THE SEA VIEW TRUST

TRUST PUPIL ATTENDANCE POLICY

ANCHORSHOLME PRIMARY ACADEMY

The CEO will review this policy on a 2 yearly cycle, or on receipt of updated guidance

Policy Version:	V1
Colleagues affected by this Policy:	All stakeholders
Person responsible for the Policy:	CEO/SIL
Approved by/ date:	CEO November 2024
Approved/noted by LGC date:	
Next review:	

All attendance policies for organisations in the SVT should meet the requirements of this framework.

Contents:

1. Sea View Trust Attendance Aims

This policy aims to show our commitment to meeting our obligations with regards to school attendance, including those laid out in the Department for Education's (DfE's) statutory guidance on [working together to improve school attendance (applies from 19 August 2024)](#), through our whole-school culture and ethos that values good attendance, including:

- Setting high expectations for the attendance and punctuality of all pupils

- Promoting good attendance and the benefits of good attendance

- Reducing absence, including persistent and severe absence

- Ensuring every pupil has access to the full-time education to which they are entitled

- Acting early to address patterns of absence

- Ensuring equality and fairness of treatment for all (in accordance with the Equality Act 2010)

- Building strong relationships with families to make sure pupils have the support in place to attend school

We will also promote and support punctuality in attending lessons.

2. Legislation and guidance

This policy is based on the Department for Education's (DfE's) statutory guidance on [working together to improve school attendance (applies from 19 August 2024)](#) and [school attendance parental responsibility measures](#). The guidance is based on the following pieces of legislation, which set out the legal powers and duties that govern school attendance:

- Part 6 of the [Education Act 1996](#)

- Part 3 of the [Education Act 2002](#)

- Part 7 of the [Education and Inspections Act 2006](#)

- [The Education (Pupil Registration) (England) Regulations 2006 (and 2010, 2011, 2013, and 2016 amendments)](#)

- [The School Attendance (Pupil Registration) (England) Regulations 2024](#)

- [The Education (Penalty Notices) (England) (Amendment) Regulations 2013 and the 2024 amendment](#)

   It also refers to:

- [Keeping Children Safe in Education](#)

- [Mental health issues affecting a pupil's attendance: guidance for schools](#)

- Equality Act 2010

This policy also complies with our trust's funding agreement and articles of association.

3. Roles and responsibilities

3.1 The Role of the Trust Board

The Sea View Trust Full Board and Curriculum Quality and Standards (CQ&S) Committee

are responsible for:

- Setting high expectations of attendance for all pupils attending Trust schools

- Making sure school leaders fulfil expectations and statutory duties

- Recognising and promoting the importance of school attendance across the Trust policies and ethos

- Making sure the Trust has high aspirations for all pupils, but adapts processes and support to pupils' individual needs

- Regularly reviewing and challenging attendance data and helping Trust leaders focus improvement efforts on individual pupils or cohorts who need it most,

- Working with Trust leaders to set improvement targets for attendance and monitoring progress

- Monitoring attendance figures for the whole Trust and repeatedly evaluating the effectiveness of the school's processes and improvement efforts to make sure they are meeting pupils needs

- Holding the Headteachers and LGCs to account for the implementation of this policy

- Identifying and monitoring attendance patterns across the trust's schools to identify common issues and barriers, and share effective practice between schools

3.2 The Local Governing Committee

The Sea View Trust Local Governing Committees for each academy are responsible for:

- Setting high expectations of all school leaders, staff, pupils and parents

- Setting high expectations of all school leaders, staff, pupils and parents

- Making sure school leaders fulfil expectations and statutory duties, including:

  o Making sure the school records attendance accurately in the register, and shares the required information with the DfE and local authorities

  o Making sure the school works effectively with local partners to help remove barriers to attendance, and keeps them informed regarding specific pupils, where appropriate

- Recognising and promoting the importance of school attendance across the school's policies and ethos

- Making sure the school's attendance management processes are delivered effectively, and that consistent support is provided for pupils who need it most by prioritising staff and resources

- Making sure the school has high aspirations for all pupils, but adapts processes and support to pupils' individual needs

- Regularly reviewing and challenging attendance data and helping school leaders focus improvement efforts on individual pupils or cohorts who need it most, at LGC meetings

- Monitoring attendance figures for the whole school and repeatedly evaluating the effectiveness of the school's processes.

