendance of all pupils is monitored and evaluated regularly using the following procedures:

Registration

- ❖ Registration takes place each morning at 9.00 am and each afternoon at 1.15 pm. Registration is via SIMS [our automated electronic registration system](#).
- ❖ School doors open at 8.50am. Children are expected to be ready for registration in the classroom by 9.00 a.m. In the afternoon pupils are collected from the school yard by staff and escorted into their classroom for registration.
- ❖ Class teachers will enter a present mark (/) in the register for each pupil present and an absent mark for any pupil that is absent. Class teachers will also complete a manual register marking only those children who are absent – this will be kept in the register for use in the event of an emergency e.g. fire drill.
- ❖ Any phone calls or emails relating to absence delivered to the office staff, the Head teacher, Deputy or class teachers will be marked accordingly on the electronic register
- ❖ At 9.30 am, Office Staff check that all registers have been completed and appropriate codes have been entered for absences/illnesses etc. If a child is absent and no message has been received from parents, a text will be sent asking them for an explanation of the absence.

Schools should adhere to legal requirements regarding attendance and registrations by:

- Completing attendance registers each morning and afternoon.
- Notifying the LA of any unexplained absences in excess of 10 continuous school days.
- Maintaining an 'Admissions and Attendance Register'.
- Only removing pupils from the Admissions Register in accordance with the requirements of the regulations.
- Keeping registers for three years, making them available to LA Officers when required.
- Keeping accurate records of any support offered which may be used if cases are progressed via the legal route.
- Presenting reports on absence to the Governing body for discussion;
- Taking a lead responsibility for initiating and monitoring 'Parenting Contracts' with support from MAST where required.
- Liaising with the LA if they wish to issue Penalty Notice warning letters.

For more detailed information, **please refer to 'Advice on School Attendance' and "Schools admissions Code" DFE 2014–2019** and. <https://www.sheffield.gov.uk/education/information-for-parentscarers/pupil-admissions.html> for information on the Local Authority admissions policy.

Responding to lateness

- ❖ Pupils arriving in the classroom after registers have been taken are deemed to be late. The pupil should be sent to the office where their mark is amended to L.
- ❖ Parents should inform the Office from 8.00 am onwards of the reason why their child is absent from school. If no notification has been received by 9.30 am or 1.30 pm, the Office will contact the parent to ascertain the reason for the absence. The Office will only contact the parent on the first day of absence due to illness – any subsequent days will be assumed to a continuation of the illness.
- ❖ At 9.30 am and 1.30pm the pupil is deemed to be Late/absent. Any pupil arriving in school after these times will be marked 'u'. In case of emergency the register shows the pupil is on the premises, but they will not receive a present mark toward their overall attendance

- ❖ Parents/carers will be contacted by school if their child is persistently late.

Responding to absence – criteria for requesting support from the Education Welfare Officer (EWO)/Advanced Practitioner (Attendance)

- ❖ Home/school contact has not prompted an improvement in attendance
- ❖ Patterns of absence
- ❖ Poor overall attendance (e.g. below 95%)
- ❖ Each half term a review of individual pupil attendance takes place. Any pupil showing an attendance of below 95% for the last half term is discussed and, if appropriate, a Request for Support Form is completed by the school and passed to the EWO. The pupil's name is then placed on the EWO's concerns list. The EWO and school will then closely monitor the pupil's attendance and, if necessary, make contact with the parent/carer in an attempt to resolve any issues
- ❖ If attendance continues to give cause for concern strategies will be considered and steps taken in an attempt to improve attendance and punctuality. This could include working with members of staff, the EWO or other professionals if deemed appropriate.

Children Missing from Education

Zoe Singh ~~Jane Greate~~ is the nominated member of school staff to liaise with the Children and Young People's Directorate Children Missing from Education Team. Pupils who cannot be located will be considered missing. The Children Missing from Education Team will be informed and will pursue the matter in accordance with Local Authority procedures (**See policy *Children Missing from Education***)

Children in Public Care

Zoe Singh ~~Jane Greate~~ is the co-ordinator who liaises with the Children and Young People's Directorate Looked after Children Team. Looked after Children will be set up as an Attendance Group on SIMS and their individual attendance will be checked each half term.

