



ATTENDANCE POLICY

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1. Aims

- 1.1. Chadsgrove School is committed to providing an outstanding education to all of its' pupils. We believe that if pupils are to fully benefit from their education, then excellent attendance is crucial.
- 1.2. Chadsgrove is committed to meeting its' obligation with regards to school attendance through its' whole-school culture and an ethos that values good attendance, including:
 - Promoting 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 ensure pupils have the support in place to attend school
- 1.3. Chadsgrove places a high priority on ensuring that Parent Carers and pupils understand the importance of regular and punctual attendance. We recognise that Parent Carers have a vital role to play in their child's education and that there is a need to establish strong home-school links and communication systems that can be utilised whenever there are concerns about attendance. School staff will support Parent Carers to perform their legal duty to ensure their children attend regularly.
- 1.4. Regardless of whether pupils are of statutory school age or in non-compulsory education, the same expectations with regard to attendance apply – all pupils are expected to be in school at all times, provided that they are medically fit enough to do so. Nursery children are expected to attend on an agreed part-time basis.
- 1.5. Many pupils at Chadsgrove have complex health needs which mean that there are occasions when they are unable to attend school, sometimes for extended periods of time. In addition, pupils may need to attend a significant number of unavoidable health appointments during school time. Often these appointments are at specialist hospitals (such as Birmingham Children's Hospital) rather than at a community hospital closer to their home and this can result in a pupil being absent from school for a whole day.
- 1.6. As a result of their complex health needs and necessary visits to important medical appointments, the attendance rate for pupils at Chadsgrove is lower than that which would be expected of other schools. This type of absence is, generally, unavoidable. However, it is important to note that, at Chadsgrove, absence rates for reasons other than ill health or medical appointments are minimal.
- 1.7. In order to support with minimising learning disruptions, the school works closely with community paediatricians, physiotherapy, occupational therapy, school nursing, the Orchard Service, the orthotics service and wheelchair services in order to facilitate appointments in school where possible. This enables pupils to stay in school rather than take time out in order to attend their appointments.

2. Legislation and Guidance

- 2.1. Children must receive an education between the school term after their 5th birthday and the last Friday in June in the school year in which they turn 16. This is known as Compulsory School Age. From this point, until they are 18, pupils must stay in full-time education, start an apprenticeship or traineeship or spend 20 hours or more a week working or volunteering, while in part-time education or training.
- 2.2. 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](#). These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:
 - Part 6 of [The Education Act 1996](#)
 - Part 3 of [The Education Act 2002](#)
 - Part 7 of [The Education and Inspections Act 2006](#)
 - [The Education \(Pupil Registration\) \(England\) Regulations 2006 \(and 2010, 2011, 2013, 2016 amendments\)](#)
 - [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)
- 2.3. It also refers to:
 - [School census guidance](#)
 - [Keeping Children Safe in Education](#)
 - [Mental health issues affecting a pupil's attendance: guidance for schools](#)

3. Roles and Responsibilities

- 3.1. **The Head Teacher, Governors and School Staff** all expect pupils to attend school regularly, on time, properly equipped and ready to learn. They will:
 - Encourage good attendance
 - Communicate with Parent Carers as soon as possible if there is a problem with attendance or punctuality
 - Set a good example in matters of attendance and punctuality and promptly investigate all absenteeism and lateness
 - Work in partnership with Parent Carers and pupils to resolve issues which affect attendance or punctuality as quickly as possible
 - Report a pupil's attendance to their Parent Carers at least annually
 - Ensure that all staff are aware of the registration process and receive in-service training on registration procedures and regulations
 - Ensure that pupils are welcomed and receive assistance following periods of absence to help them settle back into school life and catch up with any work that has been missed
- 3.2. **The Governing Body** is responsible for:
 - Promoting the importance of school attendance across the school's policies and ethos
 - Making sure school leaders fulfil expectations and statutory duties
 - Regularly reviewing and challenging attendance data
 - Monitoring attendance figures for the whole school
 - Making sure staff receive adequate training on attendance
 - Holding the Head Teacher to account for the implementation of this policy

3.3. The link governor for attendance, is Kerry-Ann Cheshire Whatley. Her role is to meet with the Attendance Lead and report back to the Governing Body

