

Riverside School



Riverside Community Special School Attendance Policy

Policy by: Josie Payne Interim Headteacher

Date: September 2025

Presented to Full Governing Body : 27th November 2025

To be reviewed annually.

Admin/current Policies/2025

This policy is available on our school website and is available on request from the school office. We also inform parents/carers about this policy when their children join our school.

This policy will be reviewed in full by the Governing Body on at least an annual basis.

Person (s) responsible for implementing and monitoring the policy:

All staff
The Head teacher

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

Legislation and guidance

This policy meets the requirements of the following Department for Education's (DFE's) statutory guidance on [Working together to improve school attendance](#) 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 [The Education and Inspections Act 2006](#)

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

The Education (Penalty Notices) (England) (Amendment) Regulations
2013

It also refers to:

[Keeping Children Safe in Education](#)

[Children missing education](#)

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

Section 1

Headteacher's Statement of Intent;

For a child to reach their full academic potential a high level of school attendance is essential and is expected from all our pupils. We are committed to providing an education of the highest quality and we endeavour to provide an environment where all pupils feel valued and welcome.

For our children to take full advantage of the educational opportunities offered at Riverside, it is vital that your child is at school, on time, every day the school is open unless the reason for the absence is unavoidable.

Every child has a right to access the education to which they are entitled. Parents and teachers share the responsibility for supporting and promoting excellent school attendance and punctuality for all. It is our duty to consistently strive to achieve 100% attendance for all children.

Every opportunity will be used to convey to pupils and their parents or carers the importance of regular and punctual attendance. Our home school agreement sets out our expectations on attendance, parents and pupils must sign this following their child's admission to our school.

This policy sets out how we will achieve this together and will be annually publicised for all staff, parents and pupils via the school website. All attendance data is shared with the Local Authority and the Department for Education, for further information on how we share school attendance data, please see the School's Privacy Notice.

Good attendance is important because:

- Statistics show a direct link between under-achievement and attendance below 95%
- Regular attenders make better progress, both socially and academically
- Regular attenders find school routines, school work and friendships easier to cope with
- Regular attenders find learning more satisfying

- Regular attenders are more successful in transferring between primary, secondary school, higher education and employment or training
- Regular attendance of SEN and vulnerable pupils is an important protective factor and gives the best opportunity for the appropriate support and needs to be met

Section 2

Operating the Policy

2.1 Promoting Good Attendance

The foundation for good attendance is a strong partnership between the school, parents and child. The home/school agreement will contain details of how we will work with parents and our expectations of what parents will need to do to ensure their child achieves good attendance. We ask each parent and child to sign that they agree on entry to the school.

To help us all to focus on this we will:

- Build strong relationships and work jointly with families, listening to and understanding barriers to attendance and working in partnership with families to remove them
- Develop and maintain a whole school culture that promotes the benefits of high attendance
- Have a clear school attendance policy which all staff, pupils and parents understand
- Accurately complete admission and attendance registers and have effective day to day processes in place to follow-up absence
- Regularly monitor and analyse attendance and absence data to identify pupils or cohorts that require support with their attendance and put strategies in place
- Share information and work collaboratively with other schools in the area, local authorities, and other partners when absence is at risk of becoming persistent or severe
- Be particularly mindful of pupils absent from school due to mental or physical ill health or their special needs and/or disabilities, and provide them with the support that is offered within their Educational Health Care Plan
- Celebrate good and improved attendance in our celebration assemblies and afternoon teas

2.2 Roles and Responsibilities

The governing board:

- Is responsible for ensuring school leaders fulfil expectations and meet their statutory duties;
- Recognise and promote the importance of school attendance across the school's policies and ethos;
- Regularly review and challenge attendance data and monitor attendance figures for the whole school.;
- Ensure staff receive adequate training on attendance and will hold the headteacher to account for the implementation of this policy.

The headteacher:

At Riverside the headteacher will lead on School Attendance and will direct and co-ordinate the school's work in promoting regular attendance across the school.

