



Petersfield Church of England Aided Primary School ATTENDANCE AND ABSENCE POLICY

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God teaches us we are all equal, valued and unique. We are a small rural school with deeply held Christian values which motivate and inspire us to provide a rich and diverse education. **"I have come that they may have life, and have it to the full." John 10:10.**

Love: 1 Corinthians 13:4-7 It is integral in all our decision-making. This equips our children for all aspects in life, as they grow and reach their full potential.

Trust: Isaiah 26:4 It encourages the whole school to work together for the mutual benefit of all, promoting an excellent working relationship

Peace: Thessalonians 5:13 It helps us to respect each other, recognising all opinions to provide a safe and inclusive learning environment that encourages discussion of all ideas, so promoting a deeper understanding of each other and the wider world.

Friendship: Luke 6:31 We constantly strive to build and foster the positive relationships so providing a safe and caring environment in which to learn.

Creativity: Romans 12:6 Each one of us has a unique talent, we all have inherent creativity, and we actively encourage this in all aspects of school life.

PRINCIPLES

As a school, we realise that for a child to reach their full educational potential, a high level of school attendance is essential. An ethos of high levels of attendance and punctuality is recognised and valued across our whole school community.

We aim to work with parents/carers to ensure that all children registered at school attend every day and on time, unless the absence is unavoidable.

We expect that all children will achieve 100% attendance but recognise that there may be exceptional or unavoidable reasons for absence, or absences relating to persistent health issues.

Our policy applies to all children, including Reception-aged children, to promote good attendance habits from an early age.

The following guidance has been taken into consideration when developing this policy: [Working Together to Improve School Attendance. August 2024.](#)

AIMS

Our attendance policy aims to:

- Support children and their parents/carers to have the highest possible levels of attendance and punctuality.
- Ensure that all children have full and equal access to the best education that we can offer.
- Make parents/carers aware of their legal responsibilities.

School education lays the vital foundations of a child's life. Research clearly demonstrates the link between regular attendance and educational progress and attainment. As a school we will encourage parents/carers to ensure that their child achieves maximum possible attendance and that any problems that prevent this are identified and acted on promptly.

The school has a safeguarding duty of care to all its pupils. We take the role of ensuring a child's good attendance as part of our safeguarding duties.

EXPECTATIONS

We expect that all parents/carers will:

- Ensure regular school attendance and be aware of their legal responsibilities.
- Ensure that their child arrives at school prepared for the school day, punctually and in time for registration. Lateness is monitored and may be recorded as an unauthorised absence.
- Inform school in advance of any medical appointments during school time. Parents will be asked to provide supporting information from the hospital, doctor or dentist, such as appointment details card/letter/text message in relation to the time requested. Where possible, medical appointments should be arranged outside of school hours.
- Ensure that they contact the school before 8:45am (01223 207382 or office@petersfield.cambs.sch.uk) if their child is unable to attend school, citing the reason. Please note, you may tell the member of staff at the gate, but you must also contact the office as per the absence procedure as well.
- Inform the school as soon as possible about any child's reluctance to come to school so that any problem can be quickly identified and dealt with.
- Follow application procedures regarding a request for leave of absence during term time, which should only be taken if absolutely necessary. Leave is not automatically authorised unless considered an exceptional circumstance. Any leave taken during term time, that has been unauthorised, could be subject to a penalty notice/fine.
- Notify school immediately of any changes to contact details, and ensure school has more than one name, address and telephone number as an emergency contact and that at least 1 contact is contactable at all times during the school day.
- Engage with early interventions designed to support the family and their child's attendance at school.
- Discuss attendance where necessary face to face or on the telephone – conversations are preferable to messages or emails. Please see our Code of Communication.

Parents/carers have a legal responsibility to ensure that children of statutory school age (the term after the child turns five) attend school on a regular and full-time basis. Permitting an absence from school without good reason is an offence. A pupil whose attendance drops to 90% each year will, over their time at primary school, have missed the equivalent of two whole terms of learning.

