ATTENDANCE AND INCLUSION POLICY

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1. PRINCIPLES

1.1 The law states that all children must receive a full-time education from five to sixteen years of age.

1.2 We are committed to meeting our obligation with regards to school attendance through our whole-school culture and ethos that values good attendance, including:

- Promoting good attendance.
- Reducing absence, including persistent and severe absence.
- Ensuring every pupil has access to the full-time education to which they are entitled.
- Acting early to address patterns of absence.
- Building strong relationships with families to ensure pupils have the support in place to attend school.

1.3 Pupils who attend regularly tend to make excellent progress. This, of course, is due to the co-operation of parents and guardians who keep absence to an absolute minimum.

1.4 We work with outside agencies, including Rutland's Inclusion Officer, who may become involved in your child's attendance.

1.5 This policy meets the requirements of the working together to improve school attendance from the Department for Education (DfE), and refers to the DfE's statutory guidance on school attendance parental responsibility measures. 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
- School census guidance
- Keeping Children Safe in Education
- Mental health issues affecting a pupil's attendance: guidance for schools

This policy also refers to the DfE's guidance on the school census, which explains the persistent absence threshold.

2. ROLES AND RESPONSIBILITIES

2.1 The Head of School

The Head of School will be responsible for:

- The implementation of this policy at the School.
- Monitoring school-level absence data and reporting it to governors.
- Issuing fixed-penalty notices, where necessary.
- Communicating the school's high expectations for attendance and punctuality regularly to pupils and parents through all available channels.

- Working with the Local Authority Inclusion Officer to manage persistent and severe absence.

2.2 Class teachers

They interact daily with pupils and therefore their role in attendance in key. They are responsible for:

- Recording attendance every morning and afternoon at the start of each session.
- Noticing attendance patterns or signs that a pupil might begin to have attendance difficulties. Any intelligence should be sensitively addressed with the pupil and parents as the first level of intervention and protection of positive attendance.
- Speaking regularly to their pupils about attendance, but always in a way that supports. If a class teacher has provided support but the pupil's attendance continues to fall, they should flag this with the Head of School to ensure further support can be put in place.

2.3 Parents

Where this policy refers to a parent, it refers to the adult the school and/or the 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.
- Call or email the School to report their child's absence before 9am on the day of the absence and each subsequent day of absence, and advise when they are expected to return.
- Provide the school with more than one emergency contact number for their child.
- Ensure that, where possible, appointments for their child are made outside of the school day.
- Provide medical evidence when such evidence is possible, if absence exceeds 5 days.
- Seek support, where necessary, for maintaining good attendance, by contacting their child's class teacher, or the Head of School.

2.4 Pupils

Pupils are expected to:

- Attend school every day, on time.

3. REPORTING PUPIL ABSENCE

3.1 On **each day of absence**, a parent/guardian must contact the School to explain the reason; this can be done using email via: office@catmoseprimary.com or by using the Groupcall Xpressions app. If we have not received contact from the parent/guardian, we will make contact by telephone to ensure that a parent/guardian is aware of the child's absence.

3.2 If we have no confirmation of the reason for the child's absence, a member of school staff may take further measures such as carrying out a Welfare Visit at the child's home address, notifying the police or notifying other external agencies. We will always prioritise any follow up actions for those pupils who we know to be vulnerable. If we receive no communication within 48 hours as to the child's whereabouts, we will contact the police and/or social care.

3.3 The School must have the details of the absence either sent by note and handed to the class teacher, signed and dated, or sent via email.

3.4 If after 48 hours there is still no response to the school's communication about the reason for the absence, it will be recorded as unauthorised unless exceptional circumstances have legitimately delayed communication.

4. MONITORING AND FEEDBACK

4.1 One way pupil attendance is monitored is through reports.

4.2 Parents of any pupil who have provided no reasons for an absence, coded N, will also be contacted requesting an explanation. It may be that there are perfectly valid reasons for such an attendance level. However, this may be an opportunity for parents/guardians to raise any issues that may be affecting their child at school.

4.3 If a pupil has been absent regularly due to illness, or has been off for 5 days the school may ask for supporting evidence of a medical need e.g., appointment card, photograph of medication or confirmation of medical appointment. These will only be valid for six weeks from the date of issue and the school should be kept up-to-date of ongoing medical needs. If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised.

