



## **Balksbury Federation Attendance Policy**

### **1. Introduction/aim**

At Balksbury Federation we believe that regular school attendance is essential if children are to achieve their full potential. We value the attendance of all children. Missing out on lessons leaves children vulnerable to falling behind and can put them at risk of wider harm. There is a [wide range of evidence](#) as to the health and wellbeing benefits of school-age education. [Research](#) commissioned by the Department for Education shows missing school for even a day can mean a child is less likely to achieve good grades, which can have a damaging effect on their life chances. As set out in this policy, we will work with families to identify the reasons for poor attendance and try to resolve any difficulties at the earliest opportunity. Our attendance policy aims to give clear guidance to staff, parents, children, and governors to:

- Promote good attendance, enabling children's achievement by establishing the highest possible levels of attendance and punctuality
- Recognise the key role of all staff in promoting good attendance
- Provide a clear framework for monitoring and responding to child absences, acting early to address patterns of absence
- Building strong relationships with families to ensure children have the support in place to attend school
- Promote positive support systems and advocate multi-agency approaches to improve attendance
- Make parents aware of their legal responsibilities and ensure their children have access to the education to which they are entitled

We recognise that attendance is a matter for the whole federated community. Our Attendance Policy should not be viewed in isolation; it is a strand that runs through all aspects of school improvement, supported by our all policies. This policy also considers the Human Rights Act 1998, the Equality Act 2010, UN Convention on the Rights of the Child, and other relevant legislation.

### **2. Legal framework**

This policy meets the requirements of the [Working together to improve school attendance](#) from the Department for Education (DfE), and refers to the DfE's statutory guidance on [school attendance parental responsibility measures](#). Section 7 of the 1996 Education Act states that parents must ensure that children of compulsory school age receive efficient full-time education suitable to their age, ability, and aptitude to any special educational needs they may have, either by regular attendance at school or otherwise. A child is of compulsory school age at the beginning of the term following their 5<sup>th</sup> birthday. A child ceases to be of compulsory school age on the last Friday in June of the school year in which they reach the age of 16.

The government expects all schools and local authorities to:

- Promote good attendance and reduce absence, including persistent and severe absence
- Ensure every child has access to full-time education to which they are entitled
- Act early to address patterns of absence

Parents are expected to perform their legal duty by ensuring their children of compulsory school age who are registered at school attend regularly.

In accordance with the Education Act 1996, we will work with parents and carers and the Local Authority to ensure that parents and carers are supported to secure education for children of compulsory school age. Where required, we will formalise support and where necessary, work with the Local Authority to use legal measures. A 'Parent' is defined as:

- Any natural parent, whether 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
- Any person who, although not a natural parent, has care of a child or young person

### **3. Roles and responsibilities**

At Balksbury Federation, we believe that improving school attendance is everyone's business. It is a shared responsibility by governors, all school staff, parents, children, the wider school community and multi-agency partners. We aim to always work in partnership with our parents.

**Attendance Senior Leaders:** Miss Katy Thompson Executive Headteacher, Mrs Fran Farrell Federated Deputy Headteacher and Miss Sarah Bodinham DSL.

**Attendance Leads:** Mrs Cheryl Grinham (Infant School) and Mrs Emma Whatley (Junior School).

**Attendance Governor:** Mrs Yasamin Quince

These roles can be contacted by phoning the relevant school admin office.

The Governors recognise the importance of school attendance and promote it through the federation's ethos and across its policies. They may take an active role in attendance improvement by:

- Setting high expectations of all leaders, staff, children, and parents so that children attend school every day and are safeguarded
- Identifying a member of the governing body to lead on attendance matters and ensuring that there is a named senior manager to lead on attendance