3.4. **The Head Teacher** is responsible for:

- Implementation of this policy at the school
- Monitoring school-level absence data and reporting it to governors
- Supporting staff with monitoring the attendance of individual pupils
- Monitoring the impact of any implemented attendance strategies
- Issuing fixed-penalty notices, where necessary

3.5. **The Designated Senior Leader/Attendance Officer** is responsible for:

- Leading attendance across the school
- Offering a clear vision for attendance improvement
- Evaluating and monitoring expectations and processes
- Having an oversight of data analysis
- Devising specific strategies to address areas of poor attendance identified through data
- Building relationships with Parent Carers to discuss and tackle attendance issues
- Creating intervention re-integration plans in partnership with pupils and their Parent Carers
- Delivering targeted intervention and support to pupils and families
- Monitoring and analysing attendance data
- Benchmarking attendance data to identify areas of focus for improvement
- Providing regular attendance reports to school staff and reporting concerns about attendance to the Head Teacher
- Working with education welfare officers to tackle persistent absence
- Advising the Head Teacher when to issue fixed-penalty notices

The Attendance Officer / Designated Senior Leader responsible for attendance is Angela Macvie and can be contacted via the school office or amacvie@chadsgrove.worcs.sch.uk

3.6. **Class teachers** are responsible for:

- Recording attendance on a daily basis, using the correct codes
- Submitting this information to the school office via Arbor, the school's Information Management System
- Ensuring that each pupil is observed or called by name when the register is being taken
- Making at least weekly contact with children in their class who are absent from school for extended periods of time
- Provide work to complete at home if the pupil is unable to attend school, for example due to surgery, but is well enough to complete activities

3.7. **Admin/Office staff** will:

- Take calls from Parent Carers about absence on a day-to-day basis and record it on Arbor, the school's Information Management System
- Transfer calls from Parent Carers to the Attendance Officer, where necessary, in order to provide them with more detailed support on attendance
- Ensure all registers have been completed following each registration session
- Ensure registration data is available for inspection to relevant professionals
- Ensure the Attendance Officer (Deputy Head Teacher) is contacted promptly if they are unable to ascertain the reason for a pupil's absence.

3.8. **Parent Carers** are expected to:

- Make sure their child attends every day on time
- Call the school to report their child's absence before 9.30am on the day of the absence and each subsequent day of absence, and advise when they are expected to return
- Provide the school with more than 1 emergency contact number for their child
- Ensure their child regularly and punctually attends school, properly dressed, appropriately equipped and ready to learn
- Work actively with school staff should problems with attendance develop
- Ensure that their children are well enough to attend school and understanding the importance of keeping children at home for 48 hours if they have been exposed to a sickness bug
- Respect the fact that many of the children at Chadsgrove have reduced or compromised immunity and sending their child to school whilst knowingly infected could severely compromise the health and well-being of other children at school.
- Ensure that, where possible, appointments for their child are made outside of the school day

3.9. **Pupils**, with support as required, will

- Ensure that they attend school regularly and on time
- Attend all lessons punctually.

4. **Recording Attendance**

Attendance register

- 4.1. At Chadsgrove, an electronic registration system is used. The system is part of the school's Information Management System, Arbor. All notes from conversations with or messages from Parent Carers regarding a pupil's absence are stored on the pupil's file within Arbor and are retained for as long as the pupil's file is held within it. Generally this will be DOB + 25 years. Any 'written' registers prior to the use of electronic registration systems or those used in an emergency, are centrally archived and destroyed after 3 years.
- 4.2. Chadsgrove enters pupils on the Admission Register at the beginning of the first day on which the school has agreed, or been notified, that the pupil will attend the school.
- 4.3. Chadsgrove takes the attendance register at the start of the morning session of each school day and again at the start of the afternoon session. Staff completing the register mark whether every pupil is:
 - Present
 - Attending an approved off-site educational activity
 - Absent
 - Unable to attend due to exceptional circumstancesAppendix 1 shows the register codes that are used.
- 4.4. Should any amendment need to be made to the attendance register, this will include:
 - The original entry
 - The amended entry
 - The reason for the amendment
 - The date on which the amendment was made
 - The name and position of the person who made the amendment

This information is stored automatically on Arbor

4.5. Staff also record:

- Whether the absence is authorised or not
- The nature of the activity if a pupil is attending an approved educational activity
- The nature of circumstances where a pupil is unable to attend due to exceptional circumstances

4.6. Pupils are expected to arrive in school between 9.00-9.30am on each school day. A half hour window is provided due to the fact that most pupils arrive via local authority transport which is out of the direct control of parent carers. Many pupils also travel a significant distance to school and their journey can be significantly impacted by traffic and other difficulties beyond their control.

