



# Inspire Education Trust

Together we achieve, individually we grow



## Attendance Policy - Trust

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**Policy Date:** July 2025

**Review Date:** July 2026

## Document History

Version	Status	Date	Author	Summary Changes
V1		August 2024	Madaleine Morgan	Review and rewrite
V2		July 2025	Madaleine Turner & Claire Milbourne	<p>One Trust Attendance policy rather than one for primaries and one for secondary.</p> <p>Throughout report, the word student used rather than children.</p> <p>p.3 included research data and rewrote introduction.</p> <p>p.7 attendance initiatives updated.</p> <p>p.10 – p.14 Supporting attendance section updated.</p> <p>p.15 updated requesting absence leave section including, if inaccurate/ false information is given by parents/carers and examples of authorised absences.</p> <p>p.18 heading 'policies and practice' changed to 'legislation and guidance'</p> <p>p.19 'Supporting students with medical conditions' and 'SEND policy' added to additional policies aligned to the Attendance Policy section.</p> <p>Studybugs one page flowchart taken out as procedures are included in Appendix 2 Flowchart of processes.</p> <p>Appendix 2: flowchart update (purple boxes content further personalised for Inspire)</p> <p>Appendix 3: Impact of missing days off school added. Important to note</p>

					<p>that % refers to % from an academic year e.g. 95% attendance in the autumn term will be a different total number of days absent compared to 95% at the end of the academic year.</p> <p>Appendix 4a: Leave of absence form includes 'previous dates of holidays for the last 3 years, previous academic year's attendance and current year to date attendance. Details added as to why the absence is unauthorised.</p> <p>Appendix 5a and 5b: Leave of absence information from Warwickshire Local Authority.</p> <p>Appendix 6: Roles &amp; Responsibilities taken out as added from DFE Roles and Responsibilities for school attendance.</p>

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Name of the Secondary Attendance Strategic Lead: Claire Milbourne

## 1 Introduction

*Regular school attendance is strongly tied to exam success — pupils in England consistently achieving perfect attendance at Key Stage 4 were nearly twice as likely to score a "standard" pass (grades 9–4) in English and Maths compared to those missing 10% or more of school.*

*Beyond grades, absenteeism has lasting life consequences — persistent absence (10%+ sessions missed, and severe absence (50%+ sessions,) are linked to lower future earnings, higher unemployment*

We believe that students need to be in school for all sessions, so that they can make the best progress possible. To do this it is essential that a child's time at school is maximised and even short absences can have a detrimental effect on student's learning. Student's absence or late arrival can have a negative impact upon the student and it may also affect the learning of others in the same class so we do all we can to encourage students to attend.

In our Multi Academy Trust (MAT), we believe that the most important factor in promoting good attendance is the development of positive attitudes towards school. To this end, we strive to make our schools a happy and rewarding experience for all student. Our vision, 'Together we achieve, individually we grow' is at the heart of all we do.

## 2 Safeguarding Children and Attendance

The school has a duty to safeguard the welfare of all students. Any concerns about a child's attendance will be investigated promptly to ensure their well-being.

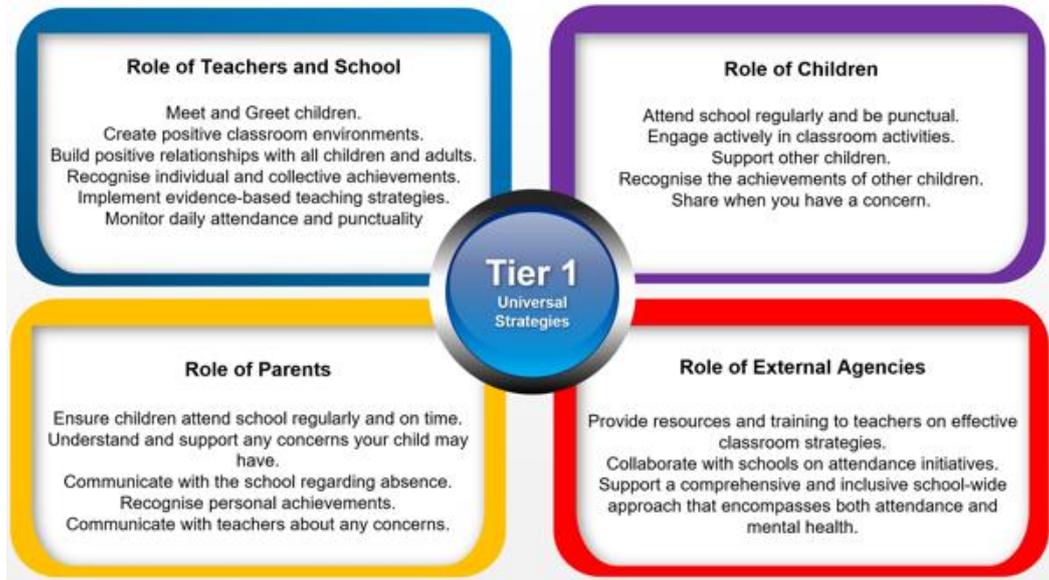
Unexplained or extended absences will trigger safeguarding procedures, including home visits and communication with relevant agencies.

We follow *Keeping Children Safe in Education* guidance to ensure safe practices.

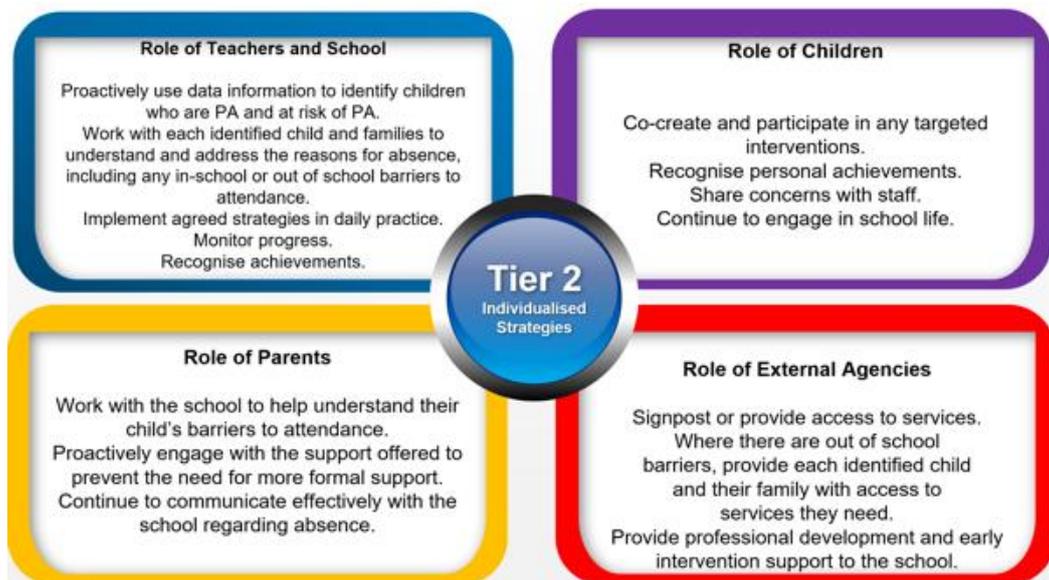
## 3 A Multi-Tiered System of Support

To guarantee a comprehensive approach to attendance, Inspire Education Trust implement a Multi-Tiered System of Support. A Multi-Tiered System of Support (MTSS) for school attendance involves three tiers of intervention, with roles for teachers, the school, students, parents, and external agencies – including the Local Authority. Data-driven decision-making and training requirements are pivotal to the implementation of this system. The system aligns with the Department for Education's (DFE) "Working Together to Improve School Attendance" statutory guidance 2024.