- Where the school is struggling with attendance, working with school leaders to develop a comprehensive action plan to improve attendance ensuring that school leaders are doing everything possible to improve attendance

- Making sure dedicated training is provided to staff with a specific attendance function in their role, including in interpreting and analysing attendance data

- Holding the headteacher to account for the implementation of this policy

3.3 The Headteacher

The Headteacher is responsible for:

- The implementation of this policy at the school

- Monitoring school-level absence data and reporting it to governors

- Supporting staff with monitoring the attendance of individual pupils

- Monitoring the impact of any implemented attendance strategies

- Issuing fixed-penalty notices, where necessary and/or authorising in partnership with LA staff to be able to do so

- Working with the parents of pupils with special educational needs and/or disabilities (SEND) to develop specific support approaches for attendance for pupils with SEND, including where school transport is regularly being missed, and where pupils with SEND face in-school barriers

- Communicating with the local authority when a pupil with an education, health and care (EHC) plan has falling attendance, or where there are barriers to attendance that relate to the pupil's needs

- Communicating the school's high expectations for attendance and punctuality regularly to pupils and parents through all available channels

- Sharing information from the school register with the local authority, including:

  - Notifying the local authority/ Education Welfare Officer (EWO) when a pupil's name is added to or deleted from the school admission register outside of standard transition times

  - Providing the local authority/ Education Welfare Officer (EWO) with the details of pupils who fail to attend school regularly, or who have been marked with an unauthorised absence for a continuous period of 10 school days

  - Providing the local authority/ Education Welfare Officer (EWO) with the details of pupils who the school believes will miss 15 days consecutively or cumulatively because of sickness

3.4 The Trust Central Team

The Trust Central Team are responsible for:

- Driving attendance improvement across the trust

- Providing monthly Attendance Reports to the Headteacher Board

- Providing termly Attendance Reports to the Trust Board, CQ&S

- Working more intensively with schools who require support to improve attendance

- Acting as a central contact point for schools with attendance queries

- Liaising with the DfE's regional teams for advice about wider support programmes

3.5 The designated senior leader (SL) responsible for attendance

The SL responsible for attendance is Mrs Amy Hylton and can be contacted via:

a.hylton@ anchorsholme.svt.org.uk

The designated senior leader for attendance is responsible for:

- Leading, championing and improving attendance across the school

- Setting a clear vision for improving and maintaining good attendance

- Evaluating and monitoring expectations and processes

- Having a strong grasp of absence data and oversight of absence data analysis

- Regularly monitoring and evaluating progress in attendance

- Establishing and maintaining effective systems for tackling absence, and making sure they are followed by all staff

- Liaising with pupils, parents/carers and external agencies, where needed

- Building close and productive relationships with parents to discuss and tackle attendance issues

- Creating intervention or reintegration plans in partnership with pupils and their parents/carers

- Delivering targeted intervention and support to pupils and families

3.6 The school attendance officer

The attendance officer is Mrs Karen Manning and can be contacted via:

karen.manning@blackpool.gov.uk

The school attendance officer at each school is responsible for:

- Monitoring and analysing attendance data (see section 7)
- Benchmarking attendance data to identify areas of focus for improvement
- Providing regular attendance reports to school staff and reporting concerns about attendance to the designated senior leader responsible for attendance, and the Headteacher
- Working with education welfare officers to tackle persistent absence
- Advising the headteacher when to issue fixed-penalty notices

3.7 Class teachers

All class teachers are responsible for recording attendance for both morning and afternoon sessions on a daily basis, using the correct codes (see Appendix 1), and submitting this information to the school office on the same day.

