Inspiring Futures through Learning

Attendance Policy

September 2026 to September 2027

Policy name:	Attendance Policy
Version:	V1
Date relevant from:	September 2026
Date to be reviewed:	September 2027 *This policy will be reviewed every year unless legislation dictates otherwise. Recent changes in Legislation will need to be read and used to review this Policy.*
Role of reviewer:	Headteacher
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Relevant to:	All employees through all IFtL schools and departments
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Approved by:	
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Key:

**** Publication on website:***

IFtL website		School website	
1	Statutory publication	A	Statutory publication
2	Good practice	B	Good practice
3	Not required	C	Not required

***** Policy level:***

1. Trust wide:
   - This one policy is relevant to everyone and consistently applied across all schools and Trust departments with no variations.
     - *Approved by the IFtL Board of Trustees.*
2. Trust core values:
   - This policy defines the values to be incorporated fully in all other policies on this subject across all schools and Trust departments. This policy should therefore from the basis of a localised school / department policy that in addition contains relevant information, procedures and / or processes contextualised to that school / department.
     - *Approved by the IFtL Board of Trustees as a Trust Core Values policy.*
     - *Approved by school / department governance bodies as a relevantly contextualised school / department policy.*

3. School / department policies
   - These are defined independently by schools / departments as appropriate
     - *Approved by school / department governance bodies.*

(IFtL School) Attendance policy 2026-27

This policy has been developed in accordance with the Department for Education's statutory guidance Working Together to Improve School Attendance (updated July 2026), the School Attendance (Pupil Registration) (England) Regulations 2024, Keeping Children Safe in Education 2026, the Equality Act 2010, and local safeguarding procedures. Attendance is recognised as a key safeguarding and educational priority, with regular school attendance playing a vital role in promoting children's welfare, wellbeing, achievement and future outcomes.

Ashbrook School is committed to working collaboratively with parents, carers and external agencies to identify and address barriers to attendance at the earliest opportunity. Where a pupil has an allocated social worker, the school will work closely with the social worker, Virtual School and other relevant professionals to monitor attendance, coordinate support and promote positive educational and safeguarding outcomes. Attendance concerns for vulnerable pupils will be addressed through a multi-agency approach, ensuring support is timely, proportionate and responsive to individual need.

School Attendance Statement

Ashbrook School is committed to promoting excellent attendance in accordance with the IFtL Core Values Attendance Policy. We believe that regular attendance is fundamental to safeguarding, wellbeing, educational achievement and ensuring every child has the best possible opportunities to succeed.

Every child has the right to access a full-time education in a safe, inclusive and supportive environment. We are committed to working in partnership with pupils, parents, carers and partner agencies to remove barriers to attendance and support all children to attend school regularly.

This policy should be read alongside the **IFtL Core Values Attendance Policy**, which establishes the Trust's attendance vision, principles and expectations for all IFtL schools. This local policy outlines the specific procedures, processes and arrangements used by **Ashbrook School** to promote, monitor and improve attendance.

Aims and Objectives

To promote the highest levels of attendance possible, recognising that every school day matters. Attendance of 96% and above is generally considered to indicate good attendance.

Good attendance is defined as:

- 96% and above
- Children attending every day the school is open

- Children arriving on time
- Children being collected on time
- All leave, unless deemed exceptional circumstances by the Headteacher, to be take in school holidays

Give parents clarity on school's expectations for children's attendance and the processes that will be followed should good school attendance not be achieved.

To work with the Local Authority to ensure statutory attendance processes are followed.

To have a policy in which school support parents with improving school attendance.

To ensure all work with families on attendance is contextual to each individual and children's needs. The needs of the child and family, in line with the Equality Act 2010, will always be considered when monitoring attendance.

For our school's attendance to be at least in line with National figures (including attendance, persistent absence and punctuality).

Supporting Pupils with Additional Vulnerabilities

Ashbrook School recognises that poor attendance may be linked to safeguarding concerns, special educational needs and disabilities (SEND), mental health difficulties, medical needs, caring responsibilities, bereavement, family circumstances, trauma or other vulnerabilities.

In line with the Equality Act 2010, the school will consider appropriate reasonable adjustments and support for pupils experiencing barriers to attendance.

Where attendance concerns arise for vulnerable pupils, including children in need, children subject to child protection plans, children with a social worker, looked after children, previously looked after children and pupils with SEND, the school will work in partnership with families and relevant professionals to identify barriers and implement supportive interventions.

Attendance procedures will be applied fairly and proportionately, ensuring safeguarding remains at the centre of all decision making.

