

# Attendance policy



**Churchdown School Academy**  
ACHIEVING SUCCESS FOR ALL

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Person responsible:	Mrs Natasha Roberts-Moore

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### 1. Aims

This policy aims to show our commitment to meeting our obligations with regards to school attendance, including those laid out in the Department for Education's (DfE's) statutory guidance on [working together to improve school attendance](#) through our whole-school culture and ethos that values good attendance, including:

- Setting high expectations for the attendance and punctuality of all pupils
- Promoting good attendance and the benefits of 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 make sure pupils have the support in place to attend school

We will also promote and support punctuality in attending lessons.

### 2. Legislation and guidance

This policy is based on the Department for Education's (DfE's) statutory guidance on [working together to improve school attendance](#) 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 \(and 2010, 2011, 2013, and 2016 amendments\)](#)
- [The School Attendance \(Pupil Registration\) \(England\) Regulations 2024](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013 and the 2024 amendment](#)

It also refers to:

- [School census guidance](#)
- [Keeping Children Safe in Education](#)
- [Mental health issues affecting a pupil's attendance: guidance for schools](#)

## 3. Roles and responsibilities

### 3.1 The governing board

The governing board is responsible for:

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

### 3.2 The headteacher

The headteacher delegates responsibility to the deputy head for:

- The implementation of this policy at the school
- Monitoring school-level absence data and reporting it to governors
- Supporting staff with monitoring the attendance of individual pupils
- Monitoring the impact of any implemented attendance strategies
- Issuing fixed-penalty notices, where necessary, and/or authorising the educational welfare officer (EWO) to be able to do so
- Working with the parents of pupils with special educational needs and/or disabilities (SEND) to develop specific support approaches for attendance for pupils with SEND, including where school transport is regularly being missed, and where pupils with SEND face in-school barriers
- Communicating with the local authority when a pupil with an education, health and care (EHC) plan has falling attendance, or where there are barriers to attendance that relate to the pupil's needs
- Communicating the school's high expectations for attendance and punctuality regularly to pupils and parents through all available channels

### 3.3 The designated senior leader responsible for attendance

The designated senior leader is responsible for:

- Leading, championing and improving attendance across the school
- Setting a clear vision for improving and maintaining good attendance
- Evaluating and monitoring expectations and processes
- Having a strong grasp of absence data and oversight of absence data analysis
- Regularly monitoring and evaluating progress in attendance
- Establishing and maintaining effective systems for tackling absence, and making sure they are followed by all staff
- Liaising with pupils, parents/carers and external agencies, where needed
- Building close and productive relationships with parents to discuss and tackle attendance issues
- Creating intervention or reintegration plans in partnership with pupils and their parents/carers
- Delivering targeted intervention and support to pupils and families

The designated senior leader responsible for attendance is Natasha Roberts-Moore (assistant headteacher) and can be contacted via 01452 713340 or [nrr@churchdownschool.com](mailto:nrr@churchdownschool.com)

### 3.4 The attendance officer

The school attendance officer is responsible for:

- Taking calls and processing emails from parents/carers about absence on a day-to-day basis and recording it on the school system
- Phoning parents between 9.00am and 10.30am on the first day of absence if no reason has been provided by parents/carers
- Transferring calls from parents/carers to the head of year in order to provide them with more detailed support on attendance
- Providing attendance data to the heads of year, deputy head and the educational welfare officer

The attendance officer can be contacted via 01452 713340 or [attendance@churchdownschool.com](mailto:attendance@churchdownschool.com)

### 3.5 The educational welfare officer

The school educational welfare officer is responsible for:

- Monitoring and analysing attendance data weekly and sharing this with heads of year / deputy head (see section 7)
- Benchmarking attendance data to identify areas of focus for improvement
- Initiating attendance plans for students with less than 90% attendance
- Meeting with the deputy head and heads of year to review attendance and to plan interventions
- Providing regular attendance reports to school staff and reporting concerns about attendance to the designate senior leader responsible for attendance, and the head teacher
- Advising the headteacher/deputy head (authorised by the headteacher) when to issue fixed-penalty notices
- Carrying out home visits where welfare concerns are identified, together with the school's deputy DSL
- Recording and collating evidence of meetings and visits
- Raising any safeguarding concerns around children missing education with the deputy head (see Appendix 4)
- Liaising with external agencies and other educational provisions as appropriate
- Ensuring that registers are coded correctly
- Ensuring that the school is kept up to date with any changes in legislation regarding attendance
- Liaising with the local authority regarding the implementation of penalty notices and legal proceedings

The educational welfare officer is Mr Greenhouse and can be contacted via 01452 713340 or email [wlg@churchdownschool.com](mailto:wlg@churchdownschool.com)

### 3.6 Form tutors

Form tutors are responsible for recording attendance on a daily basis, using the correct codes, and submitting this information using the school system.

### 3.7 Parents/carers

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

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

Parents are expected to:

- Make sure their child attends every day on time
- Call the school to report their child's absence before 9.00am 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 1 emergency contact number for their child
- Ensure that, where possible, appointments for their child are made outside of the school day

- Seek support, where necessary, for maintaining good attendance, by contacting their child's head of year or the school's educational welfare officer who can be contacted by email at [wlg@churchdownschool.com](mailto:wlg@churchdownschool.com)

### 3.8 Pupils

Pupils are expected to:

- Attend every timetabled session, on time, on every day that the school is open to them

All pupils should aim for 100% attendance whenever possible. A minimum of 98% attendance is expected by all pupils, and parents are encouraged to support pupils reaching these goals

## 4. Recording attendance

### 4.1 Attendance register

We will keep an attendance register, and place all pupils onto this register.

We will take our attendance register at the start of each session of each school day. It will mark, using the appropriate national attendance and absence codes from the School Attendance (Pupil Registration) (England) Regulations 2024, whether every pupil is:

- Present
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to exceptional circumstances

Any amendment to the attendance register will include:

- The original entry
- The amended entry
- The reason for the amendment
- The date on which the amendment was made

See Appendix 1 for the DfE attendance codes.

We will also record:

- Whether the absence is authorised or not
- The nature of the activity, where a pupil is attending an approved educational activity
- The nature of circumstances, where a pupil is unable to attend due to exceptional circumstances

We will keep every entry on the attendance register for 6 years after the date on which the entry was made.

Pupils must arrive in school by 8.35am on each school day.

The register for the first session will be taken at 8.40am and will be kept open until 9.10am. The register for the afternoon session will be taken at 1.25pm and will be kept open until 1.55pm.

### 4.2 Unplanned absence

The pupil's parent/carer must notify the school of the reason for the absence on the first day of an unplanned absence by 9.00am or as soon as practically possible, by calling the school's attendance line on 01452 713340 or [attendance@churchdownschool.com](mailto:attendance@churchdownschool.com) (see also section 7).

We will mark absence due to physical or mental illness as authorised, unless the school has a genuine concern about the authenticity of the illness.

Where the absence is longer than 5 days, or there are doubts about the authenticity of the illness, the school will ask for medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents/carers will be notified of this in advance.

### 4.3 Planned absence

Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent/carer notifies the school in advance of the appointment via the attendance line.

Parents/carers should contact the attendance officer by email on [attendance@churchdownschool.com](mailto:attendance@churchdownschool.com) For ongoing treatment, parents/carers should contact the head of year to make them aware and provide medical evidence to the education welfare officer: Mr Greenhouse on [wlg@churchdownschool.com](mailto:wlg@churchdownschool.com)

We encourage parents/carers 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.

The pupil's parent/carer must also apply for other types of term-time absence as far in advance as possible of the requested absence by emailing the form to request for absence in exceptional circumstances. Go to section 5 to find out which term-time absences the school can authorise.

