Bishop Wilkinson
Catholic Education Trust
Through Christ, in Partnership

Attendance Policy

Date Approved by Trust	**December 2023**
Statutory Policy	**No**
Required on Website	**No**
Review Period	**2 years**
Next Review Date	**December 2025**
Reviewed by	**Senior Director of Performance and Standards**

Contents

Purpose and aims	Page 3
Why attendance matters	Page 3
Roles and responsibilities	Page 4
Day-to-day procedures	Page 7
Absence	Page 7
Sixth form attendance	Page 10
Pupils who attend alternative provision	Page 11
Attendance and punctuality intervention	Page 11
Monitoring and analysing data	Page 13
Legislation and guidance	Page 14
Monitoring and review	Page 14
Appendix A: Request for leave form	Page 15
Appendix B: Attendance codes	Page 17

Purpose and aims

We want our pupils to benefit from the highest quality education to enable them to excel. We know that pupils who attend well have the best chances of success academically and socially. They are more likely to achieve well in examinations and assessments and more likely to form secure and lasting friendships.

This can only be achieved it pupils are in school regularly, and on time. This policy applies to all pupils registered at our school and ensures that swift action is taken to secure strong attendance from our pupils.

Excellent attendance is everyone's business and improving attendance is in everyone's interests. We aim to secure good attendance by building strong relationships with pupils, parents and carers so that we can support them to reduce any barriers to school attendance.

There may be instances when school leaders need to have challenging conversations with parents or carers about their child's attendance. Our staff will always maintain a professional and courteous manner, while acting in the best interests of the pupil.

Why attendance matters

We know that pupils who are frequently absent from school fall behind. We have a meticulously planned curriculum which sets out exactly what pupils should be taught at every stage of the year. When pupils are absent, they risk developing large gaps in their learning. This negatively impacts on their progress. Absence can also affect their social interactions with their peers and may impact upon their friendships

All pupils are expected to attend school every day that the school is open and for the full day. Our ideal is for our pupils to have the highest possible attendance to get the most from school so that they are well prepared for their next steps in education, training or employment.

Our Trust and school target for pupils' attendance is 97%

Attendance that falls below this needs to improve because it risks having a negative impact on the pupil, including how well they learn the school's curriculum and how well they build secure and lasting friendships. As an example, a pupil with 94% attendance will miss nearly two and a half weeks of school each year. That is the equivalent of missing more than 60 lessons.

Attendance lower than 90% is very concerning and means that the pupil meets the Department for Education's (DfE) criteria as persistently absent. This level of attendance means that a pupil is absent for nearly four weeks of school each year. That could be up to 100 lessons missed.

Attendance lower than 50% is considered by the DfE to be 'severe absence'. This means that a pupil may be missing more than 19 weeks of school each year. That equates to around 500 lessons missed.

Regular school attendance is a major factor in ensuring that pupils are safe, successful and developing socially, emotionally and spiritually. By regularly attending, pupils are prepared for the future.

Roles and responsibilities

Bishop Wilkinson Catholic Education Trust (BWCET) Directors

The Directors of BWCET ensure that attendance remains a high priority for us as a Trust school by:

- Recognising the importance of school attendance and actively promoting it through the Trust's ethos and policies.
- Having high expectations for standards of attendance across all Trust schools.
- Ensuring that the Trust and each school meets their statutory responsibilities in relation to attendance.
- Reviewing the attendance data for each school and across the Trust and delegating responsibility to the Trust's executive team to provide support and challenge where needed to improve attendance.
- Ensuring that staff have received adequate training on attendance.
- Ensuring that best practice in securing high attendance is shared between schools within the Trust.

In addition, the Local Governing Committee (LGC) have oversight of individual school attendance on behalf of the Trust board, offering support and challenge to leaders.