4.7. The register for the first session is taken at 9.00am and is kept open until 9.30am. The register for the second session is taken at 1.30pm and is kept open until 2.00pm. If a pupil arrives after the register has closed, their mark is recorded by the school office when they arrive at school. Pupils arriving after the register has closed, without an acceptable reason, will be marked as having an unauthorised absence for that session.

Unplanned Absence

4.8. A pupil's Parent Carer must notify the school of the reason for the absence on the first day of an unplanned absence by 9.30am, or as soon as practically possible, by calling the school office.

4.9. Any absence due to physical or mental illness will be authorised unless the school has a genuine concern about the authenticity of the illness.

4.10. Where the absence is longer than 5 days or there are doubts about the authenticity of the illness, the school will ask for medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. The school will not ask for medical evidence unnecessarily.

4.11. If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and Parent Carers will be notified of this.

Planned Absence

4.12. Attending a medical or dental appointment will be counted as authorised as long as the pupil's Parent Carer notifies the school in advance of the appointment and, where possible, provides evidence of this appointment such as an appointment letter. Requests to attend an appointment should be made to the class teacher or school office.

4.13. Parent Carers are encouraged to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary.

4.14. Chadsgrove expects Parent Carers to plan their holidays within school breaks and avoid seeking permission to take their children out of school during term time.

4.15. The pupil's Parent Carer must apply for other types of term-time absence as far in advance as possible of the requested absence. Section 5 outlines which term-time absences the school can authorise.

Lateness and Punctuality

4.16. A pupil who arrives late, after the register has closed will be marked as late. Ongoing issues with punctuality are addressed through discussion with Parent Carers.

Following up Unexplained Absence

4.17. It is the responsibility of the Parent Carer to contact the school on the first morning of the child's absence. Where any pupil we expect to attend school does not attend, or stops attending, without reason, the school will:

- Initially contact the Parent Carer by text message. If the text message is not responded to by 11.00am then the Parent Carer will be contacted by telephone.
- If telephone contact is not successful then the school will attempt to contact other adults on the child's contact list held on the school's information management system (Arbor)

4.18. Following contact, the school will:

- Identify whether the absence is approved or not
- Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than 5 working days after the session

4.19. If contact is not made, the school will:

- Call the Parent Carer on each day that the absence continues without explanation to ensure proper safeguarding action is taken where necessary
- If necessary, make a visit to the child's house to check on their welfare
- Consider involving an education welfare officer if the absence continues

4.20. In exceptional circumstances, for example, if a child is subject to a Child Protection Plan or there are significant concerns about their safety/well-being, then social care or the police will be contacted without delay.

4.21. If poor attendance or punctuality continues and there is no authorised reason for a pupil absence, then the Parent Carers may be invited in to the school for a meeting with the Head Teacher. This meeting will be to identify and resolve the difficulties which are preventing the pupil from attending school. The Parent Carers will be reminded of the legal requirements regarding school attendance.

4.22. In the context of Chads Grove School, passenger assistants can provide 'extra eyes and ears' in monitoring the well-being of pupils and they are requested to speak to the Designated Safeguarding Lead if they are concerned about a pupil. However, it is not the responsibility of passenger assistants to pass on information to the school, on behalf of Parent Carers, with regard to the reason for a pupil absence.

Reporting to Parent Carers

4.23. Currently, attendance data is reported to parent carers on an annual basis. From April 2024, parent carers will be able to access the 'Arbor' app. This links to the school's management information system and will provide them with attendance data for their child whenever this is required.