4.4 Medical or Dental appointments
Missing registration for a medical or dental appointment is counted as an authorised absence; advance notice to the school is required for authorising these absences. However, we encourage parents to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary.

4.5 Applications for other types of absence in term time must also be made in advance.

4.6 Lateness and punctuality

- A pupil who arrives after 8.50am but before 9.10am will be marked as late, using the appropriate code.
- A pupil who arrives after 9.10am will be marked as absent, using the appropriate code.

4.7 The school collects and stores the attendance data on the SIMS management information system. This data is used to:

- track the attendance of individual pupils or groups of pupils.

- identify whether or not there are particular groups of children whose absences may be of a cause for concern.
- monitor and evaluate those pupils identified as needing intervention and support.

4.8 The school participates in sharing daily attendance with the Department for Education who provide valuable comparative data both nationally and internally for cohorts and groups of pupils. This was introduced through the School Attendance (Pupil Registration) (England) Regulations 2024.

4.9 An attendance scorecard which contains information on absence and persistent absence (across year groups and groups of pupils) will be shared with the governing body on a termly basis.

5. SCHOOL AND LOCAL AUTHORITY INCLUSION SERVICE

5.1 The Head of School will meet with the Inclusion Support Officer from Rutland County Council every term (3 times a year) to share data, identify trends and seek support in maintaining positive attendance for all pupils. The school will discuss cases with the Inclusion Officer that are particularly complex and often those where support is not having a positive impact as the need arises in addition to the termly meetings.

5.2 The school will complete a referral to the Inclusion team when they feel that a pupil needs to be on a temporary reduced timetable. All such cases are reviewed regularly with pupil, parent, school and the Inclusion team to ensure that every attempt is being made to move towards a return to full-time attendance to school.

5.3 If a pupil is absent due to medical reasons for a period of more than 15 days in one term, the school will complete a medical needs referral if it is believed that a pupil should be accessing local authority tutoring. When such arrangements are in place, the Inclusion team, school, pupil and parents review this arrangement at agreed intervals to ensure that it is still the correct approach, or to adapt in order to support the pupil to the most appropriate support given their specific circumstances.

5.4 If a parent has informed the school that they will be Electively Home Educating (EHE) their child, the school will notify the Inclusion team.

6. BELOW 90% ATTENDANCE – PERSISENT ABSENCE

6.1 It is the legal responsibility of parents and guardians to ensure that their child attends school regularly. Permitting absence from school without a good reason is an offence in law and may result in prosecution. Poor attendance could also be considered a safeguarding matter and lead to a referral being made to social care.

If a pupil's attendance falls below 90% the school will seek to identify the underlying causes using a range of information. These might include:

- Use of the Local Authority ARNA tool (anxiety related non-attendance tool) to identify an underlying issue.
- Assessment reports to identify curriculum strengths.
- CPOMS reports to track behaviour/friendship/bullying incidents.
- Environmental factors.
- Social, emotional and personal health and family information.
- Historical attendance issues.

6.2 Support to improve attendance might include the following reasonable adjustments:

- Targeted pastoral support
- Time out card
- Attendance plan in liaison with parents
- Curriculum adaptation
- Internal adult or peer mentoring
- Mental health support
- Transport support
- Adaptations to movement around school to avoid times that heighten anxiety
- Social group work
- Short-term reduced timetable, regularly reviewed with the aim to return to a full timetable
- Sensory support / adjustments
- External agency referrals: Early Help, mental health support groups and the Schools Support Partnership.

7. PUPILS ABSENT DUE TO COMPLEX BARRIERS TO ATTENDANCE

7.1 In some cases, the barriers to attendance are not immediately clear and unpicking the complicating factors takes time. Some examples of this might be that families/parents have their own mental health issues that impact on their capacity to support their child; or where parents are split and the child lives between two parents who do not provide a united approach to the child's attendance; or a single parent who struggles alone to insist on their child being at school made especially difficult when they have to work and rely on the child to get themselves to school. There are other such scenarios that make improving attendance difficult. In these sorts of instances, the type of interventions used by the attendance team are:

- Home visits – meeting in this context can be less threatening for families.

- Parental meetings including inviting parents who have parental responsibility, but may not be involved in their child on a daily basis.
- Providing knowledge of Early Help and completing a referral with the family to make that connection to the home-based support that may be available.
- Identifying support that parents can access themselves.
- Information from the local authority to ascertain background knowledge or previous/current social services support.
- Communication with community policing to help support parents if there are issues around anti-social behaviour.