We expect that school will:

- Provide a safe learning environment.
- Keep regular and accurate records of attendance and punctuality.
- Monitor individual children's attendance and punctuality.
- Contact parents/carers when a child fails to attend and where no message has been received to explain the absence.
- Follow up all unexplained absences to obtain explanations from parents/carers. Although parents/carers may offer a reason, only the school can authorise the absence. In the case of long term or frequent absence due to medical conditions, information from a GP or other relevant body may be requested to assist school in offering appropriate support.
- Promote and celebrate good attendance and punctuality, for example through assemblies and parent/carer communications.
- Meet regularly with the Local Authority Attendance Improvement Officer (AIO) to monitor and support school attendance and punctuality.
- Refer irregular or unjustified patterns of attendance to the Local Authority Attendance Service.
- Provide intensive and bespoke support to children at risk of persistent absence.
- Work alongside other services and teams to support children's attendance. E.g. the Local Authority, Early Help, Social Care, Virtual School and the local community (including volunteers).
- Share attendance data with parents/carers and make it clear what good attendance and success looks like for their child.

- Communicate clearly and consistently with parents/carers and children regarding attendance.
- Follow the Local Authority Medical Needs Policy for children who are failing to access education in school due to medical and behavioural needs. This goes hand in hand with Section 19 of the Education Act 1996.
- Consider an Individual Healthcare Plan for children with medical needs.
- Work alongside the Access and Inclusion team to identify and support children with medical needs preventing them from attending school.

The Attendance Champion for our school is Laura Penrose. She is a member of the Senior Leadership Team and can be contacted on 01223 207382 or via office@petersfield.cambs.sch.uk.

All members of the school staff have a safeguarding responsibility for identifying trends in attendance and lateness; with the Headteacher having overall responsibility for the monitoring of attendance and lateness of every pupil. Where there are concerns, parents will always be informed by letter/email and/or telephone conversation and given an opportunity to come into school to meet with designated staff.

We expect that all children will:

- Attend school every day.
- Attend school punctually.
- Attend appropriately prepared for the day.
- Discuss promptly with their class teacher any problems that may affect their school attendance.

We expect that governors will:

- Monitor attendance figures for the whole school on at least a termly basis.
- Hold the headteacher to account for the implementation of this policy.

We expect that the Local Authority will:

- Provide support, information and guidance to school by having regular meetings to discuss attendance.
- Act as a partner with school to support in some cases of persistent absence.
- Work with schools in the enforcement of penalty notices, fines and prosecutions in cases that require legal involvement.
- Identify suitable provision and reasonable adjustments for pupils unable to access education due to prolonged ill health.

School Attendance Strategy

Whilst Laura Penrose is our Senior Attendance Champion, for day-to-day aspects of attendance, please contact our Attendance Officers, Laura Whetlor and Eleanor Williams on 01223 207382, office@petersfield.cambs.sch.uk.

We are responsible for all children's attendance at school, and we partner with other agencies to help us do this. For children who might need extra support to maintain their attendance e.g. Young Carers, we signpost families to appropriate places to reduce the impact that their needs and personal circumstances have on their attendance at school. Safeguarding and attendance are closely linked, and we work together with Social Care to identify where children need extra support. We will work with families in many different ways to overcome barriers to attendance. All staff have direct access to our trained Designated Safeguarding Leads, and this is important for this work.

School is responsible for monitoring whole school attendance data and using this to inform how we support pupils. We share this data within the school staff to ensure continuity of support. We are required to report our attendance to the Department for Education (DfE) so that we can compare our performance with that of other schools, both locally and nationally. Attendance data is analysed regularly, and children whose attendance is falling or deemed to be a concern will be noted. This will be communicated with parents and carers. Support will then be put in place. Children whose attendance falls to 90% or under are deemed to be 'persistently absent' and can be referred to the Local Authority for enforcement action. Pupils whose

attendance is 50% or under are 'severely persistently absent' and parents/carers will be expected to engage in substantial support.