School

Role	Name	Contact Details
Headteacher	Mrs C Hammill	headteacher@stb.bwcet.com
Senior Leader for Attendance	Mrs C McHale	cmchale@stb.bwcet.com
Designated Safeguarding Lead	Mrs C McHale	cmchale@stb.bwcet.com
Trust Director of SEND, Safeguarding and Student Support	Andrea Riley	info@bwcet.com
Attendance Office	Attendance Team Years 7-11	Attendance Direct Line: 01207 523408 stbedes@stbedes.durham.sch.uk
Attendance Office	Attendance Team Years 12 & 13	Attendance Direct Line: 01207 523400 stbedes@stbedes.durham.sch.uk

All staff at our school recognise that **attendance is everyone's responsibility.** All staff aim to provide a positive learning environment for pupils, where they are motivated to learn and where they feel valued as members of our community. We provide a rich quality of education so that all pupils look forward to coming to school every day.

The headteacher will maintain oversight of attendance on at least a fortnightly basis. They also have responsibility for overseeing the school's strategy for promoting a culture of regular attendance and reducing the barriers to attending school for identified pupils. They will ensure that:

- This policy is consistently applied throughout the school by all staff.
- Staff actively promote the importance of good attendance and punctuality to pupils and their parents/carers.
- There is a high-quality Catholic education that encourages all pupils to attend well and to achieve well. This includes the use of rewards and awards to encourage good attendance.
- Attendance and punctuality data is accurately recorded, including the prompt completion of registers daily.
- Attendance data is analysed regularly by leaders throughout the year to identify patterns and trends, using this data to identify and support pupils and specific cohorts whose attendance is of concern.
- Attendance is regularly reported to the school's Senior Leadership Team, the LGC and the Trust's education team.
- Appropriate strategies are in place to celebrate good attendance.
- Well planned strategies for tackling unsatisfactory attendance and poor punctuality are in place.
- Individual action plans are co-ordinated for pupils whose attendance and/or punctuality is causing concern.
- First-day calling procedures are used correctly if a pupil is absent from school without contact from parents.
- Effective liaison with external agencies, such as the local authority, is undertaken where necessary. The school will also challenge external agencies if they feel it is necessary to do so because a pupil or family is not receiving the appropriate support. Equally, the school will be receptive to challenge from agencies in return.

All staff

All staff in school will promote the importance and value of good attendance. They will ensure that registers are accurately recorded and completely in a timely fashion. By providing pupils with good teaching and learning experiences, they will encourage all pupils to attend school frequently.

Staff understand that poor attendance increases safeguarding risks. Staff know that they have a key role to safeguard pupils by supporting and promoting excellent attendance. Staff also set a good example through their own attendance and punctuality.

Good attendance from pupils will be celebrated in school via termly Awards assemblies and weekly form group celebration of attendance.

Staff will build positive relationships with pupils, parents and carers as key stakeholders in our school community. Where staff have concerns about a pupil's attendance, this will be shared with parents and carers in a professional and supportive way, seeking to work together with the family to improve the pupil's

attendance. Where necessary, staff may also engage with external agencies to help pupils to attend regularly.

Recording absence

Nominated school staff will manage contact from parents about absence and record this on the school system. Staff should make sure that the reasons for absence are clear and record sufficient detail to allow senior staff to identify any trends in the reasons for poor absence.

School Attendance Team

The school attendance team work closely with Mrs J Patterson, of 'Step by Step Consultancy' who is our Educational Welfare Officer. Mrs Patterson conducts home visits to support students and families with excellent school attendance.

Parents and carers

Parents and carers have a key role to play in ensuring good attendance. There are additional legal duties on parents and carers to ensure that their child attends school regularly. This means that any absences should only be for a very small number of allowable reasons, such as a pupil being too ill to attend school. Therefore, it is important that parents and carers:

- Make sure that their child attends school every day on time.
- Ensure that their child returns to school as quickly as possible after any period of illness and consider the NHS guidance on when it is necessary for a child to stay away from school due to ill health (Is my child too ill for school? - NHS (www.nhs.uk))
- Do not expect the school to automatically agree to any requests for absence or condone unjustified absence from school.
- Work with the school to reduce all identified barriers to non-attendance.
- Ensure that, where possible, appointments for their child (such as medical appointments) are made outside of the school day.
- Ensure that their child remains in school for the full school day, as removing the child for part of the session also constitutes absence.
- Call the school to report any absence before **8.30AM via 01207 523408** on the day of absence and advise when they anticipate that their child will be back in school.
- Provide at least two emergency contact numbers for their child.