### 4.4 Lateness and punctuality

A pupil who arrives late:

- Before the register has closed will be marked as late, using the appropriate code
- After the register has closed will be marked as absent, using the appropriate code

### 4.5 Following up unexplained absence

Where any pupil we expect to attend school does not attend, or stops attending, without reason, the school will:

- Call the pupil's parent/carer on the morning of the first day of unexplained absence to ascertain the reason
- The head of year or tutor may also call the parents/carers later in the day to gain further understanding of the reason for absence and to ascertain if any support needs to be put in place before the child returns to school
- If the school cannot reach any of the pupil's emergency contacts, the school may request a visit from the educational welfare officer (EWO) to the parent/carers' house
- Identify whether the absence is approved or not
- Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than 5 working days after the session(s) for which the pupil was absent
- Call the parent on each day that the absence continues without explanation, to make sure proper safeguarding action is taken where necessary. If absence continues, the school will consider involving the educational welfare officer
- Where relevant, report the unexplained absence to the pupil's social worker
- Where appropriate, offer support to the pupil and/or their parents/carers to improve attendance
- Identify whether the pupil needs support from wider partners, as quickly as possible, and make the necessary referrals
- Where support is not appropriate, not successful, or not engaged with: issue a notice to improve, penalty notice or other legal intervention (see section 5.2 below) as appropriate.

## 4.6 Reporting to parents/carers

The school will regularly inform parents/carers about their child's attendance and absence levels if they fall below 90%.

## 5. Authorised and unauthorised absence

### 5.1 Approval for term-time absence

The headteacher will allow pupils to be absent from the school site for certain educational activities, or to attend other schools or settings.

The headteacher will only grant a **leave of absence** to a pupil during term time if the request meets the specific circumstances set out in the [2024 school attendance regulations](#). These circumstances are:

- Taking part in a regulated performance, or regulated employment abroad
- Attending an interview
- Study leave
- A temporary, time-limited part-time timetable
- Exceptional circumstances

A leave of absence is granted at the headteacher's discretion, including the length of time the pupil is authorised to be absent for.

We define 'exceptional circumstances' as:

- Absence due to family illness or other unavoidable cause
- Absence for religious observance to which the family belongs
- Absence for extra curricular activities

The school encourages pupils' participation in extra curricular activities. Pupils will sometimes need to take time away from school to participate in their chosen field. Examples might include:

- Playing sport for a national or county side
- Performing in a drama production or TV/film role
- Instrumental performance for an orchestra
- A dance exam or music exam

Where an absence is beneficial to the student's success in their chosen field and unlikely to significantly harm the student's education, then special permission will be granted to have time away from school.

Leave of absence will not be granted for a pupil to take part in protest activity during school hours.

As a leave of absence will only be granted in exceptional circumstances, it is unlikely a leave of absence will be granted for the purposes of a family holiday.

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant background context behind the request.

Any request should be submitted as soon as it is anticipated and, where possible, at least three weeks before the absence, and in accordance with any leave of absence request form, accessible via the school website and also available in Appendix 2. The headteacher may require evidence to support any request for leave of absence.

Other valid reasons for **authorised absence** include (but are not limited to):

- Illness (including mental-health illness) and medical/dental appointments (see sections 4.2 and 4.3 for more detail)

- 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
- Parent(s) travelling for occupational purposes – this covers Roma, English and Welsh gypsies, Irish and Scottish travellers, showmen (fairground people) and circus people, bargees (occupational boat dwellers) and new travellers. Absence may be authorised only when a traveller family is known to be travelling for occupational purposes and has agreed this with the school, but it is not known whether the pupil is attending educational provision
- If the pupil is currently suspended or excluded from school (and no alternative provision has been made)

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 offsite 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 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

## 5.2 Sanctions

### Notices to improve

If the national threshold has been met for a pupil with 10 or more unauthorised absences within 10 school weeks, and the parents/carers have not engaged with offers of support, the pupil's parents/carers may receive a 'Notice to improve' notification to give parents/carers a final chance to engage with support. Each day of absence is recorded as two sessions (morning and afternoon). Unauthorised absences include:

- unauthorised absence (where there is no reasonable circumstance for the absence taking place)
- arriving late after the register has closed
- or a combination of these with holidays taken during term time

These 10 weeks can span different terms, academic years, and even different educational settings, such as transitions to secondary school or in-year school changes.

