



**QUEST TRUST**

Supporting Young People from  
Early Years to Employment

# Attendance Policy

## QUEST Schools

Hindley Green Community Primary School  
St. Peter's C. of E. Primary School, Hindley  
St. John's C. of E. Primary School, Hindley Green  
St. John's C. of E. Primary School, Abram  
University Collegiate School  
University Collegiate Sixth Form, Bolton

*Updated March 2026*

*Next Review Date*

*March 2027 (1 year)*


*Owner/Reviewer:*


*Director of Inclusion & Vulnerabilities*


## Contact Details

We are committed to ensuring that systems and processes are in place regarding promoting attendance and would encourage parents to make contact with school as soon as possible if they have any concerns about their child.

 <b>ST. PETER'S</b> <small>Church of England Primary School</small>		
ROLE	NAME	CONTACT DETAILS
Headteacher	Stephen Eccles	01942 258647
Attendance Champion	Jenny Evans	<a href="mailto:enquiries@stpeters-hindley.org.uk">enquiries@stpeters-hindley.org.uk</a>
Admin officer: (daily absence)	Lisa Taylor	
Pastoral Coordinator: Executive Pastoral Coordinator (individual support)	Amanda Halliwell Vicky Aindow	

 <b>ST. JOHN'S</b> <small>Church of England Primary School, Abram</small>		
ROLE	NAME	CONTACT DETAILS
Headteacher	Rachael Bear	01942 703465
Attendance Champion	Jen Hunter	<a href="mailto:enquiries@stjohns-abram.org.uk">enquiries@stjohns-abram.org.uk</a>
Admin officer: (daily absence)	Sharon Phoenix	
Executive Pastoral Coordinator: (individual support)	Vicky Aindow	

 <b>ST. JOHN'S</b> <small>Church of England Primary School, Hindley Green</small>		
ROLE	NAME	CONTACT DETAILS
Executive Headteacher	Chloe Fletcher	01942 255396
Attendance Champion	Linda Gatley	<a href="mailto:enquiries@stjohns-hindleygreen.org.uk">enquiries@stjohns-hindleygreen.org.uk</a>
Admin officer: (daily absence)	Rebecca Parkinson	
Executive Pastoral Coordinator: (individual support)	Kerry Birchall	

 <b>HINDLEY GREEN</b> <small>Community Primary School</small>		
ROLE	NAME	CONTACT DETAILS
Executive Headteacher	Chloe Fletcher	01942 255406
Attendance Champion	Brian Jennings	<a href="mailto:enquiries@hindleygreenprimary.org.uk">enquiries@hindleygreenprimary.org.uk</a>
Admin officer:(daily absence)	Emma Gordon	
Executive Pastoral Coordinator: (individual support)	Kerry Birchall	

  <b>UNIVERSITY</b>		
ROLE	NAME	CONTACT DETAILS
Headteacher	Ian Barry	01204 928700
Senior Leader	Ange Gilroy	<a href="mailto:enquiries@ucs-bolton.org.uk">enquiries@ucs-bolton.org.uk</a>
Attendance Champion	Sian Lewis	
Attendance Officer: (daily absence)	Sandra Martin	

## **Introduction and Aim**

Quest schools recognise the importance of good attendance and the impact it has on children's progress, attainment, enjoyment of learning and relationships within school. Good attendance helps children to realise their potential and ensures they are motivated, confident, and able to enjoy a diverse range of curricular opportunities and experiences. Children must attend school every day during term time unless an exceptional circumstance applies.

Our school policy and prospectus promote good attendance, which is recognised and rewarded as an achievement. The school monitors attendance to ensure quick and early intervention if a problem is identified. We recognise that whole school preventative and proactive approaches are key to promoting the children's wellbeing and attendance.

Our trust wide and school culture and ethos values good attendance through:

- Setting high expectations for the attendance and punctuation 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
- promoting punctuality for school arrival and attending lessons

Our policy is published on our school website and is accessible to leaders, staff, pupils, parents and stakeholders. Please find a copy via this link <https://www.questrust.org.uk/policies>. It will be sent to parents with any initial information when pupils join the school, and they will be reminded of it at the beginning of each school year. Parents/Carers will be informed of any updates made to this policy.