Attendance Contacts

Attendance Champion

The school's Attendance Champion is **Toni Cole**. They are responsible for providing strategic oversight of attendance, monitoring attendance data, identifying and challenging barriers to attendance, and ensuring attendance remains a whole-school priority.

First response and registers

Marina Moore/Cheryl Ferguson

Attendance Lead

Toni Cole

Headteacher

Jamie Ainscow

Designated Safeguarding Lead (DSL)

Toni Cole

Deputy Designated Safeguarding Lead (DDSL)

Jamie Ainscow

Pastoral Support Officer:

Chery Ferguson

Attendance Governor

Gary Beardsley

Attendance Expectations

At **Ashbrook School**, we believe that regular attendance is fundamental to safeguarding, wellbeing, educational achievement and enabling every child to reach their full potential. Children are expected to attend school every day that it is open unless a statutory reason for absence applies. Attendance expectations will be applied fairly, consistently and in accordance with safeguarding responsibilities, the Equality Act 2010 and relevant attendance legislation.

The school promotes a culture where attendance is everyone's responsibility. We will work in partnership with pupils, parents, carers and external agencies to identify and remove barriers to attendance at the earliest opportunity and provide appropriate support where needed.

Attendance Thresholds

The school monitors attendance regularly and uses the following thresholds to identify when support may be required:

Attendance	Description	School Response
100%	Perfect Attendance	Celebration and recognition of excellent attendance.
96% - 99.9%	Good Attendance	Attendance remains on track.
92% - 95.9%	Emerging Concern	If your child's attendance falls below 96%, you will receive a leaflet of signposted support (Appendix 5). Please contact the school office if you wish to discuss this further with a member of the attendance team. Your child's attendance will continue to be monitored until they are at 96% or above.
90% - 91.9%	At Risk of Persistent Absence	School will make contact with parents and carers informing them of their child's attendance being at risk of persistent absence. School will offer any support required to help families improve their child's attendance.
Below 90%	Persistent Absence	Targeted attendance support and intervention implemented. The school will follow the below 3 tiered approach cited below.
50% and below	Severe Absence	If your child's absence hits 50% or lower, they are considered to be a severe absentee. At this point, the Local Authority could become responsible for the support and sanctions in place.

Expectations of Pupils

Pupils are expected to:

- attend school every day unless they are unable to do so for an authorised reason;

- arrive punctually and prepared to learn;
- engage positively with support provided to improve attendance or punctuality; and
- speak to a trusted adult if they are worried about attending school.

Expectations of Parents and Carers

Parents and carers have a legal responsibility to ensure that children of compulsory school age receive a suitable full-time education and attend school regularly. Parents and carers are expected to:

- ensure their child attends school every day that it is open unless a statutory reason for absence applies;
- ensure their child arrives punctually and is ready to learn;
- notify the school promptly of any absence in accordance with school procedures;
- provide information or evidence where requested to support absence;
- work collaboratively with the school to address attendance concerns;
- attend attendance meetings when requested;
- engage with support offered by the school or external agencies where appropriate;
- notify the school in writing if they wish to withdraw their child for Elective Home Education; and
- avoid arranging holidays or other leave during term time unless exceptional circumstances apply

Attendance Support Pathway

Connections Meeting: If you child's attendance falls below 90%, they are considered to be a persistent absentee and you will be invited to a 'Connections Meeting' with the attendance lead will be offered to discuss ways in which we can work together to improve your child's attendance in school.

Following the connection meeting, we will follow a Tiered approach to support.

Tier 1: Attendance Support Plan: You will be invited in to complete a parenting contract (Appendix 7) alongside school to support you in improving your child's attendance. An Early Help Assessment will be offered to you. **Whilst on an attendance plan absence will only be authorised if proof of the reason is provided (this includes illness).**

Tier 2: Attendance Panel Meeting: While the parenting contract is in process, school will be monitoring trends in your child's attendance. If your child's attendance does not show sustained improvement, you will be invited to a panel meeting with attendance lead and headteacher where next steps will be discussed. (See Appendix 6)

Tier 3: Multi-Agency Attendance Support: Despite Tier 1 and 2, if your child's attendance still does not show sustained improvement, school will make a referral to the Multi Agency Safeguarding Hub for external support to improve your child's school attendance. As part of this referral, we will involve the Local Authority.

Reporting an Absence

Parents and carers must notify the school as soon as possible on the first day of absence and in accordance with the school's reporting procedures.

Please see appendix 3 and 4 regarding reporting absences.

Parents and carers should provide:

- the child's name;
- the reason for absence;
- the expected date of return (if known); and
- any additional information requested by the school.

If a child is absent due to illness, parents and carers should continue to keep the school informed where the absence lasts more than one day.