The headteacher will;

- Ensure this policy is consistently applied throughout the school
- Set a clear vision for improving and maintaining good attendance, celebrating good attendance throughout the academic year
- Work with the Family Support Worker to ensure effective strategies are put in place to support barriers to attendance
- Work with the Local Authorities SEND (special education needs and/or disabilities) provision to ensure appropriate support is being offered and identified
- Communicate with the local authority SEND when a pupil's attendance has fallen and where their barriers to attendance relate to the pupil's needs
- Build strong relationships with families, parents/carers, listen to and understand any barriers to attendance they may face
- Provide data and reports on attendance to the Governing Body

The designated senior leader responsible for attendance:

At our school the Headteacher is the designated senior leader (also known as the Attendance Champion) and 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

The attendance team:

- Deals with the day-to-day monitoring of the attendance of pupils and follow up on absences where appropriate
- Follow the school's attendance process for tackling absence and poor attendance
- Regularly monitor and analyse attendance and absence data to ensure any issues are identified at an early stage to prevent persistent and severe absenteeism
- Work with the Family Support Worker and Attendance Champion to ensure effective strategies are put in place to support barriers to attendance
- Provide regular attendance reports to Tutees for weekly discussions with their pupils
- Make referrals to the local authority's Legal Intervention Team for pupil's whose attendance is a concern
- Advise the headteacher when to issue fixed-penalty notices

All other School Staff:

- Ensure that all students are registered accurately

- Promote & reward good attendance at all appropriate opportunities
- Communicate any concerns or underlying problems that may account for a child's absence with the Attendance Team or Family Support Worker

Parents:

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

- All natural parents, whether they are married or not
- Any parent who, although not a natural parent, has parental responsibility as defined in the Children Act (1989) 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:

- Provide the school with more than 1 emergency contact number for their child
- Inform the school on each day their child is absent from school
- Support the school with their child in aiming for 100% Attendance each year
- Meet expectations on attendance as agreed in the home/school agreement
- Avoid taking their child out of school for non-urgent medical or dental appointments
- Only request leave of absence from school if it is for an exceptional circumstance
- Liaise with their child's form tutor any concerns regarding their child's attendance or wellbeing

Pupils are expected to:

- Attend every day and on time unless they are ill or have an authorised reason for absence
- Meet expectations on attendance as agreed in the home/school agreement

Section 3

Recording Attendance

3.1 Registration:

We will keep an electronic attendance register, and place all pupils on this register. We will take our attendance register at the start of the first session of each school day (9.00 am) and once during the second session (1:15 pm). When marking our registers, we will apply the national codes as outlined and regulated by the Department for Education guidance to accurately record and report attendance. We will keep every entry on the attendance register for 6 years after the date on which the entry was made.

3.2 Lateness/Punctuality:

It is important to be on time at the start of the morning and afternoon school sessions. The start of school is used to give out instructions, organise work and practise basic skills. If your child is late, they can miss work, time with their class teacher getting vital information, causes disruption to the lesson for others and your child can be embarrassed or worried leading to possible further absence or anxiety.

Pupils who are consistently late are disrupting not only their own education but also that of other pupils. On-going and repeated lateness will be subject to legal action (see section 5, Attendance Monitoring and section 7 Sanctions for further detail).

- The school day begins at 9.00am for the morning session and 1.15pm for the afternoon session, all pupils are expected to be in school and register with their tutor at this time
- The register officially closes at 9.15am and 1.30pm, any pupil registering with their teacher before the close of the registration will be given a late mark (L)
- Any pupil arriving after the close of registration (9.15am) or (1.30pm) will be given an unauthorised late mark (U) in line with County and Department for Education (DfE) guidance. **This Mark shows them to be onsite, but is legally recorded as an absence**
- If a pupil is late after the close of registration due to a medical appointment, they will receive an authorised absence code 'M'. Please be

advised that where possible doctors and dentists appointments should be made outside of school hours or during school holidays

Parents of pupils who have patterns of lateness will be contacted to discuss the importance of good time keeping and how this might be achieved. If lateness persists then we will follow our attendance process as detailed in section 5.

3.3 Absence from school – What to do if my child is too ill to attend school?

The following NHS link contains useful information which may assist you with making your decision as to whether your child is too unwell to attend school [Is my child too ill for school?](#)

If your child is absent, you must;

- Contact us as soon as possible on each day of absence stating the reason for absence

The decision whether or not to authorise an absence will always rest with the school and there may be times where the school requests medical evidence from you to provide clarity of your child's absences from school, evidence such as a doctor's note, prescription, appointment card or other appropriate form of evidence will be sufficient. We will not ask for medical evidence unnecessarily.

If the school is not satisfied about the authenticity of absences from school they will be recorded as unauthorised and parents will be notified of this in advance. A child absent from school without reason is a **safeguarding** matter. If you have not informed us of the absence, we will;

- Continue to try and make contact with you until we have made communication with a parent.