Pupils

Pupils are expected to attend school regularly and on time. They should register at the appropriate times and attend all lessons in the school day promptly.

If pupils become aware of any barriers to them attending school regularly, then they should talk to staff in school so that the right support can be identified and put in place.

Day-to-day procedures

A breakfast club is open at school, from 8.00AM daily. Students can be dropped off via the Student Entrance and can purchase breakfast items and remain in the Canteen until 8.40AM. Parents are asked to ensure students arrive by 8.40AM to allow a punctual start to the day.

All registers are recorded on our school management information system (MIS) which is called Arbor. A register must be taken at the start of each morning session and once during the afternoon session. On each occasion, staff must accurately record who is present in school and who is not. This ensures that no children are missed, and that information can be shared quickly and securely so that absence can be followed up.

Our morning session starts at 08.45 AM. The register is taken at 08.45AM. Pupils who arrive after this time will need to sign in as 'late before register close' (Code: L) at the school office. The register will close 30 minutes after lessons begin at 09.45AM. Anyone who arrives after this time will be marked as 'late after registers close' (Code: U) unless there are exceptional circumstances.

Our afternoon session starts at 13.20PM. This is when the register is taken. Pupils who arrive after this time will need to sign in as 'late before register close' (Code: L) at the school office. The register will close at 13.50PM. Anyone who arrives after this time will be marked as 'late after registers close' (Code: U).

The school day finishes at 15.15PM.

Absence

If a child is unable to attend school, then parents/carers should inform the school by calling the following number:

Attendance direct line: 01207523408

Or via email to: stbedes@stbedes.durham.sch.uk

This contact should be made before 08.30AM.

Where a pupil is persistently absent, we may advise the parent/carer that absence should be reported to a particular member of staff so that appropriate support can be swiftly put into place. Where this is the case, parents will be informed as part of an agreed plan to reduce absence.

All pupils will be identified as absent once the registers have closed. If we have not received a reason for a pupil's absence, we will initiate our first-day calling procedures.

Contact will be made with the main contact listed for the pupil to establish the reason why the pupil is not in school. If no contact is established and we have not received a suitable reason for the pupil's absence, we will contact all individuals listed as emergency contacts. If school is unable to make contact by telephone, then a home visit may be conducted to establish the welfare of the pupil.

These procedures will continue to take place for each subsequent day of absence where the school has not been informed of the reasons why the pupil is absent from school.

If, after 3 days of the absence, the school has not received satisfactory reason for absence, the Designated Safeguarding Lead (DSL) must be informed. They will then decide the appropriate next steps which may include a visit to the child's home, liaising with Children's Services or requesting a safe and well check from the police. It is expected that, for pupils identified as vulnerable by the school, these actions would be taken on the first day of absence. The DSL will routinely make the Attendance and Pastoral Team aware of the vulnerable pupils within the school. Vulnerable pupils could include:

- Pupils who are subject to a multi-agency plan
- Pupils who are looked after children
- Pupils with an education, health and care (EHC) plan
- Any other pupils identified as vulnerable by the school

This is so that the DSL can be informed of these pupils' first day of absence, and each subsequent day. This will allow the DSL to make an informed decision on the necessary response to the absence to ensure that pupils are safe.

Where pupils are receiving support from a social worker through local authority children's services, any unexplained absences should be reported on the same day to the child's social worker.

Types of absence

Any pupil who is not present at registration will be marked as absent. This is unless leave of absence has been granted by the school in advance or if the reason for absence is already known and accepted by the school as legitimate.

The decision about whether the absence should be authorised or unauthorised rests with the Headteacher or staff that the headteacher has designated to lead on attendance matters. Parents/carers cannot authorise absences and should be aware that while calling the school or providing a note for an absence complies with the school's attendance and safeguarding procedures, it does not automatically mean that an absence will be authorised.

Where a reason for absence is given and accepted by the school at a later stage, the register will be amended to reflect the original entry, the amended entry, the reason for the amendment, the date on which the amendment was made, and the name and title of the person who made the amendment.

