



# Eastington Primary School Attendance Policy



'It's just great when we're all here!'  
Year 4 pupil

Written Sept 2024

Next review Sept 2025

## 1. Aims

The aim of this policy is to clarify the responsibilities of school and parents/carers in working together to ensure pupils have access to their educational rights. It also sets out the procedures which are used in our school.

Our school values underpin all we do at Eastington, including supporting positive attendance.

### **Aiming high together to be:**

- Kind – show respect and care
- Cooperative – work well together
- Resilient – keep trying
- Responsible – reflect and learn
- Ambitious – challenge yourself

We are ambitious for every child to secure maximum attendance at our school. We want all children to receive their curriculum entitlement, achieve their full potential academically, enjoy developing friendships and have fun experiences. School, parents/carers, and occasionally external agencies working together will ensure the best outcomes for your child.

We plan and teach a progressive curriculum. In order for this to achieve its purpose requires children to attend school every day. Learning objectives are typically planned over a sequence of lessons and build on prior knowledge so children need to know what has happened before to gain the fullest understanding. Being in school every day allows your child to be the best learner they can. In fact, studies have repeatedly shown that most pupils achieve better in primary and secondary schools if they have good attendance.

Punctual attendance helps children to start their day in a settled and calm way – children like entering their class with their peers, listening to the outline of the day together etc.. Being on time helps your child to learn to show respect and courtesy for others. Being on time supports the development of basic skills needed for their future at secondary school and as employees and citizens.

Any unauthorised absence is damaging to a child's education. It also gives children the wrong messages about the importance of education which may lead to problems later in schooling & work. Good attendance and punctuality are important values for life.

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

## 2. Legislation and guidance

This policy is based on the Department for Education's (DfE's) statutory guidance on [working together to improve school attendance \(applies from 19 August 2024\)](#) 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 [Education and Inspections Act 2006](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006 \(and 2010, 2011, 2013, and 2016 amendments\)](#)
- [The School Attendance \(Pupil Registration\) \(England\) Regulations 2024](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013 and the 2024 amendment](#)

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 governing board

The governing board is responsible for:

- Setting high expectations of all school leaders, staff, pupils and parents
- Making sure school leaders fulfil expectations and statutory duties, including:
  - Making sure the school records attendance accurately in the register, and shares the required information with the DfE and local authority
  - Making sure the school works effectively with local partners to help remove barriers to attendance, and keeps them informed regarding specific pupils, where appropriate
- Recognising and promoting the importance of school attendance across the school's policies and ethos
- Making sure the school has high aspirations for all pupils, but adapts processes and support to pupils' individual needs
- Regularly reviewing and challenging attendance data and helping school leaders focus improvement efforts on those who need it most
- Monitoring attendance figures for the whole school and repeatedly evaluating the effectiveness of the school's processes and improvement efforts to make sure they are meeting pupils' needs
- Making sure all staff receive adequate training on attendance as part of the regular continued professional development offer, so that staff understand:
  - The importance of good attendance
  - That absence is almost always a symptom of wider issues
  - The school's legal requirements for keeping registers

- The school's strategies and procedures for tracking, following up on and improving attendance, including working with partners and keeping them informed regarding specific pupils, where appropriate
- Holding the headteacher to account for the implementation of this policy

### 3.2 The headteacher

The headteacher is responsible for:

- The 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/authorising GCC in issuing fixed-penalty notices if/when needed
- Signposting the parents of pupils with special educational needs and/or disabilities (SEND) to work with the SENDCo to develop specific support approaches for attendance.
- Ensuring the SENDCo communicates with the local authority when a pupil with an education, health and care (EHC) plan has barriers to attendance that relate to the pupil's needs
- Communicating the school's high expectations for attendance and punctuality regularly to pupils and parents

### 3.3 The attendance officer

The **school attendance officer and Attendance Champion (who is part of the SLT)** is responsible for:

- Monitoring and analysing attendance data (see section 7)
- Benchmarking attendance data to identify areas of focus for improvement
- Leading and improving attendance across the school – including devising strategies to improve 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
- Sharing information and working with teachers/SENDCo so school can build close and productive relationships with parents to discuss and tackle attendance issues
- Working with SENDCo/teachers/other staff in delivering targeted intervention and support to pupils and families
- Working with SENDCo/teachers so intervention or reintegration plans are created in partnership with pupils and their parents/carers
- Seeking advice from GCC Inclusion Officers when needed ([School attendance helpline 01452 427274](tel:01452427274) <https://www.gloucestershire.gov.uk/schoolsnet/your-pupils/attendance/> )
- Advise on when to issue fixed-penalty notices

The Attendance Officer and Attendance Champion is [Zoe Avastu](#) and can be contacted via [01454 822922](tel:01454822922) [/admin@eastington.gloucs.sch.uk](mailto:admin@eastington.gloucs.sch.uk)

### 3.4 Class teachers

Class teachers are responsible for

- recording attendance for both morning and afternoon sessions on a daily basis, using the correct codes (see Appendix 1), and submitting this information to the school office as soon as possible.
- Build close and productive relationships with parents to discuss and tackle attendance issues
- Share attendance data with parents at Parent Evenings
- Support pupils and families in overcoming barriers to attendance.
- Work with SENDCo/Headteacher so intervention or reintegration plans are created in partnership with pupils and their parents/carers
- Work with SENDCo/Headteacher/other staff in delivering targeted intervention and support to pupils and families

### 3.5 School admin/office staff

School admin/office staff will:

- Take calls from parents/carers about absence on a day-to-day basis and record it on the school system
- Inform the teacher, where appropriate, to provide parents/carers with more detailed support on attendance
- Amend attendance registers if needed - in line with guidance below
- Inform DSL/HT/SENDCo, where appropriate, to provide parents/carers with more detailed support on attendance
- Provide termly attendance data to the attendance officer for analysis
- Provide pupil attendance information to the SENDCo/DSL/teachers for parent evening/when requested

### 3.6 Parents/Carers

Parents/carers are expected to:

- Make sure their child attends every day and on time. The school day starts at 8.50am and ends at 3.15pm. Pupils must arrive in school by 8.50am on each school day.
- For an unplanned absence, such as illness, call the school to report their child's absence before 8.50am on the day of the absence and advise when they are expected to return. If your child does not return to school on the expected day, please call the school again so we are informed. The school number is 01453 822922 – there is a messaging service that can be used.
- Provide the school with more than 1 emergency contact number for their child
- Ensure that medical/dentist appointments for their child are made outside of the school day where ever possible. Parents should call the office in advance of the appointment - this can be done through leaving a message on the voice mail service at school: 01453 822922. The pupil should be out of school for the minimum amount of time necessary for the appointment.
- Apply for other types of term-time absence as far in advance as possible of the requested absence dates. Please read section 5.
- Seek support, where necessary, for maintaining good attendance, by contacting your child's class teacher, SENDCo or headteacher who can be contacted via 01453 822922 [admin@eastington.gloucs.sch.uk](mailto:admin@eastington.gloucs.sch.uk)

### 3.7 Pupils

Pupils are expected to:

- Attend school every day, on time

## 4. Recording attendance

### 4.1 Attendance register

We will keep an electronic attendance register, and place all pupils onto this register.

We will take our attendance register at the start of the first session of each school day and once during the second session. It will mark, using the appropriate national attendance and absence codes from the School Attendance (Pupil Registration) (England) Regulations 2024, whether every pupil is:

- Present
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to exceptional circumstances

See Appendix 1 for the DfE attendance codes.

We will also record:

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

We will keep every entry on the attendance register for 6 years after the date on which the entry was made.

The school day starts at **8.50am** and ends at **3.15pm**.

Pupils must arrive in school by **8.50am** on each school day.