Notices to improve will be issued in line with processes set out in the local code of conduct for the local authority and will be sent via email on behalf of the school and issued by the local authority (LA).

The Notice to improve notification will set out the expectations and period notice for the improvement of attendance which 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 doesn't 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

Should the expectations not be met in the improvement period, then a Penalty notice may be requested by the school and issued by the LA to each parent/carer responsible for the child.

Any holiday-related absence taken that includes 10 sessions in 10 weeks, may result in a Penalty notice. In this instance, a Notice to improve notification will not be issued beforehand.

### Penalty notices

The headteacher (or someone authorised by them), 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 send it 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

Each parent/carer who is liable for the pupil's offence(s) can be issued with a Penalty notice, but this will usually only be the parent/parents who allowed the absence. Parents/carers with parental responsibility, and adults residing with the child, including for example, stepparents who have day-to-day responsibility for the child, may be fined, and this applies to each child who is absent.

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.

If issued with a **first** penalty notice, the parent must pay £80 within 21 days, or £160 within 28 days.

If a **second** penalty notice is issued to the same parent in respect of the same pupil, the parent must pay £160 if paid within 28 days.

A **third** penalty notice cannot be issued to the same parent in respect of the same child within 3 years of the date of the issue of the first penalty notice. In a case where the national threshold is met for a third time within those 3 years, alternative action will be taken instead.

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). These penalty notices are not included in the National Framework, not subject to the same considerations about support being provided, and do not count towards the limit as part of the escalation process.

In these cases, the parent must pay £80 within 21 days, or £160.

## 6. Strategies for promoting attendance

Rewards are regularly used to encourage good attendance. The following are examples of rewards used by the school:

- Good attendance is celebrated in weekly year group assemblies
- Tutor groups are rewarded collectively for the highest attendance each week
- End of term assemblies to celebrate the tutor group with the highest attendance
- Pupils with 100% attendance for the term are entered into a prize draw
- Individual pupils with over 98% attendance for the term are entered into a prize draw at the end of every term
- House assemblies regularly display names of pupils with 100% attendance and celebrate their success.
- Letters home
- Certificates

## 7. Supporting pupils who are absent or returning to school

### 7.1 Pupils absent due to complex barriers to attendance

The deputy head works directly with families of pupils who are absent due to complex barriers to attendance. Each child's needs are considered individually, and a range of support is offered based on their individual context. Often pupils with complex barriers to attendance are being supported by external agencies and their individual support plan may be led by other professionals. In all cases, professionals work together to ensure that reasonable adjustments are put in place to support the pupil to successfully re-integrate into the school community in an appropriate timescale.

### 7.2 Pupils absent due to mental or physical ill health or SEND

The school recognises that some pupils face greater barriers to attendance than their peers. These can include pupils who suffer from long term medical conditions or who have special educational needs and disabilities. Their right to an education is the same as any other pupil and therefore the attendance ambition for these pupils will be the same as they are for any other pupil. In working with parents to improve attendance the school is mindful of the barriers these pupils face and will put additional support in place where necessary to help them access their full-time education.

The school will work collaboratively with pupils and parents to understand how they feel and what they think would improve their attendance to develop individual approaches that meet the individual pupil's needs. This may include adjustments to their timetable, additional support in school or referrals to external agencies.

Where a pupil has an education health and care (EHC) plan and their attendance falls, or the school becomes aware of barriers to attendance that relate to the pupil's needs, the school will inform the local authority.