The school may request medical evidence where absences are frequent, prolonged or where there are concerns regarding attendance patterns.

Authorised Absence (Illness)

Any absence taken within term time should be minimal and will only be authorised if considered exceptional circumstances. This **may** include: recognised sporting events, immediate family funeral, wedding of child's parents (not family/friend weddings), hospital visits and a recognised religious observances. Please note, only one day will be authorised for these circumstances.

If your child is feeling mildly unwell, it is always best to send them into school. We can monitor them and administer Calpol if required. We would contact parents if we feel they are becoming worse. The NHS guidance – Is my child too ill for school? - NHS (www.nhs.uk) - outlines when it is best to keep your child off school.

Absence for illness will be authorised. If your child is off due to illness, we will follow the procedures outlined in Appendix 3. This is to ensure children's wellbeing and safety and, if any support is required, we are able to do so.

If your child has repeated periods of illness throughout the year, a member of the attendance or pastoral team will contact you to offer support and signpost to further help if required. There may be occasions where school requests medical evidence to authorise an illness. This evidence could include: a GP stamp or a dated prescription for the child.

First Day Response

If a child is absent from school and no reason for absence has been provided **Holmwood School** will make reasonable enquiries to establish the reason for the absence and ensure the child is safe.

The school may:

- telephone parents or carers;
- send text messages or emails;
- contact emergency contacts where appropriate;
- liaise with relevant professionals involved with the child or family; and
- undertake a welfare check or home visit where considered appropriate.

Unexplained absence will always be considered alongside safeguarding information. Where concerns exist regarding a child's welfare, the Designated Safeguarding Lead will be informed and safeguarding procedures will be followed.

First day response arrangements form part of the school's attendance and safeguarding responsibilities and help ensure that children receive appropriate support at the earliest opportunity.

Should your child be absent for an unplanned reason, please see Appendix 3 for the process to follow.

For planned absence, see Appendix 4.

Recording attendance

Ashbrook School will adhere to the most recent version of the Department for Education's statutory guidance Working Together to Improve School Attendance and all associated attendance legislation and regulations.

In line with the DfE guidance **Improving the attendance of children with a social worker - GOV.UK**, schools should actively monitor and support attendance for children with a social worker. Attendance concerns should be escalated promptly to the allocated social worker or Virtual School where applicable. Interventions should be coordinated to address barriers to attendance and support the child's wellbeing. Staff should record and share attendance patterns with social care partners regularly.

It is important to note that attendance continues to be **mandatory**. The usual rules on attendance continue to apply, including:

• parents' duty to ensure that their child of compulsory school age attends school every day where the child is a registered pupil

• schools' responsibilities to record attendance and follow up absence

• the ability to issue sanctions, including fixed penalty notices, in line with local authorities' codes of conduct

• the duty on local authorities to put in place arrangements for identifying, and following up with, children missing education (schools must notify as per requirements).

Ashbrook School values the relationships with its families and children and will work in close collaboration to support attendance. Whatever the reasons for absence, Holmwood school will work in partnership with families and children to fully explore the reasons and support all children to attend school every day.

Although we will do everything possible to support and reassure families, we will be clear that a child of compulsory school age is expected to attend school every day it is open, unless a statutory reason applies (for example, the pupil has been granted a leave of absence, is unable to attend due to illness, or is absent for a recognised religious observance).

In accordance with statutory attendance guidance, the attendance register will be taken at the beginning of each morning session and once during each afternoon session.

The attendance register will be taken at the same time for all registered pupils and will remain open for no longer than 30 minutes.

The morning session begins at the school's published start time. Any voluntary provision, including breakfast clubs, does not form part of the statutory school session.

Schools operating staggered lunch arrangements will ensure that attendance registration arrangements remain compliant with statutory requirements and are clearly communicated to staff, pupils and parents.

Admission and Attendance Registers

Ashbrook School maintains admission and attendance registers in accordance with the School Attendance (Pupil Registration) (England) Regulations 2024. Registers will be

completed at the beginning of each morning and afternoon session in accordance with statutory requirements.

Attendance monitoring

The attendance team will analyse attendance data weekly and review any emerging concerns, patterns of absence or punctuality issues. This analysis will include whole-school attendance, attendance amongst vulnerable groups and the attendance of individual pupils requiring additional support.

Any concerns identified will be discussed with parents or carers and appropriate actions will be agreed, implemented and recorded. Where attendance concerns indicate a potential safeguarding risk, these will be escalated without delay to the Designated Safeguarding Lead and, where appropriate, external agencies.