If we have been unable to establish contact with you after 2 days of absence we will;

- Ask a member of the wellbeing team to visit your home to try and establish contact with you and your child. If this is not successful, they will leave a note for you to contact us urgently
- If we have not managed to establish contact with you by the end of the 3rd day we will raise a missing person enquiry with the police

We have a legal duty to report the absences of any pupil who is absent without an explanation for 10 consecutive days. If the child is not seen (eyes on) and contact has not been established with the named parent/carer, then the Local Authority is notified that the child is 'at risk of being missing in education'. Children's Services Staff will visit the last known address and alert key services to locate the child.

3.4 End of the day procedure:

If collecting a child at the end of the school day, please ensure that you are prompt. Where late collection is persistent and/or significantly late, the school is obliged to take any uncollected pupils to a place of safety and share concerns as necessary with other agencies. If one is available, the school will place a child into the after-school club.

Section 4

Understanding types of absence

4.1 Authorised and Unauthorised absence:

Pupils are expected to attend school every day for the entire duration of the academic year, unless there is an **exceptional reason** for the absence. There are two main categories of absences:

- Authorised Absence is when the school has accepted the explanation offered as satisfactory justification for the absence, or given approval in advance for such an absence

If no explanation is received, absences will not be authorised:

- Unauthorised Absence (O) is when the school has not received a reason for absence or has not approved a child's leave of absence from school after a parent's request or an unauthorised late mark (U)

4.2 Medical Appointments and absence due to illness

Parents should try to make appointments outside of school hours wherever possible. Where appointments during school time are unavoidable, we ask that parent notifies the school in advance of the appointment wherever possible. The pupil should only be out of school for the minimum amount of time necessary for the appointment. In most circumstances, a child should not miss a whole day at school for an appointment.

In line with Department for Education guidance, if we do have a genuine concern about the authenticity of the illness, we may ask the parent to provide medical evidence, such as a prescription, appointment card, or other appropriate form of evidence. If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised.

Where a child has an emerging a pattern of non-attendance, we will discuss the reasons for absence with the child's parent. We will invite parents to attend a support meeting as an appropriate early intervention strategy. As part of this support, we may seek consent from parents and the pupil as appropriate to make a referral to the School Nursing Team and/or to liaise with the child's healthcare professional.

Where a pupil has a verified and chronic health condition, we will aim to work with parents to ensure children have access to education and provide appropriate support in line with [Supporting pupils with medical conditions at school](#) and Hampshire policies regarding supporting children with health issues, [Behaviour and attendance resources for schools | Hampshire County Council \(hants.gov.uk\)](#). We will also consider whether an Individual Healthcare Plan is required.

4.3 Approval for term-time absence

The headteacher can authorise an absence from school for certain educational activities, or to attend an alternative education provision as agreed between the school, parent and or the local authority's SEND.

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
- A temporary, time-limited part-time timetable
- Exceptional circumstances

An application for a leave of absence request will be considered and authorised at the headteacher's discretion, including the length of time the pupil is authorised to be absent from school. They will consider each application for term-time absence individually, taking into account the specific facts, circumstances and relevant background context behind the request and will also consider the pupil's attendance history.

As a leave of absence will only be granted in **exceptional circumstances**, it is unlikely a leave of absence will be granted for the purposes of a family holiday. Leave of absence **will not** be granted for a pupil to take part in protest activity during school hours.

Any request should be submitted as soon as it is anticipated and, where possible, **at least 2 weeks in advance of the absence**, and in accordance with any leave of absence request form.

4.4 Pupil Absence for the purposes of Religious Observance

Riverside acknowledges the multi-faith nature of British society and recognises that, on some occasions, religious festivals may fall outside school holiday periods or weekends and is recognised as such by a relevant religious authority. Where this occurs, the school will consider either authorising the pupil absence or making special leave for religious observance. Parents are requested to give advance notice to the school.

[Working together to improve school attendance - GOV.UK \(www.gov.uk\) page 86](#)

4.5 Parent travelling for occupational purposes

The pupil is a mobile child and their parent(s) is travelling in the course of their trade or business and the pupil is travelling with them. A mobile child is a child of compulsory school age who has no fixed abode and whose parent(s) is engaged in a trade or business of such a nature as to require them to travel from place to place.

To ensure we can effectively support all our pupils, we ask that parent:

- Advise the school of their forthcoming travelling patterns as soon as these are known and before they happen; and
- Inform the school regarding proposed return dates.