- Prioritising attendance in strategies, such as raising attainment, behaviour and combatting bullying, special educational needs and disabilities, wellbeing, and safeguarding
- Ensuring the federation's leaders fulfil expectations and statutory duties by rigorously evaluating the effectiveness of the federation's attendance procedures so that consistent attendance support is provided for all children
- Ensuring the federation's attendance management processes are delivered effectively, and that consistent attendance support is provided for children who require it most by prioritising the staff and resources needed. This includes ensuring the federation engages and works effectively with the local authority School Attendance Support Team and wider local partners and services
- Regularly reviewing attendance data, discussing, challenging trends, and helping school leaders focus improvement efforts on the individual children or cohorts who need it most
- Ensuring high aspirations are maintained for all children and processes for support are adapted to the individual needs of children including those with long term illnesses, special educational needs and disabilities, children with a social worker, those children under the Virtual School and children from cohorts with historically lower attendance such as those eligible for free school meals
- Ensuring all federated staff receive adequate training on attendance and that relevant staff have access to opportunities to share and learn from good practice in other schools
- Ensuring that attendance data is shared with the Local Authority or Department for Education in line with statutory reporting deadlines
- Reviewing the federation's Attendance Policy on at least an annual basis, ensuring that the required resources are available to fully implement the policy, which is published and publicised regularly so that it is easily accessible to children, parents and staff

The Senior Management Team at Barksbury Federation will:

- Actively promote the importance and value of good attendance to children and their parents
- Form and maintain positive relationships with children and parents
- Ensure that there is a whole school approach which reinforces good school attendance, with good teaching and learning experiences, with a whole school culture that encourages all children to attend and to achieve
- Make sure all teaching and non-teaching staff know the importance of good attendance, are consistent in their communication with children and parents, and receive the training and professional development they need
- Have a clear school attendance policy which all staff, children and parents understand. Monitor the implementation and effectiveness of the Attendance Policy and ensure that the policy is reviewed annually
- Ensure the school have accurate, 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 children or cohorts that require support with their attendance and put effective strategies in place
- Share information and work collaboratively with other schools in the area, local authorities, and other partners where a child's absence is at risk of becoming persistent or severe

All staff at Balksbury Federation will:

- Actively promote the importance and value of good attendance to children and their parents
- Form positive relationships with children and parents
- Contribute to a whole school approach which reinforces good school attendance; with good teaching and learning experiences that encourage all children to attend and to achieve
- Know the importance of good attendance, are consistent in their communication with children and parents, and receive the training and professional development they need

The members of staff responsible for attendance will work to further develop relationships with families to bring about improved attendance. This may involve seeking multi-agency support.

Mrs Cheryl Grinham and Mrs Emma Whatley request that parents:

- Take a positive interest in their child's work and educational progress
- Ensure their child has regular attendance at school
- Instil the value of education and regular school attendance within the home environment
- Contact their child's school in the federation if their child is absent to let them know the reason why and the expected date of return
- Avoid unnecessary absences; for example, by making medical and dental appointments for outside of school hours
- Ask the federation for help if their child is experiencing difficulties with any aspect of their schoolwork or home and family life
- Inform the federation of any change in circumstances that may impact on their child's attendance.
- Support the federation by becoming involved in their child's education, forming a positive relationship with their child's school, and acknowledging the importance of children receiving the same messages from both school and home
- Maintain effective routines at home to support good attendance
- Attend all meetings requested to discuss attendance issues

Further information can be found at: [Attendance guidance for parents | Hampshire County Council \(hants.gov.uk\)](https://hants.gov.uk/attendance-guidance-for-parents)

Children will:

- Be aware of the federation's attendance policy and when and where they are required to attend. This will be communicated to them by school staff, parents and through the school timetable
- Speak to their class teacher or another member of staff if they are experiencing difficulties at school or at home which may impact on their attendance
- Follow the federation's procedure if they arrive late. This will help their school to monitor attendance and keep accurate records for the child's individual attendance. This is also vital for health and safety in the event of a school evacuation

#### **4. Categorising absence and attendance**

When processing our registers taken in class on Arbor, the Admin Team will apply the national codes as outlined and regulated by the Department for Education guidance to accurately record and report attendance. These will be discussed during our Safeguarding Hour with our Attendance Leads, Mrs Grinham and Mrs Whatley. All codes are shared on a daily basis with the Executive Headteacher and Federated Deputy Headteacher so that absence can be discussed.

#### ***On the day what should I do if my child is not 'fit' to go into school?***

On each day your child is unfit to come to school, please report this absence by contacting the Admin Office on 01264 352801/365642 by:

**Infants:** 8:45am

**Juniors:** 8:40am

In the message you must leave your child's full name, year and class and give the specific reason for absence. The information you give will be recorded on our official register.

#### **4.1 Leave of absence**

Since September 2013, changes to Government regulations and guidance mean that Headteachers can no longer authorise leave of absence unless there are exceptional circumstances.