The register for the first session will be taken at **8.50am** and will be kept open until 9.20am. (This allows reception aged children time to walk in, put their bags, coats, lunch boxes, etc away and for register to happen at the start of the school year – children should arrive at school by 8.50am). The register for the second session will be taken at **1.30pm** and will be kept open until 1.45pm

Any amendment to the attendance register 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

### 4.2 Unplanned absence

The pupil's parent must notify the school of the reason for the absence on the first day of an unplanned absence by **8.50am** or as soon as practically possible, by calling the school admin/office staff, who can be contacted via **01453 822922** / [admin@eastington.gloucs.sch.uk](mailto:admin@eastington.gloucs.sch.uk)

We will mark absence due to illness as authorised, unless the school has a genuine concern about the authenticity of the illness.

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

If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised - parents will be notified of this in advance.

### **4.3 Planned absence**

Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent notifies the school **in advance of the appointment**. This can be done through leaving a message on the voice mail service at school: **01453 822922**.

However, we encourage parents 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.

The pupil's parent must also apply for other types of term-time absence as far in advance as possible of the requested absence. Go to section 5 to find out which term-time absences the school can authorise.

### **4.4 Lateness and punctuality**

A pupil who arrives late:

- Before the register has closed will be marked as late, using the appropriate code
- After the register has closed will be marked as absent, using the appropriate code

Our register closes at 9.20am. Being late will affect your child - it can be unsettling and negatively impactful to disturb the positive morning routine at school, miss the outline of the school day, miss teaching etc.. If there is a morning issue for your child please talk with the class teacher – we want to help. If your child is late multiple times, the classteacher/SENDCo/Headteacher will discuss this with you with a focus on improvement.

### **4.5 Following up unexplained absence**

Where any pupil we expect to attend school does not attend, or stops attending, without reason, the school will:

- Call the pupil's parent on the morning of the first day of unexplained absence to ascertain the reason. If the school cannot reach any of the pupil's emergency contacts, the school may take further action such as contacting the LA Inclusion and/or LA Safeguard Team for advice; contacting the school of siblings; contacting the police etc.
- 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(s) for which the pupil was absent
- Call the parent on each day that the absence continues without explanation, to make sure proper safeguarding action is taken where necessary. If absence continues, the school will consider taking advice from LA Safeguard team/LA Inclusion Team/the police.
- Where appropriate, offer support to the pupil and/or their parents to improve attendance.
- Where support is not appropriate, not successful, or not engaged with consider issuing a notice to improve, penalty notice or other legal intervention (See section 5).

### **4.6 Reporting to parents**

The school will inform parents about their child's attendance on school reports. Teachers will share/discuss attendance data with parents at twice a year at parent evening too.

If the attendance of a child is being discussed with a parent, more regular attendance sharing will be put in place – this may be through termly attendance data sheets or verbally shared in meetings.

## 5. Authorised and unauthorised absence

### 5.1 Approval for term-time absence

The headteacher will allow pupils to be absent from the school site for certain educational activities, or to attend other schools or settings.

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

A leave of absence is granted at the headteacher's discretion, including the length of time the pupil is authorised to be absent for. Taking into consideration will be the reason for the request; the pupil's record of attendance for the current and previous academic years; the time of absence being taken in the school year.

The fundamental principles for defining 'exceptional circumstances' are that they are 'rare, significant, unavoidable and short'. This would typically include short absence for travel/attendance for the wedding of the child's parents; funeral services; visiting a very sick close relative. This does not include extended leave around these events.

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.

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

Any request should be submitted as soon as it is anticipated and, where possible, at least **three weeks** before the absence. The leave of absence request form is accessible via the [school website and school reception](#). The headteacher may require evidence to support any request for leave of absence.

Other valid reasons for **authorised absence** include (but are not limited to):

- Illness and medical/dental appointments (see section 4 for more detail)
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parent(s) belong(s). If necessary, the school will seek advice from the parent's religious body to confirm whether the day is set apart
- Parent(s) 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
- If the pupil is currently suspended or excluded from school (and no alternative provision has been made)

Other reasons the school may allow a pupil to be absent from the school site, which are not classified as absences, include (but are not limited to):

- Attending an offsite approved educational activity, sporting activity or visit or trip arranged by the school
- Attending another school at which the pupil is also registered (dual registration)



- Attending provision arranged by the local authority
- If there is any other unavoidable cause for the pupil not to attend school, such as disruption to travel caused by an emergency, a lack of access arrangements, or because the school premises are closed

## 5.2 Sanctions

Our school will make use of the full range of potential sanctions – including, but not limited to, those listed below – to tackle poor attendance. Decisions will be made on an individual, case-by-case basis.