Section 5

Attendance Monitoring

5.1 Monitoring Attendance:

If your child has had absences whether authorised or unauthorised and their attendance level has fallen below 96%, we will implement our internal attendance process and start our formal communications with yourselves to reduce the risk of further decline to their attendance:

- At 95% we will send our first communication to you, an Attendance Awareness letter explaining the importance of good attendance, reminding you of our school's expectations on attendance, it will also provide you with information on how you can improve your child's attendance, we will continue to monitor closely for signs of any decline;

5.2 Request for improvement to your child's attendance

We will communicate to you our concerns regarding your child's level of attendance. We will offer support and request that you engage with us by helping to improve their attendance.

- At 93% we will send our first warning letter advising you that your child's attendance has declined further and that your child is at risk of being becoming a 'persistently absent' pupil as defined by the Department of Education. We will request your support in improving your child's attendance and invite you to contact us should you wish to discuss any matters relating to your child's attendance or wellbeing with the Attendance Team or Family Support Worker
- At 91% we will send our second warning letter, we will invite you in for an appointment with the Attendance Team and Family Support Worker to explore ways to support your child and family to improve attendance, we will ask you to bring any medical evidence you have to support your child's absences with you. We will explore any extenuating circumstances such as

your child's physical or mental ill health, medical appointments, or barriers to your child's attendance. We may offer an Attendance Plan/Contract to help support your child with improving their attendance, this may include the following;

- Inform the Local Authority SEND department
- Consider making an Interagency Referral (IRAF) if deemed appropriate by the headteacher or wellbeing manager
- Consider seeking advice from the Legal Intervention Team at Hampshire
- Regular meetings with the Wellbeing Team
- Offer targeted strategies/intervention sessions with one of our ELSA (Emotional Literacy Support Assistant)
- Agreed strategies to be used by parents and the school to improve attendance
- School or local authority Attendance Contract with Parent or Carer (see 4.1 for further information)
- Follow Hampshire County Council Code of Conduct for issuing penalty notices for non-attendance and or late attendance to school

We will investigate any pupils who are on track to be persistently absent (PA) and will not wait until attendance is below 90% (missing 10% or more of schooling across the year for any reason). Attendance below 50% is classed as 'Severe absence' (SA) missing 50% or more of schooling across the year for any reason.

If insufficient or no improvement has been made after a period of monitoring, a referral will be made to the Local Authority Attendance Legal Intervention Team, they will consider the measures the school has taken to try to improve the pupil's attendance this may lead to legal measures as the next course of action. (See section 6 for further information.)

5.3 What can I do to encourage my child to attend school?

Parental attitude has a key influence on a child's school attendance and parents/carers can do much to encourage even reluctant pupils to attend...[Hampshire Attendance guidance for parents/carers](#)

- Ensure your child has good bedtime and morning routines so that they can arrive punctually and calmly to school
- Ensure they have the correct uniform and are prepared for their day at school
- Show interest in and ask questions about their day at school, showing that you value their education
- Communicate with your child's tutor or the school's Wellbeing Manager if you have any concerns which may be or becoming a barrier to their attendance or learning at school

5.4 Supporting pupils who are absent or returning to school due to complex barriers to attendance including mental or physical ill health

We recognise that some of our pupils have complex barriers preventing them from attending school regularly or for a prolonged period of time, which may be due to physical or mental ill health reasons. As a school we will support and work with our families to break down these barriers by:

- Regular support and interaction with the Wellbeing team
- Considering to make an interagency referral to gain support from other local partners
- Provide access to our Outreach Support Worker, who will arrange 1:1 home visits to assist in building the home to school relationship and prepare for reintegration to an education setting
- Make a reduced hours provision arrangement to re-integrate back into the school setting, either into the main school or within one of our specialist class rooms

Section 6

Persistent Absence, Severe Absence and the use of legal interventions

As absence is often a symptom of the wider issues a family or child is facing, schools and local authorities should always work together with other local partners to understand the barriers to attendance and provide support.

A pupil becomes a 'persistent absentee' (PA) when their attendance drops to 90% and below for any reason. Over a full academic year this would be 38 sessions (19 days). Absence at this level could cause considerable damage to a child's educational outcomes.

A pupil becomes a 'severe absentee' (SA) when their attendance drops to 50% and below for any reason. Over a full academic year this would be 190 sessions (95 days). Absence at this level is causing considerable damage to a child's educational outcomes.

The attendance of all pupils at our school are monitored to identify children who are PA, or are on track to becoming PA. Where emerging concerns are identified we will instigate appropriate and timely interventions as outlined in the section above. Referrals may also be made to external agencies for targeted support.