The school recognises that barriers to attendance evolve quickly and as such this policy will be reviewed and updated as necessary.

This Policy is based on the premise of equal opportunities for all and adheres to the Equality Act 2010.

## **Legal Duty & Guidance**

The law entitles every child of compulsory school age to an efficient, full-time education suitable to their age, aptitude, and any special educational need they may have. It is the legal responsibility of every parent to make sure their child receives that education either by attendance at school or by education otherwise than at school.

Regular and punctual attendance at school is essential to enable children to maximise their educational attainment, opportunities, and further development.

This policy is based on the Department for Education's statutory guidance on [working together to improve school attendance \(August 2024\)](#) and [school attendance parental responsibility measures](#). The guidance is based on the following piece of legislation which sets out the legal powers and duties that govern school attendance:

- Education Act 1996, 2002
- Education and Inspections Act 2006
- The Education (Pupil registration) Regulations 2006 (including 2010, 2011, 2013 and 2016 amendments)
- The School Attendance (Pupil Registration) (England) Regulations 2024
- The Education (Penalty Notices) (England) (Amendment) Regulation 2013 and the 2014 amendment

Relevant Legislation and Legal Background:

- Section 7 of the Education Act 1996 states that *'The parent of every child of compulsory school age shall cause him/her to receive efficient full-time education either by regular attendance at school or otherwise*
- Section 444 (1) of the Education Act 1996 states that *'if a child of compulsory school age who is a registered pupil at a school fails to attend regularly at the school his parent is guilty of an offence*
- Section 576 Education Act 1996 stipulates that for the purposes of Education Law, parent includes:
  - All biological parents, whether they are married or not.
  - Any person who, although not a biological parent, has parental responsibility for a child or young person - this could be an adoptive parent, a step-parent, guardian or other relative.
  - any person who, although not a biological parent and does not have parental responsibility, has care of a child or young person. This could be one parent, both parents and/or carers

Due regard is also given to:

- School Census Guidance
- Keeping Children Safe in Education
- Mental health Issues affecting a pupils attendance: guidance for schools

### **School commitment**

At QUEST schools, everyone is committed to promoting the importance of good attendance and punctuality. We outline our expectations of good attendance to our pupils, families and staff to ensure a culture where every school day counts.

We have clearly defined roles and responsibilities for our stakeholders:

- Trustees and Local Governing Body
- Executive Team
- Headteacher/Executive Headteacher
- Attendance Champion senior leader
- Attendance Officer (secondary only)
- Pastoral Coordinators/Executive Pastoral Coordinators (primary)
- Heads of year (Secondary)
- Class Teacher/Form Tutor
- School Office Staff
- Parents
- Pupils

This is shared through letters, briefings, internal documents, social media, websites, meetings, workshops and CPD.

We are committed to promoting a positive and welcoming atmosphere in which all pupils feel safe, secure, and valued. We will ensure that attendance is monitored effectively and reasons for absences are recorded promptly and consistently.

We will acknowledge and praise pupils for achieving good attendance and/or improving attendance. This can include raffles, prizes and other school based rewards.

We will support pupils and parents to achieve good attendance and punctuality, and we will work closely with parents where absence is a cause for concern.

We will work with all pupils and their parents to maximise attendance and where necessary, we will put in place additional support and adjustments. If required we will engage additional support from wider services and external partners, making timely referrals. Where support is unsuccessful, school will enforce legal sanctions in accordance with Working together to improve school attendance (applies from 19 August 2024) and the local authority frameworks.

### **Procedure**

Children are expected to attend school regularly, unless there is good reason for absence. There are two types of absence:

- Authorised (where school approves a pupil absence)
- Unauthorised (where school will not approve the absence)

The school has a duty to safeguard all pupils. If a child is absent, the parents/carers must inform the school on the first day of absence and each following day of absence, stating the reason.

Parents/Carers should phone school on the morning of the first day of absence and each following day of absence unless it has been agreed by school that this is not necessary if the absence is or likely to be long term.