### Penalty notices

The headteacher, 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 (the equivalent to 5 day) 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

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.

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). These penalty notices are not included in the National Framework, not subject to the same considerations about support being provided, and do not count towards the limit as part of the escalation process.

In these cases, the parent must pay £60 within 21 days, or £120.

### Notices to improve

If the national threshold has been met and support is appropriate, but parents do not engage with offers of support, the school may offer a notice to improve to give parents a final chance to engage with support.

Notices to improve will be issued in line with processes set out in the local code of conduct for the local authority area in which the pupil attends school.

They will include:

- Details of the pupil's attendance record and of the offences

- The benefits of regular attendance and the duty of parents under [section 7 of the Education Act 1996](#)
- Details of the support provided so far
- Opportunities for further support, or to access previously provided support that was not engaged with
- A clear warning that a penalty notice may be issued if attendance doesn't improve within the improvement period, along with details of what sufficient improvement looks like, which will be decided on a case-by-case basis
- A clear timeframe of between 3 and 6 weeks for the improvement period
- The grounds on which a penalty notice may be issued before the end of the improvement period

## 6. Pupils absent due to complex barriers to attendance, ill health or SEND

We will work with and discuss how to improve attendance with all families, including those pupils absent from school due to mental or physical ill health or their SEND. The SENDco, DSL and/or classteacher are likely to be involved in these discussion to ensure the best outcome for the child.

Where a pupil has an education health and care (EHC) plan and their attendance falls, or the school becomes aware of barriers to attendance that related to the pupil's needs, the school will inform the local authority.

## 7. Attendance monitoring

### 7.1 Monitoring attendance

The school will monitor attendance and absence data (including punctuality) termly and yearly across the school by pupil group (such as SEND, sex etc) and at an individual pupil level.

Specific pupil information will be shared with the DfE on request.

The school has granted the DfE access to its management information system so the data can be accessed regularly and securely.

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 benchmarks its attendance data at whole school and pupil group level against national levels to identify areas of focus for improvement, and shares this with the governing board.

### 7.2 Analysing attendance

The school will:

- Analyse attendance and absence data regularly to identify pupils, groups or cohorts that need additional support with their attendance, and
- Identify pupils whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severe absence
- Conduct thorough analysis termly and full-year data to identify patterns and trends
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns

### 7.3 Using data to improve attendance

The school will:

- Develop targeted actions to address patterns of absence of individual pupils/groups that it has identified via data analysis
- Provide targeted support to the pupils it has identified whose absences may be a cause for concern, especially those **who demonstrate patterns of persistent or severed absence**, and their families (see section 8 below)
- Provide regular attendance reports to [class teachers 3 times a year \(for parent evenings/reports\)](#) to facilitate discussions with pupils and families and to [Governors 3 times a year](#).
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies
- Share information and work collaboratively with other schools in the area, local authorities and other partners where a pupil's absence is at risk of becoming persistent or severe, including keeping them informed regarding specific pupils, where appropriate

## 7.4 Reducing persistent and severe absence

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. Reducing persistent and severe absence is central to the school's strategy for improving attendance.

The school will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Consider potential safeguarding issues and, where suspected or present, address them in line with Keeping Children Safe in Education
- Hold regular meetings with the parents of pupils who the school (and/or local authority) considers to be vulnerable or at risk of persistent or severe absence, or who are persistently or severely absent, to:
  - Discuss attendance and engagement at school
  - Listen, and understand barriers to attendance
  - Explain the help that is available
  - Explain the potential consequences of, and sanctions for, persistent and severe absence
  - Review any existing actions or interventions
- Consider alternative support that could be put in place to remove any barriers to attendance and re-engage these pupils. In doing so, the school will sensitively consider some of the reasons for absence
- Provide access to wider support services if available to remove the barriers to attendance, in conjunction with the local authority, where relevant
- Implement sanctions, where necessary (see section 5)

## 8. Monitoring arrangements

This policy will be reviewed as guidance from the local authority and/or DfE is updated, and as a minimum [every year by the Headteacher](#). At every review, the policy will be approved by the full governing board.