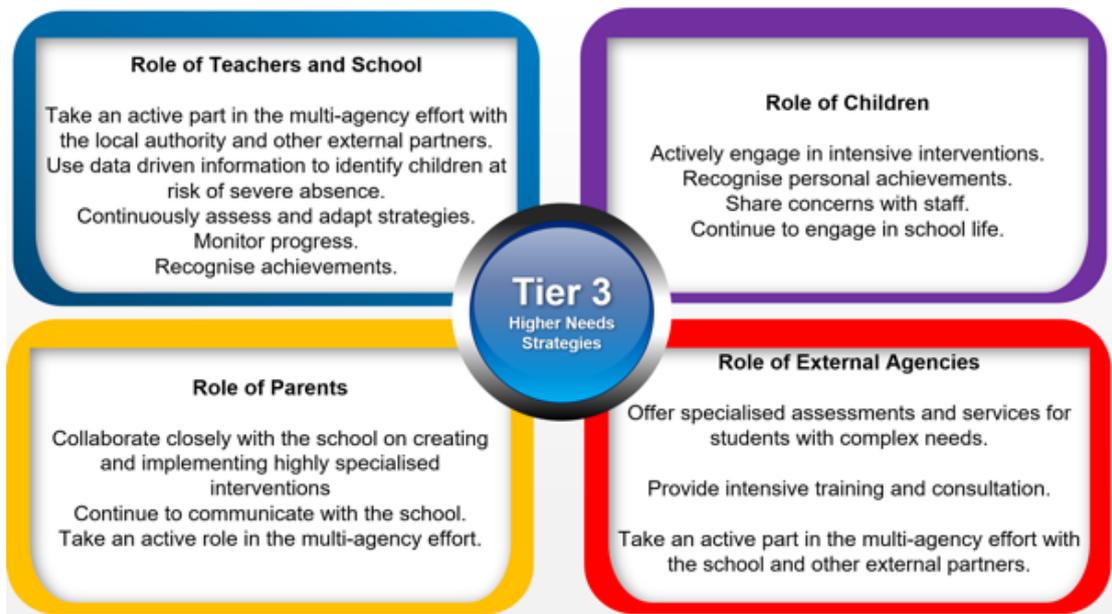
Tier 1 - Universal Approach: Establishing a baseline universal attendance approach that benefits all students.



Tier 2 – Internal individualised Strategies and Early Help Support: Tailoring strategies to individual needs and providing early help support for persistent attendance challenges.



Tier 3 - Higher Needs Strategies Support: Furnishing specialised support for students and families with complex attendance requirements, including access to external agency support when necessary.



#### 4 Inspire Education Trust’s Recognition-Based Approach

Our attendance philosophy is rooted in a recognition-based approach that recognises both personal and collective achievements. This approach serves to prevent isolation and victimisation, cultivate positive environments, nurture relationships, foster inclusivity, and ultimately cultivate intrinsic motivation among our students, families, and staff.

<b>PRIMARY Attendance initiatives</b>
All Inspire Primaries have a range of attendance initiatives to reward and highlight the importance of attendance in our schools. Below are examples (not exhaustive) of some of the rewards and celebrations that are arranged across the year.
<b>Recognition</b>
<ul style="list-style-type: none"> <li>-Non-uniform Friday (Primary)</li> <li>-Every week, each classes attendance will be measured (Friday- Thursday). The class with amazing attendance will be invited to wear non-uniform on the Friday of that week as a reward – including staff!</li> <li>-This will be communicated on a Thursday to the students and parents/ carers.</li> <li>=Communication will be sent to parents/carers to celebrate improved attendance.</li> <li>-Early Bird week</li> <li>-Students receive a raffle ticket if there have been on time for school all week.</li> <li>-Raffle draw to win a prize e.g. amazon/toy store voucher.</li> <li>-Unannounced celebration days, accessed by students who are in school on that particular day.</li> </ul>
-
<b>End of the Academic Year</b>
-Where students will receive recognition if they have attended school each day.
<b>Recognition Days</b>

## 5 The Importance of School Attendance

School attendance is not merely a requirement but a fundamental pillar of education. It plays a pivotal role in shaping academic success, personal growth, and future prospects, making it an indispensable aspect of any educational system. Regular attendance to school can have a significant impact on:

- *Academic Achievement:* Regular attendance directly correlates with academic success. Students who attend school consistently are more likely to keep up with the curriculum, perform better in exams, and improve their life outcomes.
- *Knowledge Acquisition:* School is where students acquire knowledge and skills that are crucial for their personal and professional growth. Missing days means missing out on valuable learning opportunities.
- *Social Development:* School provides a vital social environment for students and adolescents to interact with peers, develop friendships, and learn essential social skills. Consistent attendance ensures students remain connected to their peer group.
- *Building Routine:* School attendance establishes a structured routine in student's lives, teaching them time management and responsibility, which are valuable life skills.
- *Interaction with staff:* Regular attendance allows for meaningful staff-child interactions. Staff can provide personalised support, address questions, and assess individual progress more effectively when students attend regularly.
- *Preventing Knowledge Gaps:* Frequent absences can lead to significant knowledge gaps, making it challenging for students to catch up with missed lessons, potentially resulting in long-term academic struggles.
- *School Engagement:* Students who attend school regularly are more likely to engage in extracurricular activities, sports, and other enriching experiences that contribute to their overall development.
- *Legal and Parental Responsibility:* Parents or guardians are legally responsible for ensuring their child's regular school attendance. Failing to do so can lead to legal consequences.
- *Community Well-being:* High levels of school attendance contribute to the overall well-being of communities.

## 6 Factors Influencing Attendance

There are many factors which can impact on a child attending school, if parents/ carers have any concerns you should contact the school as soon as possible:

*Health Issues:* Students may experience physical or mental health issues that lead to absences. Chronic illnesses, infections, travelling abroad for medical procedures and mental health conditions can impact a child's ability to attend school regularly.

*Family Circumstances:* Family-related factors such as bereavement, family illness, extended trips abroad to visit family, can result in absences from school.

*Bullying and Safety Concerns:* Experiences of bullying, harassment, or safety concerns at school can deter students from attending, leading to increased absenteeism.

*Transportation Issues:* Difficulty in accessing transportation to school, can affect attendance.

*Socioeconomic Factors:* Families facing financial difficulties may struggle to provide necessary resources for their children to attend school regularly. Issues such as lack of appropriate clothing, food, or a stable home environment e.g. moving regularly due to employment, can contribute to absenteeism.

*Special Educational Needs (SEN):* Students with special educational needs may require additional support to attend school regularly.

*Academic Challenges:* Students facing academic difficulties or feeling overwhelmed by may avoid school. They may fear falling behind or failing in their studies.

*Cultural and Language Barriers:* Students from diverse backgrounds may face challenges related to language barriers or cultural differences. These challenges can affect their attendance and engagement with school.

*Peer Pressure and Social Factors:* Influence from peers can impact attendance. Students may avoid attending school to align with the behaviour of their peers or to engage in social activities outside of school.

*Parental Involvement:* Parental support and involvement in a child's education can positively influence attendance. Lack of parental engagement may lead to increased absenteeism.

## 7 Supporting Attendance

Understanding the specific factors affecting attendance for individual students and families is crucial for developing any targeted interventions and support systems to improve attendance outcomes.

To address any identified attendance issues effectively, Inspire Education Trust will implement a range of strategies such as early intervention, support for vulnerable families, intervention programmes, and creating a positive and inclusive school environment.

## 8 Attendance and Punctuality Expectations at Inspire Education Trust

Parents have a legal responsibility to ensure their child attends school on time each day.

At Inspire Education Trust, we have high levels of attendance thanks to parental support and positive working relationship between parents and the school.

## 9 School Attendance Monitoring

Procedural Overview

- **High Expectations.** The School will expect high standards of attendance from all students and together with parents/carers will build a culture where all students can, and want to, be in school and ready to learn by prioritising attendance improvement across the School.
- **Monitoring.** The School will rigorously use attendance data to identify patterns of poor attendance (at individual and cohort level) as soon as possible so all parties can work together to resolve them before they become entrenched.
- **Listen and understand.** When a pattern is spotted, the appropriate School staff will discuss with students and parents and carers to listen to understand barriers to attendance and agree how all partners can work together to resolve them.
- **Facilitate support.** The School will aim to remove barriers in school and help students, parents and carers to access the support they need to overcome the barriers outside of school. This might include an early help assessment (EHA) where absence is a symptom of wider issues.
- **Formalise support.** Where absence persists and voluntary support is not working or not being engaged with, the School will work with local partners to explain the consequences clearly and will ensure support is also in place to enable families to respond.

- **Enforce.** Where all other avenues have been exhausted and support is not working or not being engaged with, the School will enforce attendance through statutory intervention or prosecution to protect the student's right to an education.

## 10 Details of the National Framework for Penalty Notices

**PENALTY NOTICE FINES FOR SCHOOL ATTENDANCE IS CHANGING**

**1 FIRST OFFENCE**  
The first time a Penalty Notice is issued for Term Time Leave or Irregular Attendance the amount will be:  
£160 per parent, per child if paid within 28 days  
Reduced to £80 per parent, per child if paid within 21 days.