### **Recording attendance**

We will keep an electronic attendance register and place all pupils onto this register. We will take our attendance register at the start of the first session of each school day and once during the second session. During both the first and second session we will record whether each pupil is:

- Present
- Attending an approved educational activity.
- Absent; or
- Unable to attend due to exceptional circumstances.

The register is marked using the codes (appendix 2) as advised by the Department for Education (DfE) 'Working together to improve School Attendance' Guidance (for maintained schools, academies, independent schools, and local authorities). For further information, please visit, [Working together to improve school attendance \(applies from 19 August 2024\)](#)

The school will follow up any absences to:

- Ascertain the reason for absence
- Ensure the proper safeguarding action is taken
- Identify whether the absence is approved or not
- Identify the correct code to use before entering it on to the school's electronic register, or management information system as a priority and returned to the school office in a timely manner. This is used to download data to the School Census
- Consider early identification, assessment, intervention, and support processes that may need to be implemented

### **Communication between Parents/Carers and School**

Communication between parents/carers and the school is extremely important as this enables us to ensure that children are supported and feel settled in school. If a child is absent, parents must inform the school immediately in line with the procedure as outlined above.

As a school we recognise that building respectful relationships with families and working in collaboration is essential to ensuring the best outcomes for children/young people. We require all parents to actively support the work of the school, including promoting attendance and engagement. We are committed to ensuring that systems and processes are in place with regards to promoting attendance and would encourage parents to make contact if they have concerns about their child.

All schools will share data and information regarding the impact of attendance on their child's learning (appendix 3).

### **Unplanned Absence**

Parents should call the school office (contact information on page 3 & 4) on the first day of unplanned absence. They will work with the pastoral team and wider staff to support attendance.

### **Planned Absence**

We request that where possible, any dental, GP and other medical appointments are made outside of school time. If it is unavoidable and an appointment must be arranged to take place in school time, we request that details are provided to school as soon as possible. The pupil should be out of school for the minimum amount of time necessary. Any request for a planned option should be made by contacting the school office in the first instance.

Pupil's parents must also apply for other types of term-time absence as far in advance as possible of the requested absence. Parents contact the school office to access the appropriate form.

In the event a child is absent from school and the parent/carer has not notified the school of the absence, the school office will contact home as soon as possible. If no contact is established or the reason for absence is not accepted, the absence will be deemed unauthorised. Should contact be established later with the parent and a reason for absence provided, the school may amend this to authorised if satisfied with the reason given.

### **Medical absence**

Absence due to sickness must be reported to the school by phone on the first day of absence. The school must be kept informed during longer periods of absence. School will contact parents during the first day if no satisfactory reason for absence has been received.

It is usually appropriate for parents and carers to send their children to school with mild respiratory illnesses. This would include general cold symptoms: a minor cough, runny nose, or sore throat. However, pupils should not be sent to school if they have a temperature of 38°C or above. Please read this link for further information [Is my child too ill for school? - NHS \(www.nhs.uk\)](#)

If a medical absence is likely to be ongoing or long term, we will offer support in accordance with the school's and Local Authority's policies relating to children with health needs. As a school we need to plan how children can access education during periods of long-term absence and how and when the child will return to school. School will make reasonable adjustments for pupils where necessary and appropriate.

To ensure we have the appropriate pathway of support we will follow our 'Early identification' model and implement an individual plan tailored to a child's medical needs to enable access to suitable education.

As a school we will adhere to the Local Authority policy [Education of pupils with medical needs \(wigan.gov.uk\)](#) or [Access to Education for school age children and young people with medical needs \(bolton.gov.uk\)](#) These policies include a graduated response, supporting inclusive practice across all settings to ensure pupils have continued links to their education provider when their health needs may impact their access to education.

### **Lateness and punctuality**

School begins at 8:40am and all pupils are expected to be in school for registration at that time.

- Secondary: register 8:45am
- Primary: register 8:50am

Any child who arrives after the gates are closed must enter the school by the main entrance and report to the school reception to sign in.

- If pupils are not in class when the register is taken, they will be coded as 'L'.
- If pupils arrive after registers close, they will be coded as 'U'.