### 7.3 Pupils returning to school after a lengthy or unavoidable period of absence

Where a pupil has long term absence due to an independent professionally diagnosed medical condition, the school will work closely with parents/carers and all relevant outside agencies (GP, consultant, counsellor, etc) to ensure that reasonable adjustments are made to provide appropriate educational provision (within the limits of the school's funding and staffing).

## 8. Attendance monitoring

### 8.1 Monitoring attendance

The school will monitor attendance and absence data (including punctuality) daily, weekly, termly and yearly across the school at an individual pupil, year group and cohort level.

Specific pupil information will be shared with the DfE on request.

Data will be collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics.

The school will benchmark its attendance data at whole school, year group and cohort level against local, regional, and national levels to identify areas of focus for improvement, and share this with the governing board.

### 8.2 Analysing attendance

The school will:

- Analyse attendance and absence data regularly to identify pupils, groups or cohorts that need additional support with their attendance, and
- Identify pupils whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severe absence
- Conduct thorough analysis of half-termly, termly, and full-year data to identify patterns and trends
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns

### 8.3 Using data to improve attendance

The school will:

- Develop targeted actions to address patterns of absence (of all severities) of individual pupils, groups or cohorts that it has identified via data analysis
- Provide targeted support to the pupils it has identified whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severe absence, and their families (see section 8.4 below)
- Provide regular attendance reports to tutors and heads of year, to facilitate discussions with pupils and families, and to the governing board and school leaders (including special educational needs co-ordinators, designated safeguarding leads and pupil premium leads)
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies
- Share information and work collaboratively with other schools in the area, local authorities and other partners where a pupil's absence is at risk of becoming persistent or severe, including keeping them informed regarding specific pupils, where appropriate

### 8.4 Reducing persistent and severe absence

Persistent absence is where a pupil misses 10% or more of school, and severe absence is where a pupil misses 50% or more of school. Reducing persistent and severe absence is central to the school's strategy for improving attendance.

The school will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Consider potential safeguarding issues and, where suspected or present, address them in line with Keeping Children Safe in Education
- Hold regular meetings with the parents/carers of pupils who the school (and/or local authority) considers to be vulnerable or at risk of persistent or severe absence, or who are persistently or severely absent, to:
  - Discuss attendance and engagement at school
  - Listen, and understand barriers to attendance
  - Explain the help that is available
  - Explain the potential consequences of, and sanctions for, persistent and severe absence
  - Review any existing actions or interventions
- Provide access to wider support services to remove the barriers to attendance, in conjunction with the local authority, where relevant
- Consider alternative support that could be put in place to remove any barriers to attendance and re-engage these pupils. In doing so, the school will sensitively consider some of the reasons for absence
- Implement sanctions, where necessary (see section 5.2, above)

## 9. Monitoring arrangements

This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum annually by Mrs Roberts-Moore. At every review, the policy will be ratified by the full governing board.

## 10. Links with other policies

This policy links to the following policies:

- Child protection and safeguarding policy
- Behaviour policy and statement of behaviour principles
- Special education needs (SEND) policy
- Children with health needs who cannot attend school

## Appendix 1: attendance codes

The following codes are taken from the DfE's [guidance on school attendance](#).

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
<b>Attending a place other than the school</b>		
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
<b>Absent – leave of absence</b>		
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

<b>S</b>	Study leave	Pupil has been granted leave of absence to study for a public examination
<b>X</b>	Not required to be in school	Pupil of non-compulsory school age is not required to attend
<b>C2</b>	Part-time timetable	Pupil is not in school due to having a part-time timetable
<b>C</b>	Exceptional circumstances	Pupil has been granted a leave of absence due to exceptional circumstances
<b>Absent – other authorised reasons</b>		
<b>T</b>	Parent travelling for occupational purposes	Pupil is a ‘mobile child’ who is travelling with their parent(s) who are travelling for occupational purposes
<b>R</b>	Religious observance	Pupil is taking part in a day of religious observance
<b>I</b>	Illness (not medical or dental appointment)	Pupil is unable to attend due to illness (either related to physical or mental health)
<b>E</b>	Suspended or excluded	Pupil has been suspended or excluded from school and no alternative provision has been made
<b>Absent – unable to attend school because of unavoidable cause</b>		
<b>Q</b>	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
<b>Y1</b>	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
<b>Y2</b>	Widespread disruption to travel	Pupil is unable to attend because of widespread disruption to travel caused by a local, national or international emergency
<b>Y3</b>	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