We have a whole-school ethos of promoting and celebrating attendance. This means that we train every staff member in attendance procedures so that everyone understands the processes for attendance and the pastoral structures in school. We train, remind and support all staff to follow this policy, and constantly refer to it. Good attendance is celebrated with children and families and reported to parents/carers at Parents Evenings and in formal written end-of-year reports.

Our whole-school strategy for attendance involves deciding how to allocate resources (both financial and staffing) to manage attendance. Our support and early interventions for attendance are regularly monitored to ensure they are having an impact and are worth the resources allocated to them.

School staff including classteachers, TAs, office staff and senior leaders are all involved in supporting good attendance. Strong home-school partnerships are central to supporting good attendance. Early listening and exploration of the contributory factors to any absences are prioritised as is pastoral support for pupils and their families. As a school, we work with other agencies and professional, including YMCA, cluster schools which siblings attend, family workers, and other agencies to support good attendance. The Local Authority Attendance Service is a source of advice, guidance and support.

Supporting Attendance

As a school, we aim to work collaboratively with parents/carers to improve school attendance. This means that we will **listen, empathise and support with attendance. However, if this is unsuccessful, legal sanctions will be considered where appropriate.**



When required, support strategies with a monitoring period will be put in place to help improve the attendance or lateness of a pupil. Should a pupil's attendance or lateness continue to be a concern despite the support strategies in place, with no improvement to the expected level set by school, a referral will be made to the Local Authority Attendance Team for statutory aged pupils. This could result in a Penalty Notice/fine, or prosecution being issued by Cambridgeshire County Council, as per section 444 Education Act 1996. This may result in a fine of up to £2500 and/or 3 months in prison.

Lateness and attendance are monitored daily by the **school attendance officer** who will:

- Scrutinise the registers daily, monitoring authorised/unauthorised absence and other reasons provided for pupil absence and lateness.
- Raise concerns with parents/carers of identified patterns of lateness with an initial 'Late Letter'.
- Contact parents by telephone, email, or letter to establish a reason for a pupil's absence if the reason is unknown.
- Raise concerns with parents/carers once attendance has fallen below an acceptable level.
- Offer support or signpost to other areas of support within the community.
- **Step One.** Telephone call advising parent/carers of our concerns regarding the level of their child's attendance/lateness, and offering support.
- **Step Two.** Send a letter to offer support and further explain the effect the absence/lateness is having on the child.
- **Step Three.** Send an invitation to attend a meeting to enter into an Attendance Contract. This is a supportive meeting, entered into voluntarily to discuss the needs of a pupil and family and identify ways that barriers to attendance can be removed.

- **Step Four.** Should the Attendance Contract fail to improve attendance, or should there be no engagement with interventions and support despite every attempt by the school to support the family, a request for the issue of a penalty notice/fine or prosecution could be made to the Local Authority Attendance Team for children of statutory school age.
- At Step 3 or 4, school might consider using a Notice To Improve letter, a strategy used in partnership with the Local Authority to set targets for improved attendance. This is a final attempt to improve attendance when parents/carers are failing to engage with support being offered by school, before referring parents for legal sanctions.
- Following use of one of the two pathways above, if attendance does not improve, school will refer to the Local Authority for legal sanctions.
- Liaise with other external organisations in relation to a pupil's attendance/lateness.
- Monitor pupil attendance within specific and identified groups.
- Monitor and respond to pupil absences for those with additional medical needs.
- Monitor pupils and follow procedures for pupils who are 'Children Missing in Education'.
- Follow reporting procedures for parents who have requested to home educate their child.
- Follow statutory procedures when deleting a pupil from roll.
- Monitor absences for illness and requests for leave to attend medical appointments.
- Reporting pupils to the Local Authority when they have 10 consecutive 'O' coded (unauthorised absence) sessions in school.
- Report pupils with unauthorised term-term leave absences (10 consecutive sessions of 'G' codes) to the Local Authority for issuing of a legal sanction to parents/carers.
- Report pupils with 15 consecutive days of 'I' (illness) codes to the Local Authority.