The school recognises that attendance difficulties may be linked to safeguarding concerns, special educational needs and disabilities (SEND), mental health needs, medical conditions, caring responsibilities, bereavement, trauma or other vulnerabilities. In accordance with the Equality Act 2010, reasonable adjustments will be considered where appropriate to support individual pupils and address barriers to attendance.

Children with a social worker, children in need, children subject to child protection plans, children in care, previously looked after children, pupils with SEND and other vulnerable pupils will receive enhanced attendance monitoring and support where required. Attendance interventions will be supportive, proportionate and delivered in partnership with families and relevant professionals.

Attendance data will be reviewed regularly by senior leaders and reported to governors. Monitoring will include:

• Whole-school attendance

• Persistent absence (below 90%)

• Severe absence (50% or below)

• Punctuality

• Pupils with SEND

• Pupils with an Education, Health and Care Plan (EHCP)

• Disadvantaged pupils, including those eligible for Pupil Premium

• Children in Need

• Children subject to Child Protection Plans

• Children with a Social Worker

• Children in Care

• Previously Looked After Children

• Attendance by year group and cohort

• Individual pupils causing concern

Leaders will use attendance information to identify emerging concerns, evaluate the impact of support and interventions, target resources effectively and ensure that pupils receive the support required to attend school regularly. Attendance reviews will also recognise and celebrate improvements in attendance and punctuality at both an individual and group level.

The Governing Body will receive regular attendance reports and will provide strategic challenge and support to school leaders to ensure attendance remains a priority and that attendance outcomes continue to improve for all pupils, particularly vulnerable groups.

Attendance procedures

In a school day, there are 2 sessions – AM and PM registration marks.

The school gates will open at 8.30am and remain open until 8.40am. Registers open at 8.30am and will remain open until 9am. Drop off after 8.40am will be marked as Late (with an L code) and drop off after 9am will be marked as an Unauthorised Absence (with a U Code).

Home Visits and Reasonable Enquiries

At Ashbrook School , home visits are an important part of our approach to supporting families, promoting attendance and safeguarding children. These visits are not solely for safeguarding concerns, but also to:

- Offer welfare support to families
- Ensure children's health and wellbeing
- Provide guidance or support if a child is struggling to attend school

Guidance for practice:

Home visits are generally considered after three days of absence to check on the child's wellbeing and to provide support to the family.

In cases of heightened concern (for example, vulnerability, known safeguarding issues, or sudden unexplained absence), visits may be undertaken sooner.

The timing and necessity of a home visit should always be based on professional judgement, taking into account the child's circumstances, the family context and any prior patterns of absence.

Headteacher discretion

Headteachers have ultimate discretion over the timing and nature of home visits.

All visits and the rationale for timing must be communicated to parents and recorded on CPOMS.

Punctuality

Being on time to school (prior to 8.40am) allows your child the best chance to settle and be prepared for the day.

8:30-8:40am Gates and registers open.

Arrival between 8:40-9am will result in a Late mark (L Code).

Arrival from 9am onwards will result in the U Code; this counts as 1 unauthorised session. Please see section on Fixed Penalty Notices for more information.

If your child has 2 lates (L Code) in a week, you may receive a phone call from someone in the attendance team to check in and see if there are any ways we can support you. You will receive a Helpful hints guide on how to ensure your child gets to school on time. (See Appendix 8)

Over a half term, if your child's late marks total 20% or more, someone from the attendance team will give you a call to check in and see if there are any ways we can support you. You will receive a Helpful hints guide on how to ensure your child gets to school on time. (See Appendix 8)

If we don't see a sustained improvement after this check in, you will be invited in for a 'Connections Meeting' to discuss support mechanisms. This may include an Early Help Assessment to support you in improving punctuality.

Late collection of children will occur ten minutes after their end of school time and children will be taken to the office.

Leave of Absence

To request a Leave of Absence, please complete a Leave of Absence Form (Appendix 9) which can be found on the school website. Upon doing this you will be contacted by the school attendance team to discuss this absence request. If the absence is 10 school days or more, you will be invited to a connections meeting with the attendance team to discuss your request. Please note if your child attends our nursery (Pre School) provision, and their attendance drops below 63% for the funding block in which the leave is taken, you will be invoiced for the nursery fees for the entire block, as per the nursery contract and Government guidelines.

You will be told within this meeting if the absence is authorised or unauthorised. Please note, the school follows the most recent Department for Education statutory attendance guidance and national attendance regulations when considering requests for leave of absence. Following the meeting, a confirmation of what has been discussed will be shared with parents and, for the duration of the absence, the registers will reflect the outcome of the conversation. Please note we will need evidence of flight details if travelling abroad, or of booking details if staying within the UK – following our Safeguarding practice. Please note, this evidence is required even if, for any reason, the Leave of Absence meeting has not taken place.