<b>Y4</b>	Whole school site unexpectedly closed	Every pupil absent as the school is closed unexpectedly (e.g. due to adverse weather)
<b>Y5</b>	Criminal justice detention	Pupil is unable to attend as they are: <ul style="list-style-type: none"> <li>• In police detention</li> <li>• Remanded to youth detention, awaiting trial or sentencing, or</li> <li>• Detained under a sentence of detention</li> </ul>
<b>Y6</b>	Public health guidance or law	Pupil's travel to or attendance at the school would be prohibited under public health guidance or law
<b>Y7</b>	Any other unavoidable cause	To be used where an unavoidable cause is not covered by the other codes
<b>Absent – unauthorised absence</b>		
<b>G</b>	Holiday not granted by the school	Pupil is absent for the purpose of a holiday, not approved by the school
<b>N</b>	Reason for absence not yet established	Reason for absence has not been established before the register closes
<b>O</b>	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
<b>U</b>	Arrived in school after registration closed	Pupil has arrived late, after the register has closed but before the end of session
<b>Administrative codes</b>		
<b>Z</b>	Prospective pupil not on admission register	Pupil has not joined school yet but has been registered
<b>#</b>	Planned whole-school closure	Whole-school closures that are known and planned in advance, including school holidays

## Appendix 2: application for absence from school in ‘exceptional circumstances’



## APPLICATION FOR ABSENCE FROM SCHOOL IN 'EXCEPTIONAL CIRCUMSTANCES'

If requesting a leave of absence you will need to complete the form on the reverse of this notice, setting out the reasons. If the holiday is not considered to be an exceptional circumstance it will not be agreed. If you nevertheless take your child out of school for the leave of absence this **will be recorded as unauthorised leave**.

In the case of unauthorised leave of absence, the headteacher may request that the Local Authority issue a Fixed Penalty Notice without further warning to the parent. Please note that such a penalty is issued to **each** parent for **each** child taken out of school. A Penalty Notice is a fine of £80 if paid within the first 21 days and increases to £160 if paid between 21 and 28 days. Thereafter, if the penalty remains unpaid, this may lead to prosecution through the Magistrates' Court.

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### REQUEST FOR LEAVE OF ABSENCE DURING TERM TIME

I would like the school to consider my application for the exceptional circumstances outlined on the reverse. **(Please give reasons for your request using the box on the reverse of this letter)**

#### CONTACT DETAILS FOR PARENTS/CARERS

	Parent / Carer Number 1	Parent / Carer Number 2
<b>Name</b>		
<b>Phone Number</b>		
<b>Email Address</b>		

#### DETAILS OF CHILDREN

	Name	Tutor Group
<b>First Child</b>		
<b>Second Child</b>		
<b>Third Child</b>		

#### FOR SCHOOL USE ONLY

AUTHORISED		NOT AUTHORISED		CURRENT ATTENDANCE (%)	
SIGNED				DATE	



Having attended the Parents' Information Evening in Term 1, I am aware of the school's views on taking children out of school during term time. I understand that taking my child/children out of school may have a detrimental effect on their education. **I also understand that the school's attendance policy states that absence during term time will only be authorised in exceptional circumstances and that the Local Authority may issue a fine in some circumstances.**

I understand that if the absence request is not authorised but the holiday is taken, the headteacher may request that the Local Authority issue a Fixed Penalty Notice. I understand that a Penalty is issued to each parent for each child taken out of school.