Authorised absence

Absences may be authorised by the Headteacher or other designated staff in the following circumstances:

- Leave has been granted by the school in advance for exceptional circumstances. An application must be made in writing with appropriate evidence, in advance of the intended circumstance wherever possible. A

leave of absence application is available via the school's website or from the school office.

- The school is satisfied that the child is too ill to attend (Code: I). At any point during illness, if the school have reasonable doubt about the authenticity of the illness, they may ask for medical evidence to support the absence. All evidence should be passed to the school.
- The pupil has a medical appointment (Code: M), although parents should try to make these out of school hours wherever possible, and to return their child to school immediately afterwards – or send him/her to school beforehand.
- There is an unavoidable cause for the absence, which is beyond the family's control, and which is classifield as reasonable grounds for absence by the headteacher e.g., extreme weather conditions (Code: Y).
- When study leave has been granted by the school. Study leave will not be granted by default once tuition of the exam syllabus is complete. In line with DfE guidance, it will be used sparingly and only granted to Year 11 and Year 13 pupils during public examinations (Code: S).
- Where a sixth form student is not required in school for a session because they have no timetabled lessons (Code: X).
- The absence occurs on a day exclusively set aside for religious observance when it falls on a day that is exclusively set apart for religious observance by the parents' religious body (Code: R).
- The pupil is of no fixed abode, his/her parent is engaged in a trade which requires him/her to travel, the pupil has attended school as often as the nature of the trade permits and, having reached the age of six, he/she has attended 200 sessions in the preceding 12 months (Code: T)
- In other exceptional circumstances and for a very limited period which is at the discretion of the headteacher (Code: C).

Unauthorised absence

A pupil's absence will be unauthorised when the school has not received an appropriate reason for the absence, or the absence was not approved prior to it occurring. The headteacher is ultimately responsible for determining whether the reason given for the absence is appropriate.

We monitor all absence and the reasons given thoroughly, regardless of whether it has been authorised or unauthorised. Parents/carers will be informed regularly of their child's attendance and will be offered support where there is a decline in attendance.

Truancy

Truancy is when a pupil does not attend school and their parents think that they are attending school. It can also be when a pupil goes missing from school having previously registered for the session. This behaviour is concerning. It puts pupils in a vulnerable position and may, in some cases, also indicate that they are at increased risk of harm or exploitation.

If it is established that a pupil has been in school, but is not where they are supposed to be, then a search of the site will be conducted to establish their whereabouts. If it is established that a pupil appears to have left the school site without permission, the

school will attempt to contact the pupil's parents/carers immediately to inform them. Failing this, the police will be contacted and informed.

Any truancy will be managed in according with our Behaviour Policy and Safeguarding Policy.

Requesting leave of absence

Any leave of absence during term time will only be granted in exceptional circumstances. It can only be authorised by the headteacher. Each application will be considered on a case-by-case basis.

Requests for leave of absence must be made in advance and submitted to the headteacher using the 'Request for leave of absence' form (see Appendix A). The form is available via the school's website and from the school office. The form should be submitted to the school, along with any other relevant supporting evidence.

If term time absence is not granted, taking a pupil out of school will be recorded as any unauthorised absence. This may result in a referral to the local authority and the absence could incur sanctions from the local authority such as a fixed penalty notice or fine.

Except in exceptional circumstances, the school will not authorise any application for leave during term time in the following cases:

- At any time in September. This is a vital period for all pupils to settle into new classes and routines.
- During assessment and examination periods in the school's calendar which affect your child e.g. SATs or GCSEs.
- When a pupil's attendance for the academic year already includes any level of unauthorised absence.
- Where a period of leave of absence has already been granted earlier in the academic year.

Part-time timetables

All pupils are entitled to a full-time education. Reducing a pupil's timetable is rarely in their best interests.

The school will only ever agree to a part-time timetable in the most exceptional circumstances, and this must be discussed and agreed with the Trust's central education team. If the exceptional decision is made to reduce a pupil's timetable, it will be very time limited and only to support the pupil to build up their ability to attend full time. It will never be used as a strategy to improve a pupil's behaviour.