Elective Home Education (EHE)

Parents wishing to educate their child otherwise than at school must notify the school in writing. The school will comply with all statutory duties relating to Elective Home Education (EHE) and will notify the Local Authority where required. The school will work collaboratively

with families to ensure appropriate transition arrangements are in place and safeguarding responsibilities will remain central throughout the process.

Children Missing Education (CME)

Children Missing Education are at increased risk of harm, exploitation, neglect and poor educational outcomes.

Where a child is absent and their whereabouts cannot be established, **Holmwood school** will undertake reasonable enquiries to establish the child's location and welfare. This may include contact with parents, carers, emergency contacts, other professionals and relevant agencies.

Where appropriate, the school will make referrals in accordance with Children Missing Education guidance and Local Authority procedures. Attendance concerns will always be considered alongside safeguarding information and any concerns regarding a child's welfare will be referred to the Designated Safeguarding Lead and managed in accordance with the school's safeguarding procedures.

The school will maintain accurate admission and attendance records and will comply with all statutory requirements relating to Children Missing Education.

Flexi-Schooling

All flexi-schooling requests are reviewed individually and remain at the discretion of the Headteacher. It is also important to note that schools are not obliged to agree to flexi-school arrangements, even when requested by parents. However, each request is always considered carefully, with the child's best interests at the centre of the decision making process.

Support First Approach

IFtL schools are committed to treating attendance as a safeguarding and welfare matter first.

The school will seek to understand and address barriers to attendance before considering enforcement action wherever appropriate.

Support may include:

• Attendance conversations.

• Early Help assessments.

• Parenting contracts.

• Attendance support plans.

• Pastoral interventions.

• SEND reviews.

• Multi-agency working.

• Referrals to external agencies.

Enforcement action will only be considered where support has been offered, is not engaged with, is not appropriate, or where statutory thresholds have been met.

Fixed Penalty Notices

Appendix 4 outlines the school's process for planned absence which may result in a Fixed Penalty Notice.

A fine becomes effective if a child has had ten unauthorised sessions or five days absence in a 10-week period, beginning from the first unauthorised absence. Further details of the FPN are included below. If an absence is taken without it being authorised, the school is required to report the absence to the Local Authority.

A FPN can be issued to each parent, per child.

A fine of £80 per child per parent is payable in 21 days and, if there is a failure to pay after that time, it rises to £160 per child per parent payable in 28 days.

If a second leave of absence is taken within 3 years, a fine of £160 per child per parent is payable in 28 days (with no reduction for early payment).

If a third leave of absence is taken within 3 years, a fixed penalty notice will not be issued, and the case will be presented straight to the Magistrates Court. Magistrate's fines can be up to £2500 per parent, per child. Cases found guilty in a Magistrates Court can show on a parent's future DBS certificate due to failure to safeguard a child's education.

10 sessions (5 days) of unauthorised absence in a 10-week period will be considered for a fixed penalty notice (this includes a child being late after registers close).

Penalty Notices may be issued in accordance with the Local Authority Code of Conduct and national attendance regulations.

Celebrating great attendance

At Ashbrook School , we have high expectations for attendance and want our children to be in every day the school is open. Each half term we will celebrate those children who have had no unauthorised absence that term.

Appendices

Appendix 1

Attendance and Absence Codes

Ashbrook School records attendance using the statutory attendance and absence codes set by the Department for Education (DfE). The table below provides a summary of the attendance codes most commonly encountered by parents and carers.

Attendance Category	Typical Code	Meaning
Present at School	/ or \	Pupil is present at school during the morning or afternoon session.
Late Before Registers Close	L	Pupil arrives after the register has opened but before it closes.
Late After Registers Close	U	Pupil arrives after the register has closed. This counts as an unauthorised absence for that session.
Illness	I	Absence due to illness, where the school has accepted the reason for absence.
Medical or Dental Appointment	M	Pupil is absent due to an authorised medical or dental appointment. Evidence may be requested.
Leave of Absence – Exceptional Circumstances	C	Authorised leave granted by the Headteacher for exceptional circumstances.
Unauthorised Holiday / Leave	G	Leave taken during term time without authorisation. This may result in a Penalty Notice being considered.

Other Authorised Absence	Various authorised codes	Absence authorised by the school for reasons permitted by legislation and DfE guidance, such as recognised religious observance, participation in regulated performances or other approved circumstances.

Important Information for Parents and Carers

- Attendance at school is a legal requirement for children of compulsory school age.
- Parents and carers must inform the school of the reason for any absence as soon as possible on the first day of absence.
- Term-time leave will only be authorised in exceptional circumstances.
- A child's attendance record includes both authorised and unauthorised absences.
- Repeated unauthorised absence may lead to statutory attendance interventions, including Penalty Notices where the legal thresholds are met.