3.8 School Admin staff

School Admin staff will:

- Take calls from parents/carers about absence on a day-to-day basis and record it on the school system
- Transfer calls from parents/carers to the designated senior leader responsible for attendance (Mrs Amy Hylton) where appropriate, in order to provide them with more detailed support on attendance

3.9 Parents

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

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

Parents are expected to:

- Make sure their child attends every day, regularly and punctually on time
- Call the school to report their child's absence before 9:30am on the day of the absence and advise when they are expected to return
- Provide the school with more than 1 emergency contact number for their child and ensure that this information is updated to reflect any changes
- Ensure that, where possible, appointments for their child are made outside of the school day
- Seek support, where necessary, for maintaining good attendance, by contacting the school to request help and to engage with support provided.

3.9 Pupils

Pupils are expected to:

- Attend school every day, on time
- Engage with strategies and interventions designed to support their attendance

4. Recording attendance

4.1 Attendance register

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

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

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

Any amendment to the attendance register will include:

- The original entry
- The amended entry
- The reason for the amendment
- The date on which the amendment was made
- The name and position of the person who made the amendment

See Appendix 1 for the DfE attendance codes.

We will also record:

- For pupils of compulsory school age, whether the absence is authorised or not
- The nature of the activity, where a pupil is attending an approved educational activity
- The nature of circumstances, where a pupil is unable to attend due to exceptional circumstances

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

The school day starts between 8:40am and 8:55am and ends at 3:15pm (3:10pm for EYFS)

Pupils must arrive in school by 8:55am on each school day.

The register for the first session will be taken at 8:55am and will be kept open until 9:25am. The register for the second session will be taken at 1:10pm and will be kept open until 1:15pm.

4.2 Unplanned absence

The pupil's parent must notify the school of the reason for the absence on the first day of an unplanned absence by 9:30am, or as soon as practically possible, by calling the school admin staff, who can be contacted via 01253 855215 or admin@anchorsholme.svt.org.uk. Voice messages can be left on the school office number from 8:00am.

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

Where there are doubts about the authenticity of the illness, the school, in consultation with the Pupil Welfare Officer (PWO), will ask for medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

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

4.3 Planned absence

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

Parents/carers can request leaves of absence by completing a leave of absence form or by contacting the Headteacher via email.

However, we encourage parents/carers to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary.

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

4.4 Lateness and punctuality

A pupil who arrives late:

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

The Trust encourages all schools to run monitoring Reports using Arbor and to scrutinise the data to identify punctuality issues.

4.5 Following up unexplained absence

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

- Call the pupil's parent on the morning of the first day of unexplained absence from 9:30am to ascertain the reason. If the school cannot reach any of the pupil's emergency contacts, the schools may contact other agencies eg Multi-Agency Safeguarding Hub (MASH)/ Police/Pupil Welfare Officer.
- Identify whether the absence is approved or not
- Identify the correct attendance code to use (see Appendix 1 for details) and input it as soon as the reason for absence is ascertained – this will be no later than 5 working days after the session(s) for which the pupil was absent
- Call the parent on each day that the absence continues without explanation, to make sure proper safeguarding action is taken where necessary. If absence continues, the school will consider involving an Pupil Welfare Officer (PWO)
- Where appropriate, offer support to the pupil and/or their parents to improve attendance
- Identify whether the pupil needs support from wider partners, as quickly as possible, and make the necessary referrals
- Where support is not appropriate, not successful, or not engaged with apply appropriate sanctions (see below)

4.6 Reporting to parents

The school will regularly inform parents (see definition of 'parent', as used in this policy, in section 3.8 above) about their child's attendance and absence levels via an end-of-year report. Attendance concerns will be shared and discussed with parents as necessary.