**2 SECOND OFFENCE (WITHIN 3 YEARS)**  
The second time a Penalty Notice is issued for Term Time Leave or Irregular Attendance the amount will be:  
£160 per parent, per child to be paid within 28 days. No reduced rate will be offered.

The following changes will come into force for Penalty Notice Fines issued after **19th August 2024**.

**3 THIRD OFFENCE AND ANY FURTHER OFFENCES (WITHIN 3 YEARS)**  
The third time an offence is committed for Term Time Leave or Irregular Attendance a Penalty Notice will not be issued, and the case will be presented straight to the Magistrates' Court. Magistrates' fines can be up to £2500 per parent, per child. Cases found guilty in Magistrates' Court can show on a Parents future DBS certificate, due to failure to safeguard a child's education.

**10 SESSIONS (5 DAYS) OF UNAUTHORISED ABSENCE IN A 10-WEEK PERIOD**  
Penalty Notice Fines will be considered when there has been 10 sessions of unauthorised absence in a 10-week period.

## 11 Day-to-Day Processes for Managing Attendance

Parents or carers must contact the school on the first day of absence to provide the reason for the absence.

## 12 Reporting a student's 's absence, first day calling and safeguarding

- Parents can contact the school by phone.
- Parents can inform school through Arbor or Studybugs App.
- If no contact is made by 9:30am then an alert is sent home via Studybugs.
- Daily attendance is monitored by the Attendance, Pastoral, and Office Teams and calls are made home if there is no reason for absence
- If no response, a Home Visit may be necessary
- Call other contacts on student's contact information
- Depending on concerns about the family, professionals such as the Police or Social Care will be contacted to conduct a 'safe and well check'.

## 13 School Times of the Day

Students are expected to arrive on time and attend all scheduled lessons and activities.

## Blue Coat, Clifford Bridge, Frederick Bird, Hearsall, Walsgrave & Whittle

The school day begins at 8.45am and ends at 3.15pm.

## Stockingford

The school day begins at 8.55am and ends at 3.25pm.

## Arley

The school day begins at 9.00am and ends at 3.30pm.

The register is taken once the students have settled into class. Students who are late will be given a late mark. The specific late time will be agreed by each academy and communicated to parents/ carers.

The same procedures apply to afternoon sessions.

## Nursery

Inspire primaries that have Nursery provision, sessions start at different times dependent on the time parents have booked their children in. Morning sessions typically start at 8:30am and the afternoon session at 12:30 pm. Persistent absence in Nursery will result in your child being removed from the roll.

## 14 Recording attendance

Attendance register It is a legal requirement to keep accurate registers of students' attendance and punctuality:

- The School will keep an attendance register, and place all students onto this register.
- The School will take the attendance register at the start of the first session of each school day at 8.45am (9am at Arley and 8.55am at Stockingford) and will close at 9.15am (9.30am at Arley and 9.25am at Stockingford), after which an unauthorised code will be given.
- At Blue Coat, the register will also be taken once during the second session. Registers will also be taken by subject teachers in the first 10 minutes of every lesson. The register for the first session will be taken at 8.45am. The register for the second session will be taken at either 12.30pm (students on lunch 2) or 13:10pm (for students on lunch 1).
- It will mark whether every student is:
  - Present - / code
  - Attending an approved off-site educational activity (attendance team/ office input only)
  - Absent - N Code
  - Unable to attend due to exceptional circumstances (attendance team/ office input only)
  - Late – L code
  - Late after registration closed – U code
- Any amendment to the attendance register will include:
  - The reason for the amendment e.g. late
  - The date on which the amendment was made
  - The name of the person who made the amendment (See Appendix 1 for the DfE attendance codes.)
- The School will also record:
  - For students of compulsory school age whether the absence is authorised or not
  - The nature of the activity if a student is attending an approved educational activity
- The nature of circumstances where a student is unable to attend due to exceptional circumstances

The School will keep every entry on the attendance register for 3 years after the date on which the entry was made.

## 15 Coding of Attendance

Attendance will be recorded using the DFE's statutory attendance codes, please refer to appendix 1 for coding.

## 16 Requesting Absence Leave

The 'Leave of Absence' form can be obtained from the school office or school website and must be submitted in advance of the requested date of absence.

Appropriate information and documentation should be provided to back up the application.

If the child is leaving the country then additional information will be required.

Leave of absence during term time will only be authorised in exceptional circumstances. Should any information provided by parents/carers be inaccurate or deliberately false, this will result in an unauthorised absence which may lead to a penalty notice being served.

## 17 Authorised Absence

Valid reasons for authorised absence may include:

- Illness and medical/dental appointments
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the student's parent/carers belong. If necessary, the School will seek advice from the parent/carers' religious body to confirm whether the day is set apart
- Family bereavement
- Student attendance at an interview
- Exceptional circumstances, as deemed appropriate by the Headteacher
- Approved educational/sporting activities, as deemed appropriate by the Headteacher
- Traveller students 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

## 18 Leave of Absence Request

Holidays during term time will not be authorised.

Leave of absence requests must be made in writing, and a decision should be communicated to the parents or carers within 7 school days. Leave of absence forms can be obtained from the School Office (see appendix 2).

## 19 Removal from roll

This refers to the process of a child's name being officially taken off the school's register, typically due to extended non-attendance or other circumstances. We will take guidance from the Local Authority regarding removal from roll and [DfE CME Guidance](#)

Elective Home Education (EHE) is an option that some parents choose after removal from roll, where they take responsibility for providing education to their child at home.

### Elective Home Education

- Parents/ Carers request in writing that they no longer wish their child to be educated at school.

- Headteacher meets with parents to discuss request and share information available from Coventry City Council <https://www.coventry.gov.uk/elective-home-education/educating-child-home-elective-home-education> or Warwickshire County Council <https://www.warwickshire.gov.uk/homeeducation>
- Headteacher shares DFE guidance for Elective Home Education [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/791528/EHE\\_guidance\\_for\\_parentsafterconsultationv2.2.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/791528/EHE_guidance_for_parentsafterconsultationv2.2.pdf)
- School inform the Local Authority that the parents would like to home educate, following current guidance <https://www.coventry.gov.uk/downloads/file/39588/elective-home-education-ehe-guidance-for-schools> or contact Warwickshire Home Education Team directly.

### Part Time Timetables

See Inspire Education Trust, 'Part Time Timetable Guidance'.

#### Contact Details of School Staff

Coventry & Warwickshire Primary Academies								
CEO- Lois Whitehouse Deputy CEO- Rob Darling IET Primary Attendance Lead- Madaleine Morgan IET Secondary Attendance Lead- Claire Milbourne								
IET	Arley	Blue Coat	Clifford Bridge	Frederick Bird	Hearsall	Stockingford	Walsgrave	Whittle
Senior Attendance Lead	Kate Parkes	Claire Milbourne	Madaleine Morgan	Michelle Porter & Clare Rees	Claire Jones	Gill Bowser Matt Woods	Damien Sowerby	Michelle Harris
Attendance Champion	Kate Parkes Sam Scaife	Sarah Hartup	Margaret Sutherland	Lucie Mason	Tracie Bailey	Debbie Lloyd	Michelle Smith	Luke Harris
Attendance Governor	Phil Johnson	TBC	Janine Nettey	Catherine Ward	Dmitrii Kolotkov	Phil Johnson	Elspeth Young	Jonathan Brant
Designated Safeguarding Lead	Kate Parkes	Kerry Routley	Madaleine Morgan Margaret Sutherland	Michelle Porter Tracey Tomes	Claire Jones Cameron Burns	Gill Bowser Matt Woods Klarianne Clark	Damien Sowerby Michelle Smith	Michelle Harris Luke Harris
Deputy Safeguarding Lead	Sam Scaife Leanne Critchlow	Lucie Turner	Rebecca Robinson Cara Baynton	Clare Rees Ronnie Wake Lucie Mason Danika Walsh Leanne Lawrence	Jon Brown, Ellie McDonald	Jane Sparrow Bev Phillips Sarah Willmet	TBC	Daisy Morgan-Smith
Early Help Assessment Coordinator	N/A	Kerry Routley	Jupinder Kooner 02476785621	Florence Mudhai	Fiona Smith 02476976244	N/A	Jupinder Kooner 02476785621	Nikki Town 02476976191
Thrive Practitioner	N/A	Zoe Gates	Margaret Sutherland Cara Baynton	Joanne Walker Danika Walsh	Tracie Bailey	N/A	Michelle Smith Sarah Ashworth	Catherine Caunter

## 20 Strategies for Using Data to Target Attendance Improvement Efforts

- The whole school cohort and Individual year groups.
- Individual students.
- Demographic groups, e.g., students from different ethnic groups or economic backgrounds.
- Other groups of students, e.g., pastoral vulnerabilities, students with SEND, LAC, and students eligible for FSM.
- Students who have an allocated social worker or are known to social care.
- A student who is absent for prolonged periods, or repeated occasions, which may indicate a safeguarding concern, such as Child Sexual Exploitation (CSE) or gang related involvement.
- Students at risk of Persistent Absence (PA) those below 90% attendance (10-18 days absent).
- Students at risk of Severe Absence (SA) those missing 50% attendance or more from school.