Generally, the Department for Education does not consider a need or desire for a holiday or other absence for the purpose of leisure and recreation to be an exceptional circumstance. Leave of absence should not be granted for a child to take part in protest activity during school hours. All absences associated with a holiday or other absence for the purpose of leisure and recreation during term time will be marked as unauthorised within the register. Any parents known to have removed their child from school for the sole purpose of a holiday or other absence for the purpose of leisure and recreation may be referred to the Local Authority and be issued with a penalty notice fine or referred to the Local Authority to consider prosecution.

We believe that children need to be in school for all sessions so that they can make the most progress possible. However, we do understand that there are times where a parent may legitimately request leave of absence for a child due to 'exceptional circumstances'. At Barksbury Federation, leave of absence is only granted at the discretion of the Executive Headteacher and shall not be granted unless there are 'exceptional circumstances'.

Parents wishing to apply for leave of absence during term time must apply in writing using the Hampshire 'request to authorise absence from school due to exceptional circumstances' form, which can be obtained from either Admin Office, or, downloaded from the federation's website <https://www.barksburyfederation.co.uk/attendance/> (a copy can also be found in Appendix 1). The national expectations state that absence should be requested to the Executive Headteacher wherever possible least a month before the planned leave.

If a written request for leave of absence is not completed and the leave is taken without a request being submitted, the leave will not be considered by the Executive Headteacher, and it will be marked as unauthorised.

Barksbury Federation will treat each application individually and discuss with you the circumstances of the application before a decision is made. Retrospective requests will not be considered and therefore will result in the absence being categorised as unauthorised.

A penalty notice request or a referral for prosecution may be submitted to the Local Authority should: -

- The parent fail to submit a leave of absence request in advance of taking the leave
- An application for a leave of absence not be agreed by the Executive Headteacher but still be taken
- A longer period be taken for more than the agreed number of days.

When absence is granted by the Executive Headteacher, the parents will need to agree a date of return. If a child fails to return on the expected date and contact is not received from, or made with the parents, school will seek advice from the Local Authority. This could result in possible children missing from education procedures being instigated.

The 1996 Education Act also sets out the circumstances in which a child has not failed to attend school regularly and therefore the parent has not committed an offence. 4.2, 4.3, 4.4 are examples of these. The full list is in the Appendix 4.

#### **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 parents notify the federation in advance of the appointment wherever possible. The child 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. If a child must attend a medical appointment during the school day, they will not be allowed to leave without a parent signing them out on InVentry; they can do this at each of the federated school receptions.

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 pattern of non-attendance, the federation's Attendance Leads will discuss the reasons for absence with the child's parents. 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 child as appropriate to make a referral to the School Nursing Team and/or to liaise with the child's healthcare professional.

Where a child 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 children 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 Child Absence for the purposes of Religious Observance**

Balksbury Federation 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 child's absence or making special leave for religious observance. Parents are requested to give advance notice to the federation. Further information can be found in the following document [Working together to improve school attendance - GOV.UK \(www.gov.uk\)](#) page 86.

#### **4.4 Parent travelling for occupational purposes**

When parents are travelling for occupational purposes due to their trade or business, the child is a mobile child when the child is travelling with them. A mobile child is a child of compulsory school age who have both a fixed permanent address where they live for some of the year **and** have no fixed abode during those periods when they are travelling and 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 children, we ask that parents:

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

## 4.5 Unauthorised absence

Absence will not be authorised unless parents have provided a satisfactory explanation, and it is accepted as such by the school. The decision to authorise absences is at the discretion of the Executive Headteacher. Examples of unsatisfactory explanations include but are not limited to:

- A child's/family member's birthday
- Shopping for uniforms
- Arrangements or appointments for cutting the child's hair
- Closure of a sibling's school for INSET (or other) purposes
- An unwillingness to attend school, or inability to attend owing to inadequate personal/family organisation
- A refusal to attend school on health grounds but where the child is considered well enough to attend
- Absences taken without the authorisation of the school

## 5. Our Procedures

### 5.1 Register keeping and recording

The Education (Child Registration) (England) Regulations 2006, as amended by 2016 regulations, require schools to take an attendance register twice a day, once at the start of the morning session and then again during the afternoon session. For the purpose of this policy, the federation defines:

#### **Absence as:**

- Arrival at school after the register has closed
- Not attending school for any reason

#### **Regular attendance as:**

- Attendance at every session the school is open to children unless their absence has been authorised

In order for children to arrive in school on time, please see the registration arrangements for each school below.