Roles and Responsibilities

The Local Authority will:

- ❖ Continue to coordinate attendance improvement through the provision of a Senior Manager as Lead for Attendance.
- ❖ Develop an Attendance Strategy Group made of LA Officers, members of school staff and partners.
- ❖ Regularly analyse data provided by school to produce reports for key members of LA staff and schools.
- ❖ Provide Attendance and Inclusion specialists with responsibilities for:-
- ❖ Looked after Children,
- ❖ progressing cases through the legal system where appropriate,
- ❖ Persistent absentees.
- ❖ Support the strategic development of attendance in schools via data analysis, support and advice. Team Managers, Attendance and inclusion specialists and Social Workers for Prevention and Intervention (SWPIs) give advice and guidance to schools, partners and MAST staff.
- ❖ Ensure that all MAST staff have a remit for challenging and supporting the attendance agenda.
- ❖ Undertake our statutory duties in the administration of the attendance legal process.

Schools have a statutory duty under Section 175 of the Education Act (2002) to safeguard and promote the welfare of children. While regular school attendance is predominantly the responsibility of parents and carers, schools play a central role in ensuring that children and young people attend school

regularly. This includes taking a positive and proactive role in the promotion of regular school attendance, through strategies identified within the school attendance policy that will engage families. It is important that Governors take a key role in promoting good attendance when approving this policy.

It is further acknowledged that schools will take responsibility for low level attendance issues before requesting additional support from the Multi Agency Support Teams (MAST). In most schools this would include 'First Day' absence procedures, meeting with parents and where resources permit, home visits.

Governors

- ❖ Maintain an overview of attendance through reports provided by the Head Teacher and the Local Authority via the Head Teacher report
- ❖ Attend School Attendance Panels as necessary

Head Teacher

- ❖ Has overall responsibility for attendance within the school
- ❖ Provides advice and support to school staff regarding attendance and punctuality issues
- ❖ -Liaises with the school office staff to produce and evaluate attendance statistics
- ❖ Liaises with MAST to implement attendance strategies when necessary.
- ❖ Works with the Deputy Head/Inclusion Manager to implement targets, review statistics and amend the policy as necessary
- ❖ Works with other schools and agencies to promote attendance and punctuality within the cluster
- ❖ Has responsibility for monitoring the progress of children Looked After by the Local Authority
- ❖ Has responsibility for investigating and, where necessary, reporting incidents of children who are Missing from Education
- ❖ Headteacher receives a half termly report on persistent absentees and pupils with below 95% attendance as well as a breakdown of pupils by ethnicity, year group and gender.

Deputy Head/Inclusion Manager

- ❖ Maintains an overview of attendance and manages the day to day implementation of attendance plans and strategies
- ❖ Works with other schools and agencies to promote attendance and punctuality within the cluster

Class teachers

- ❖ Accurately mark registers electronically using appropriate codes in line with Education (Pupil Registration) Regulations 2010.
- ❖ Keep any notes received for the remainder of the year.
- ❖ Report to appropriate staff any issue or problem which may affect the attendance or punctuality of a pupil
- ❖ Promote good attendance and punctuality within the classroom and the school
- ❖ Liaise with next class teacher at transition time about any attendance or punctuality issues and pass on any absence notes for children causing concern.

School Administrator and Office Staff/Attendance Officer

- ❖ School administrator to do ½ termly reviews which are given to the HT to review persistent absence and attendance by groups.
- ❖ Receive, update and maintain accurate class registers in line with Education (Pupil Registration) Regulations 2010.
- ❖ Maintain SIMS attendance database.
- ❖ Provide reports from SIMS to governors, Head Teacher and other school staff, Local Authority officers as requested

- ❖ Provide relevant information to Local Authority officers making contact with families regarding attendance and punctuality.