## 21 Strategy for Reducing Persistent and Severe Absence

- Whole school approach
- Staff to build relationships with parents/carers and students
- Good communication
- Regular reports to Class Teachers
- Regular catch ups with parents/carers e.g. on the gate and classroom doors
- Support families with empathy and understanding
- Welcoming classrooms
- Support for families to bring children to school
- Early Help Support
- Bus passes/transport support, where possible
- Support from Local Authority Attendance Officer

## 22 Legislation and guidance

This policy meets the requirements of the Department for Education's (DfE), 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 (Student Registration) (England) Regulations 2006 (and 2010, 2011, 2013, 2016 amendments)
- The Education (Penalty Notices) (England) (Amendment) Regulations 2013
- This policy also refers to the DfE's guidance on the school census, which explains the persistent absence threshold.
- All students have an attendance target of 100%. Sometimes absence is unavoidable, however all absence impacts on a student's attainment and progress.

## 23 The Law

- Parents/carers are required by law to ensure their child's regular and punctual attendance to school. The Governing Body has endorsed the Local Authority use of parenting contracts and penalty notices for parents of persistent truants and for unauthorised absence.

- Legal Framework section 7 of the 1996 Education Act states that parents must ensure that children of a compulsory school age receive full time education suitable to their age, ability, aptitude and any special educational needs they may have, either by regular attendance at school or otherwise.
- Compulsory school age is from the beginning of the term following a child's 5th birthday and continues until the last Friday in the month June in the academic year in which they reach the age of 16 years old.
- Under section 444 of the Education Act 1996 if a child of compulsory age registered at school fails to attend regularly then parent/carers are guilty of an offence which may lead to prosecution.
- The Government, from September 2013, amended the Education (Student Registration) Regulations 2006 to include the fact that Headteacher may not grant any leave of absence during term time, unless there are exceptional circumstances.
- Parents found guilty in a magistrate's court of failing to secure their child's education at school under the provisions of the Education Act of 1996, will receive a criminal record and a maximum penalty of £1,000 fine under section 1 offence and a £2,500 fine and up to 3 months prison sentence and or a community order under section 1a offence.

## **24 Additional Policies aligned to the Attendance Policy**

- Relational Behaviour Policy
- Teaching and Learning Policy
- Safeguarding Policy
- SEND Policy
- Student Premium Policy
- Supporting students with medical conditions policy

## Appendix 1: Coding Attendance in line with DFE guidance 2024

### Code A (Present at the school):

- Students must be present during registration to be counted.
- If a student leaves after registration, they are still counted as attending for statistical purposes.

### Code L (Late arrival before the register is closed):

- The student arrives after the register starts but before it closes.
- Schools should discourage late arrival and set a consistent time limit for open registration, not exceeding 30 minutes.
- If a student arrives late after the register closes, mark them as absent using code U or another appropriate absence code.

### Code K (Attending education provision arranged by the local authority):

- Student attends educational provision arranged by the local authority, not by the school.
- Examples include attending courses at college or receiving home tutoring.
- Schools must record the nature of the provision and ensure notification of absences.

### Code V (Attending an educational visit or trip):

- Student attends a school-arranged educational visit or trip supervised by school staff.
- Must take place during the recorded session.
- If student doesn't attend, record absence using relevant absence code.

### Code P (Participating in a sporting activity):

- Student attends an approved educational sporting activity.
- Criteria for recording attendance include approval by the school, educational nature of the activity, and appropriate supervision.
- Schools must ensure safeguarding measures and record absences with relevant codes.

### Code W (Attending work experience):

- Student attends work experience as part of their education arranged by the local authority or school.
- Criteria for recording attendance are similar to other approved educational activities.
- Schools must ensure safeguarding measures and record absences with relevant codes.

### Code B (Attending any other approved educational activity):

- Student attends an approved educational activity other than sports or work experience.
- Criteria for recording attendance are similar to other approved educational activities.
- Schools must record the nature of the activity and ensure safeguarding measures.

### Code D (Dual registered at another school):

- Used when a student is registered at more than one school, indicating absence with leave to attend the other school.
- Main examples include attendance at a student referral unit, hospital school, or special school temporarily.
- Schools must promptly follow up on unexpected or unexplained absences to avoid double counting.

### Code C1 (Leave of absence for regulated performance or employment abroad):

- Schools grant leave for students to participate in regulated performances or employment abroad under specific circumstances.
- Criteria for granting leave include licenses issued by local authorities or exemptions.
- Schools must record the absence using this code and consider its impact on the student's education.

**Code M (Leave of absence for medical or dental appointment):**

- Schools encourage appointments outside of school hours; otherwise, prior agreement is necessary.
- Leave of absence is granted under specific conditions, including exceptional circumstances.
- Absences for medical or dental appointments are recorded using this code.

**Code J (Leave of absence for interview for employment or admission):**

- Schools can grant leave for students to attend interviews for employment or admission to another educational institution.
- Applications for leave must be made in advance, and leave is granted based on specific criteria.
- The interview must occur during the recorded session, and the absence is classified as authorized.

**Code S (Leave of absence for studying for a public examination):**

- Schools can grant leave for students to study for public examinations under specific conditions, agreed in advance with parents.
- Study leave should be granted sparingly, and provisions must be made for students who choose to continue attending school for revision.
- Absences for studying for public examinations are recorded using this code.

**Code X (Non-compulsory school age student not required to attend school):**

- Schools can grant leave for non-compulsory school-age students to attend school part-time under certain circumstances.
- Absences for non-compulsory school-age students are recorded using this code, with exceptions noted.
- For students subject to a part-time timetable, this code should not be used, and appropriate absence codes should be applied.

**Code C2 (Leave of absence for compulsory school age student subject to part-time timetable):**

- Schools can grant leave for compulsory school-age students to temporarily reduce their timetable to part-time in exceptional circumstances, agreed upon with parents.
- Absences for students with part-time timetables are recorded using this code, ensuring agreement between the school and parents.

**Code C (Leave of absence for exceptional circumstances):**

- Schools may grant leave of absence at their discretion, but only for exceptional circumstances.
- Each application is assessed individually, considering specific facts and circumstances.
- Absences for exceptional circumstances are recorded using this code, ensuring compliance with regulations and discretion exercised by the school.

**Pregnant students:**

- Maternity leave for pregnant students is treated similarly to other leave of absence for exceptional circumstances.
- Schools should act reasonably and grant an appropriate period of leave considering individual circumstances, at their discretion.

**Code T (Parent traveling for occupational purposes):**

- Used when a student's parent(s) is traveling for trade or business, and the student is traveling with them.
- Schools should only request proof of occupational travel when genuine doubt exists about the reason for absence.
- Students should ideally attend schools where their parents are traveling, being dual registered at both their main school and the one they're temporarily attending.
- Classified as authorized absence for statistical purposes.

**Code R (Religious observance):**

- Used when a student is absent on a day exclusively set apart for religious observance by their religious body.
- Schools may seek guidance from the parent's religious body to ascertain such days.
- Strategies such as setting term dates around religious observance days are encouraged.
- Classified as authorized absence for statistical purposes.

**Code I (Illness - not medical or dental appointment):**

- Indicates a student's inability to attend school due to illness, both physical and mental health related.
- Schools should not routinely request medical evidence but may do so when necessary.
- Classified as authorized absence for statistical purposes.

**Code E (Suspended or permanently excluded and no alternative provision made):**

- Used when a student is suspended or permanently excluded, and no alternative provision has been arranged.
- Alternative provision should be arranged within six consecutive school days of suspension or permanent exclusion.
- Classified as authorized absence for statistical purposes.

**Code Q (Unable to attend school because of a lack of access arrangements):**

- Indicates a student's inability to attend school due to a failure by the local authority to provide access arrangements.
- Classified as not a possible attendance for statistical purposes.