#### **Infant School**

School starts at 8:45am

Registration closes at 8:50am

Parents who have not called in, will be called by a member of staff.

Children who are late, **must be signed in by an adult on InVentry at reception.**

#### **Junior School**

School starts at 8:40am

Registration closes at 8:45am

Parents who have not called in, will be called by a member of staff.



Children who are late, **must be signed in by an adult on InVentry at reception**

Registration in the afternoon is taken at 1:00pm.

Registers are legal records, and all schools must preserve every entry in the attendance or admission register for 6 years from the date the data was entered. As the attendance register is a record of the children present at the time it was taken, the register will 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, all schools must ensure the register shows 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. On each occasion the register is taken, the appropriate national attendance and absence code must be entered for every child (of both compulsory and non compulsory school age) whose name is listed in the admission register at the time. The codes enable schools to record and monitor attendance and absence in a consistent way and are used to collect statistics. The data helps schools, local authorities, and the government gain a greater understanding of the delivery of education and the level of, and reason for, absence.

### **Reporting attendance and absence levels to parents**

Parents can see their child's attendance levels on a daily basis by logging onto Arbor where it is displayed on the landing page under the heading Statistics.

Parents will be notified where to see their child's termly attendance and absence levels via the SchoolApp by the federation's Attendance Leads. This will be sent out on the last day of term, unless it is an INSET Day whereby parents will be notified the day before.

At the end of the year, the child's overall attendance and absence will be reported in the child's end of year report. This will give a full breakdown of the academic year.

## **5.2 Late arrival at school**

At Balksbury Federation all children are expected to arrive on time for every day of the school year. Section 5.1 outlines the school day start times for both schools. All children arriving after this time are required to report to reception with their parents, who will be expected to sign their child in on InVentry and provide a reason for their absence.

**Late:** late is marked with a L when a child arrives between school starting and registers closing (see section 5.1).

**Infant School:** 8:45am and 8:50am

**Junior School:** 8:40am and 8:45am

**Late Unauthorised:** an authorised late is marked with a U when a child arrives after the register has closed.

**Infant School:** after 8:50am

**Junior School:** after 8:45am

Parents will be contacted to discuss any patterns of late arrival. Repeated arrival after the close of registration will result in appropriate interventions being instigated and may also result in a penalty notice being issued or prosecution.

Registers are legal records, and all schools must preserve every entry in the attendance or admission register for 6 years from the date the data was entered. As the attendance register is a record of the children present at the time it was taken, the register should 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, all schools must ensure the register shows 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.

### **5.3 Expected absence procedure for parents:**

A parent has a legal responsibility to ensure that their child attends school regularly. If a child is unavoidably absent from school, parents are expected to contact school by telephone call on the morning of the first day of absence and on each subsequent day, identifying the reason for absence and the expected date of return. If no contact is received, then absence protocols will be instigated.

If a child is absent, the following actions will be initiated by the federation:

- The first day calling procedures will be activated for all children who are not in school after close of the Safeguarding Hour where there is no reason for absence known
- If there is still no contact made from the child's parents, further telephone calls home will be made again across the morning. If no response can be gained, the child's named emergency contact will be telephoned first and then second contact if no answer, followed by any subsequent contacts
- The Attendance Leads and DSLs will make decisions on next steps actions and if a parent cannot be contacted, a home visit may be carried out.

In certain circumstances the federation may also:

- Visit the home of the child
- Write to the parents of a child to highlight attendance or punctuality issues
- Invite parents to discuss how school can support the family to make improvement including a Family Support Plan
- Refer to Inclusion Support Service for support, guidance, and advice
- Refer to the Local Authority for joint enquiries to be made to establish the whereabouts of the child through [Inclusion Support Service \(ISS\) | Hampshire County Council \(hants.gov.uk\)](https://www.hants.gov.uk/inclusion-support-service) and [Behaviour and attendance resources for schools | Hampshire County Council \(hants.gov.uk\)](https://www.hants.gov.uk/behaviour-and-attendance-resources-for-schools)
- Refer to the Local Authority to consider issuing a penalty notice or to consider prosecution when all other interventions have failed, or an unauthorised leave of absence has been taken