Sixth Form attendance

Strong attendance is just as important for Sixth Form students as it is for all pupils.

Reason	Action
Illness	Contact Sixth Form either by telephone or email to Mrs Snowdon by 9.30am to report the absence and **every day** until the student

	returns. If a student feels unwell during the day/lesson they must seek permission from a member of the Sixth Form Pastoral Team who must have permission from a parent/carer before the student is allowed to leave site.
Lateness	If a student is running late, they must also inform us using the same communication channels as above.
Appointments	If a student has a pre-arranged appointment, they must inform Mrs Snowdon or their Year Leader **prior to the appointment** and provide evidence to support the absence e.g., appointment card, hospital letters etc. Pre-arranged appointments will be identified on registers.

Sixth Form students are allowed to leave site at break, lunch, afternoons.

Sixth Form students can take 'early finishes' from lunchtime onwards assuming they do not have lessons during period 4 or 5.

In both cases above, it is imperative that students sign in/out at the Attendance Office. This is a key safeguarding policy that MUST be adhered to by all students, at all times. Students should not leave site via any other exit.

Additional authorised absences for Sixth Form students are:

- Driving test – not lessons.
- University interviews.
- University Open Days.
- Approved examination study leave.

Absences which would not be authorised include:

- Unexplained absence from a lesson.
- Appointments with no prior notification or evidence provided.
- Holidays taken during term time.
- Driving lessons (taken during lesson time/supervised study).
- Part time work.

Pupils who attend alternative provision

A very small number of pupils may be registered at alternative provision on either a part- or full-time basis. This is typically a time-limited arrangement and will be discussed and agreed with the Trust's central education team.

When a pupil is attending alternative provision, school will use one of two codes:

- Where the pupil attends an unregistered provider – Code B
- Where the pupil attends a registered provider and is dual registered with the provider – Code D

For pupils who are dual registered with another provider but only attend part-time, Code D will only be used for those sessions that the pupil is expected to attend/access the provision.

Where a pupil is attending alternative provision, arrangements will be in place so that school is notified swiftly if the pupil does not turn up at the provision so that the absence can be followed up promptly. Attendance of pupils at alternative provision is monitored in line with all pupils at the school. The actions and support outlined in this policy apply equally to pupils in alternative provision.

Attendance and punctuality intervention

At the start of each academic year, no later than the end of week two, a letter or communication via Arbor will be sent to parents/carers of all current pupils who were on roll at the school in the previous academic year. This will state their attendance for the previous year and make clear the school's expectations that all pupils will aspire to achieve the school target of at least 97% attendance.

The school will also routinely send correspondence to parents, on a termly basis, to keep them abreast of their child's attendance. This correspondence will vary depending on how well a pupil is attending, and may be more frequent.

Where school identifies that a pupil's attendance or punctuality is causing concern, we will work with the family to support them to improve their child's attendance. Our support will take a staged approach. The focus will be on identifying any barriers to good attendance and working together with families and agencies to overcome these.

Parents/carers should speak openly about any concerns that they have around attendance. The school will provide support and guidance initially. If, however, it becomes clear that additional support from other agencies is needed, then further discussions will be held with parents/carers to identify what more can be done to improve a pupil's attendance.

We recognise that in the first half of the Autumn term, any absence may have a more significant impact on the overall attendance percentage for a pupil. However, we also know that catching poor attendance early, and taking prompt action to address this, avoids regular absence becoming a habit. Therefore, leaders will monitor attendance on a fortnightly basis from the start of the academic year. During the first half term, we will use our professional judgement as to whether any intervention is necessary, based upon a pupil's previous attendance record. This may include letters home, and/or meetings with parents/carers.

From the second half of the autumn term onwards, we will follow the procedures outlined in the chart below:

All pupils

- Letter at the start of the year outlining last year's attendance and the school's expectations for this year.
- Regular reminders about the importance of attendance and punctuality from all staff.
- Parents routinely (at least half-termly) informed of their child's attendance and any punctuality concerns.