5. Authorise and Unauthorised Absence

Authorised Absence

5.1. Valid reasons for authorised absence include:

- Illness (including mental illness) and medical/dental appointments
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parent carers belong. If necessary, the school will seek advice from the parent carers' religious body to confirm whether the day is set apart
- Traveller pupils travelling for occupational purposes – this covers Roma, English and Welsh gypsies, Irish and Scottish travellers, showmen (fairground people) and circus people, bargees (occupational boat dwellers) and new travellers. Absence may be authorised only when a traveller family is known to be travelling for occupational purposes and has agreed this with the school, but it is not known whether the pupil is attending educational provision

5.2. Absence will be recorded as unauthorised for reasons such as, but not limited to:

- Shopping
- Haircuts
- Sleeping in late
- Not having a uniform
- Looking after family members
- Birthdays or holidays

Approval for Term-Time Absence

5.3. The Head Teacher will only grant a leave of absence to a pupil during term time if they consider there to be 'exceptional circumstances'. A leave of absence is granted at the Head Teacher's discretion, including the length of time the pupil is authorised to be absent for.

5.4. Chadsgrove defines '**exceptional circumstances**' as

- An immediate family member is critically/terminally ill
- Families who have been through a traumatic event
- Unavoidable medical/dental appointments
- Days of religious observance
- Exceptional family circumstances i.e. bereavement
- Transport arranged by the LA failing to arrive where the pupil lives beyond statutory distance
- Study leave
- Flexi-schooling requests, for example, to accommodate a phased return to school following surgery or a significant period of ill health

5.5. In the context of Chadsgrove School, exceptional circumstances may also include the fact that:

- The significant educational, cultural and/or spiritual value of the absence to the child outweighs the loss of teaching time
- The health, physical or emotional well-being of the child may be adversely impacted should they take the absence at a busier times when all pupils are on school holidays.

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

- The overall pattern of attendance

- The age of the child
- The phase of education
- The time of the year and any examinations that the child may need to complete
- The length, destination and purpose of the leave and whether it is likely to be a rare event in the life of the child
- The family circumstances and the Parent Carers reasons for wanting to take their annual holiday during term time.

5.7. Any request should be submitted as soon as it is anticipated and, where possible, at least two weeks before the absence, and in accordance with any leave of absence request form, accessible via a request from the school office. The Head Teacher may require evidence to support any request for leave of absence.

Legal Sanctions

5.8. The school or Local Authority can fine Parent Carers for the unauthorised absence of their child from school, where the child is of compulsory school age.

5.9. If issued with a fine, or penalty notice, each parent/carers must pay £60 within 21 days or £120 within 28 days. The payment must be made directly to the Local Authority.

5.10. Penalty notices can be issued by a Head Teacher, Local Authority officer or the police.

5.11. The decision on whether or not to issue a penalty notice may take into account:

- The number of unauthorised absences occurring within a rolling academic year
- One-off instances of irregular attendance, such as holidays taken in term time without permission
- Where an excluded pupil is found in a public place during school hours without a justifiable reason

5.12. If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

6. Strategies for Promoting Attendance

Monitoring attendance

6.1. The school will:

- Monitor attendance and absence data monthly, termly and yearly across the school and at an individual pupil level
- Identify whether or not there are particular groups of children whose absences may be a cause for concern

6.2. Pupil-level absence data will be collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics. The school will compare attendance data to the national average, and share this with the Governing Body, though it is recognised that, due to the complex health needs of the majority of the pupils in school, school-level absence data will be greater than other schools.

Analysing attendance

6.3. The school will:

- Analyse attendance and absence data regularly to identify pupils or cohorts that need additional support with their attendance, and use this analysis to provide targeted support to these pupils and their families
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns

Using data to improve attendance

6.4. The school will:

- Use Arbor to provide regular attendance reports to class teachers and school leaders to facilitate discussions with pupils and families
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies

Reducing persistent and severe absence

6.5. Persistent absence is where a pupil misses 10% or more of school, and severe absence is where a pupil misses 50% or more of school.