Headteachers are required to contact parents where attendance is a concern. Attendance will also be recorded and commented on at each Parents' Evening. Parents will receive a copy of their child's attendance record at each Parents' Evening. The Annual (July) report will celebrate excellent attendance and identify "this must improve" for all attendance below 92% and "this needs to improve" for all attendance under 96%.

Admission

We enter pupils on the admission register and attendance register from the beginning of the first day on which we have agreed, or been notified, that the pupil will attend the school. For most pupils the expected first day of attendance is the first day of the school year.

The School Year

Children are expected to attend school for 190 days each year. One day counts as a morning and an afternoon session, a total of 380 sessions per year.

Compulsory School Age

Parent/ carers are responsible for making sure that children of compulsory school age receive a suitable full-time education. A child reaches compulsory school age on or after their fifth birthday. If they turn five between 1 January and 31 March they are of compulsory age on 31 March; if they turn five between 1 April and 31 August they are of compulsory school age on 31 August; if they turn five between 1 September and 31 December, then they are of compulsory school age on 31 December.

County Transport

If a child uses County-provided school transport which is delayed, the child will be coded as delayed by the County transport on arrival at school provided they were at the bus stop at the allocated time and the bus provider notified us of a delay.

Unwell children

If a child becomes unwell during the school day, we will make every effort to contact Parent/carers, so it is important that we have up to date contact numbers. Should emergency contact details change, parents/carers should inform the school office as soon as possible.

Registration

Reception to Year 6:

- The school gate is opened at 8:45 am.
- The school gate is locked at 8:50 am.
- Once the school gate has been closed and locked, entry to the school is via the main entrance.
- Registers are open at 8:45 am and close at 8:55 am. Pupils who arrive at school after the register has been taken, but before it is closed, will be recorded as 'L' - late on the register.
- Pupils who arrive at school after registers close at 8:55 am, without an unavoidable reason, will have their lateness recorded as 'U' - unauthorised late which then impacts on their overall attendance level.

It is a legal requirement that a register of attendance is taken during the morning and afternoon at school. Any unexplained absence must be coded as unauthorised until a reason is given by parents/carers. This must be no later than 5 days after the session. Only the Headteacher may authorise or unauthorise an absence. The register can only routinely be amended where the reason for absence cannot be established at the time it is taken and it is subsequently necessary to correct the entry. Where amendments are made, the register will show the original entry, the amended entry, the reason for the amendment, the date on which the amendment was made, and the name of the person who made the amendment. Registers are kept for three years as a record.

Lateness

When children arrive late at school, they disrupt routines, affect other children's learning, miss the teacher's instructions to the lesson and may also feel embarrassed at having to enter the classroom late. They may also miss important intervention programmes and the opportunity to practice key learning skills. Where pupils show a persistent pattern of lateness, Parents/carers will receive contact from the school advising them of the concern and offering support to resolve the issue. Should the lateness continue, parents/carers will be invited to a meeting at school to discuss their child's lateness.

If there is no improvement, despite the school's attempts to address unauthorised absences, a referral could be made to the Local Authority Attendance Team for pupils who are of statutory school age.

Reporting a Pupil Absence

Parents/carers must contact school on the first and every subsequent day of absence by 8:45 am.

For any pupil not present at the close of registration, and the reason is still unknown, a member of the classroom staff will attempt to make contact with the parent/carers once the registers have closed at 8:55am.