100% - 97%

Less than 7 days absent per year

- Regular reminders about the importance of attendance from all staff.
- Rewards and recognition for strong attendance.
- Routine attendance monitoring.

94% - 96.9%

Between 7.5 and 12.5 days absent per year

- Stage 1 letter sent. This lets parents/carers know that a pupil's attendance is below our Trust and school target of 97%. Parents/carers informed who to contact if they require any support.
- Continued monitoring of attendance.
- Recognition for pupils who improve their attendance.

90% - 93.9%

Between 13 and 19 days absent per year

- Scrutiny of attendance data to identify any trends or patterns in absence.
- If no improvement seen, Stage 2 letter is sent, inviting parents to send information in about any attendance barriers.
- Action taken where necessary, including referrals to external agencies if needed.
- Recognition for pupils who improve their attendance.

Below 90%

More than 19 days absent per year

- The pupil is now considered 'persistently absent'. This is very concerning.
- Stage 3 letter sent. Parents invited in for a meeting to discuss barriers to attendance.
- Attendance action plan drawn up with a review meeting scheduled.
- Medical evidence may be required for every absence.

Where a pupil becomes persistently absent (absent for 10% or more) then we require parents/carers to work with school to identify and remove any barriers to poor attendance. Where appropriate, this may include liaising and working with external agencies, such as the local authority and other organisations.

Where a pupil has severe absence (absent for 50% or more), a joint approach to addressing the absence with the family will be agreed with the local authority.

Legal intervention

We want to work positively and proactively with families to secure good attendance. If parents/carers are fully engaging with any support and acting responsibly to try to improve their child's attendance, the school's approach will always be supportive. The school will allow sufficient time for any identified intervention to result in attendance improving. Where attendance is improving, the school will not take any legal intervention against a parent/carer. However, where engagement strategies are not having the desired effect, we will consider the following next steps:

- Holding a formal meeting with parents/carers.
- Working with the local authority to put a parenting contract in place.
- Engaging children's social care where there are safeguarding concerns in line with our child protection policy.

Where the above measures do not improve attendance, then the headteacher will consider referring the case to the local authority for a period of legal monitoring. The local authority may then decide to issue a fixed penalty notice.

Where a pupil's attendance still does not improve following these measures, then, as a last resort, the local authority may consider prosecuting parents for failing to address their child's poor attendance.

In addition, for any term-time holiday where leave of absence has not been granted by the headteacher in advance, the headteacher will refer the case to the local authority, in line with LA protocols. This may lead to the local authority issuing a fixed penalty notice,

Monitoring and analysing attendance data

The school will monitor attendance and punctuality on a fortnightly basis. Data will be analysed for the whole school to identify any trends or patterns that exist. Leaders will identify whether there are particular groups of pupils whose attendance of punctuality may be a cause for concern.

Leaders will analyse attendance and absence data regularly to identify individual pupils who need additional support with their attendance and use this analysis to provide targeted support to pupils and their families We will routinely monitor attendance for the following cohorts:

- Whole school
- Individual year groups and classes

- Boys and girls
- Pupils with special educational needs and/or disabilities (SEND)
- Pupils with English as an additional language
- Pupils eligible for pupil premium funding
- Pupils who are looked after children or previously looked after children
- Pupils who have a social worker or on a multi-agency plan
- Pupils who are persistently absent or severely absent

Absence data is published at national and local authority level through the DfE's school absence national statistics releases. Leaders will compare the school's attendance data to the national average and the same time period for the previous academic year. They will share this with the LGC who will explore the impact of leaders' work to reduce absence.

The school will also use this attendance information to monitor the impact of any interventions put in place in order to evaluate them and inform future strategies.

Legislation and Guidance

This policy meets the requirements of the working together to improve school attendance from the Department for Education (DfE), and refers to the DfE's statutory guidance on school attendance parental responsibility measures. These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

- Part 6 of The Education Act 1996
- Part 3 of The Education Act 2002
- Part 7 of The Education and Inspections Act 2006
- The Education (Pupil Registration) (England) Regulations 2006 (and 2010, 2011, 2013, 2016 amendments)
- The Education (Penalty Notices) (England) (Amendment) Regulations 2013

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

The policy has taken account of the Education Select Committee's report on tackling absence: https://publications.parliament.uk/pa/cm5803/cmselect/cmeduc/970/report.html.