A child will be recorded as absent after registers close which is 30 minutes from when the register is taken. Children who are consistently late for school are disrupting not only their own education, but also that of other children. Where persistent lateness gives cause for concern, parents/carers will be invited to a meeting to resolve the issues. If there is no improvement following this meeting, further action will be taken which may include referral to external agencies.

You may approach the school at any time for support and advice if you are having difficulty getting your child to school on time or maintaining regular attendance.

### **Unauthorised absence**

An absence may be coded as 'unauthorised' if:

- No reason for absence has been given
- Reason for absence is deemed insufficient by school
- A request for a holiday in term time has been unauthorised
- A pupil arrives at school after registration has closed at 9.30am

Parents/carers should be aware that QUEST schools may contact the Local Authority if a pupil has 10 sessions of unauthorised absence in a rolling period of 10 school weeks with a view to issuing an Education Penalty Notice or other legal action. The Education Penalty Notice is issued individually to each parent/carer who fails to ensure their child's regular attendance at school. The penalty is £80 per parent/carer per child if paid within 21 days rising to £160 if paid within 28 days. Non-payment of the Fixed Penalty Notice may result in prosecution in the Magistrates court. Please refer to the appropriate local authority information at the following links:

- [Consequences of not attending school \(wigan.gov.uk\)](http://wigan.gov.uk)
- [Bolton Council School Attendance](#)

### **Application for holiday in term time**

The Executive Headteacher/Headteacher/Head of School may not authorise any holiday during term time unless it is deemed that there are exceptional circumstances.

The following will not be deemed exceptional circumstances:

- Family holiday
- Availability of less expensive holiday
- Availability of holiday accommodation
- Parent/carer's working commitments
- Holiday pre-booked by another family member

The Executive Headteacher/Headteacher/Head of School will determine what constitutes an exceptional circumstance on an individual basis.

If parents/carers need to request a holiday in term time, they must complete the relevant form available from the school office (see appendix 1 for an example). It should be noted that if any application is declined and absence occurs of a consecutive 5 or more unauthorised days, then school may apply to the Local Authority for an Education Penalty Notice to be issued to each parent/carer.

A child's absence during term time seriously disrupts their continuity of learning. Not only do they miss the teaching on the days they are away but are less prepared for the lessons building on that teaching when they return to school. There is a consequent risk of under achievement, which we must seek to avoid.

### **Religious observance**

We recognise that some pupils may need to participate in days of religious observance.

Where a day of religious observance:

- falls during school time and;
- has been exclusively set apart for religious observance by the religious body to which the pupil belongs

We ask that parents/carers notify the school in writing in advance where absence is required due to a religious observance.

### Other Term-Time Absence

The Headteacher will allow people to be absent from the school sites for certain educational activities or to attend other schools or settings. The Headteacher will only grant a leave of absence to people during term time in the request meets specific circumstances set out in the [2024 school attendance regulations](#) . For example:

- taking part in a regulated performance, or regulated employment abroad
- competing in a professional sporting event
- attending an interview
- study leave
- a temporary time limited part time timetable
- exceptional circumstances

A leave of absence is granted at the Headteacher/Head of School’s discretion including the length of time the people is authorised to be absent for. Any request should be submitted as soon as it is anticipated and in accordance with any leave of absence request form. The Headteacher may require evidence to support any request for leave of absence.

### Children Missing in Education (CME)

Where a pupil has not returned to school for 10 days without authorisation the school and the local authority have a responsibility to jointly make reasonable enquiries to establish the whereabouts of the child. All QUEST schools follow the respective local authority CME protocol when a pupil’s whereabouts is unknown (see links below).

- [Child Missing in Education \(Wigan Council\)](#)
- [Child Missing in Education \(Bolton Council\)](#)

It is school’s responsibility to follow up all unexplained and unexpected absences in a timely manner and every effort should be made to establish the reason for a pupil’s absence.

Education and Safeguarding Procedures for a Known Absence Extenuating Circumstances (Authorised or Unauthorised)

This protocol applies to a child that is a known absence and does not meet Child Missing Education criteria/thresholds but is not attending school. This could be due to a range of reasons below (please note the list is not exhaustive):

- EBSA (Emotionally Based School Avoidance)
- Parental choice
- Medical

School will make contact on first day calling to establish reason for absence. If the absence shared does not meet the standard CME protocols then school will arrange to meet with parents (phone call, virtual or face to face) to agree a communication and contact plan.