- Refer the matter to an appropriate external agency for multi-agency support, such as implementing an inclusion Family Support Plan or consulting with the Children's Social Care or the police, where there are safeguarding concerns

#### **5.4 Attendance rewards & interventions**

The federation uses a range of strategies to examine attendance and target improvements. These include but are not limited to:

- Daily monitoring of attendance, identifying those children who are absent and their current attendance rates in order to discuss patterns and concerns and draw actions needed
- Regular discussions between the Attendance Leads, Executive Headteacher, Federated Deputy Headteacher and DSL to examine the federation's attendance, and discuss attendance case studies to draw appropriate actions for improvement
- Attendance Leads discussing with parents concerns and offer support
- Meeting with parents to create Family Support Plans
- Work with wider services to remove barriers to attendance and draw decisions on when support will be formalised in conjunction with the local authority

The federation's ethos and culture embeds the importance of attendance, and it is always the aim for each child to be as near to 100% as is possible. As part of this goal, there is a weekly certificate for the class in each school with the highest attendance; this also includes additional playtime minutes. However, the federation recognises that children can become ill and that this can impact attendance and the federation Attendance Leads work with families to ensure that children return to school as soon as it is possible.

#### **Monitoring and analysing attendance**

Balksbury Federation will:

- Monitor and analyse concerns around attendance on a daily basis during the Safeguarding Hour
- Monitor weekly attendance patterns and trends and deliver intervention and support in a targeted way to children and families. This will go beyond headline attendance percentages and will look at individual children, cohorts and year groups (including their punctuality) across both schools in the federation
- Use analysis to provide regular attendance reports to discuss with Senior Leaders, Designated Safeguarding Leads and SENDCo
- Undertake frequent individual analysis to identify those children who need support and focus on developing targeted actions for those cases
- Conduct thorough analysis of half-termly, termly, and full year data to identify patterns and trends. This should include analysis of children and cohorts and identifying patterns in uses of certain codes, days of poor attendance
- Benchmark attendance data (at whole school, year group and cohort level) against local, and national levels to identify areas of focus for improvement

- Devise specific strategies to address areas of poor attendance identified through data
- Monitor in the data the impact of school wide attendance efforts, including any specific strategies implemented. The findings should then be used to evaluate approaches or inform future strategies
- Provide data and reports to support the work on attendance to the Governor Body
- Provide teachers with attendance data so that they are part of a wider support

At Bawksbury Federation, we will investigate any children who are on track to be persistently absent and will not wait until attendance is below 90%

**Persistent absenteeism (PA):** Missing 10% (as deemed by Hampshire County Council) or more of schooling across the year 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. At the federation, the Attendance Leads start to monitor carefully at 94% up until PA at 90% where discussions with families will take place. At 85%, the Attendance Leads will facilitate a Family Plan and formalise support where parents have not engaged with voluntary support.

**Severe absence (SA):** Missing 50% (as deemed by Hampshire County Council) or more of schooling across the year 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 outcome.

## 5.5 Support systems

At Bawksbury Federation, we recognise that poor attendance can be an indication of difficulties in a family's life. This may be related to problems at home and or in school. Parents are encouraged to inform the federation of any difficulties or changes in circumstances that may affect their child's attendance and/or behaviour in school, for example: bereavement, divorce/separation, emerging health concerns. This will help the federation identify any additional support that may be required; this may be support directly provided by the federation, or external support through wider services.

## 5.6 Persistent absence, severe absence and the use of legal interventions

The attendance of all children at our federation is important. 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-iss)

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, can 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.

## **6. Related policies**

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

- Safeguarding
- Child Protection
- Supporting Children with Medical Conditions
- Admissions
- Behaviour and Anti-bullying
- SEND

## **7. 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 \(July 2023\)](#)

## **8. Appendices**

The following pages contain appendices relevant to this policy.

*Policy Review Autumn 2026*

## Appendix 1: leave of absence request form: request to authorise absence from school due to exceptional circumstances

Schools are only able to authorise absence from school in exceptional circumstances. In making a request for an authorised absence from school you will need to explain why the circumstances are exceptional. **Please note:** There is no general right to authorised absence for a family holiday or other absence for the purpose of leisure or recreation. If you take your child out of school without permission the absence will be unauthorised, and the local authority will consider legal action.