**Code Y1 (Unable to attend due to transport normally provided not being available):**

- Used when a student can't attend because the school is beyond walking distance and the usual transport provided by the school or local authority is unavailable.
- Walking distances for different age groups are specified.
- Classified as not a possible attendance for statistical purposes.

**Code Y2 (Unable to attend due to widespread disruption to travel):**

- Indicates a student's inability to attend school due to widespread travel disruptions caused by emergencies at the local, national, or international level.
- Classified as not a possible attendance for statistical purposes.

**Code Y3 (Unable to attend due to part of the school premises being closed):**

- Used when part of the school premises is unusable, and the student cannot practically be accommodated in the remaining usable parts.
- Classified as not a possible attendance for statistical purposes.

**Code Y4 (Unable to attend due to the whole school site being unexpectedly closed):**

- Applied when the entire school site is unexpectedly closed, such as due to adverse weather.
- Attendance registers are not taken, and students are marked with this code to signify the closure.
- Not applicable for planned closures like weekends or holidays.
- Classified as not a possible attendance for statistical purposes.

**Code Y5 (Unable to attend as student is in criminal justice detention):**

- Used when a student is unable to attend due to being in police detention, remanded, or serving a sentence of detention.
- Communication with the Youth Offending Team is encouraged to support educational needs during detention.
- Classified as not a possible attendance for statistical purposes.

**Code Y6 (Unable to attend in accordance with public health guidance or law):**

- Applied when a student's travel or attendance at school would violate public health guidance or legislation related to disease transmission.
- Classified as not a possible attendance for statistical purposes.

**Code Y7 (Unable to attend because of any other unavoidable cause):**

- Used for an unavoidable cause preventing a student from attending school, not covered by other specific codes.
- The nature of the unavoidable cause must be recorded.
- Classified as not a possible attendance for statistical purposes.

**Code G (Holiday not granted by the school):**

- Used when a student is absent for a holiday that the school did not approve in advance.
- Schools cannot retrospectively grant leave of absence, and absence for holidays without prior approval is considered unauthorized.
- Classified as unauthorized absence for statistical purposes.

**Code N (Reason for absence not yet established):**

- Employed when the reason for a student's absence has not been determined before the register closes.
- Schools must make efforts to ascertain the reason for absence promptly.
- If the reason cannot be established within five school days, the absence must be amended to Code O.
- Classified as unauthorized absence for statistical purposes.

**Code O (Absent in other or unknown circumstances):**

- Used when no reason for absence is established, or the school is not satisfied with the reason given, which doesn't align with authorized codes.
- Classified as unauthorized absence for statistical purposes.

**Code U (Arrived in school after registration closed):**

- Applied when a student arrives late after the register has closed but before the end of the session.
- Schools should discourage late arrival and set a specific time limit for registering attendance.
- Late arrival beyond the specified time results in the student being marked as absent.
- Classified as unauthorized absence for statistical purposes.

**Administrative Code Z (Prospective student not on admission register):**

- Utilized to set up registers in advance for prospective students who have not yet officially joined the school.
- Aims to streamline administrative processes.

## Appendix 2: Attendance Process Flowchart

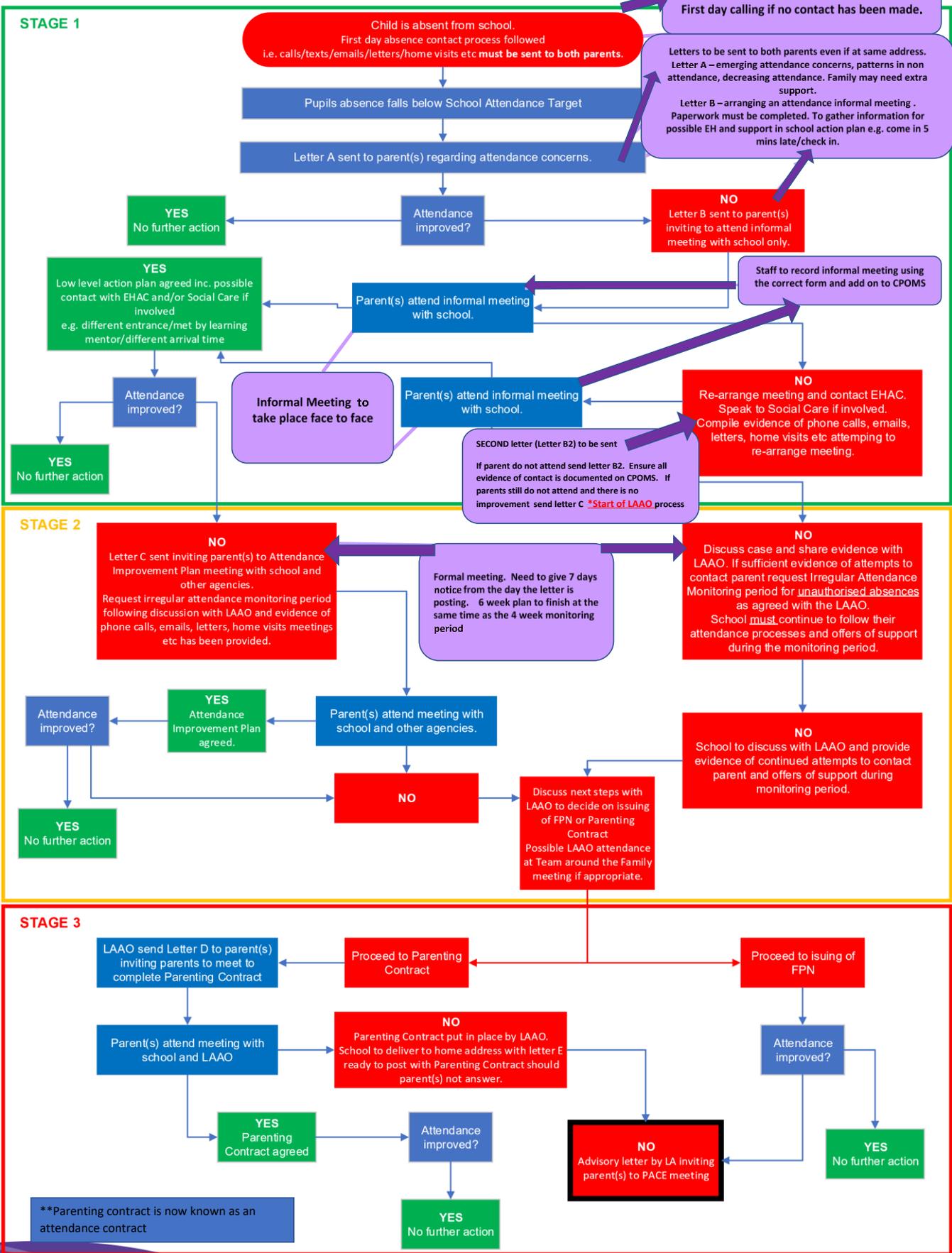


### Attendance Process Flowchart

Clear communication with all  
Clear strategies and protocols

Attendance officer  
First day calling if no contact has been made.

Letters to be sent to both parents even if at same address.  
Letter A – emerging attendance concerns, patterns in non attendance, decreasing attendance. Family may need extra support.  
Letter B – arranging an attendance informal meeting . Paperwork must be completed. To gather information for possible EH and support in school action plan e.g. come in 5 mins late/check in.



## Appendix 3: Impact of missing days off school

0 - 1.5 DAYS OFF	2 - 7.5 DAYS OFF	8 - 13 DAYS OFF	13.5 - 19 DAYS OFF	19.5+ DAYS OFF
100% TO 99%	98.99% TO 96%	95.99% TO 93%	92.99% TO 90%	UNDER 90%
Accessing all opportunities	Very little learning missed	Risk of under achievement	Severe risk of under achievement	Serious risk of under achievement
	Missing up to <b>38</b> lessons a year. A total of <b>190</b> lessons from year 7 to 11.	Missing up to <b>65</b> lessons a year. A total of <b>325</b> lessons from year 7 to 11.	Missing up to <b>95</b> lessons a year. A total of <b>475</b> lessons from year 7 to 11.	Missing a minimum of <b>97</b> lessons a year. A total of <b>485</b> lessons from year 7 to 11.
	Education research indicates students who miss less than 7 days of school have an 87% chance of achieving grades 9-5 at GCSE.	In 2018-19, students with an average attendance of 94.8% achieved only a grade 4 in English and Maths GCSE.	60% or more students who are absent for an average of 15 days per year fail to achieve 5 or more GCSE passes.	Research indicates students who miss more than 30 days of school over the year have only a 20% chance of getting 9-5 grades.
				<b>90% is a persistent absentee from school. The Local Authority will be aware of your attendance.</b>

## Appendix 4: Definitions

In the context of school attendance and education in the UK, the terms "Persistent Absence," "Risk of Persistent Absence," and "Severe Absence" are used to describe different levels of irregular attendance by students. These terms are important for tracking and addressing attendance issues.