The member of staff will ring the first contact and email. They will then call every contact, starting with the priority contact, until a reason for absence is known. Messages will be left on voicemail requesting parents to contact school regarding their child's absence. Outcomes of any phone conversations will be logged on the pupil's electronic school record. Staff will complete the registers in accordance with the correct use of registration codes (see appendix 1).

Any unexplained absence will be recorded as unauthorised absence if there is no response from a parent/carers to an enquiry regarding their child's absence from school.

At times we may decide it is necessary to conduct a door knock to establish the safety and wellbeing of a child who is absent without explanation from a parent/carers.

For absences relating to a medical appointment, supporting information is requested to authorise this absence. This can be a text message which clearly identifies who the appointment is for, or an appointment card. A period of absence will only be authorised in relation to the length of the appointment.

Illness

Children who are unable to attend school due to diarrhoea or sickness can return after they have been 48 hours clear of symptoms.

Children with mild coughs, colds, sore throats, sneezes and runny noses who are otherwise well can continue to attend school. However, if they develop a high temperature they should stay at home until their temperature has reduced and they are well enough to return to school. We expect children to attempt to come to school unless they are too unwell to complete basic tasks. We will contact you if they need to return home.

Medical Needs and SEND

When children are prevented from accessing school due to physical or mental ill health, school will try to identify the barriers these pupils face, and use our tiered approach to supporting medical needs. This starts with the universal offer of support for all children and leads to higher tiers of need where increasingly specialist support is required. We will consider reasonable adjustments for uniform, transport, routines, access to support in school and lunchtime arrangements. We will liaise with appropriate services to ascertain support, in the rare instances that a pupil is unable to access any education inside the school setting. We will work with the Local Authority Access and Inclusion Team to identify available options for education. Where a pupil's health needs mean they need reasonable adjustments or support because it is complex or long term, we may seek medical information to better understand the needs of the pupil and identify the most suitable provision. This may take a variety of forms, which we will discuss with parents/carers on an individual basis.

Where children have an EHCP, we will liaise closely with the child's SEN Caseworker to work towards the best attendance outcomes for the child.

We are able to make adjustments to practice and policies to help meet the needs of pupils who are struggling to attend school, as well as making formal reasonable adjustments under section 20 of the Equality Act 2010 where a pupil has a disability. Any adjustments must be agreed by, and regularly reviewed with, the pupil and their parents/carers.

Military Families

The Local Authority has signed up to the Armed Forces Covenant. The covenant promotes fair access to a wide range of services including Education. If you have a child of a military family joining the school, we ask that you contact us regarding your situation and any strengths, challenges or disadvantages this may entail as we are able to offer additional support by using the Services Pupil Premium funding. Please contact the school office should you require more information.

Young Carers

We endeavour to ascertain who may be a young carer and offer support. Referrals can be completed online and support can often be offered in school.

Definitions of Leave

We expect attendance at school to be 100% unless there are exceptional or unavoidable reasons for absence.

Authorised leave

An absence is classified as authorised when a pupil has been away from school for a legitimate reason such as:

- Illness or a medical appointment. There is an expectation that the pupil will be in school for registration or return to school after the appointment, depending on where the appointment falls within the school day and the health of the pupil.
- Religious Observance - only day(s) exclusively set apart for religious observance by the religious body to which the pupil's parents belong to.
- The leave of absence has been authorised due to a short and exceptional, unavoidable circumstance.

Unauthorised leave:

An absence is classified as unauthorised when a child is away from school without the permission of the school, even with the support of the parent/carers, such as:

- Shopping, hair appointments, visiting family, taking part in a protest or birthdays.
- There has been no reason provided by the parent/carers to support an absence.

- Failure to follow school procedures or inform the school when taking a pupil out of school during term time.
- A leave of absence that has not been authorised due to not being considered an exceptional circumstance.

Coding is always at the Headteacher's discretion.

Term-Time Leave

As a voluntary Aided Primary School, we do not have any choice but to apply the law.