6.6. The school will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Hold regular meetings with the Parent Carers of pupils who the school (and/or local authority) considers to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement at school
- Provide access to wider support services to remove any barriers to attendance
- Request Child in Need meetings if a child is subject to a Child in Need Plan
- Request or organise Team Around the Child Meetings with the multi-disciplinary team in order to ensure all professionals are working together to put in place the support that a child may need in order to attend school

6.7. The following strategies are in place to monitor a pupil absence and support excellent attendance, wherever possible, from all pupils

- Attendance statistics are collected and used to inform any necessary interventions
- Expectations, with regard to attendance and punctuality, are made clear to Parent Carers in the Home School Agreement, School Prospectus and on the School website
- Opportunities to maintain awareness through newsletters, Parent Carers' evenings and pupil reports are regularly used
- Parent Carers, pupils and staff are regularly reminded of what constitutes authorised and unauthorised absence
- Pupils with a known attendance problem being admitted to school will be interviewed with the Parent Carers and will be set targets for improvement.

7. Safeguarding and Children Missing or Absent from Education

7.1. Attendance, absence and exclusions are closely monitored. A child missing or absent from education is a safeguarding concern as it is a potential indicator of abuse or neglect. School staff are expected to follow the schools' procedure for dealing with children that are absent or missing from education as this helps to identify the risk of abuse and neglect (including sexual exploitation and female genital mutilation).

- 7.2. Children Missing from Education are defined as children of compulsory school age who are:
- Not registered at a school
 - Not receiving suitable education otherwise than at a school
- 7.3. Children Absent from Education are defined as children of compulsory school age who are:
- Registered at a school but not attending for significant periods of time
- 7.4. The Attendance Lead and the Designated Safeguarding Lead work closely to manage risks and ensure multi-agency collaboration, where necessary, so that pupils receive the appropriate level of help or intervention in order to ensure that they attend school regularly.
- 7.5. Chadsgrove will make every attempt to obtain at least two emergency contact numbers for each child registered at the school in order to ensure that we are able to make contact with a responsible adult when a child absent or missing education is also identified as a concern.
- 7.6. Chadsgrove will ensure that we report children missing education to the Local Authority CME officer, in line with statutory requirements. The contact details are as follows:
- Email: EdWelfareCME@worcschildrenfirst.org.uk
 - Telephone: 01905 844666
- 7.7. Once information has been passed to the CME team, someone from this team will make contact with the family and children to make sure that they are safe and help identify an appropriate education provision. If the children need some support to help them get back into school this will be provided.
- 7.8. Chadsgrove and the CME team will work with other agencies such as the police, as necessary, if a child cannot be traced quickly.
- 7.9. The CME team also has the facility, where children go missing from the Worcestershire area, to use the National Missing Children Database to inform other parts of the country that there may be children new to their area in need of educational support.
- 7.10. There may be particular concerns with regard to the absence of pupils who are subject to Child In Need or Child Protection Plans and the school office are made aware of any pupils whose absence needs to be escalated immediately rather than progressing through the usual absence procedures. The Designated Safeguarding Lead makes a decision with regard to who these pupils are and informs both the office staff, class teachers and the Senior Leadership Team accordingly.
- 7.11. If a new pupil fails to attend on the agreed or notified date, the school will undertake reasonable enquiries to establish the child's whereabouts and consider notifying the Local Authority at the earliest opportunity.

8. Removing a Pupil from the Register

- 8.1. The guidance in the Education (Pupil Registration) Regulations 2006 will be followed with regard to deleting pupils from the Admission Register and the Local Authority will be informed of every student deleted from it. This is currently completed by filling in an on-line form via the Worcestershire School's Portal.

- 8.2. Chadsgrove will notify the local authority when a pupil's name is to be removed from the admission register at a non-standard transition point under any of the fifteen grounds set out in the regulations (See Appendix 3), as soon as the ground for removal is met. The school will provide the local authority with the:
- Full name of the pupil
 - Full name and address of any Parent Carer with whom the pupil lives
 - At least one telephone number of the Parent Carer with whom the pupil lives
 - Full name and address of the Parent Carer who the pupil is going to live with, and the date the pupil is expected to start living there, if applicable
 - Name of pupil's destination school and the pupil's expected start date there, if applicable
 - Ground in regulation 8 under which the pupil's name is to be removed from the admission register.
- 8.3. Where a pupil has not returned to school for ten days after an authorised absence or is absent from school without authorisation for twenty consecutive school days, the pupil will be removed from the admission register once both the school and the local authority have failed, after jointly making reasonable enquiries, to establish the whereabouts of the child. This only applies if the school does not have reasonable grounds to believe that the pupil is unable to attend because of sickness or unavoidable cause.
- 8.4. Where a Parent Carer notifies the school in writing that they are home educating, Chadsgrove will delete the child's name from the admission register and inform the local authority. However, where Parent Carers verbally indicate that they intend to withdraw their child to be home educated, the school will not delete the child's name but will notify the local authority at the earliest opportunity.
- 8.5. On all occasions, where a pupil is potentially going to be removed from the register, SEND services at the pupil's local authority will also be consulted. This is standard procedure where a pupil has (or is likely to require) an EHC plan.