Full DfE Attendance Codes

The complete and most up-to-date attendance and absence coding framework can be found within the Department for Education guidance:

Working Together to Improve School Attendance
https://www.gov.uk/government/publications/working-together-to-improve-school-attendance

Schools should always use the latest DfE attendance codes and guidance when recording attendance.

Appendix 2

Roles and responsibilities of staff and Governors

It is the school's responsibility to update parents on their child's attendance and the parent/carers responsibility for informing the school of any absence.

Ashbrook School shares data with the local authority to monitor and review attendance across the county. We also review attendance data within school, as mentioned in the policy above. Data is also shared with Governors who challenge us in improving attendance and reduce absence.

Staff responsible for Attendance:

First response and Registers – Marina Moore/Cheryl Ferguson

Attendance Lead – Toni Cole

Deputy Head – Lauren Almond

Headteacher – Jamie Ainscow

DSL – Toni Cole

DDSL – Jamie Ainscow

Pastoral support officer – Cheryl Ferguson

Attendance Governor:

The Attendance Governor will meet regularly with school leaders to review attendance performance, monitor the effectiveness of attendance strategies and provide challenge and support to ensure attendance remains a strategic priority.

Safeguarding Governor: Garry Beardsley

IFtL Responsibilities

IFtL: Victoria Blackmore (Safeguarding Lead for IFtL)

The IFtL Safeguarding Lead will provide strategic oversight of attendance across all IFtL schools.

This will include:

• Regular quality assurance of attendance systems and procedures

• Monitoring attendance, persistent absence and severe absence trends.

• Monitoring attendance outcomes for vulnerable groups.

• Supporting school leaders to improve attendance outcomes.

• Reporting attendance trends and areas of concern to Trust leaders and Trustees.

• Ensuring attendance practice remains compliant with statutory guidance.

Exceptional and Non-Exceptional Circumstances Guidance All schools can grant a leave of absence for other exceptional circumstances at their discretion. IFTL stipulates that it must be requested in advance by a parent who the pupil normally lives with. Individual schools are then expected to consider each application individually taking into account this guidance, the specific facts and circumstances and relevant background context behind the request. If a leave of absence is granted, it is for the school to determine the length of time the pupil can be away from school.

Examples of any exceptional circumstances where leave may be granted during term time and suggested timeframes determined by the school are as follows:

• When a family needs to spend time together because of an immediate family member's bereavement or end of life care (timeframe determined case by case)

• One day of absence for the Funeral of an immediate family member.

• Religious observance (only the day of the religious event will be authorised not the travel)

• Transport is not provided by the LA when it should be (one day).

• Children of service personnel about to go on deployment (permission would be considered as long as the request is accompanied by a letter from the Commanding Officer) for absences of more than one week a meeting with the Attendance Lead will be arranged.

• One day of absence could be authorised for the wedding of an immediate family member and the invitation has been provided as evidence (not abroad).

• One-off sporting events/performing arts competitions, if the child is participating and is at county standard or above and a letter has been provided from the performing arts/sports regional governing body as evidence. (if more than one day a meeting with the attendance lead will be arranged)

• One day of absence could be authorised for an immediate family member's National or Regional award ceremony/graduation ceremony/passing out parade.

• Medical appointments (parents/carers should be encouraged to arrange non-urgent medical appointments outside of school hours when possible. If the medical appointment is during the school day, evidence must be provided. Schools should not authorise a whole day's absence for a medical appointment that occurs in the morning – the child would be expected to return to school in the afternoon, and vice versa.

• One day of absence where moving house means that a pupil would not be able to be dropped off or collected and other care arrangements cannot be made.

• Transition day for pupils moving to next school / key stage

• Statutory exam/school assessment. (eg 11+ or entrance exams). Evidence would be required in each case.

Examples of circumstances where absence WILL NOT be granted during term time are as follows:

• To care for other family members

• Birthdays

• To interpret for other family members

• No school uniform/shoes

• Bullying

• Friendship problems

• Medical appointments or procedures taking place outside the UK (unless written evidence from an NHS GP or NHS consultant confirms that the appointment or procedure is medically necessary and cannot reasonably be undertaken within the UK.)

• Voluntary non-participation in a school trip, visit or event (other arrangements in school will be made)

• Family holidays taken in term time due to lower cost/parental work commitments.

• Holidays abroad to visit a sick relative, except where that person is terminally ill. Medical evidence will be required.