Parents do not have the right or entitlement to take their child out of school for a term-time holiday. Recent government guidelines have removed the discretion for Headteachers agreeing to term-time leave. Any requests for leave of absence need to be submitted before the leave is taken. Parents must complete a Term-Time Leave Request Form (Appendix 2) and provide any supporting evidence, if applicable, with their request. This also applies to parents requesting to take their child out of school during the school day.

Any request for leave of absence must be made **a minimum of two weeks in advance** or as soon as the need is known. During this time, we may request additional information if your request relates to exceptional circumstances. If parents are requesting a Leave of Absence, we ask that they take the time to write to or meet with the Headteacher to share as much information as possible to enable a fully informed decision.

Please remember that every effort should be made to arrange dental/ medical appointments out of school hours. If this is not possible, evidence of the appointment should be provided when notifying school of the proposed absence.

Some absences will almost always be authorised. Examples include music exams or representing the County or Country in a sporting event.

Exceptional circumstances (*definition of exceptional: rare, unavoidable, short*) will be considered on an individual basis. Examples of requests for leave of absence that **do not** meet the criteria of an exceptional circumstance and **will not** be authorised and could be subject to a Penalty Notice fine/prosecution for pupils of statutory school age are:

- Cheaper holidays/flights in the UK or abroad.
- Holidays that overlap the beginning or the end of term.
- Trip of a lifetime.
- Visiting family or friends who have different half term holiday dates.
- Family weddings for more than 1 day or visits to see family abroad.
- Relatives coming to visit.
- Extension of leave if a pupil has not returned to school after an agreed absence if it does not meet grounds for an exceptional circumstance.
- Leave taken due to potential travel disruption or constraints.

Whilst cases for exceptional circumstances are considered individually, exceptional means just that - it cannot be done at any other time and is truly exceptional. Exceptional circumstances are one off events which are unavoidable. Examples may include the death of a close relative, attendance at a funeral, and respite care of a looked after child or a housing crisis which prevents attendance. Exceptional Circumstances are "**rare, significant, unavoidable and short**".

As a school, we also authorise 1 day's absence for a close family wedding booked for a school day (not including those with Parental Responsibility who can choose the dates) assuming this cannot be avoided in term time. In addition, specific days for religious observances will be authorised. The religious observance days are set apart by the religious body of the individual religion, not determined by the parents.

Criteria for judging exceptional circumstances:

- ☐ Has a request been submitted on the Leave of Absence request form a minimum of two weeks in advance (or as soon as known if an emergency situation or bereavement)?
- ☐ Is it a one off event?
- ☐ Is it unavoidable?
- ☐ Is it "rare, significant, unavoidable and short"?
- ☐ Is it a holiday?
- ☐ Is it a close family wedding?
- ☐ Is it a religious observance set apart by the religious body?
- ☐ Is a sibling at another school? If so, has the request been made for them?

The Headteacher's decision

The form will be annotated accordingly – authorised or unauthorised - and returned to parents. If the Leave of Absence is not authorised, the school must use the 'G' code to mark the absence. Where G codes have been used to record absences and meets the criteria for a Penalty Notice fine to be issued, the school must refer to Local Authority.

Suspected Holiday

If the school suspect term-time leave has been taken but the parents/carers have not completed a Term-Time Leave Request Form, we will write to the parents/carers giving them an opportunity to clarify the reason for absence and provide supporting evidence. Failure to respond to or provide supporting evidence will result in a referral to the Local Authority for unauthorised leave from school.

Right to appeal

The Local Authority cannot override any decisions made by the Headteacher and therefore any appeals to the Council will be redirected to the school. The Governing Body delegate their decision-making power to the Headteacher. If a complaint is raised with the Governing Body, Governors will apply the same criteria as the Headteacher in accordance with the law with the default expectation being that Leave of Absences will not be authorised.