9. Monitoring Arrangements

- 9.1. This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum [every 2 years by the Attendance Officer At every review, the policy will be approved by the full Governing Body

10. Links with other policies

- 10.1. This policy links to the following policies:
- Health and Safety (Policy number 44)
 - Behaviour (Policy number 56)
 - Child protection and safeguarding (Policy number 73)

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
B	Off-site educational activity	Pupil is at a supervised off-site educational activity approved by the school
D	Dual registered	Pupil is attending a session at another setting where they are also registered
J	Interview	Pupil has an interview with a prospective employer/educational establishment
P	Sporting activity	Pupil is participating in a supervised sporting activity approved by the school
V	Educational trip or visit	Pupil is on an educational visit/trip organised, or approved, by the school
W	Work experience	Pupil is on a work experience placement

Code	Definition	Scenario
Authorised absence		
C	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances
E	Excluded	Pupil has been excluded but no alternative provision has been made
H	Authorised holiday	Pupil has been allowed to go on holiday due to exceptional circumstances
I	Illness	School has been notified that a pupil will be absent due to illness
M	Medical/dental appointment	Pupil is at a medical or dental appointment

R	Religious observance	Pupil is taking part in a day of religious observance
S	Study leave	Year 11 pupil is on study leave during their public examinations
T	Gypsy, Roma and traveller absence	Pupil from a traveller community is travelling as agreed with the school
Unauthorised absence		
G	Unauthorised holiday	Pupil is on a holiday that was not approved by the school
N	Reason not provided	Pupil 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)
O	Unauthorised absence	School is not satisfied with reason for pupil's absence
U	Arrival after registration	Pupil arrived at school after the register closed

Code	Definition	Scenario
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
Y	Unable to attend due to exceptional circumstances	School site is closed, there is disruption to travel as a result of a local/national emergency or pupil is in custody
Z	Pupil not on admission register	Register set up but pupil has not yet joined the school
#	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day

Appendix 2

Guidance Notes for Parent Carers requesting Leave in Term Time

Parent Carers wishing the school to consider granting leave of absence in school term time should read these notes carefully and then complete and send to the Head teacher the request form below. This form should be sent to the school in time for the request to be considered well before the desired period of absence.

Parent Carers are strongly advised not to finalise any holiday booking arrangements before receiving the school's decision on their request. In any event the request form must be received by the school at least four weeks before the departure date to allow sufficient time for appropriate consideration.

The granting of leave of absence in school term time is, by law, a matter for consideration and decision by the school. There is no automatic right to any leave in term time. The Department for Education (DfE) and Worcestershire Children First policy is that family holidays should not be taken in school term time. Where such requests are made, for the leave to be granted, the Head teacher should decide if there are exceptional circumstances.

Each case will be considered individually and on its own merits. Parent Carers need, therefore, to consider very carefully before making any request for leave of absence the demands of the National and wider School Curriculum especially at the Key Stage assessment stage. In considering a request, the school will take account of: -

- the exceptional circumstances stated that have given rise to the request;
- the age of the child;
- the stage of the child's education and progress and the effects of the requested absence on both elements;
- the overall attendance pattern of the child;
- the nature of the trip.

Pupils due to take examination will not normally be granted leave of absence.

Where Parent Carers have children in more than one school a separate request must be made to each school. The Head teacher of each school will make their own decision based on the factors relating to the child at their school. It is possible that because of these factors different decisions may be made. It is hoped that if this situation arises Parent Carers will be persuaded to accept the reasons for refusal given and, thereby, withdraw any other requests.