8. PUPILS ABSENT DUE TO MENTAL OR PHYSICAL ILL HEALTH OR SEND

8.1 For pupils whose mental or physical health or their SEND is contributing to absence we might explore the following approaches:

- Access to Care Navigator through the Inclusion Officer to check the medical appointments made/attended by a pupil.
- Advise the parent to make an appointment with the GP if their child is self-harming and or very distressed due to mental health.
- Be honest and realistic with parents about the waiting lists for Child and Adolescent Mental Health Services (CAMHS) and for GP referrals for ASD or ADHD to be processed.
- If appropriate, plan how the school approach can be adjusted so that a child with ADHD/ASD traits can be met by their teachers. This will often be through a teach-meet session so that a consistent approach can be achieved.
- Involve other services through the Schools Support Partnership (SSP) to explore and identify strategies to support pupils with SEN needs, such as ADHD solutions, Speech and Language Therapy (SALT) and an Educational Psychologist.
- Refer the pupil (if willing) to Teen Health, Casey Counselling, Relate, Improving Access to Psychological Therapies, (IAPT) or the Social, Emotional and Mental Health (SEMH) NHS support.
- Call a multi-agency meeting, especially where CAMHS, social services and/or the Inclusion team are offering support or unaware of each other.
- Make parents aware of whom they can refer to directly.
- Meet with medical professionals and parents to work out next steps when medical issues are ongoing and changing (for example, diabetes nurses or consultants).
- Help parents to understand that they are not alone and that progress is not always immediate. Be clear that in meeting targets, actions will be set but these will be reviewed and this may involve many meetings over time. Building trust with parents is important.
- Make adjustments at school that will help the pupil cope during the day. For example; a specific seat in class, early movement from lesson to aid mobility or avoid busy corridors, or adjust the start and finish times temporarily if necessary.
- Consider the use of a reduced timetable for a period of time.
- Refer to alternative provisions such as the Magpie Centre linked to the hospital school.
- Explore the option of other schools or a managed move if this is appropriate to the cause of mental health issues or SEND need.

- Identify a key person for that pupil who they feel at ease with.
- Provide extra in-class support if appropriate and viable.
- Ensure access arrangements are tested for and shared with teaching staff.
- Ensure the SENCO and attendance team work closely for pupils with Education, Health and Care Plans (EHCPs).
- Call an emergency annual review for the pupil if appropriate.
- Make a referral to social care if there are concerns that a pupil is at risk/or suffering educational neglect.

9. PUPILS RETURNING TO SCHOOL AFTER A LENGTHY OR UNAVOIDABLE PERIOD OF ABSENCE

After a lengthy period out of school, it might be necessary to offer the following strategies to help the pupil reintegrate back into School life:

- A phased return
- A reduced curriculum
- A trusted adult to touch base with
- Review meeting with parents
- Extra support around catching up such as homework club, study support or other academic interventions
- Short-term exemption from mock exams or other assessments
- Social, Emotional and Mental Health (SEMH) group work
- Peer mentoring

10. ESCALATION AND SUPPORT

10.1 Stage 1 – Class teacher support

Should a class teacher feel that there is a concern about the attendance of a pupil, a letter or email will be sent home to highlight this and offer parents support in improving attendance. At this point, class teachers will also discuss the importance of good attendance with their pupil and support them with any of their own concerns. At this stage typical support strategies might include completion of the ARNA tool to help identify causes; conversations about lessons, relationships, prep etc, seating plans, movement around the building and pressure points during the day. A regular mentoring meeting with the class teacher may take place.

10.2 Stage 2 – Senior Leadership Team monitoring

Where a pupil's attendance is at risk of falling below 90%, the SLT team will monitor the pupil's attendance and support the class teacher to identify issues and create the support needed to improve their attendance.

A meeting may be convened with the pupil and their family to identify underlying causes for low attendance. Support strategies may be used.

A medical evidence request may be sent when:

- A pupil has been absent for a period of 5 consecutive days.

- A pupil has reached a 90% attendance rate.
- A pattern of repeated short-term absence is noted.
- The school has reason to believe that the pupil was not too ill to attend, but was absent from school.

Medical evidence may be required for absences in the form of a GP or hospital letter, a photograph of any medication prescribed (including the date) or a copy of an appointment card. Further evidence may be requested at the discretion of the Head of School.