Multi Agency Support Team – Attendance

When schools have exhausted their internal support systems, they can refer to MAST. The Attendance & Inclusion Officers, who are specialists within MAST, will offer advice and support to ensure that needs are identified and appropriate support is requested. Where the issue identified is a simple single agency issue, this will be requested via the completion of a 'Request for Support' proforma. Where the issues presented are more complex it may require a multi-agency discussion, to address issues within the whole family, and will therefore require the completion of a Family Common Assessment Framework (FCAF) assessment.

- ❖ West Service Area: Diane Dewick 0114 250 6865.
- ❖ Attendance and Inclusion Officer to liaise with the Head Teacher, Inclusion Manager, school staff and officers of the Local Authority to promote good attendance and punctuality within school, cluster and wider community
- ❖ Support the Head Teacher and Inclusion Manager to produce, review and action the school's Attendance Plan and Attendance Policy, along with producing a Parent Policy for clear guidance and information
- ❖ Support the school to develop whole school strategies relating to attendance and inclusion, offering advice, analysis and monitoring of attendance issues
- ❖ Work closely with the school staff regarding the pupil concerns list, discuss and agree appropriate courses of action when necessary, including prosecution procedures as appropriate
- ❖ Attend appropriate meetings e.g., School Attendance Panel, half term review
- ❖ Maintain, review and analyse attendance information, statistics and reports. Provide reports to appropriate bodies e.g. governors and officers of the Local Authority

Before a referral is made to MAST, the Attendance & Inclusion Officers will work with schools/providers to ensure that staff are able to:

- Identify the absence patterns;
- Work with the young person to identify the issues and put a support plan in place to address the issues;
- Contact parents where attendance issues do not improve;
- Inform parents that a referral is being made to MAST when the school/provider has exhausted all its internal support services available.

MAST (once contacted for support)

- ❖ Liaise with school staff regarding the attendance and punctuality of identified pupils. Receive attendance data and agree action
- ❖ Make contact with parents/carers where concern is raised regarding a pupil's attendance.
- ❖ Discuss issues affecting attendance and punctuality with parents/carers and clearly outline legal responsibilities and requirements
- ❖ Record and maintain accurate information following contact
- ❖ Feedback to school staff within the agreed timescale
- ❖ Work with school staff, parents/carers and pupils to promote good attendance and punctuality
- ❖ Take part in initiatives to promote attendance and punctuality e.g. assemblies
- ❖ Implement new Attendance Strategy. Emphasis of support to be on the 'whole family' approach.

Full and Effective Use of Legal Powers

See Sheffield's Attendance Strategy (July 2015)

Authorising Absence

Only the school may authorise absence.

Definitions:

Authorised absence

- An absence is classified as authorised when a child has been away from school for a legitimate reason and the school has received notification from a parent or guardian. For example, if a child has been unwell and the parent writes a note or telephones the school to explain the absence.
- Only the school can make an absence authorised. Parents do not have this authority. Consequently not all absences supported by parents will be classified as authorised. For example, if a parent takes a child out of school to go shopping during school hours, this will not mean it is an authorised absence.

Unauthorised absence

- An absence is classified as unauthorised when a child is away from school without the permission of both the school and a parent.
- Therefore the absence is unauthorised if a child is away from school without good reason, even with the support of a parent.

Absence may be authorised if:

- ❖ The pupil is too ill to attend school
- ❖ The pupil is prevented from attending by an unavoidable cause
- ❖ The pupil is absent on a day set aside for religious observance by the religious body to which the pupil's parent/carer belongs (3 days maximum per year).
- ❖ The school at which the pupil is registered is not within walking distance and no suitable arrangements have been made by the Local Authority *unless the parents/carers have chosen to send their child to a school which is not within walking distance*
- ❖ The pupil is the child of Traveller parents who temporarily leave the area giving reasonable indication of their intention to return
- ❖ There is a close family bereavement
- ❖ The pupil has a local authority licence to take part in a public performance and the school has granted leave of absence
- ❖ The Headteacher feels the request for absence is unavoidable or adds value to the child's education.