Whilst we value the positive relationships we have with parents and the huge support we receive, these and almost any other matter are unrelated to any Leave of Absence request. Headteachers have to act within the guidance and the law and therefore it is rare that a Leave of Absence will be approved.

Penalty Notices

If unauthorised absences are recorded, a Penalty Notice Fine can be issued by the Local Authority to each parent/carer in respect of each child who is absent from school.

The fine for a penalty notice is £80 per child, per parent/carer, increasing to £160 if not paid after 21 days but within 28 days for pupils who are of statutory school age. If a penalty notice remains unpaid, parents may be the subject of court proceedings for failing to ensure the regular school attendance of their child and this could result in a fine of up to £2,500 and/or a term of imprisonment of up to 3 months per parent.

For second offences of unauthorised term-time leave within a three-year rolling period, the fine is a flat £160 per parent, per child. For the third offence in a three-year rolling period, the referral will be automatically considered for prosecution in relation to Section 444 Education Act 1996.

Elective Home Education

At Petersfield, we never seek to persuade parents to educate their children at home as a way of avoiding excluding the pupil or because the pupil has a poor attendance record. It is a parent's right to be able to withdraw their child from school to educate them at home if they wish to. There is no requirement for parents to obtain the school or local authority's agreement to educate their child at home. There are legal responsibilities parents/carers must fulfil if they wish to educate their child at home, which are monitored by the Local Authority.

Head teachers or a member of the Senior Leadership team will always seek to discuss with the parent the reason for off rolling and allow the opportunity for any areas of concerns to be addressed and formal notification of the parent's intention to home educate to be obtained. Any such decision must be made in

writing and the Local Authority form completed. We must inform the pupil's local authority that the pupil is to be deleted from the admission register. Parents are legally responsible for ensuring that their children receive a suitable education. Section 7 of the Education Act 1996 states:

"The parent of every child of compulsory school age shall cause him to receive efficient full-time education suitable –

a) to his age, ability, aptitude, and

b) to any special educational needs he may have either by regular attendance at school or otherwise".

Children Missing in Education

If a pupil fails to attend school for 10 consecutive days, without explanation, the school will refer the pupil to the Local Authority as a Child Missing in Education. After a further 10 days of absence with no explanation, your child is at risk of losing their school place with us.

Deleting children from the school register

Where a parent intends to remove a child from school, notification must be in writing. A pupil can lawfully be deleted from the admission register on the grounds prescribed in regulation 8 of the Education (Pupil Registration) (England) Regulations 2006 as amended.

At Petersfield, we must notify the local authority when a pupil's name is to be deleted from the admission register under any of the grounds prescribed in regulation 8 of the Education (Pupil Registration) (England) Regulations 2006 as amended, as soon as the ground for removal is met and no later than the time at which the pupil's name is removed from the register. This duty does not apply where the pupil's name is removed after they have completed the school's final year, unless the local authority requests for such information to be provided.

Local Authority Attendance Service

The Attendance Officer is also able to give guidance on the employment of children, children in entertainment and child protection. The Attendance Officer visits regularly to monitor whole school and individual attendance. Any persistent lateness or absence may be followed up, by the school by means of a letter or home visits. They take referrals for cases for penalties including custodial sentences or prosecution in the magistrate's court.

Monitoring

It is the responsibility of the Governing Body of Petersfield Church of England Primary School to monitor overall attendance. Regular attendance and absence figures are discussed by the Governing Body. The Governing Body have a nominated Governor for Attendance. The Governors work closely with the school to ensure that the school's attendance figures are as high as possible.