10.3 Stage 3 – Head of School monitoring

A pupil whose attendance continues to fall, despite the support offered at Stage 2, will be met by the Head of School and further support sought to address the continuing barriers for attending. Parents will be invited in to meet and the Local Authority Inclusion Officer will be notified. At this stage it would be expected that curriculum adaptations and external support will be considered depending on the situation. If mental health issues are a contributing factor, then parents will be advised to take their child to the GP and support such as Teen Health will be reviewed.

If appropriate, medical evidence will be required and targets set around short-term attendance. It is likely that those whose attendance falls below 80% will be given a fixed monitoring period between 4 and 6 weeks.

A pupil will be placed on a short-term monitoring period when:

- Medical evidence has not been provided for absences.
- A pupil's attendance remains below 80% and there is not a sustained improvement despite support from the school.
- There has been little engagement with the support offered by the pupil or parent.

A letter will be sent which outlines the dates over which this monitoring will take place. We will liaise with parents to discuss concerns over attendance and offer further support strategies where appropriate. Where attendance does not show a sustained improvement over this monitoring period, parents will be invited to a school or Local Authority Attendance Panel.

10.4 Stage 4 – Local Authority Attendance Panel

The Local Authority Inclusion Officer and Head of School will invite parents to a formal meeting in which support will be agreed. This might be in the form of one of the following:

- an attendance action plan, attendance contract or an education supervision order
- a Notice to Improve
- a penalty notice where support would not be appropriate or has not been successful or engaged with and it is likely to change the parents' behaviour
- prosecution.

10.4.1 An Attendance Action Plan

This will be produced collaboratively with parent(s)/guardian(s), school staff, the local authority and the pupil, where appropriate, to support and resolve attendance issues. It may be that an attendance contract is drawn up between all parties to formalise agreed actions. Formal notes will be taken at this meeting and a record of the details and the agreed action plan will be taken and signed by the parents/guardians and the Inclusion Support Officer so that all parties are clear about the expected next steps. A review will take place after approximately six weeks where a decision will be made by the local authority whether to refer parents for prosecution. The Head of School will be assigned to a Stage 4 attendance case.

10.4.2 Notice to Improve

If the national threshold has been met and support is appropriate, but parents do not engage with offers of support, the school may offer a Notice to Improve to give parents a final chance to engage with support.

Notices to Improve will be issued in line with processes set out in the local code of conduct for the local authority area in which the pupil attends school.

They will include:

- Details of the pupil's attendance record and of the offences.
- The benefits of regular attendance and the duty of parents under section 7 of the Education Act 1996
- Details of the support provided so far.
- Opportunities for further support, or to access previously provided support that was not engaged with.
- A clear warning that a penalty notice may be issued if attendance does not improve within the improvement period, along with details of what sufficient improvement looks like, which will be decided on a case-by-case basis.
- A clear timeframe of between 3 and 6 weeks for the improvement period.
- The grounds on which a penalty notice may be issued before the end of the improvement period.

10.4.3 Penalty Notices and Prosecution

The Inclusion Service may also be compelled to place the parent/guardian at Stage 1 of the Local Authority's Prosecution Procedure. An immediate attendance target will be set to avoid prosecution under Section 444 of the 1996 Education Act.

Failure to meet the local authority's target may result in further formal proceedings and possibly a fixed penalty notice being issued or court action. Failure to ensure a child's attendance is an offence under the above act.

If the Head of School has not authorised the absence, then the local authority may take legal proceedings.

This may be a Penalty Notice being issued to the parent by the local authority; or Prosecution proceedings being issued against the parents in the Magistrates' Court – please note that this action will also be taken should the parent be issued with a Penalty Notice that they fail to pay. The Head of School, local authority or the police can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age, by issuing a Penalty Notice.

If the school issues a Penalty Notice, it will check with the local authority before doing so, and will send a copy of any Penalty Notice issued.

Before issuing a Penalty Notice, the school will consider the individual case, including:

- Whether the national threshold for considering a Penalty Notice has been met (10 sessions of unauthorised absence in a rolling period of 10 school weeks).
- Whether a Penalty Notice is the best available tool to improve attendance for that pupil.
- Whether further support, a notice to improve or another legal intervention would be a more appropriate solution.
- Whether any obligations that the school has under the Equality Act 2010 make issuing a Penalty Notice inappropriate.