Absence should not be authorised if:

- ❖ No explanation is offered by the parent/carer
- ❖ The school is not satisfied with an explanation offered
- ❖ The pupil is staying home to look after parents, siblings or the home
- ❖ The pupil is absent on special occasions e.g. birthday
- ❖ The pupil is absent on a family holiday for longer than agreed by the Head Teacher
- ❖ The pupil is absent on a family holiday not agreed by the Head Teacher
- ❖ The pupil is absent unnecessarily e.g. taken shopping, for a haircut.

Holidays-Exceptional Leave during term time

Parents/carers wishing to take a pupil out of school for a holiday should be actively discouraged. However, the Head Teacher **may authorise up to 10 days holiday in 'special' circumstances and**

more than 10 days if the request is deemed to be 'exceptional' circumstances. A holiday request form found in the appendix below must be filled in by the parent/carers and given to the Head Teacher for consideration. The school will inform parent/carers in writing whether the holiday has been authorised (it should be made clear why a decision has been made and the criteria used should be re-iterated).

Please see Term Time Leave Policy for full details.

Holidays will not be authorised:

- ❖ When the holiday is to be taken during the first two weeks in September
- ❖ During school examinations, testing weeks or monitoring periods
- ❖ When a pupil's attendance is below 95% for the previous 3 terms
- ❖ When a holiday, whether authorised or not, of 10 days or more has already been taken by the pupil during the academic year

If an unauthorised holiday is taken consideration could be given to issuing a Penalty Notice (see appendix). The MAST Team will, after consulting with school, consider each case taking into consideration any mitigating circumstances and make a decision. The Local Authority will inform the school of the outcome and carry out any necessary action.

It is essential that both the Local Authority and the school be consistent so that there can be no allegations of bias or favouritism. If it is seen that the policy is not being applied consistently the Local Authority will not be able to apply a Notice.

Attendance targets

The school sets attendance targets each year. These are agreed by the senior staff and governors. The targets are challenging yet realistic, and based on attendance figures achieved in previous years. The school considers carefully the attendance figures for other similar schools when setting its own targets.

Monitoring and review

It is the responsibility of the governors to monitor overall attendance, and they will request an annual report from the head teacher. The governing body also has the responsibility for this policy, and for seeing that it is carried out. The governors will therefore examine closely the information provided to them, and seek to ensure that our attendance figures are as high as they should be.

The school will keep accurate attendance records on file for a minimum period of three years.

Class teachers will be responsible for monitoring attendance in their class and for following up absences in the appropriate way. If there is concern about a child's absence, they will contact the school office immediately. If there is a longer-term general worry about the attendance of a particular child, this will be reported to the head teacher, who will contact the parents or guardian.

This policy will be reviewed by the governing body's Policy Review Group annually, or earlier if considered necessary.

To be read alongside:

Appendix

Penalty Notices

New provisions have been made within the Anti-Social Behaviour Act 2003 to tackle the issue of truancy and irregular school attendance. These include Penalty Notices and Parenting Contracts. Sheffield Local Authority officers will abide by the following Code of Conduct and government guidance set out in the Anti-Social Behaviour Act 2003 when administering Penalty Notices.

1. When a Penalty Notice may be administered

Sheffield Local Authority officers may administer a Penalty Notice in the following circumstances:

Phase 1 – Commenced 11/04/05

- As a result of a term time holiday that a Head Teacher has not authorised *see previous page*

Phase 2 – Commenced 01/09/05

- As a result of being stopped for the second time during truancy sweeps where there is an unacceptable reason for the child being absent from school and they are with their parent/carer.

Phase 3 – Commencing 01/01/06

- As an alternative to court prosecution by Sheffield City Council
1. Where a child is attending school less than 95%, of which at least 20% of the absence is unauthorised without statutory defence.
 2. Where the parent/carer is judged capable of making sure their child attends regularly, but is not willing to take responsibility for doing so.
 3. Penalty Notices will be used at an earlier stage than a court prosecution, before attendance problems become severe.