### Persistent Absence (PA):

**Definition:** Persistent Absence is a term used to describe a level of student absence from school that is considered to be a significant cause for concern.

**Threshold:** In England, a student is considered to be persistently absent when they have an attendance rate of 90% or below. This means they have missed 10% or more of their school sessions.

### Risk of Persistent Absence:

**Definition:** The term "Risk of Persistent Absence" refers to a situation in which a student's attendance is at a level that suggests they are at risk of becoming persistently absent.

**Threshold:** While there is no specific threshold for "Risk of Persistent Absence," it is typically used to describe students whose attendance is consistently low and becoming a concern, as the school communicates to parents in days, we identify 10 days or more as Risk of PA and we will follow internal school procedures.

### Severe Absence (or Severe Persistent Absence):

**Definition:** The term "Severe Absence" or "Severe Persistent Absence" is used to describe the most serious cases of non-attendance.

**Threshold:** Particular focus and support will be provided to students who are absent from school more than they are present (those missing 50% or more of school). These severely absent students may find it more difficult to be in school or face bigger barriers to their regular attendance and as such are likely to need more intensive support across a range of external agency partners.

### Absence Definitions

- Arrival at school after the register has closed.
- Not attending school for any reason.

### Authorised Absence

- An absence for sickness for which the school has granted leave.
- Medical or dental appointments which unavoidably fall during school time, for which the school has granted leave.
- Religious or cultural observances for which the school has granted leave
- An absence due to a family emergency

### Unauthorised Absence

- Parents keeping children off school unnecessarily or without reason.
- Truancy before or during the school day.
- Absences which have never been properly explained.
- Arrival at school after the register has closed.
- Absence due to shopping, looking after other children or birthdays.
- Absence due to day trips and holidays in term-time which have not been agreed.
- Leaving school for no reason during the day.



**Inspire Education Trust**

Together we achieve, individually we grow

Application for Exceptional Leave of Absence during term time

Dear Parent/ Carer,

Government's guidance makes it clear that schools are not able to authorise leave of absence taken in term time, apart from where there are exceptional circumstances. It is highly likely a leave of absence will not be granted for the purpose of a family holiday.

If you think you have exceptional circumstances, please talk to us without delay, before any arrangements are made. If permission is granted, it is the parents/ carers responsibility to ensure their child makes up any work that is missed in their own time upon return to school.

Should you decide to take your child out of school without the Headteacher's permission, the school's attendance policy makes it clear that an unauthorised term time absence will be recorded as unauthorised and may result in a Penalty Notice being issued. You will receive communication from the Local Authority should a Penalty Notice be issued.

Failure to pay the Penalty Notice could result in legal proceedings for the offence of failing to ensure your child's regular attendance of school.

All requests for exceptional leave during term time, must be submitted to the Headteacher via the school office or office email address [\[insert email address here\]](#).

If you have any questions, please come and talk to us.

Yours sincerely,

Headteacher

**PENALTY NOTICE FINES FOR SCHOOL ATTENDANCE IS CHANGING**

**1 FIRST OFFENCE**  
The first time a Penalty Notice is issued for Term Time Leave or irregular Attendance the amount will be:  
£160 per parent, per child if paid within 28 days  
Reduced to £80 per parent, per child if paid within 21 days.

**2 SECOND OFFENCE (WITHIN 3 YEARS)**  
The second time a Penalty Notice is issued for Term Time Leave or Irregular Attendance the amount will be:  
£160 per parent, per child to be paid within 28 days. No reduced rate will be offered.

**3 THIRD OFFENCE AND ANY FURTHER OFFENCES (WITHIN 3 YEARS)**  
The third time an offence is committed for Term Time Leave or Irregular Attendance a Penalty Notice will not be issued, and the case will be presented straight to the Magistrates' Court. Magistrates' fines can be up to £2500 per parent, per child. Cases found guilty in Magistrates' Court can show on a Parents future DBS certificate, due to failure to safeguard a child's education.

The following changes will come into force for Penalty Notice Fines issued after 19th August 2024.

**10 SESSIONS (5 DAYS) OF UNAUTHORISED ABSENCE IN A 10-WEEK PERIOD**  
Penalty Notice Fines will be considered when there has been 10 sessions of unauthorised absence in a 10-week period.

**Please complete in full**

Name of Child(ren)	1)	Class 1/form)
Name of Child(ren)	2)	Class 2/form)
Name of Child(ren)	3)	Class 3/form)
Name of Child(ren)	4)	Class 4/form)
Address		
Parent/carer 1		
Parent/carer 2		
Address if different from above		

First date of absence:	
Last date of absence:	
Date of return to school:	
Number of days absent	
Address of where you are staying	

**Please provide details and reasons for the exceptional leave of absence request.**

--

Outward Flight No:	Date:	Time:
Returning Flight No:	Date:	Time:

Please provide details of any other school aged children that you are requesting this exceptional leave for and attend different schools. This will enable us to co-ordinate our response to this request with other schools

Child's Name	Year Group	Name of School

Please sign below to confirm the following:

- I confirm the information provided in this letter is true and correct.
- I have read and understood the information provided on the first page of this document.
- I agree to the conditions outlined in this document
- I have read the schools Attendance Policy
- I understand that in line with the schools Attendance Policy that this form must be submitted 4 weeks before the absence leave is due to begin, except in an emergency.

Signed.....(Person(s) with Parental Responsibility)

Signed:.....(Person(s) with Parental Responsibility)

Date:.....

**Office use only**

Date request received:

Previous dates of holidays (the last 3 years):

Previous academic year's attendance:

Current year to date attendance:

	In this instance I am able to authorise the absence as I agree that your request is due to exceptional circumstances.
	I am unable to authorise your request and may request a Fixed Penalty Notice because: <input type="checkbox"/> Your child's attendance is below government and our high expectations <input type="checkbox"/> Your child has already taken time for authorised absence <input type="checkbox"/> Your child is at a crucial stage of their education <input type="checkbox"/> The absence falls within the examination period <input type="checkbox"/> The new school year has only just begun <input type="checkbox"/> An absence will cause a detrimental gap in your child's learning <input type="checkbox"/> An absence will disrupt the continuity of learning <input type="checkbox"/> The reason for the absence is not acceptable <input type="checkbox"/> Your child's punctuality record is well below expectations
	Further information/meeting is required, please contact school.

Safeguarding meeting:

Signature \_\_\_\_\_ Date \_\_\_\_\_

Letter 1 sent	Letter 2 sent	Letter 3 sent	Letter 4 sent	Penalty Notice Actioned
Date:	Date:	Date:	Date:	Date:

Warwickshire County Council  
Children and Young People Directorate

APPLICATION FOR LEAVE OF ABSENCE FOR A SCHOOL STUDENT IN TERM TIME  
IN EXCEPTIONAL CIRCUMSTANCES ONLY

Important Information for Parents/Carers

Generally, the DfE does not consider a need or desire for a holiday or other absence for the purpose of leisure and recreation to be an exceptional circumstance.

Exceptional circumstances: All schools can grant a leave of absence for other exceptional circumstances at their discretion: ● It must be requested in advance by a parent who the student normally lives with.

Schools are then expected to consider each application individually considering the specific facts and circumstances and relevant background context behind the request.

- If a leave of absence is granted, it is for the school to determine the length of the time the student can be away from school.
- When making an application for Leave of Absence the resident parent is advised to give sufficient information and time to allow the Head teacher the opportunity to consider all the exceptional circumstances and to notify of their decision. ● Requests for leave of absence should be made before any arrangements confirmed or money committed.
- It is advised if you have not received notification from the school regarding the leave of absence request, it is your responsibility to ascertain if the leave is authorised prior to the start of leave.

Failure to make a request for a leave of absence in advance will result in the absence being recorded as unauthorised.

Any additional days taken either side of a leave of absence period, which has not been applied for, may be considered as part of the leave of absence period and be unauthorised.