**You are advised not to make any arrangements until your request has been considered.**

### Section A – to the headteacher, I wish to apply for

Child's name: \_\_\_\_\_ Class: \_\_\_\_\_

To be authorised as absent from school (please include dates and time):

from \_\_\_\_\_ to \_\_\_\_\_ (inclusive dates)

If your child has siblings that are also applying for a leave of absence, please enter their name and school below:

Child's name(s): \_\_\_\_\_ School(s): \_\_\_\_\_

**Section B** Please explain why you are applying for an authorised absence and the **circumstances** which make your application **exceptional**; and therefore, the leave cannot be taken within the normal 13 weeks holiday your child has from school. If you are requesting authorisation to attend a specific event, please confirm the date of the event and explain your travel arrangements.

Continuation of section B (if required):

### Section C

I am/we are the parent/s/carer/s requesting to remove my/our child from school for the above mentioned absence. **The information I/we have given on this form is correct.**

Name (Parent/carer): \_\_\_\_\_

Address (Parent/carer): \_\_\_\_\_

Signature (parent/carer): \_\_\_\_\_ Date: \_\_\_\_\_

Name (Parent/carer): \_\_\_\_\_

Address (Parent/carer): \_\_\_\_\_

Signature (parent/carer): \_\_\_\_\_ Date: \_\_\_\_\_

Name (Parent/carer): \_\_\_\_\_

Address (Parent/carer): \_\_\_\_\_

Signature (parent/carer): \_\_\_\_\_ Date: \_\_\_\_\_

**Education (Pupil Registration) (England) Regulations 2006 have been amended (as of 1 September 2013) to prohibit the proprietor (headteacher) of a maintained school granting leave of absence to a pupil except where an application has been made in advance and the proprietor considers that there are exceptional circumstances relating to the application.**

**Section D – for school use only.**

**Tick as appropriate.**

☐ Request approved for \_\_\_\_ number of days from the dates and times \_\_\_\_\_

\_\_\_\_\_

☐ A personal discussion with you is requested. Please contact: \_\_\_\_\_

☐ Request not approved as the circumstances are not considered to constitute an exceptional reason and/or the impact of this absence will affect your child's educational progress.

**PLEASE NOTE:** This leave of absence form serves as a Warning to parent/carer. Any unauthorised absence during this period may be subject to a Penalty Notice OR may result in a prosecution if two previous penalty notices have been issued in a rolling three-year period

*A Penalty Notice may be issued per parent/carer, per child (i.e. if two parents have two children this may result in four Penalty Notices – two Penalty Notices per parent).*

Headteacher: \_\_\_\_\_ Date: \_\_\_\_\_

Current attendance rate: \_\_\_\_\_



## Appendix 2: reply to leave of absence request

Dear **Parent's name**,

### RE: Absence during term time – Child Name (Child DOB)

Thank you for your application for absence in term time for Child's name. Whilst we appreciate your circumstances, Balksbury Federation Infant/Junior School **delete accordingly** do not approve any absences during term time unless they are due to exceptional circumstances as per the guidance from the Department of Education.

The rationale behind this decision is that the Government has provided evidence that satisfactory progress at school is highly dependent on attendance.

Balksbury Federation is expected to work closely with Hampshire Inclusion Support Service. Therefore, if you choose to take your child out of school for the above unauthorised leave, there is a statutory requirement for us to notify the local authority and further action (Penalty Notice).

**On this occasion, a penalty notice is not being issued. However, if your child's unauthorised absence reaches the Hampshire threshold/As your child's unauthorised absence has reached the Hampshire threshold**, please note that a Penalty **can be/will be** issued to each parent for each child taken out of school. A Penalty Notice is charged at £160 if paid within 28 days of deemed service (the second working day following posting). There is usually the opportunity to pay a reduced amount of £80 if paid within 21 days of deemed service of the Penalty Notice. Parents have a duty to ensure their child's regular attendance at school and failure to do so is an offence under Section 444(1) of the Education Act 1996.

The federation has noted the dates that Child Name will be absent from the Infant/Junior School **delete accordingly**. Dates of leave and the registers will be marked with the G code (Holiday not granted by the school) for this period if a holiday is taken or an O code (unauthorised absence) where the request is not deemed to be an exceptional circumstance.