A Penalty Notice may also be issued where parents allow their child to be present in a public place during school hours without reasonable justification, during the first 5 days of a suspension or exclusion (where the school has notified the parents that the pupil must not be present in a public place on that day).

Each parent who is liable for the pupil's offence(s) can be issued with a Penalty Notice, but this will usually only be the parent(s) who allowed the absence.

The payment must be made directly to the local authority, regardless of who issues the notice. If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

The first Penalty Notice issued to each parent/carer for unauthorised term-time absence will be charged at £160 (per parent/per child) if paid within 28 days, reducing to £80 (per parent/per child) if paid within 21 days.

If within 3 years of the first Penalty Notice, it is deemed appropriate to issue the parent with a second Penalty Notice in respect of their child's absence, the second Penalty Notice will be charged at a flat rate of £160 (per parent/per child) if paid within 28 days. There will be no opportunity to pay it at the reduced rate.

If there is a third occasion of unauthorised absence in a 3-year period, a Penalty Notice cannot be issued, and the local authority may proceed directly to court with a prosecution under the Education Act 1996, where if the parent(s) plead guilty or are found guilty will mean they will have a criminal record.

Where there are significant concerns about the pupil's attendance, prosecution action may be taken, and no Penalty Notice will be issued.

10.5 Severe absence

If the pupil has attendance of less than 50% this is classed as severe attendance and as thus might be considered, depending on the circumstances, as educational neglect. The school might refer this to Childrens Social Care as a safeguarding issue.

11. TERM-TIME ABSENCE

11.1 As per the Pupil Registration Regulation legislation (September 2013), we are only able to authorise time off from school in exceptional, once-in-a-lifetime circumstances. Any applications must be received in writing at least 10 working days in advance. The school cannot authorise absence requests on the basis of cost, nor can the school authorise a known absence retrospectively.

11.2 The school considers each application for term-time absence individually, considering the specific facts, circumstances and relevant context behind the request. A leave of absence is granted entirely at the Head of School's discretion.

12. ACCEPTABLE REASONS FOR ABSENCE

12.1 Authorised absences are mornings or afternoons away from school for a good reason such as:

- My child is too ill to leave the house.
- My child has a hospital appointment which cannot be arranged outside of school hours.
- My child has toothache and has an emergency appointment.
- To attend the funeral of a relative.
- My child is currently suspended or excluded.
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parent(s) belong(s). If necessary, the school will seek advice from the parent's religious body to confirm whether the day is set apart.

12.2 Other reasons the school may allow a pupil to be absent from the school site, which are not classified as absences, include (but are not limited to):

- Attending an off-site approved educational activity, sporting activity or visit or trip arranged by the school.
- Attending another school at which the pupil is also registered (dual registration).
- Attending a provision arranged by the local authority.
- Attending work experience.
- If there is any other unavoidable cause for the pupil not to attend school, such as disruption to travel caused by an emergency, a lack of access arrangements, or because the school premises are closed.

13. UNACCEPTABLE REASONS FOR ABSENCE

13.1 Unauthorised absences are those which the school does not consider reasonable and for which no "leave" has been authorised. This includes:

- To look after other family members
- Sleeping in
- To avoid being late
- Another child is ill, so all are kept off
- Minor ailments such as tummy ache or headache
- End of term
- To mind the house or take a delivery
- Holiday during term time.

This type of absence can lead to the local authority using sanctions and/or legal proceedings.

14. WELFARE VISITS

14.1 Staff may conduct a home visit when:

- a pupil is absent from school without a valid reason, and
- the school hasn't received a reply to a follow-up call **or**
- the school has received a reply that they are concerned about
- the school has concern that the pupil has not been seen since the return of a holiday period or by another professional
- the pupil is in receipt of Medical Needs Tuition.

For further details about Welfare Visits please read the Primary Pupil Welfare Visit Policy.

15. CHILDREN WHO DO NOT ATTEND SCHOOL DUE TO MEDICAL REASONS

15.1 We recognise that there will be times when pupils need to be absent due to illness. When a pupil is too unwell to attend for a few days we do not routinely provide work. However, we do recognise that there are some exceptional circumstances, for example, following an operation, when a pupil may be diagnosed as too unwell to be in school but well enough to complete work at home for a short period of time. During this period, the school will aim to provide work to match that which is covered within the lessons.