## 9. Links with other policies

This policy links to the following policies:

- Child protection and safeguarding policy
- Behaviour policy



## 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>Attending a place other than the school</b>		
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
<b>Absent – leave of absence</b>		
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

<b>S</b>	Study leave	Pupil has been granted leave of absence to study for a public examination
<b>X</b>	Not required to be in school	Pupil of non-compulsory school age is not required to attend
<b>C2</b>	Part-time timetable	Pupil is not in school due to having a part-time timetable
<b>C</b>	Exceptional circumstances	Pupil has been granted a leave of absence due to exceptional circumstances
<b>Absent – other authorised reasons</b>		
<b>T</b>	Parent travelling for occupational purposes	Pupil is a 'mobile child' who is travelling with their parent(s) who are travelling for occupational purposes
<b>R</b>	Religious observance	Pupil is taking part in a day of religious observance
<b>I</b>	Illness (not medical or dental appointment)	Pupil is unable to attend due to illness (either related to physical or mental health)
<b>E</b>	Suspended or excluded	Pupil has been suspended or excluded from school and no alternative provision has been made
<b>Absent – unable to attend school because of unavoidable cause</b>		
<b>Q</b>	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
<b>Y1</b>	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
<b>Y2</b>	Widespread disruption to travel	Pupil is unable to attend because of widespread disruption to travel caused by a local, national or international emergency
<b>Y3</b>	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

<b>Y4</b>	Whole school site unexpectedly closed	Every pupil absent as the school is closed unexpectedly (e.g. due to adverse weather)
<b>Y5</b>	Criminal justice detention	Pupil is unable to attend as they are: <ul style="list-style-type: none"> <li>• In police detention</li> <li>• Remanded to youth detention, awaiting trial or sentencing, or</li> <li>• Detained under a sentence of detention</li> </ul>
<b>Y6</b>	Public health guidance or law	Pupil's travel to or attendance at the school would be prohibited under public health guidance or law
<b>Y7</b>	Any other unavoidable cause	To be used where an unavoidable cause is not covered by the other codes
<b>Absent – unauthorised absence</b>		
<b>G</b>	Holiday not granted by the school	Pupil is absent for the purpose of a holiday, not approved by the school
<b>N</b>	Reason for absence not yet established	Reason for absence has not been established before the register closes
<b>O</b>	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
<b>U</b>	Arrived in school after registration closed	Pupil has arrived late, after the register has closed but before the end of session
<b>Administrative codes</b>		
<b>Z</b>	Prospective pupil not on admission register	Pupil has not joined school yet but has been registered
<b>#</b>	Planned whole-school closure	Whole-school closures that are known and planned in advance, including school holidays

## Appendix 2: Request for Absence in Term Time Form



### EASTINGTON PRIMARY SCHOOL REQUEST FOR ABSENCE FORM

Please complete this form and return to school

NAME OF CHILD \_\_\_\_\_

CLASS \_\_\_\_\_

DATES OF ABSENCE: FROM \_\_\_\_\_ TO \_\_\_\_\_

I request that my child be given leave of absence during the period shown for the purpose of:

.....