[Inclusion Support Service \(ISS\) | Hampshire County Council \(hants.gov.uk\)](https://www.hants.gov.uk/inclusion-support-service)

If parents fail to engage with support and their child continues to have unsatisfactory attendance/ punctuality, a request may be made to the Local Authority to pursue legal proceedings either through a penalty notice, consideration of an Education Supervision Order or prosecution via the Magistrates' Court.

Parents found guilty of failing to secure their child's regular attendance at school under the provisions of the Education Act 1996, will receive a criminal record and a maximum penalty of a £1000 fine under a Section 444 (1) offence or a £2500 fine or up to a 3-month prison sentence, under a Section 444 (1a) offence.

In line with Hampshire County Council guidance, we will notify the Inclusion Support Service of all reduced timetables as soon as a plan has been agreed.

Section 7

Sanctions

Our school will follow Hampshire County Council's guidance for issuing sanctions to parents for non-attendance to school and decisions will be made on an individual, case-by-case basis ([Code of Conduct: issuing Penalty Notices for unauthorised absence from school](#)). Further guidance can be found in the following link [Hampshire County Council - Attendance guidance for parents/carers](#)

7.1 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;

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).

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, 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.

Section 8

Related Policies

To underpin the values and ethos of our school and our intent to ensure that pupils at our school attend school regularly and reach their full potential, the following policies are integral to this approach:

- Safeguarding
- Child Protection
- Supporting pupils with Medical Conditions
- Admission arrangements
- School Behaviour (including anti-bullying and rewards)
- Suspension
- Special educational needs

Section 9

Statutory Framework

This policy has been devised in accordance with the following legislation and guidance:

- [Working together to improve school attendance, DfE, \(August 2024\)](#)
- [School attendance parental responsibility measures, DfE \(January 2015\)](#)
- [Children missing education, DfE \(September 2016\)](#)
- [Keeping children safe in education, DfE \(September 2024\)](#)
- [Working together to safeguard children, DfE \(July 2023\)](#)

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: <ul style="list-style-type: none"> • 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

APPLICATION FOR PUPIL LEAVE OF ABSENCE FROM SCHOOL DURING TERM TIME

Important Information for Parents – please read before completing this form

We expect every pupil's attendance at school to be 100% unless there are exceptional or unavoidable reasons for absence. Parents do not have any legal entitlement to take their child on holiday or other absence for the purpose of leisure and recreation during term time. It is the Headteacher who decides whether a period of leave during term time will be authorised or not in line with legislation. The Education (Pupil Registration) (England) Regulations 2006 (amended in September 2013) make it clear that Headteachers cannot grant any leave of absence during term time unless 'exceptional circumstances' exist.

Every request for leave of absence during term time will be reviewed on an individual basis with due consideration of the circumstances but the Headteacher can only grant leave of absence if they consider exceptional circumstances apply. If the exceptional circumstances are agreed, the Headteacher will determine the length of the absence to be authorised.

All requests for leave of absence should be made in advance and before any arrangements are confirmed or money committed. This form must be completed in full by the parent who intends to remove the pupil from school during term time. Failure to make a request for a leave of absence in advance will result in the absence taken being recorded as unauthorised.

I have read the above information and wish to apply for Leave of Absence from school for:

Child's Full Name:	Date of Birth:	Class:

Parent Details (please list all parents)

First Name:		Surname:	
Date of Birth:		Relationship to the child:	
Address and postcode:			
Telephone number:			
First Name:		Surname:	
Date of Birth:		Relationship to the child:	
Address and postcode:			
Telephone number:			

Siblings: Please provide the name of any siblings and the school that they attend

Child's Full Name:	Date of Birth:	School:

Details of the absence

Date of First day of absence:		Date of last day of absence:	
Total Number of days absent:		Expected date of return to school:	

Please provide the reason for this request including supporting evidence:

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

I would like to request the above absence. I understand that the school strongly advises against taking unnecessary absence during term time and accept that this may have a detrimental impact on my child/ren's progress. I understand that a penalty notice may be issued if this request is denied and my child is absent during this period. I understand that a fine will be payable per child, per parent of £160 if paid within 28 days but reduced to £80 per child, per parent if paid within 21 days.

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

To be completed by the school:

Date request received by the school:		Total number of days requested:	
Child's Name:		Current % Attendance	Application Authorised or Declined?
Reason for school's decision:			
Headteacher:			
Signed:		Date:	