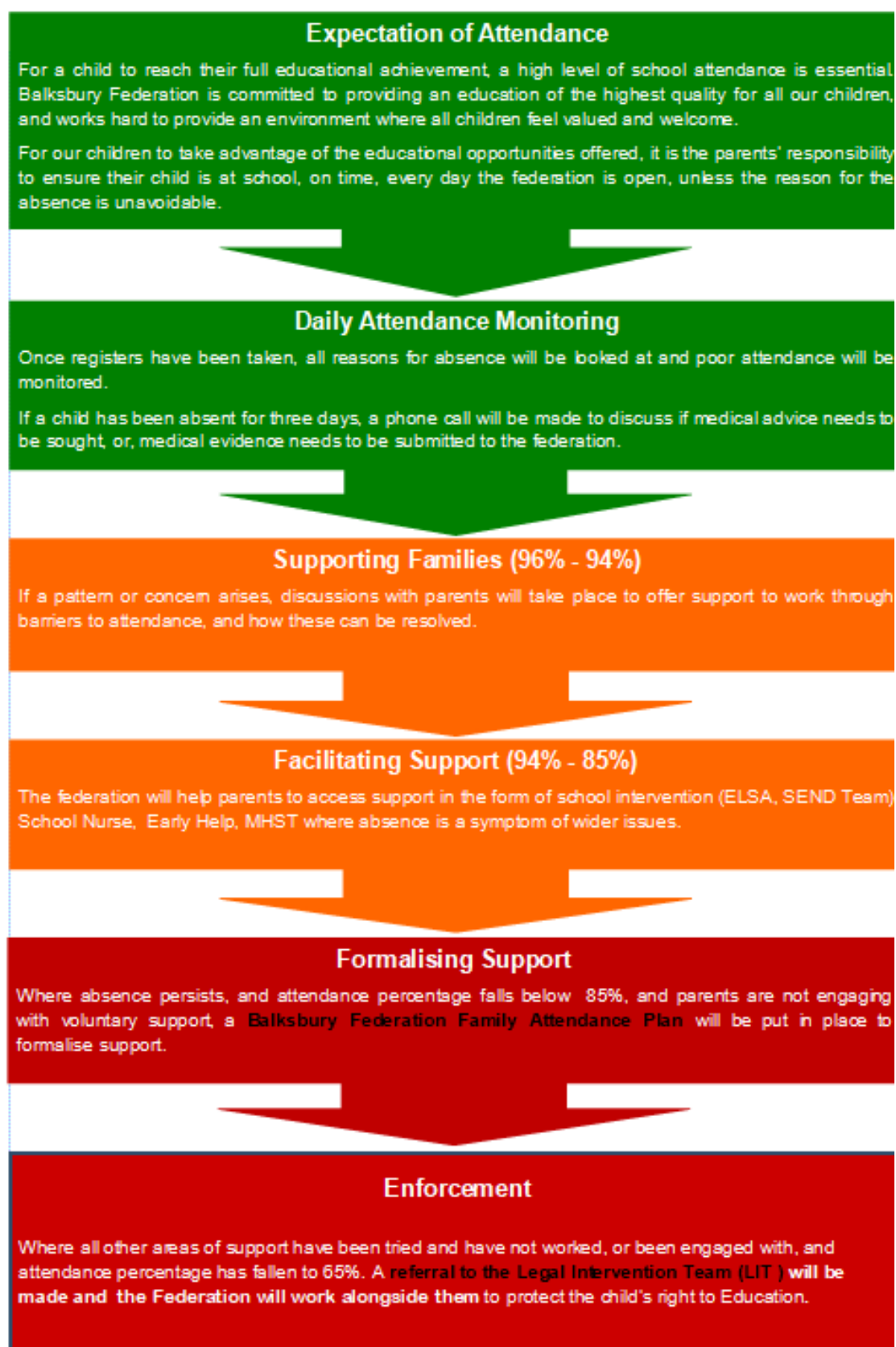
If you would like to discuss the matter further, please contact the Admin Office on 01264 352801/365642.