Unauthorised Leave of Absences will be referred to the Warwickshire Attendance Service upon the child's return to school for consideration of a Penalty Notice.

Please see over for important information relating to the changes in relation to Penalty Notices

I wish to apply for Leave of Absence from school to be granted to:

Name of Child: \_\_\_\_\_

Form Group: \_\_\_\_\_

First Date of Proposed Absence: \_\_\_\_\_

Last date of Proposed Absence: \_\_\_\_\_

Expected date of return to school: \_\_\_\_\_

Reason for Proposed Absence — please provide reasons to support the application including evidence (see **overleaf before completing**):

Total

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

Total Days Requested on this occasion.

Days

Requested on this occasion.

(For siblings) I have also applied to \_\_\_\_\_ School/Academy for leave of absence for

(Insert child/children's name)

Signature of resident Parent/Carer:

\_\_\_\_\_

Print Name:

Date:

For school use only: NAME OF CHILD: \_\_\_\_\_ Date received by school: \_\_\_\_\_

\_\_\_\_\_

1<sup>st</sup> date of absence requested by parents: ..... . . . . . Last date of absence requested by parents: .....

Expected date of return to school (as advised by parents): .....

\*\*\*\*\*

Absence: Authorised / Unauthorised / Split (please delete as appropriate)

The reasons for this decision are: .

.....

LOA record sheet to be completed by school and submitted where verbal requests made/ for other relevant information

Head teacher/Attendance Lead. .... Date. ....

• **CODY of this completed section should be sent back to parent with letter**

**O Warwickshire Attendance Service**  
Application Form for Leave of Absence in term time September 2025

- Parents have a legal duty to ensure that their children of compulsory school age receive a suitable full-time education through regular attendance at a school or otherwise (ie home education) (Section 7 Education Act 1996). If a child who is of compulsory school age, who is registered at school and fails to attend regularly, it is the parent that will be guilty of an offence (Section 444 (1) Education Act 1996).
- Section 576 Education Act 1996 defines 'parent' as:
  - o Any natural parent, whether married or not;
  - o Any parent who, although not a natural parent, has parental responsibility as defined in the Children Act (1989) for a child or young person;
  - o Any person who, although not a natural parent, has care of a child or young person.
- The National threshold is 10 sessions of unauthorised absence in a rolling period of 10 school weeks. If the local authority believes a penalty notice would be appropriate, they retain the discretion to issue one before the national threshold is met. This might apply for example, where parents are deliberately avoiding the national threshold by taking several term time holidays below threshold, or for repeated absence for birthdays or other family events. Please refer to Warwickshire County Council's Code of Conduct for non-school attendance and penalty notices for further information.

Leave of Absence taken after 1 September 2024:

The law relating to Penalty Notices has been amended and Penalty Notices issued for Leave of Absences taken after 1 September 2024 will be issued in accordance with the updated legislation.

- o First Leave of Absence offence: The Penalty Notice amount of E160 to be paid within 28 days, this is reduced to E80 each child if paid within 21 days.
- o Second Leave of Absence offence within a 3 year period (from the date of issue of the first penalty notice): The amount of E 160 paid within 28 days. No reduced amount.
  - o **Third Leave of Absence offence within a 3 year period (from the date of issue of the first penalty notice)**. A penalty notice will not be issued, and the matter will be referred to Warwickshire County Council's Legal Services to consider instigating criminal prosecution proceedings under S444 of Education Act 1996.

- Any Penalty Notices issued and/or prosecution will apply to each parent for each child who fails to attend school (e.g 2 absent children is 2 offences under section 444 Education Act 1996).

- A Penalty Notice is an alternative to prosecution, however if the Penalty Notice expires and is not paid Warwickshire County Council will consider instigating a criminal prosecution under the Education Act 1996.
    - Payment plans will not be offered and/or payments received outside of the 28 day period will not be accepted.
- 

- Where criminal proceedings are issued and a parent is found guilty, the court could issue a sentence of a fine of up to £1,000 for a Section 444(1) conviction; or £2,500, a community sentence period or a custodial period of up to 3 months for a Section 444(1A) conviction.

**C Warwickshire Attendance Service**

Application Form for Leave of Absence in term time September 2025

## Appendix 5c: Warwickshire Schools

### LEAVE OF ABSENCE DURING TERM TIME UPDATED INFORMATION FOR PARENTS

The Supreme Court has clarified the law on unauthorised leave, including holidays, during term time (Platt v Isle of Wright 2017). The Supreme Court has made clear that attending school 'regularly' means that the children must attend school on every day that they are required to do so. As such, the parents of any child who is absent from school without authorisation for any length of time are likely to be considered as committing an offence under s444 of the Education Act 1996.

The law states a leave of absence may only be granted by a school if an application is made in advance and if it considers there are exceptional circumstances relating to the application.

Schools must judge each application individually considering the specific facts and circumstances and relevant background context behind each request.

A leave of absence is granted entirely at the school's discretion. Generally, a need or desire for a holiday or other absence for the purpose of leisure and recreation would not constitute an exceptional circumstance.

Where a leave of absence is granted, the school will determine the number of days a pupil can be absent from school.

When making an application for Leave of Absence parents are advised to give sufficient information and time to allow the Head teacher the opportunity to consider all the exceptional circumstances and to notify parents of their decision. The school may also request further information on the application and supporting documentation where appropriate.

It is advised that if the resident parent has not received notification or a response regarding the leave of absence application, it is the parents' responsibility to ascertain if the leave is authorised prior to the start of the leave.

The school can only consider Leave of Absence requests which are made by the 'resident' parent ie the parent with whom the child normally resides.

Where applications for leave of absence are made in advance and refused, the child is expected to be in school on the dates set out in the application. If the child is absent during that period, it will be recorded as an unauthorised absence. Where a leave of absence is requested, but additional days taken either prior to or after the request may be considered as part of the leave of absence.

Leave of Absences which are not made in advance cannot be authorised in line with legislation. This will result in the absence being recorded as 'unauthorised'.

All matters of unauthorised absence relating to a Leave of Absence will be referred to the Warwickshire Attendance Service, part of Warwickshire County Council. Penalty Notices are issued in accordance with Warwickshire County Council's Code of Conduct for Penalty Notices and in the first instance, as an alternative to prosecution proceedings.

#### Leave of Absence taken in the academic year 2025-26

The law relating to Penalty Notices changed with effect from 19 August 2024. Therefore, Penalty Notices issued for Leave of Absence taken from September 2024 will be issued in accordance with the updated legislation.

- Penalty Notices are issued to each parent of each absent child, (for example 2 children and 2 parents, means each parent will receive 2 invoices – 4 in total).
  - First Leave of Absence offence: The Penalty Notice amount of £160 to be paid within 28 days, this is reduced to £80 each child if paid within 21 days.
  - Second Leave of Absence offence within a 3 year period (from the date of issue of the first penalty notice): The amount of £160 paid within 28 days. No reduced amount.
- Payment plans will not be offered and/or payments received outside of the 28 day period will not be accepted. Where a penalty notice expires unpaid the matter will be referred to Warwickshire County Council's Legal Services to consider criminal prosecution.
- Third Leave of Absence offence within a 3 year period (from the date of issue of the first penalty notice): A penalty notices will be not be issued and the matter will be referred to Warwickshire County Council's Legal Services to consider instigating criminal prosecution proceedings under S444 of Education Act 1996.

Your child's progress academically as well as socially is our shared priority.

### Leave of Absence

- The law states a leave of absence may only be granted by a school if an application is made in advance and if it considers there are exceptional circumstances relating to the application.

### Expectations

- A leave of absence is granted entirely at the school's discretion. Permission for a Leave of Absence from a school may only be given by a person who the school's proprietor has authorised to do so (an authorised person).
- Schools must judge each application individually considering the specific facts and circumstances and relevant background context behind each request.
- Generally, a need or desire for a holiday or other absence for the purpose of leisure and recreation would not constitute an exceptional circumstance.
- Where a leave of absence is granted, the school will determine the number of days a pupil can be absent from school.
- When making an application for Leave of Absence parents are advised to give sufficient information and time to allow the Head teacher the opportunity to consider all the exceptional circumstances and to notify the parents of their decision. The school may also request further information on the application and supporting documentation where appropriate.
- It is advised that if the resident parent has not received notification or a response regarding the leave of absence application, it is their responsibility to ascertain if the leave is authorised prior to the start of the leave.
- The school can only consider applications for Leave of Absence which are made by the resident parent. i.e the parent with whom the child normally resides.
- Where applications for Leave of Absences are made in advance and refused, the child is expected to be in school on the dates set out in the application. If the child is absent during that period, it will be recorded as an "unauthorised" absence. Where a leave of absence is requested but additional days take either prior to or after the request, they may be considered as part of the leave of absence.
- Leave of Absences which are not made in advance cannot be authorised in line with legislation. This will result in the absence being recorded as 'unauthorised'.
- All matters of unauthorised absence relating to a Leave of Absence will be referred to the Warwickshire Attendance Service of Warwickshire County Council. Penalty notices are issued in accordance with Warwickshire County Council's Code of Conduct for Penalty Notices and in the first instance, as an alternative to prosecution proceedings.