5. Authorised and unauthorised absence

5.1 Approval for term-time absence

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

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

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

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

We define 'exceptional circumstances' as 'one off events which are unavoidable' these are applied at the discretion of the Headteacher who may seek guidance from the Central Team.

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

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

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

Any request should be submitted as soon as it is anticipated and, where possible, at least 2 weeks before the absence, and in accordance with any leave of absence request form (Appendix 2 of the Policy). The Headteacher may require evidence to support any request for leave of absence, this may include a formal meeting with parents to discuss the planned absence. If a pupil is over compulsory school age (e.g. sixth form), leave can be requested or agreed by the pupil or a parent they normally live with.

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

- Illness (including mental-health illness) and medical/dental appointments (see sections 4.2 and 4.3 for more detail)
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parent(s) belong (s). If necessary, the school will seek advice from the parent's religious body to confirm whether the day is set apart
- Parent(s) travelling for occupational purposes – this covers Roma, English and Welsh gypsies, Irish and Scottish travellers, showmen (fairground people) and circus people, bargees (occupational boat dwellers) and new travellers. Absence may be authorised only when a traveller family is known to be travelling for occupational purposes and has agreed this with the school, but it is not known whether the pupil is attending educational provision
- If the pupil is currently suspended or excluded from school (and no alternative provision has been made)

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

- Attending an offsite approved educational activity, sporting activity or visit or trip arranged by the school

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

5.2 Sanctions

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

Penalty notices

The headteacher (or someone authorised by them), local authority or the police can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age, by issuing a penalty notice.

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

Before issuing a penalty notice, the school will consider the individual case, including:

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

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

The payment must be made directly to the local authority (**neither the school nor the Trust receive any money collected through penalty notices**), regardless of who issues the notice. If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

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

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

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

A penalty notice may also be issued where parents allow their child to be present in a public place during school hours without reasonable justification, during the first 5 days of a suspension or exclusion (where the school has notified the parents that the pupil must not be present in a public place on that day). These penalty notices are not included in the National Framework, are not subject to the same considerations about support being provided, and do not count towards the limit as part of the escalation process.

In these cases, the parent must pay £60 within 21 days, or £120.

Notices to improve

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

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

They will include:

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

6. Strategies for promoting attendance

At Anchorsholme Academy, weekly year group and class attendance data is shared and celebrated in whole-school assembly. Year group attendance data is also shared via our weekly newsletter to parents. Attendance is also rewarded and celebrated through the presentation of 100% attendance badges at the end of each term. We promote good attendance at induction sessions, Meet the Teacher evenings and in our whole-school agreement document.

7. Supporting pupils who are absent or returning to school

7.1 Pupils absent due to complex barriers to attendance

Where a pupil is **absent due to complex barriers to attendance** school staff will work proactively and compassionately with families in the spirit of 'working together to improve school attendance' (DfE, 2024) to agree a realistic plan to support the pupil. This may include homework, access to internal and external specialist support, bespoke packages and reduced timetables etc.

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

Where a pupil is **absent due to mental or physical ill health** school staff will work proactively and compassionately with families and health professionals in the spirit of 'working together to improve school attendance' (DfE, 2024) to agree a realistic plan to support the pupil.

The school recognises that pupils with SEND and/or health conditions, including mental health issues, may face greater barriers to attendance than their peers, and will incorporate robust procedures to support pupils who find attending school difficult. This may include liaising with families or hospital education teams to provide learning activities for completion at home or in hospital, signposting to mental health services and making referrals as appropriate, offering family consultation with a Primary Mental Health worker to create a support plan, SENDCO taking advice from Blackpool SEND Support Team and liaising with families. At Anchorsholme, we pride ourselves on our ability to communicate effectively with and build strong relationships with families and will but appropriate measures in place to meet the specific needs of our children and promote the highest levels of attendance.

In line with the SEND Policy and Supporting Pupils with Medical Conditions Policy, the school will ensure that reasonable adjustments are made for disabled pupils to reduce barriers to attendance, in line with any EHC plans or medical plans that have been implemented. The school will secure additional support from external partners to help bolster attendance where appropriate.