Yours sincerely,

Miss Katy Thompson  
Executive Headteacher

## Appendix 3: Attendance Policy Quick Guide for Parents

### Attendance Policy Quick Guide for Parents



## Appendix 4: Attendance codes

The following codes are taken from Working Together to Improve School Attendance

Code	Definition	Scenario
<b>/</b>	Present (am)	Child is present at morning registration
<b>\</b>	Present (pm)	Child is present at afternoon registration
<b>L</b>	Late arrival	Child arrives late before register has closed
<b>B</b>	Off-site educational activity approved by the school. Schools must also record the nature of the approved educational activity.	Examples of nature of activity <ul style="list-style-type: none"><li>• Attending taster days at feeder school</li><li>• Attending unregistered alternative provision arranged by the school</li></ul>
<b>D</b>	Dual registered	Child is attending a session at another setting where they are also registered
<b>K</b>	Attending education provision arranged by the Local Authority Schools must also record the nature of the provision.	Attending unregistered alternative provision such as, home tutoring
<b>P</b>	Sporting activity	The child is attending a place for an approved educational activity that is a sporting activity
<b>V</b>	Educational visit or trip	An educational visit or trip arranged by or on behalf of the school and supervised by a member of school staff

Code	Definition	Scenario
<b>Absent – leave of absence</b>		
<b>C</b>	Leave of absence for exceptional circumstances. Generally, a need or desire for a holiday or other absence for the purpose of leisure and recreation would not constitute an exceptional circumstance.	Schools must judge each application individually considering the specific facts and circumstances and relevant background context behind each request. Where a leave of absence is granted, the school will determine the number of days a child can be absent from school.
<b>C1</b>	Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad.	All schools can grant leaves of absence for children to undertake employment (paid or unpaid) during school hours.
<b>C2</b>	Leave of absence for a compulsory school age child subject to a part time timetable.	All children of compulsory school age are entitled to a full-time education. In very exceptional circumstances, where it is in a child's best interests, there may be a need for a temporary part-time timetable to meet their individual needs.
<b>E</b>	Excluded	Suspended or permanently excluded and no alternative provision made.
<b>I</b>	Illness (not medical or dental appointment)	The child is unable to attend due to illness (both physical and mental health related). Schools should advise parents to notify them on the first day the child is unable to attend due to illness.
<b>J1</b>	Interview	Attending an interview for employment or for admission to another educational institution.
<b>M</b>	Medical appointment	Attending a medical or dental appointment.
<b>R</b>	Religious observance	The child is absent on a day that is exclusively set apart for religious observance by the religious body the parent(s) belong to.
<b>T</b>	Parent travelling for occupational purposes	The child is a mobile child and their parent(s) is travelling in the course of their trade or business and the child is travelling with them.
<b>X</b>	Non-compulsory school age child not required to attend school	

Code	Definition	Scenario
<b>Absent - unable to attend school because of unavoidable cause</b>		
<b>Q</b>	Unable to attend the school because of a lack of access arrangements .	This is linked to transport not other access arrangements.
<b>Y1</b>	Unable to attend due to transport normally provided not being available.	The school is not within walking distance of the child's home and the transport to and from the school that is normally provided for the child by the school or local authority is not available.
<b>Y2</b>	Unable to attend due to widespread disruption to travel.	
<b>Y3</b>	Unable to attend due to part of the school premises being closed.	
<b>Y4</b>	Unable to attend due to the whole school site being unexpectedly closed.	Adverse weather.
<b>Y6</b>	Unable to attend in accordance with public health guidance or law.	
<b>Y7</b>	Unable to attend because of any other unavoidable cause	An emergency has prevented the child from attending. The unavoidable cause must be something that affects the child, not just the parent.

Code	Definition	Scenario
<b>Unauthorised absence</b>		
<b>G</b>	Unauthorised holiday	Holiday not granted by the school.
<b>N</b>	Reason for absence not yet established	Child is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time).
<b>O</b>	Absent in other or unknown circumstances	Where no reason for absence is established or the school is not satisfied with the reason given.
<b>U</b>	Arrival after registration	A child has arrived late after the register has closed but before the end of session.

Code	Definition	Scenario
<b>Administrative Codes</b>		
<b>Z</b>	Prospective child not on admission register	To enable schools to set up registers in advance of children joining the school to ease administration burdens.
<b>#</b>	Planned whole school closure	Whole school closure due to half-term/bank holiday/INSET day/use of whole school as polling station.