I would like the school to consider my application for the following exceptional circumstances outlined below.

FIRST DAY OF ABSENCE		LAST DAY OF ABSENCE		NUMBER OF SCHOOL DAYS REQUESTED	

Please ensure that you allow sufficient time for your request to be processed (we suggest three weeks). If submitting this form by email, please send to [attendance@churchdownschool.com](mailto:attendance@churchdownschool.com) School will reply to your request by email.

**Mrs Roberts Moore**  
Assistant Headteacher

## Appendix 3: details of penalty notices

Penalty notices may be issued by the local authority under any of the following circumstances:

**An excluded pupil is found in a public place:** An excluded pupil found in a public place, without a justifiable reason for being there, during school hours on a school day during the first five days of a fixed exclusion period or a permanent exclusion.

**Unauthorised holiday during term time (Code G):** A minimum of 10 sessions (equivalent to 5 days) of unauthorised absence from school during term-time, in order to take a holiday, within the immediately preceding 10-week period (recorded as Code G on the school attendance register). Each parent may be issued with a separate penalty notice for each child taken out of school.

**Persistent lateness after registers have closed (Code U):** Persistent lateness of a pupil arriving at school after the registers have closed and where there have been 10 sessions of unauthorised lateness within the immediately preceding 10-week period (recorded as Code U on the school attendance register).

**Unauthorised absence (Code O):** 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 and where there have been 10 sessions of unauthorised absence within the immediately preceding 10-week period (recorded as Code O on the school attendance register).

**Where there have been 10 sessions of G, U or O codes in any combination, within the immediately preceding 10-week period**

Prior to requesting a penalty notice in respect of unauthorised absence for lateness, the school should issue a letter to the parent(s) warning that if there is further unauthorised absence within the next 15 school days then a penalty notice will be requested for each parent.

The warning letter must be sent by first class post and formally addressed to each parent and may need to be exhibited in court. The warning letter should be considered as served, and the 15-day period as starting, two days after being posted to allow for delivery time. If there is no further unauthorised absence within the 15-school day period no penalty notice will be issued but if there are a further 10 sessions of absence within the next 12 month period following the warning letter, a penalty notice may be requested.

The penalty notice must be paid within 28 days of deemed service. The amount that will need to be paid will depend on when the payment is made. If full payment is made within the first 21 days, the fine will be £80. If, however, payment is made between the 22nd and 28th day, the fine will be £160.

## Appendix 4: children missing in education (CME)

Children missing in education refers to 'any child of compulsory school age who is not registered at any formally approved education activity, e.g. school, alternative provision, elective home education, and has been out of education provision for a substantial period of time (usually agreed as 4 weeks)'.

CME also includes those children who are missing (family whereabouts unknown) and are usually children who are registered on a school roll / alternative provision. This might be a child who is not at their last known address and either:

- has not taken up an allocated school place as expected, or
- has 10 or more days of continuous absence from school without explanation, or
- has left school suddenly and the destination is unknown.

We recognise that a child going missing from education, particularly persistently, can be a vital warning sign to a range of safeguarding issues, including abuse, neglect, sexual abuse and child sexual and/or criminal exploitation. It is therefore important that the school's response to such absence supports identifying such abuse and helps prevent children going missing in the future.

Where reasonably possible, the school will hold more than one emergency contact number for each pupil to provide the school with additional options to make contact with a responsible adult particularly when a child missing from education is also identified as a welfare and/or safeguarding concern.

The school will report to the local authority a pupil who fails to attend school regularly or has been absent from school without permission for a continuous period of 10 school days or more.

Our procedures for dealing with children that go missing from education are based on the local authority and South West Region's Safeguarding Children procedures. We will make reasonable attempts to investigate the whereabouts of the child, including phone calls and home visits. If we are unable to make contact with parents, we will notify the local authority of our concerns by reporting the children missing education to the local authority CME officer, in line with the statutory requirements outlined above.