Where the school has concerns that a pupil's non-attendance may be related to mental health issues, parents will be contacted to discuss the issue and whether there are any contributory factors to their child's lack of attendance. Where staff have a mental health concern about a pupil that is also a safeguarding concern, they will inform the DSL and the Child Protection and Safeguarding Policy will be followed. All pupils will be supported with their mental health in accordance with the school's Social, Emotional and Mental Health (SEMH) Policy.

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

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

If a pupil is unable to attend school for long periods of time due to their health, the school will:

- Inform the LA if a pupil is likely to be away from the school for more than 15 school days.
- Provide the LA with information about the pupil's needs, capabilities and programme of work.
- Help the pupil reintegrate at the school when they return.
- Make sure the pupil is kept informed about school events and clubs.
- Encourage the pupil to stay in contact with other pupils during their absence.

The school will incorporate an action plan to help any pupils with SEND and/or health issues cope with the stress and anxiety that attending school may cause them. Such plans will be regularly monitored and reviewed until the pupil is attending school as normal and there has been signs of significant improvement.

To support the attendance of pupils with identified attendance issues, the school may consider:

- Holding termly meetings to evaluate any implemented reasonable adjustments.
- Incorporating a pastoral support plan.
- Carrying out strengths and difficulties questionnaire.
- Identifying pupils' unmet needs through the Common Assessment Framework.
- Using an internal or external specialist.
- Enabling a pupil to have a reduced timetable.
- Ensuring a pupil can have somewhere quiet to spend lunch and breaktimes.
- Implementing a system whereby pupils can request to leave a classroom if they feel they need time out.
- Temporary late starts or early finishes.
- Soft landings
- Phased returns to school where there has been a long absence.
- Small group work or on-to-one lessons.
- Tailored support to meet their individual needs.

7.4 Young Carers

The Trust understands the difficulties that face young carers, and schools will endeavour to identify young carers at the earliest opportunity, as well as through their time at the school. A caring and flexible approach will be taken to the needs of young carers and the circumstances of each pupil identified as a young carer will be examined on a case-by-case basis, involving other agencies as appropriate.

The school, in conjunction with relevant authorities, will implement support for pupils who are young carers, to encourage their sustained and regular attendance at school in line with the school's expectations.

8. Attendance monitoring

The Trust will monitor attendance data monthly

8.1 Monitoring attendance

The Trust will monitor attendance and absence data (including punctuality) monthly, termly and yearly across the school and at a school and Trust level.

School leaders will monitor attendance and absence data (including punctuality) monthly, termly and yearly across the school at an individual pupil, class, year group and cohort level.

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

Trust schools have granted the DfE access to their management information system so the data can be accessed regularly and securely.

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

The Trust will benchmark its attendance data at whole school level against Trust, regional, and national data to identify areas of focus for improvement, and share this with Headteachers and LGCs.

8.2 Analysing attendance

The school will:

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

The Trust will:

- Identify attendance patterns across the trust to identify common issues and barriers and share effective practice between schools

8.3 Using data to improve attendance

The school will:

- Develop targeted actions to address patterns of absence (of all severities) of individual pupils, groups or cohorts that it has identified via data analysis
- Provide targeted support to the pupils it has identified whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severed absence, and their families (see section 8.4 below)
- Provide regular attendance reports to class teachers, to facilitate discussions with pupils and families, and to the governing board and school leaders (including special educational needs co-ordinators, designated safeguarding leads and pupil premium lead)
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies

- Share information and work collaboratively with other schools in the area, local authorities and other partners where a pupil's absence is at risk of becoming persistent or severe, including keeping them informed regarding specific pupils, where appropriate

8.4 Reducing persistent and severe absence

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

The school will:

- Use attendance data to find patterns and trends of persistent and severe absence