• Weddings abroad – regardless of whether it is for immediate family members

• Family Anniversaries

• Head lice

• Death of a pet

• Family transport problems (e.g. family car unavailable due to foreseen servicing/repairs)

• School refusal

• Recreational activities

• Short-term illness of a sibling or parent within the household

• Severe weather (in cases of severe weather, the school will determine if it is safe for pupils to attend).

Modelling and performances

(The immediate family is a defined group of relations, used in rules or laws to determine which members of a person's family are affected by those rules. It normally includes a person's parents, spouses, siblings and children. It can contain others connected by birth, adoption, marriage, civil partnership, or cohabitation, such as grandparents, grandchildren, siblings-in-law, half-siblings, adopted children and step-parents/step children, and cohabiting partners).

Appendix 3: **Unplanned Absence Process**

Parent's/Carer's are required to inform school of unplanned absence by 8.30am EVERYDAY via MCAS, telephone or website – Any other mode of contact may not be actioned.

DAY 1 of Absence

Has Parent/Carer informed school of absence via MCAS, Website or telephone by 8.30am?

- YES – school will update BROMCOM with relevant attendance code
- NO – if no contact is made with parents a home welfare visit will be carried out.

If no-one is home a letter will be left and the Multi Agency Safeguarding Hub will be informed. School will continue to try and make contact.

DAY 3 onwards of Absence

School may carry out a home welfare check to ensure all is well and offer support to pupil and family.

DAY 5 of Absence

Proof of illness will be required.

If we have no proof and have not seen the pupil during a welfare check then all absence will be unauthorised.

5 days of unauthorised absence will then lead to a notice to improve which can result in a fixed penalty notice being issued.

Appendix 4

Planned Leave of Absence Process

1. Parent/carer informs school of planned absence ASAP via leave of absence form on the school website (see below).

   If you are requesting term time leave for travel or any other reason we need further details for, you will be sent a longer form to complete (appendix 9).
   The relevant proof must be sent in ASAP i.e flight details, booking details, exceptional circumstances.

   It is part of our school safeguarding responsibility to confirm where a child will be during a period of absence.

2. For 1-4 days absence you will receive a letter via MCAS regarding your request.

   For 5-9 days a member of our attendance team will contact you via telephone to discuss your request.

   For 10 days or more you will be required to attend a meeting with the attendance lead to discuss your request.

3. Any absence/term time leave taken should be minimal and will only be authorised if considered exceptional circumstances. Proof will be requested for any exceptional circumstance.

4. If your request is or 5 days or more and is not considered exceptional circumstances a warning letter will be sent outlining the current guidelines regarding attendance and next steps (Fixed Penalty Notice (FPN) request sent to council) dependant on child's age and current attendance record. Please note, an absence of 20 school days or more may result in your child being removed from roll.

    - Under 5 years – unauthorised but no FPN issued.

    - Over 5 years old/over 5 days unauthorised absence FPN request sent to Milton Keynes City Council on return to school.

Leave of absence request (form on school website)

Please complete the below form to request a leave of absence. This will be reviewed by our attendance officer who will be in contact with you shortly. Please note, leave of absence for a holiday will not be approved in line with our attendance policy.

Child's Name *

Child's Class *

Reason for leave of absence

☐ Religious festival

☐ Appointment (please provide proof of appointment to the school office)

☐ Other

Please explain the reason for the leave of absence request.

First day of absence

Date returning to school

Appendix 5

Leaflet of support: Improving attendance

HELPFUL HINTS TO IMPROVE SCHOOL ATTENDANCE

Why am I receiving this?

Your child's attendance has dropped below 96% which is the minimum expectation for children in our school. They will continue to be monitored until they are above 96%.

Why is this important?

Being at school everyday allows your child to build on their friendships and feel a sense of belonging at school. It ensures they follow the carefully planned curriculum and there are no gaps in their learning.

Setting high expectations

By continually setting the expectation that your child comes to school everyday ensures they have the same view! This lalso includes booking holidays in the school holidays.

Positive language

When children are feeling poorly, it is easy to fall into negative language. By empathising with our children and then using school as a way of seeing friends and a distraction, they will see it as a positive place, even when under the weather!

External support

If you are worried that your child is often poorly or run down, school can support with a school nurse referral to help support you as a family.

We can support

We have a wonderful medical team and they are happy to do check ins with your child and administer calpol if needed.

Appendix 6

Tier 2 – Panel Meeting

Date/time of meeting:	

Pupil name:	
Date of birth:	
Address:	
Parent/carer name:	

Present at meeting:	
Current attendance:	

Previous actions agreed in the parenting contract – home and school	
What is working well? (Interventions, attainment, engagement in school)	**What needs to improve?**

Actions agreed in Panel Meeting	
School	**Home**

Attendance target:	
Timescale for improvement (no more than 2 weeks):	

What is the progress of the Early Help Assessment? If declined, would this be a benefit now? If not, please state reasons.	