Where requests for a grant of leave of absence are received from only one Parent Carer, the response letter – agreeing or refusing – will be either addressed to both Parent Carers where they live at the same address or to each where they do not. This is to ensure, particularly in the case of a refusal, that both Parent Carers are fully aware of the consequences of ignoring a refusal as the refusal letter clearly states that each Parent Carer will receive a penalty notice.

Should the school decide to grant leave of absence but, the child does not return to school at the time s/he was expected to (i.e. following the expiry of the granted leave of absence period) and, no information is available to the school to explain/justify the continuing absence or, make known the whereabouts of the child, his/her place at the school could be lost.

Should the School decide not to grant leave of absence and Parent Carers still take their child out of school the absence will be recorded as unauthorised which may be subject to a Holiday Penalty

Notice fine of £60 per Parent Carer per child. If not paid within 21 days this fine increases to £120 per Parent Carer per child. Failure to pay the £120 fine within the period 22 to 28 days may lead to Court proceedings. The form below is available from the school office.



CHADSGROVE SCHOOL
Request for Leave during Term Time



To: The Headteacher of Chadsgrove School Date.....

I request consideration of a grant of leave of absence from school during term time for:

my child (full name).....

for the period from (date) to (date)

The **exceptional** circumstances and reason for this request are:

.....
.....
.....

I have (an)other child(ren) in (an)other school(s) as follows

Child(ren) (full name(s))School(s) attended

.....
.....

(Signature of 1st Parent/Carer(s).....Print Name.....

(Signature of 2nd Parent/Carer(s) Print Name.....

Please return completed form to the school office. The school will write to you and inform you of the decision on whether the request is authorised or not.

For Office Use Only

Current Attendance.....% Last Year's Attendance.....%

Number of school sessions taken as leave during term time ...*(this Academic Year)

Agreed/Not Agreed

Request for leave is agreed/is not agreed for the above student to take leave during term time between the above dates.

Signed Date

Notification of decision; Date letter sent to parent

Appendix 3

Grounds for deleting a pupil from the school admission register

1. Arrangements have been made for the pupil to receive efficient full-time education suitable to their age, ability and aptitude otherwise than at school.
2. The pupil has been registered as a pupil at another school.
3. The pupil is registered at more than one school, has ceased to attend the school and the Head Teacher or the other school at which he/she is registered has given consent to the deletion.
4. The pupil has ceased to attend the school and the Head Teacher has received written notification from the Parent Carer that the pupil is receiving education otherwise than at school.
5. The pupil no longer ordinarily resides at a place which is a reasonable distance from the school at which he/she is registered.
6. In the case of a pupil granted leave of absence:
 - the pupil has failed to attend the school within the ten school days immediately following the expiry of the period for which such leave was granted;
 - the Head Teacher does not have reasonable grounds to believe that the pupil is unable to attend the school by reason of sickness or any unavoidable cause; and
 - the Head Teacher and the Local Authority have failed, after jointly making reasonable enquiries, to ascertain where the pupil is
7. The pupil has been certified by the school medical officer as unlikely to be in a fit state of health to attend school before ceasing to be of compulsory school age, and neither they nor their Parent Carer has indicated to the school the intention to continue to attend the school after ceasing to be of compulsory school age.
8. The pupil has been continuously absent from the school for a period of not less than twenty school days and:
 - at no time was his absence during that period authorised by the Head Teacher;
 - the Head Teacher does not have reasonable grounds to believe that the pupil is unable to attend the school by reason of sickness or any unavoidable cause; and
 - the Head Teacher and the Local Authority have failed, after jointly making reasonable enquiries, to ascertain where the pupil is
9. The pupil is detained in pursuance of an order made by a court and the Head Teacher does not have reasonable grounds to believe that the pupil will return to the school at the end of that period.
10. The pupil has died.
11. The pupil will cease to be of compulsory school age before the school next meets and
 - the relevant person has indicated that the pupil will cease to attend the school; or
 - the pupil does not meet the academic entry requirements for admission to the school's sixth form.
12. In the case of a pupil at a school other than a maintained school, an Academy, a city technology college or a city college for the technology of the arts, that he has ceased to be a pupil of the school.

13. The pupil has been permanently excluded from the school.
14. Where the pupil has been admitted to the school to receive nursery education, he/she has not transferred to a reception, or higher, class at the school.