- Consider potential safeguarding issues and, where suspected or present, address them in line with Keeping Children Safe in Education

- Hold regular meetings with the parents of pupils who the school (and/or local authority) considers to be vulnerable or at risk of persistent or severe absence, or who are persistently or severely absent, to:

  o Discuss attendance and engagement at school

  o Listen, and understand barriers to attendance

  o Explain the help that is available

  o Explain the potential consequences of, and sanctions for, persistent and severe absence

  o Review any existing actions or interventions

- Provide access to wider support services to remove the barriers to attendance, in conjunction with the local authority, where relevant

- Consider alternative support that could be put in place to remove any barriers to attendance and re-engage these pupils. In doing so, the school will sensitively consider some of the reasons for absence

- Implement sanctions, where necessary (see section 5.2, above)

9. Monitoring arrangements

This policy will be reviewed as guidance from the local authority and/or DfE is updated, and as a minimum annually by CEO and Trust Attendance Lead. At every review, the policy will be approved by the full Board of Trustees.

10. Links with other policies

This policy links to the following policies:

- Child protection and safeguarding policy

- Behaviour policy

Appendix 1: Attendance Codes

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

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
Attending a place other than the school		
K	Attending education provision arranged by the local authority	Pupil is attending a place other than a school at which they are registered, for educational provision arranged by the local authority
V	Attending an educational visit or trip	Pupil is on an educational visit/trip organised or approved by the school
P	Participating in a sporting activity	Pupil is participating in a supervised sporting activity approved by the school
W	Attending work experience	Pupil is on an approved work experience placement
B	Attending any other approved educational activity	Pupil is attending a place for an approved educational activity that is not a sporting activity or work experience
D	Dual registered	Pupil is attending a session at another setting where they are also registered
Absent – leave of absence		
C1	Participating in a regulated performance or undertaking regulated employment abroad	Pupil is undertaking employment (paid or unpaid) during school hours, approved by the school
M	Medical/dental appointment	Pupil is at a medical or dental appointment

J1	Interview	Pupil has an interview with a prospective employer/educational establishment
S	Study leave	Pupil has been granted leave of absence to study for a public examination
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
C2	Part-time timetable	Pupil is not in school due to having a part-time timetable
C	Exceptional circumstances	Pupil has been granted a leave of absence due to exceptional circumstances
Absent – other authorised reasons		
T	Parent travelling for occupational purposes	Pupil is a 'mobile child' who is travelling with their parent(s) who are travelling for occupational purposes
R	Religious observance	Pupil is taking part in a day of religious observance
I	Illness (not medical or dental appointment)	Pupil is unable to attend due to illness (either related to physical or mental health)
E	Suspended or excluded	Pupil has been suspended or excluded from school and no alternative provision has been made
Absent – unable to attend school because of unavoidable cause		
Q	Lack of access arrangements	Pupil is unable to attend school because the local authority has failed to make access arrangements to enable attendance at school
Y1	Transport not available	Pupil is unable to attend because school is not within walking distance of their home and the transport normally provided is not available

Y2	Widespread disruption to travel	Pupil is unable to attend because of widespread disruption to travel caused by a local, national or international emergency
Y3	Part of school premises closed	Pupil is unable to attend because they cannot practicably be accommodated in the part of the premises that remains open
Y4	Whole school site unexpectedly closed	Every pupil absent as the school is closed unexpectedly (e.g. due to adverse weather)
Y5	Criminal justice detention	Pupil is unable to attend as they are: • In police detention • Remanded to youth detention, awaiting trial or sentencing, or • Detained under a sentence of detention
Y6	Public health guidance or law	Pupil's travel to or attendance at the school would be prohibited under public health guidance or law
Y7	Any other unavoidable cause	To be used where an unavoidable cause is not covered by the other codes
Absent – unauthorised absence		
G	Holiday not granted by the school	Pupil is absent for the purpose of a holiday, not approved by the school
N	Reason for absence not yet established	Reason for absence has not been established before the register closes
O	Absent in other or unknown circumstances	No reason for absence has been established, or the school isn't satisfied that the reason given would be recorded using one of the codes for authorised absence
U	Arrived in school after registration closed	Pupil has arrived late, after the register has closed but before the end of session
Administrative codes		