### The process is as follows:

<p><b>Parents agree to meeting:</b></p> <ul style="list-style-type: none"><li>• Meet with parents and seek to agree for the child to return to school with immediate effect</li><li>• If parents state the absence will continue, explain that an agreed contact plan needs to be put in place</li><li>• Agree a communication and contact plan that includes:<ul style="list-style-type: none"><li>– Frequency and type of contact (Phone call, virtual, face to face meeting)</li><li>– A home visit must be carried out every 10 school days or the pupil comes to school to meet a trusted adult (with or without) their parent</li></ul></li></ul>	<p><b>Parents decline meeting:</b></p> <ul style="list-style-type: none"><li>• Contact parents in writing via Bromcom/Email to explain the importance of a whole school contact arrangement as part of the safeguarding policy</li><li>• Send agreement of contact plan and failure to adhere to the contact plan will result in referrals to the police and social care or legal procedure and sanctions as appropriate under DfE guidance</li></ul>
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<p>In instances in which pupils are absent for a prolonged period due to a medical need:</p> <ul style="list-style-type: none"> <li>– the school will provide learning (paper and / or online resources)</li> <li>– The parent will return the completed work to the school for marking and feedback in line with the school’s marking and feedback policy.</li> </ul>	
<p><b>Communication Agreement with Parent/Carer</b>  A communication agreement will be written and shared with parents. Both school and parents must sign the communication plan to confirm expectations, including:  This plan is an essential part of our safeguarding and welfare protocol. When a pupil is not in school, we must be assured of their safety.  If contact is not maintained or concerns arise during visits or calls then advice will be sought from the following:</p> <ul style="list-style-type: none"> <li>– Contact Children’s Social Care for a welfare check</li> <li>– Request a Police welfare visit</li> <li>– Refer to the local authority (e.g. attendance/SEND/Inclusion/ EHE team)</li> </ul> <p><b>Please note:</b> the communication/contact agreement will still be implemented without parental consent</p>	
<p><b>Review of Agreement</b>  The plan will be reviewed fortnightly in line with any changes in the situation. The school remains committed to supporting the pupil’s return and ensuring their ongoing safety and education.</p> <p>If at any stage the family or pupil ceases to engage and contact is lost or other risk factors identified, then consideration of safeguarding is to be made and an escalation to local authority (e.g. Inclusion/SEND/Social Care team) to be made and case referred to Attendance Service.</p>	

**Absence Monitoring & Data**

All QUEST schools monitor and analyse attendance data (including punctuality) to improve attendance and reduce persistent and severe absence. Through this analysis, each school can promptly identify and address concerns as well as consider the individual needs of pupils and their families who have specific barriers to attendance. This allows for early interventions to support the child/family’s underlying needs.

The school will

- Monitor attendance and absence data (e.g. Codes, types of absence) weekly, half-termly, termly, and yearly across the school and at an individual pupil level
- Identify whether there are groups of children, particularly those who are vulnerable, whose absences may be a cause for concern or particular cohorts of pupils where attendance is affecting their achievement/outcomes
- Look at historic and emerging patterns of attendance and absence and then develop strategies to address these patterns
- Provide regular attendance reports to team leads class teachers and other school leaders to facilitate discussions with pupils and families
- Identify pupils whose absence may be a cause for concern especially those who demonstrate patterns of persistent or severe absence
- Provide targeted support to the pupils it is identified whose absences may be a cause for concern especially those who demonstrate patterns of persistent or severe absence
- Provide access to wider support services to remove the barriers to attendance
- Inform parents have ongoing attendance concerns through mechanisms such as messaging, letters, meetings and mentoring

Pupil level absence data will be collected each term and published at national and local authority level through the DfE school absence National Statistics releases.