1.1. In all of the above phases, the child must also have an attendance record of less than 95%, with at least 20% of the absence being unauthorised.

1.2. When considering the use of a Penalty Notice, Sheffield Local Authority officer's first response will be in the form of a formal written warning. In exceptional circumstances, however, a Penalty may be used as a first response. This could be where the unauthorised absence was for an extended period and condoned by the parent, for example where the parent has chosen to take their child on holiday during term time without authorisation.

Further information is available in guidance notes, a copy of which is held in school, titled ***Education Related Provisions included in the Anti-Social Behaviour Act 2003, Penalty Notice.***

Reviewed by Cathy Rowland

Date: September 2023

Article 3

'Everyone who works with children should always do what is best for each child.'

Rights Respecting

Appendix :

Designated staff members will take the attendance register **at the start of each school day** and **at the start of the afternoon session**. This register will record whether pupils are:

- Present.
- Absent.
- Attending an approved educational visit.
- Unable to attend due to exceptional circumstances.

The school will use the national attendance codes to ensure attendance and absence are monitored and recorded in a consistent way. The following codes will be used:

- / = Present in the morning
- \ = Present in the afternoon
- L = Late arrival before the register has closed
- C = Leave of absence granted by the school
- E = Excluded but no alternative provision made
- H = Authorised holiday
- I = Illness
- M = Medical or dental appointments
- R = Religious observance
- B = Off-site education activity
- G = Unauthorised holiday
- O = Unauthorised absence
- U = Arrived after registration closed
- N = Reason not yet provided
- X = Not required to be in school
- T = Gypsy, Roma and Traveller absence
- V = Educational visit or trip
- P = Participating in a supervised sporting activity
- D = Dual registered – at another educational establishment
- Y = Exceptional circumstances
- Z = Pupil not on admission register

When the school has planned in advance to be fully or partially closed, the code '#' will be used for the relevant pupils who are absent. This code will also be used to record year groups who are not due to attend because the school has set different term dates for different years, e.g. induction days.

Pupils who are absent from school but are receiving remote education for any reason will be marked as absent in the register.

All amendments made to the attendance register will include the original entry, the amended entry, the reason for the amendment, the date of amendment and the name and role of the person who made the amendment.

Every entry received into the attendance register will be preserved for three years.

Dobcroft Schools- Leave of absence in term time request form

Dobcroft Infants/Junior School

Name:

Class:

Year:

Siblings in this or other schools (name, DOB, school attending):

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Name and address of parent or carers:

Telephone number:

Mobile number:

Email:

Requested dates of absence from and to (inclusive):

From: _____ To: _____

Outline the exceptional circumstances that require your request for leave of absence during term time:

What steps have you taken to minimise the impact of the leave on your child's learning:

Emergency Contact Details (UK and Abroad) – name, telephone number & relationship:

UK:

Abroad:

- I confirm that the information on this form is true
- I agree to keep school informed of any changes to my travel arrangements or if my child is unable to return to school on to due date
- I am aware that I may be fined and/or prosecuted for any time which my child is absent from school that has not been authorised by the Headteacher

Signed by Parent/carers

Print name & relationship to child

Signed by Parent/carers

FAO The Attendance Officer (School use only)	Date request received:		
<p>Has the request been discussed with the parent/carer? Date: _____</p> <p>No of school days requested: _____</p> <p>Current Attendance figure: _____%</p> <p>If during Autumn or Spring term, please record previous year's figure here _____%</p> <p>Is leave of absence authorised? YES / NO</p> <p>Number of days authorised: _____ Number of days unauthorised: _____</p>			
NO	<i>Leave is not authorised as it does not meet school policy for exceptional circumstances</i>		We are unable to authorise holidays
			We are unable to authorise family visits
			Other reason
YES	<i>Leave is authorised as the request is for an exceptional circumstance</i>		

School cannot authorise leave of absence including term-time holidays unless there are exceptional circumstances. 5 or more consecutive days of unauthorised absence will result in the issuing of a fixed penalty notice regardless of the child's attendance record.

Signature: Head teacher	Date:
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