Z	Prospective pupil not on admission register	Pupil has not joined school yet but has been registered
#	Planned whole-school closure	Whole-school closures that are known and planned in advance, including school holidays

Appendix 2

Parental Request form for leave due to exceptional circumstances.
Please note that completing this application does not guarantee that it will be granted

Date of request:

Name of Children:	First Name	Surname	Year Group/Class

If this request is for a holiday please list who is going	

1st date of school absence:		Last day of absence:	

Length of absence applied for (number of school days only):

Siblings in other schools: Please note this request information will be shared with the attendance lead in the school in which the sibling/s attend	First Name	Surname	School

Contact Details

Parents: (eg. Mother, Father, Grandparent, Carer):	First name: Surname: DOB:	First name: Surname: DOB:
	Address: Postcode:	Address: Postcode:
	Email: Home phone number: Mobile: Alternative number while away:	Email: Home phone number: Mobile: Alternative number while away:

Reason for absence including full explanation (use a separate sheet of paper if necessary)

The exceptional circumstances are...

Point of departure (eg. Airport, Coach, Train Station etc.):	Destination:

Emergency Contact Details (preferably someone who is staying in Blackpool):	*Provide copies of travel plans to support your request.*
First Name:	If child is not leaving with parent(s) who is accompanying them?
Surname:	Who will be caring/responsible for the child?
Address:	Why is/are the parent(s) not leaving with the child?
Postcode:	Name:
Relationship to the child:	Relationship to child.
Contact Number:	Address: Postcode

Statutory Declaration

Legal responsibility

As a parent/guardian I understand all children aged between 5 and 16 are required by law to receive an education, and under the provisions of the Education Act 1996, it is my responsibility as a parent to ensure the regular school attendance of my children and that failure to do so could result in legal proceedings being taken by the Local Education Authority.

I understand that requests for leave can only be granted by schools if there are exceptional circumstances, and holidays are not considered exceptional. They must also be made to the school in advance, as the Department for Education has told schools that they cannot authorise any absences after they have been taken.

Fines

I understand if my request is unauthorised I am most likely to be issued a Penalty Notice and fined, per parent, per child.

Once a penalty notice is issued, I have 28 Days in which to pay the fine of £160, per parent, per child. If this is a first offence and I pay the fine within 21 days the fine will be at the lower charge of £80 per parent, per child.

If I fail to make payment after 28 days then the local authority has the power to prosecute me in the magistrate's court for the offence of failing to ensure my child attends school regularly. A guilty verdict at court can lead to a fine of up to £1000, and a criminal record which can affect employment opportunities.

I understand that I will only be issued with a maximum of two penalty notices within a three year rolling period, any further offences will be dealt with by way of a prosecution in the magistrate's court for the offence of failing to ensure my child attends school regularly under the following sections of the Education Act: Section 444(1): where a parent fails to secure the child's regular attendance; and section 444(1A) where a parent knows that the child is failing to attend school regularly, and fails to ensure the child does so.

School places

I am aware that a referral will be made to the Local Authority Children Missing from Education Team (CME) if my request is Unauthorised and my child hasn't returned to school on the agreed date. This can result in my child losing their school place, being a detriment to their education and causing implications to my own employment.

Parent's Full Name: Parent's Signature: Date:

Parent's Full Name: Parent's Signature: Date:

Any previous request: No/Yes Notes:	Is the requested absence during exams: Yes/No Notes:	Do the contact details for Parents match those held on our system: Yes/No Notes:

Reason for refusal/Comments:

			for	
Authorised	Approved		School days	
Unauthorised	Not approved		for School days	
Headteacher Signature				