The underlying school-level absence stage is published alongside the National Statistics. The school will compare attendance data to the national average and share this with staff, Trustees and governing board

### **Early Identification and Intervention: assess, plan, do, review.**

Every pupil has a right to a full-time education and QUEST schools set high attendance expectations for all pupils. Each QUEST school will consider the individual needs of pupils and their families who have specific barriers to attendance.

For any child / young person who is absent from school, it is essential to fully understand the reasons for this so that targeted, evidence-based interventions and support can be put into place. In accordance with the principles of early intervention, a graduated approach of assess, plan, do and review will be followed, utilising a range of school-based resources, evidence-based interventions and seeking advice and support from external services at an appropriate stage, where required.

All staff have a part to play in promoting attendance. We recognise the importance of ensuring that key members of staff from across the school, including class teachers, attendance, pastoral and SEND staff work in collaboration to consider and identify the holistic needs of the child/young person and to overcome barriers to attendance.

Appropriate assessments will be important to help understand the underlying reasons that may be contributing to attendance difficulties. This may be an assessment that focuses on the individual child's needs and will include the views of the child/young person as well as parents/carers and identify strengths (what is working well) and needs (what is working less well).

Assessments undertaken may identify that a child/young person is experiencing underlying emotional based needs that are contributing to non-attendance. As a school we will access appropriate guidance developed by Wigan Local Authority and Bolton Local Authority in respect of this. This is a whole school graduated approach to support the early identification and intervention of children/young people who may struggle to cope in school/attend school.

Where apt, information from assessments will inform a SMART (Specific, Measurable, Achievable, Realistic, Targets) action plan with focussed targets developed in partnership with families, and other services as appropriate. For example, Family Hubs (Family Help) and Social Care may have a part to play in the delivery of support and intervention to promote engagement and attendance. SMART plans should be personalised to effectively meet a child / young person's needs and improve attendance and wellbeing outcomes.

Regular reviews of support and attendance plans are essential to monitor the impact of interventions and to adjust these accordingly. If, despite targeted support and intervention, attendance and wellbeing concerns persist, we may seek further advice and support from external services including mental health services, specialist teaching and education services.

In the event there is a persistent lack of engagement by parents, we may seek to secure engagement and school attendance through formal legal procedures and sanctions following the appropriate local authority framework.

### **Legal Sanctions**

The school will make use of the full range of potential sanctions – including, but not limited to, those listed below – to tackle poor attendance. Decisions will be made on an individual case-by-basis.

### **Penalty Notices**

- Bolton Council and Wigan Council, upon a request from school, 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
- Before requesting a legal sanction, 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 appropriate support has been put in place
  - Whether any obligations that the school has under the Equality Act 2010 make issuing a penalty notice inappropriate

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/parents who allowed the absence.

The payment must be made directly to the local authority. 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.

#### **Notice to Improve**

If the national threshold has been met and support is appropriate, but parents do not engage with offers of support, a Notice to Improve letter will be issued in line with processes set out by the local authority. This will include a clear warning that a penalty notice may be issued if attendance doesn't improve within the monitoring period which will be 4 weeks. Sufficient improvement will be decided on a case-by-case basis.

#### **Enforced school closure**

If a QUEST school was forced to close for a period, we have the facility to operate an online virtual school. In such circumstances, children are expected to engage with ALL activities when work is set. Procedures for online learning will be sent to parents as and when required.

#### **Monitoring arrangements**

This policy will be reviewed annually as a minimum. At every review, the policy will be approved by the Trustees and Governing board.

In the occurrence of an unprecedented situation, temporary changes of this attendance policy may be implemented. The changes may be influenced by scientific guidance, government policy or school risk assessments which may take one of many forms. The plan for school attendance will be shared with parents when required. This will be communicated via letters, emails, social media or other methods that will be deemed appropriate at the time.