Appendices

Appendix 1 - Register Coding

Appendix 2 - Term-time Leave Request Form

Appendix 3 - Examples of absence letters

Appendix 1

Attendance Codes – September 2024

Attending the school	
/ \	Present at the school / = morning session \ = afternoon session
L	Late arrival before the register is closed
K	Attending education provision arranged by the local authority
V	Attending an educational visit or trip
P	Participating in a sporting activity
W	Attending work experience
B	Attending any other approved educational activity
D	Dual registered at another school
Absent – Leave of absence	
C1	Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad.
M	Leave of absence for the purpose of attending a medical or dental appointment
J1	Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution
S	Leave of absence for the purpose of studying for a public examination
X	Non-compulsory school age pupil not required to attend school
C2	Leave of absence for a compulsory school age pupil subject to a part-time timetable
C	Leave of absence for exceptional circumstance
Absent – other authorised reasons	
T	Parent travelling for occupational purposes
R	Religious observance
I	Illness (not medical or dental appointment)
E	Suspended or permanently excluded and no alternative provision made
Absent – unable to attend school because of unavoidable causes	
Q	Unable to attend the school because of a lack of access arrangements
Y1	Unable to attend due to transport normally provided not being available
Y2	Unable to attend due to widespread disruption to travel
Y3	Unable to attend due to part of the school premises being closed
Y4	Unable to attend due to the whole school site being unexpectedly closed
Y5	Unable to attend as pupil is in criminal justice detention
Y6	Unable to attend in accordance with public health guidance or law
Y7	Unable to attend because of any other unavoidable cause
Absent – unauthorised absence	
G	Holiday not granted by the school
N	Reason for absence not yet established
O	Absent in other or unknown circumstances
U	Arrived in school after registration closed
Administrative Codes	
Z	Prospective pupil not on admission register
#	Planned whole school closure

Appendix 2



APPLICATION for PARENTS/CARERS FOR TERM TIME LEAVE OF ABSENCE

This form should be submitted a minimum of 2 weeks in advance

We expect attendance at school to be 100%, unless there are exceptional or unavoidable reasons for absence. Holidays in term time are absences that will not be authorised and may incur a penalty notice.

Surname of child	
First name of child	
Date of birth	
Class and Year Group	
Full name of Parent/Carer	
Does the above child reside with you full-time?	YES/NO
Home address of child	
Email address of parents/carers	
Telephone number(s)	
Does your child have any siblings for whom you are requesting absence in term time from any other schools?	YES/NO If yes, please give child's name and school
Date(s) of requested absence	First day of absence: Last day of absence: Total number of school days to be missed:
Reason why my request for absence in term time is exceptional	
Has he/she already been absent, due to term leave, for more than a three day period in the last 3 school years?	YES/NO If yes, detail dates below.

I confirm that I am aware of the legal expectations regarding absence from School.

Parent/Carer signature:

Date:

If unauthorised absences are recorded, a Penalty Notice Fine can be issued by the Local Authority to each parent/carers in respect of each child who is absent from school. If this is your first penalty notice, then the amount of the penalty is £80 if paid within 21 days or £160 if paid within 22 to 28 days. If this is your second penalty notice since 19th August 2024, then the amount of the penalty is £160. Failure to pay will result in legal proceedings being initiated under Section 444 of the Education Act 1996.

Please note if 2 Penalty Notices have been issued to a named parent in relation to the same child since the 19th August 2024 (over a 3-year period), then prosecution in relation to Section 444 Education Act 1996, may be considered as an alternative to a Penalty Notice fine being issued.

Should a child be absent for term time leave for an extended period during term time (20 days or more) not authorised by the school, prosecution in relation to Section 444 Education Act 1996, may also be considered'.

For School Office Use Only

Unauthorised / Authorised

Following this request, your child will have had ___ session unauthorised absence and ___ sessions authorised absence in the academic year. Please note 1 day = 2 sessions (am and pm)

- Pupil Attendance record attached.
- Contact with sibling's school - Yes / No / Not applicable

Headteacher signed:

Date:

Appendix 3

Examples of absence letters:

<https://www.cambslearntogether.co.uk/cambridgeshire-services-to-schools/cambridgeshire-attendance-support-team/template-letters>