Date for review meeting:	

Despite Tier 1 and 2, if your child's attendance drops to 50% or below, school will make a referral to the Multi Agency Safeguarding Hub for external support to improve your child's school attendance. As part of this referral, we will involve the Local Authority.

I confirm that these Panel Meeting actions were agreed by all present.

Signed:

…… Parent/carer

…… School Representative from XXX

…… School Representative from XXXX

Appendix 7 : **Parenting Contract Template – Action Plan**

Tier 1 – Formal Action Plan / Parental contract

Date/time of meeting:	

Pupil name:	
Date of birth:	
Address:	
Parent/carer name:	

Present at meeting:	
Current attendance:	

Previous actions – home and school	
This is the first action plan in place	
What is working well? (Interventions, attainment, engagement in school)	**What needs to improve?**

Actions agreed	
School	**Home**

Attendance target:	
Timescale for improvement (no more than 1 month):	

Would parents/carers benefit from an Early Help Assessment to support with improving school attendance? If no, please give details.	

Date for review meeting:	

Appendix 8

Leaflet of support: Lates

Appendix 9 Template Leave of Absence Form

APPLICATION FOR LEAVE OF ABSENCE FOR YOUR CHILD DURING TERM TIME

Applications can only be made for EXTREME CRCUMSTANCES that are unavoidable. Please see our attendance policy for clarification on the process around requesting absence. I understand that taking an absence that is unauthorised can result in a fixed term penalty fine of £80.00 per child, per parent, rising to £160 if not paid within 21 days. This fine will increase if this is not the first incident of unauthorised term time leave.			
Name(s) of pupil(s) for which leave of absence is being applied for			
Name of Child	DOB	Years/Months	
Child 1			Class
Child 2			Class
Child 3			Class
Name and educational setting of any siblings who will be travelling but do not attend our school.			
Name of Child	DOB	School/college they attend	
Child 1			
Child 2			
Child 3			

Dates (inclusive for which leave of absence is being applied for)		
From: To:		
How many school days do you require the pupil(s) to have leave of absence for?		
Destination		
On which date will the pupil(s) return to school?		
Please use the space below to justify the 'exceptional circumstances' for which the leave of absence is being requested:		
Address and contact number where you can be reached on whilst away:		
You are also required to provide copies of evidence of your travel plans (flights or booking details) and to support your justification of 'exceptional circumstances'. Please state below the evidence you are submitting.		
Full name of parent(s) making the application and who will be accompanying/responsible for the pupil whilst they are absent from school	Parental signature	Date

1.		
2.		

For office use only

Decision	Code for register	Code
Unauthorised Or Authorised	G – Holiday not authorised O – Unauthorised absence C – Other authorised circumstances	
FPN	Is this application subject to referral to the Local Authority for a Fixed Penalty Notice	Yes / No
School Action	• Previous holidays checked • Supporting evidence recieved • Headteacher to authorise • Education welfare to be informed	

Reason for refusing leave of absence:

Attendance - things to note

Gates

8.30 - Gates open

8.40 - Gates close (arrival after 8.40 will result in an L Code - late mark)

9am - Registers close (arrival after 9am will result in a U Code - unauthorised absence)

Punctuality

If your child regularly arrives late you will receive a phone call from someone in the attendance team to check in and see if there are any ways we can support you.

Your Childs attendance is reviewed on a regular basis

Below 96%

If your child's attendance falls below 96%, you will receive a leaflet of signposted support to improve attendance.

Below 90%

If your child's attendance falls below 90%, they are considered to be a persistent absentee and we will start our tiered approach to improve attendance with an attendance plan. You will then be required to provide proof for ALL absences including illness.

Below 50%

If your child's attendance falls below 50% they are considered to be Severely absent. At this point a referral will be submitted to the Multi Agency Safeguarding Hub and the council will may become involved in managing their attendance.

Illness

Children are fine to come to school with mild coughs and colds. We can administer calpol if needed during the day.

If your child is too unwell to attend, please inform school every day by 8.30. This should be done via your MCAS account, website or telephone message.

From the third day of illness, a member of the pastoral or attendance team may do a home welfare visit to check in with you and your child.

For 5 or more days of illness medical evidence must be provided or the absence may not be authorised.

Planned Absence

Please notify school of any planned absence via the leave of absence form on our Website, proof will be required.

Term time holidays can not be authorised and you may receive a fixed penalty notice (Fine) from MK Council