#### **Links with other policies**

This policy links to the following school policies:

- Safeguarding
- Relationships & Behaviour
- Prevent Bullying
- SEND

## Appendices

### Appendix 1: Holiday in term time request form

#### Guidance Notes

- Please ensure this form is completed at least 1 month prior to requesting leave. Completing this form **does not** mean your request has been approved.
- The Education (Pupil Registration) Regulations 2024 states that headteachers may not grant any leave of absence during term time.
- If your leave of absence request is not approved, then the absence will be marked as ‘unauthorised’ on the attendance register.
- For such ‘unauthorised’ absence, you may be liable to be issued with a penalty notice (fine). The fine is £80 per parent per child if paid within 21 days, increasing to £160 per parent per child if paid between 21 and 28 days. If one or both parents fail to pay the penalty notice in full, then you may be prosecuted. The school also reserves the right to remove your child from the roll of the school. Where this happens, please be aware that it may not always be possible to re-admit your child to the school.

**Exceptional Circumstances:** In considering whether any ‘exceptional circumstances’ apply, the Headteacher/Head of School will consider if the reasons are **rare, significant, unavoidable, and short**. They will also take into consideration the factors listed below:

- can the event for which the absence requested can be reasonably taken during school holidays?
- levels of attendance and unauthorised absence over the last 12 months
- any leave of absence taken previously
- whether the leave is during the exam period, controlled exam periods or will result in not meeting assessment deadlines
- age and year group of the pupil

#### CHILD’S DETAILS

Surname		First Name	
Date of Birth		Year Group	
Address			

#### PARENT/GUARDIAN’S DETAILS

Surname		First Name	
Relationship to child			
Address (if different to above)			
Telephone no.		Mobile no.	
Email			

#### DETAILS OF REQUEST FOR LEAVE

Date of Departure		Date of Return	
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<b>No. of School Days Absence</b>		<b>Destination</b>	
<b>Local emergency contact name</b>		<b>Emergency contact number</b>	
<b>Address resident at whilst on leave</b>			
<p><b>Please provide details and reasons for requesting this leave of absence and in particular any 'exceptional circumstances'. If necessary, please provide any documentary evidence in support of your request.</b></p>			
<p>-----</p> <p>-----</p> <p>-----</p> <p>-----</p> <p>-----</p> <p>-----</p> <p>-----</p> <p>-----</p>			
<p><b>I certify that the information provided on this form is correct. I understand that the school reserves the right to issue a penalty notice or remove my child from the school register for unauthorised leave.</b></p>			
<b>Signature</b>		<b>Date</b>	

– FOR COMPLETION BY THE SCHOOL –

<b>Authorised</b>	<b>YES / NO</b>		
<b>Exceptional Circumstances</b>			
<b>Signature</b>		<b>Date</b>	
<b>Name</b>		<b>Position</b>	

**Appendix 2: 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
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
<b>Absent – other authorised reasons</b>		
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
<b>Absent – unable to attend school because of unavoidable cause</b>		
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

<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 3: Attendance and absence data

The tables below equate percentage attendance to time missed from school.

**Table 1: Attendance over one whole school year for each pupil**

Attendance	Missed Days
100%	0
98%	Less than 4 days / 8 sessions
97%	Less than 5 days / 10 sessions (school target)
95%	Less than 10 days / 20 sessions
90%	20 days / 40 sessions
85%	27 ½ days / 55 sessions
80%	37 ½ days / 75 sessions

**Table 2: Attendance over 5 years for each pupil**

Attendance	Missed Weeks
85-90%	19 weeks – ½ year absence from school
80%	38 weeks = 1 full year absence from school

#### What does 'percentage attendance' mean?

Parents/carers should be advised that the Government have categorised those pupils who have attendance of 90% and below as 'Persistent Absent' pupils (PA). The table below shows the learning time lost against percentage attendance figures.

Attendance during one school year	Equivalent Days Missed	Equivalent Sessions Missed	Equivalent Weeks missed	Equivalent Lessons Missed
95%	9 days	18 sessions	1.4 weeks	45 lessons
90%	19 days	38 sessions	3.4 weeks	95 lessons
85%	29 days	58 sessions	5.4 weeks	145 lessons
80%	36 days	72 sessions	7.1 weeks	180 lessons
75%	48 days	96 sessions	9.3 weeks	240 lessons

As of May 2022, the Department for Education have categorised those pupils who have attendance of 50% and below as 'Severely Absent' pupils. The Department for Education advise for all pupils who fall within this category to have a robust multi-agency plan and approach in place to support.