- Where a Penalty Notice is not paid within the timeframe set out in that Notice, the matter will be referred to Warwickshire County Council's Legal Services to consider instigating criminal prosecution proceedings under S444 of Education Act 1996.

### Leave of Absence taken in the academic year 2025-26

The law relating to Penalty Notices changed with effect from 19 August 2024. Therefore, Penalty Notices issued for Leave of Absence taken from September 2024 will be issued in accordance with the updated legislation.

Penalty Notices are issued to each parent of each absent child, (for example 2 children and 2 parents, means each parent will receive 2 invoices – 4 in total).

- First Leave of Absence Offence: The amount of £160 to be paid within 28 days, this is reduced to £80 each child if paid within 21 days.
- Second Leave of Absence Offence within a 3 year period (from the date of issue of the first penalty notice): The amount of £160 paid within 28 days. No reduced amount.
- Third Leave of Absence offence within a 3 year period (from the date of issue of the first penalty notice). A Penalty Notice will not be issued and the matter will be referred to Warwickshire County Council's Legal Services to consider instigating criminal prosecution proceedings under S444 of Education Act 1996.

## 'DFE Guidance Summary table of responsibilities for School Attendance Sept 22'

### All pupils

Parents are expected to:	Schools are expected to:	Academy trustees and governing bodies are expected to:	Local authorities are expected to:
<p>Ensure their child attends every day the school is open except when a statutory reason applies.</p> <p>Notify the school as soon as possible when their child has to be unexpectedly absent (e.g. sickness).</p> <p>Only request leave of absence in exceptional circumstances and do so in advance.</p> <p>Book any medical appointments around the school day where possible.</p>	<p>Have a clear school attendance policy on the school website which all staff, pupils and parents understand.</p> <p>Develop and maintain a whole school culture that promotes the benefits of good attendance.</p> <p>Accurately complete admission and attendance registers.</p> <p>Have robust daily processes to follow up absence.</p> <p>Have a dedicated senior leader with overall responsibility for championing and improving attendance.</p>	<p>Take an active role in attendance improvement, support their school(s) to prioritise attendance, and work together with leaders to set whole school cultures.</p> <p>Ensure school leaders fulfil expectations and statutory duties.</p> <p>Ensure school staff receive training on attendance.</p>	<p>Have a strategic approach to improving attendance for the whole area and make it a key focus of all frontline council services.</p> <p>Have a School Attendance Support Team that works with all schools in their area to remove area-wide barriers to attendance.</p> <p>Provide each school with a named point of contact in the School Attendance Support Team who can support with queries and advice.</p> <p>Offer opportunities for all schools in the area to share effective practice.</p>

### Pupils at risk of becoming persistently absent

Parents are expected to:	Schools are expected to:	Academy trustees and governing bodies are expected to:	Local authorities are expected to:
<p>Work with the school and local authority to help them understand their child's barriers to attendance.</p> <p>Proactively engage with the support offered to prevent the need for more formal support.</p>	<p>Proactively use data to identify pupils at risk of poor attendance.</p> <p>Work with each identified pupil and their parents to understand and address the reasons for absence, including any in-school barriers to attendance.</p> <p>Where out of school barriers are identified, signpost and support access to any required services in the first instance.</p> <p>If the issue persists, take an active part in the multi-agency effort with the local authority and other partners. Act as the lead practitioner where all partners agree that the school is the best placed lead service. Where the lead practitioner is outside of the school, continue to work with the local authority and partners.</p>	<p>Regularly review attendance data and help school leaders focus support on the pupils who need it.</p>	<p>Hold a termly conversation with every school to identify, discuss and signpost or provide access to services for pupils who are persistently or severely absent or at risk of becoming so.</p> <p>Where there are out of school barriers, provide each identified pupil and their family with access to services they need in the first instance.</p> <p>If the issue persists, facilitate a voluntary early help assessment where appropriate. Take an active part in the multi-agency effort with the school and other partners. Provide the lead practitioner where all partners agree that a local authority service is best placed to lead. Where the lead practitioner is outside of the local authority, continue to work with the school and partners.</p>

## Persistently absent pupils

Parents are expected to:	Schools are expected to:	Academy trustees and governing bodies are expected to:	Local authorities are expected to:
<p>Work with the school and local authority to help them understand their child's barriers to attendance.</p> <p>Proactively engage with the formal support offered – including any parenting contract or voluntary early help plan to prevent the need for legal intervention.</p>	<p>Continued support as for pupils at risk of becoming persistently absent and:</p> <p>Where absence becomes persistent, put additional targeted support in place to remove any barriers. Where necessary this includes working with partners.</p> <p>Where there is a lack of engagement, hold more formal conversations with parents and be clear about the potential need for legal intervention in future.</p> <p>Where support is not working, being engaged with or appropriate, work with the local authority on legal intervention.</p> <p>Where there are safeguarding concerns, intensify support through statutory children's social care.</p> <p>Work with other schools in the local area, such as schools previously attended and the schools of any siblings.</p>	<p>Regularly review attendance data and help school leaders focus support on the pupils who need it.</p>	<p>Continued support as for pupils at risk of becoming persistently absent and:</p> <p>Work jointly with the school to provide formal support options including parenting contracts and education supervision orders.</p> <p>Where there are safeguarding concerns, ensure joint working between the school, children's social care services and other statutory safeguarding partners.</p> <p>Where support is not working, being engaged with or appropriate, enforce attendance through legal intervention (including prosecution as a last resort).</p>

## Severely absent pupils

Parents are expected to:	Schools are expected to:	Academy trustees and governing bodies are expected to:	Local authorities are expected to:
<p>Work with the school and local authority to help them understand their child's barriers to attendance.</p> <p>Proactively engage with the formal support offered – including any parenting contract or voluntary early help plan to prevent the need for legal intervention.</p>	<p>Continued support as for persistently absent pupils and:</p> <p>Agree a joint approach for all severely absent pupils with the local authority.</p>	<p>Regularly review attendance data and help school leaders focus support on the pupils who need it.</p>	<p>Continued support as for persistently absent pupils and:</p> <p>All services should make this group the top priority for support. This may include a whole family plan, consideration for an education, health and care plan, or alternative form of educational provision.</p> <p>Be especially conscious of any potential safeguarding issues, ensuring joint working between the school, children's social care services and other statutory safeguarding partners. Where appropriate, this could include conducting a full children's social care assessment and building attendance into children in need and child protection plans.</p>

## Support for pupils with medical conditions or SEND with poor attendance

Parents are expected to:	Schools are expected to:	Academy trustees and governing bodies are expected to:	Local authorities are expected to:
<p>Work with the school and local authority to help them understand their child's barriers to attendance.</p> <p>Proactively engage with the support offered.</p>	<p>Maintain the same ambition for attendance and work with pupils and parents to maximise attendance.</p> <p>Ensure join up with pastoral support and where required, put in place additional support and adjustments, such as an individual healthcare plan and if applicable, ensuring the provision outlined in the pupil's EHCP is accessed.</p> <p>Consider additional support from wider services and external partners, making timely referrals.</p> <p>Regularly monitor data for such groups, including at board and governing body meetings and with local authorities.</p>	<p>Regularly review attendance data and help school leaders focus support on the pupils who need it.</p>	<p>Work closely with relevant services and partners, for example special educational needs, educational psychologists, and mental health services, to ensure joined up support for families.</p> <p>Ensure suitable education, such as alternative provision, is arranged for children of compulsory school age who because of health reasons would not otherwise receive a suitable education.</p>

## ATTENDANCE POLICY

Written by: M Turner & C Milbourne June 2025

Senior Lead Review by: Rob Darling August 2025

Next Review Date: June 2026

Approved by Directors: 06.10.25

Signed:



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Lois Whitehouse  
CEO



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Nicky Aston  
Chair of Standards