Signed \_\_\_\_\_ Parent/Guardian

#### SCHOOL ATTENDANCE :

- The school has an agreed policy to support attendance and a copy is available on request from the School Office. This is also on display in the front entrance.
- Parents should only request a leave of absence in exceptional circumstances and do so in advance. Permission for leave of absence during term time will only be granted for exceptional circumstances (e.g. bereavement. The LA may issue penalty notices to both parents for any child who has 10 sessions (5 days) of unauthorised absence/holiday within a 10 week period.
- Parents are expected to ensure their child attends school every day the school is open except when a statutory reason applies. Parents should book dental/medical appointments around the school day where ever possible. Parents are expected to notify the school as soon as possible when their child has to be unexpectedly absent EG sickness.
- A summary of authorised and unauthorised absence is published annually and is available on the Gov.uk website: <https://www.compare-school-performance.service.gov.uk/> .
- Individual attendance is recorded on your child's report at the end of the academic year.
- The Governors set an agreed target for attendance and request that all parents support this in view of the statutory educational provision for their child(ren). Thank you.

.....

FOR SCHOOL USE ONLY.....

Permission for leave of absence as detailed above is / is not granted.

Signed \_\_\_\_\_ Headteacher

Date \_\_\_\_\_

**Appendix 3: Attendance Improvement Meeting Form – may be used**

<b>Attendance Improvement Meeting Form</b>		
Name:	Year:	Date Plan Drawn up:
Present at meeting:		
Current Attendance %:	Authorise %:	Unauthorised %:
Background:		
Pupil agrees to:		
Parent(s) or Carer agrees to:		
School agrees to:		
Other Agency agrees to:		
Agreed Attendance Target: *No unauthorised absence and *	Planned Review date:	
<p>As Parent/Carer of ..... I understand that it is a legal requirement that he/she has access to education daily.</p> <p>Pupil..... School.....</p> <p>Parent..... Other.....</p>		



**Appendix 4: Attendance Improvement Meeting Review Form – may be used**

<b>Attendance Improvement Meeting Review</b>			
Name:		Year:	Date of review:
Present at meeting:			
Initial AIM Parenting Contract Date :		Current attendance	%
Sessions of absence since AIM meeting:			
Authorised			Unauthorised
Comments:			
<b>Action (please indicate below)</b>			
Targets met – No further action			
Improvement but targets not met – plan to continue –			
Review date			
Targets not met – Request for support/enforcement action to Education Performance and Inclusion Team			
<b>Planned Review date: (If appropriate)</b>			
As Parent/Carer of ..... I understand that it is a legal requirement that he/she has access to education daily.			
Pupil..... School.....			
Parent..... Other.....			

**Appendix 5: CHILD MISSING IN EDUCATION (CME) REFERRAL FORM** - child whose family whereabouts are unknown.

<b>CHILD MISSING IN EDUCATION (CME) REFERRAL FORM</b>			
Your Details	Name:		Date:
	School		
Child and family details	Forename(s):		Surname
	DOB:		Gender:
	Date last in education:		Date last seen:
	Parent(s) names and all contact details:		
CME criteria (Please indicate)	All attempts to contact the family have failed (see checklist below)		
	Family known to have moved away but destination school unknown		
	Child did not take up allocated school place and attempts to contact have failed		

<b>Checklist - CME</b>		
<b>Action</b>	<b>Date completed</b>	<b>Outcome</b>
Carry out first day calling		
Attempt to get in touch with all known emergency contacts (at various times of day) <i>Provide contact details</i>		
Gather further information including details of siblings from other agencies, wider school community (eg staff, other pupils, friends)		
Social Media searches – eg contact details of a parent or school noted on Facebook		

**If a child is subject to a child protection plan, is a child in care or there are reasons to be concerned for the child's safety, inform Social Care immediately**

**and follow GSCB procedures.**

If child is not located following checks, please send referral form to the Education, Performance and Inclusion team (EP&I) **no later than the tenth day of absence** and continue checks as appropriate.

The EP&I team will make further enquiries and attempts to locate the family including making contact with other LAs and CME Officers. In rare cases where the child cannot be located the Data Officer will publish a message on the national Schools 2 Schools secure website. The school should then create a CTF using XXX XXXX (with advice from the EP&I team).

Please return this with any attachments or relevant information to:

Education Performance & Inclusion, Shire Hall, Westgate Street, Gloucester, GL1 2TP  
Email: [missingpupils@gloucestershire.gov.uk](mailto:missingpupils@gloucestershire.gov.uk)