However, this should only be for a short period of time, because without specialist teacher input pupils inevitably progress at a different rate to their peers. Once an absence extends for more than a few lessons, it becomes increasingly difficult to plan and assess work, as well as provide effective feedback.

15.2 If you believe your child will be too ill to attend school for a longer period of time, please:

- Contact the school at your earliest convenience to explain the nature of the illness.
- Provide medical evidence to the school in the form of a GP or hospital note.

- Refer to the Federation Supporting Pupils with Medical Conditions Policy.

16. CELEBRATING AND REWARDING GOOD ATTENDANCE

16.1 It is important to recognise and reward the vast majority of our pupils who have consistently outstanding attendance. The school does this through including high attendance in termly house point awards.

17. LATENESS AND PUNCTUALITY

17.1 Poor punctuality is not acceptable. Pupils who arrive late miss work, have reduced contact time with teachers, disrupt the learning of other pupils and can suffer embarrassment.

The school opens at 7.50am (Breakfast Club), and by 8.50am all pupils should be in lessons and ready to commence their learning. Morning registers are marked in class. Pupils will receive a late mark if they arrive after 8.50am but before 9.10am.

Persistent lateness will be addressed and those who are identified as fitting this category will have an email or letter sent home detailing their recent lateness. Efforts will be made to address underlying causes and improve the situation, but if in spite of all support offered it does not improve, steps may be taken to proceed with a Penalty Notice.

The morning register will close no more than 30 minutes after the school day begins. In accordance with government guidance, if a pupil arrives after that time they will receive a mark that shows them to be on site, but this will not count as a present mark and it will mean they have an unauthorised absence.

18. APPENDIX 1: AUTHORISED ABSENCES FOR TERM-TIME ABSENCE

Dear Parent/Guardian

Absences adversely affect the progress that pupils make. One of the most important things you can do for your child is make sure that they attend the School regularly and on time. It is only me, as the Head of School, that can authorise any absence from the School.

By law, we are only able to authorise time off for an exceptional, once-in-a-lifetime circumstance. Any applications must be received in writing in advance. The School cannot authorise absence requests on the basis of cost nor can the School authorise a known absence retrospectively.

Unauthorised absence will form part of a pupil's record. It is often difficult for pupils to catch up with work as they miss out on the interaction with the teacher and other pupils.

Failure to ensure your child's regular attendance at school could result in either: A Penalty Notice being issued to you by the local authority; or prosecution proceedings being issued against you in the Magistrates' Court – please note that this action will also be taken should you be issued with a Penalty Notice that you fail to pay.

The first Penalty Notice issued to each parent/carer for unauthorised term-time absence will be charged at £160 (per parent/per child) if paid within 28 days, reducing to £80 (per parent/per child) if paid within 21 days.

If within 3 years of the first Penalty Notice, it is deemed appropriate to issue you with a second Penalty Notice in respect of your child's absence, the second Penalty Notice will be charged at a flat rate of £160 (per parent/per child) if paid within 28 days. There will be no opportunity to pay it at the reduced rate.

If there is a third occasion of unauthorised absence in a 3-year period, a Penalty Notice cannot be issued, and the local authority may proceed directly to court with a prosecution under the Education Act 1996, where if you plead guilty or are found guilty will mean you will have a criminal record.

Where there are significant concerns about your child's attendance, prosecution action may be taken, and no Penalty Notice will be issued.

If you wish to take your child out of the school for what you consider an exceptional reason, please complete the Appendix 2 form and return it to me. Please note that we may need to ask for additional evidence to support any request.

Yours faithfully

Kelly Jackson

19. APPENDIX 2: REQUEST FORM FOR ABSENCE DUE TO EXCEPTIONAL CIRCUMSTANCES

I/we request that (name).....in form.....should be granted an authorised absence from (start date).....to (end date)..... This is a total of .....School days.

I understand that this will result in work being missed and may affect the learning and achievement of my child.

I understand that the School requires at least 10 working days' notice of any planned absence and may need to ask for additional information before being able to process a request.

The reason for the absence is:

.....
.....
.....
.....

I confirm that I am aware of the School policy and it is not possible to avoid this absence by using school holidays. I understand that this absence cannot be authorised unless it is deemed to be exceptional or a once-in-a-lifetime event.

Signature of Parent/Guardian:..... Date:.....

20. APPENDIX 3: 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