Monitoring and Review

The LGC is responsible for monitoring implementation of this policy at school level. The Trust's Board of Directors are responsible for monitoring implementation of this policy at Trust level and may delegate this responsibility to the Trust's Executive team.

This policy will be reviewed bi-annually or in line with legislative changes.

Bishop Wilkinson
Catholic Education Trust
Through Christ, in Partnership

Appendix A: Request for leave of absence

Request for leave of absence

Please note that for any absence, you may be asked to supply further supporting documents. This form must be submitted at least 10 working days prior to the requested leave of absence.

Child's Full Name	Date of Birth	Class

Parent/Carer details (please list all parents)			
First Name		Surname	
Date of Birth		Relationship to the child	
Address and postcode			
Telephone number			
First Name		Surname	
Date of Birth		Relationship to the child	
Address and postcode			
Telephone number			

Siblings: Please provide the names of any siblings and the school that they attend, if different		
Child's Full Name	Date of Birth	School:

Details of the absence			
Date of first day of absence:		**Date of last day of absence:**	
Total days absent:		**Expected date of return to school:**	
Please provide the reason for this request including supporting evidence			
Contact details whilst absent from school			
Address whilst away:			
Telephone number whilst away:			

Please read the following statement and sign to indicate that you understand:

I would like to request the above absence. I understand that the school strongly advises against taking unnecessary absence during term time. I accept that this may have a detrimental impact on my child/ren's progress and their social relationships and friendships. I understand that a penalty notice may be issued if this request is denied and my child is absent during this period. I understand that a fine will be payable per child, per parent of £120 if paid within 28 days but reduced to £60 per child, per parent if paid within
21 days.

Signed:		**Full name:**		**Date:**	
Signed:		**Full name:**		**Date:**	

Office use only			
Date request received:		**Total number of days requested:**	
Child's Full Name:	**Current % Attendance**	**Application authorised/decline**	
Reason for decision:			
Headteacher signature		**Date:**	

Appendix B: Attendance Code

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 before the register is closed	Pupil arrives late before register has closed
B	Off-site educational activity	Pupil is at a supervised off-site educational activity approved by the school
D	Dual registered at another school	Pupil is attending a session at another setting where they are also registered
J	At an interview with prospective employers, or another educational establishment	Pupil has an interview with a prospective employer/educational establishment
P	Participating in a supervised sporting activity	Pupil is participating in a supervised sporting activity approved by the school
V	Educational visit or trip	Pupil is on an educational visit/trip organised, or approved, by the school
W	Work experience	Pupil is on a work experience placement
Authorised absence		
C	Leave of absence granted by the school	Pupil has been granted a leave of absence due to exceptional circumstances
E	Excluded but not alternative provision made	Pupil has been excluded but no alternative provision has been made
H	Holiday granted by the school	Pupil has been allowed to go on holiday due to exceptional circumstances
I	Illness	School has been notified that a pupil will be absent due to illness
M	Medical or dental appointment	Pupil is at a medical or dental appointment
R	Religious observance	Pupil is taking part in a day of religious observance
S	Study leave	Year 11 pupil is on study leave during their public examinations
T	Traveller absence	Pupil from a traveller community is travelling, as agreed with the school
Unauthorised absence		
G	Holiday not granted by the school	Pupil is on a holiday that was not approved by the school
N	Reason for absence not provided	Pupil is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time)
O	Absence without authorisation	School is not satisfied with reason for pupil's absence

U	Arrival in school after registration closed	Pupil arrived at school after the register closed

Miscellaneous codes		
X	Non-compulsory school age pupil not required to be in school	Pupil of non-compulsory school age is not required to attend
Y	Unable to attend due to exceptional circumstances	School site is closed, there is disruption to travel as a result of a local/national emergency, or pupil is in custody
Z	Prospective pupil not on admission register	Register set up but pupil has not yet joined the school
#	Planned whole or partial school closure	Whole or partial school closure due to half-term/bank holiday/INSET day