

West Berkshire Schools

Long Lane Primary School



Model School Attendance Policy

(Updated for September 2024)

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Appendices

- Appendix 1 – Breakdown of Attendance Codes
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Further sources of information:

Relevant legislation

- The Education (Pupil Registration) (England) Regulations 2024
- The Education Act 1996 and 2002
- The Education (School Day and School Year) (England) Regulations 1999
- The Changing of School Session Times (England) (Revocation) Regulations 2011
- The Education and Inspections Act 2006

Other DfE guidance

- [Working together to improve school attendance - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/consultations/working-together-to-improve-school-attendance)
- [Keeping children safe in education](https://www.gov.uk/government/consultations/keeping-children-safe-in-education)
- [Supporting pupils with medical conditions at school](https://www.gov.uk/government/consultations/supporting-pupils-with-medical-conditions-at-school)
- [School behaviour and attendance: parental responsibility measures - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/consultations/school-behaviour-and-attendance-parental-responsibility-measures)
- [Children missing education - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/consultations/children-missing-education)

1. Introduction

Long Lane is committed to providing an education of the highest quality for all pupils. Promoting good school attendance, good punctuality and reducing absence is central to ensure:

- every pupil's day-to-day welfare and safeguarding
- every pupil has access to full-time education
- that pupils make good progress academically and personally
- that pupils leave with the best possible opportunities for their future

This policy outlines the responsibilities for the school and parents in ensuring that pupils' attendance at Long Lane is the best it can be. It also outlines the strategies used by the school, alongside West Berkshire Council, to support and improve attendance.

The policy aims for all pupils to attend school regularly so they will be able to take advantage of the educational opportunities available.

Within this document 'parent' is defined as someone who has parental responsibility for a child or who has the care of that child.

The Governors at Long Lane Primary School actively promote the aims of the school and recognise that children must attend school regularly if they are to make the best of the opportunities they have to learn and make best progress.

It is a parents' responsibility to ensure that their child attends school regularly. Missing school seriously affects children's longer-term life opportunities. Statistics show a direct link between attendance and attainment. Please read the table below, it is quite staggering!

Attendance	Days lost over 7 Primary years	Weeks lost over 7 Primary years	Equivalent in terms
95%	66	13	1 term
90%	133	26	2 terms
85%	200	39	3 terms (whole year)

Parents also have a duty to ensure that their children receive an appropriate education. Parents who have chosen to send their children to Long Lane Primary School are asked to sign a Home School Agreement, indicating they will do their best to ensure their children attend school regularly.

Staff do their best to encourage children to attend school regularly, following up unexplained absences and requesting reasons from parents for these.

Children are expected to attend school each day unless they are unwell. The expected level of attendance is a minimum of **96%**. This allows for the occasional day or two of absence through illness, without a child falling behind with their work. The school monitors attendance on a continually through the year in conjunction with the attendance team. (See Appendix 1) Parents will be notified when attendance drops below 90%. This will include ALL types of absence including authorised ones (i.e., for illness and appointments etc). Parents are given feedback on the level of their child's Annual attendance on their Annual report. If attendance falls below 90% the head teacher may not authorise any absences unless accompanied by medical evidence. Special circumstances will be

taken into consideration and the school with work proactively with parents to ensure attendance does not become an issue.

Long Lane recognises that there are many reasons why pupils may have difficulties attending school regularly. As described in our ethos, we take a therapeutic approach to supporting pupils and families who may need additional help in attending school regularly.

It is important to us as a school that, first and foremost, we ensure that the learning and curriculum that we provide in school is of excellent quality so that all children want to be in school learning at every opportunity (see vision 'No Learner Left Behind'). We work proactively to promote an anti-bullying, inclusive and robust safeguarding procedure through our therapeutic behaviour policy, No Outsiders programme and pastoral triage system to ensure that children feel valued and safe whilst at school.

Where there is a concern about attendance, we first and foremost, work with the pupil/family in order to reduce barriers for this and support increasing attendance together. Long Lane supports a 4 stage process to do this (see Attendance Flowchart – Appendix 2)

At Long Lane we recognise that 'Attendance is everyone's responsibility' and therefore all staff take an active role in reporting and supporting attendance for pupils (see Attendance Flow Chart – Appendix 2)

2. Roles and responsibilities

2.1 Pupils (when developmentally ready to take some responsible) are expected to:

- Attend school every day.
- Arrive at school on time.
- Be appropriately prepared for the day and ready to learn.
- Tell a trusted adult if there is a problem that might affect their school attendance.

2.2 Parents are responsible for:

- **Notification:** Inform the school promptly if a child will be absent, providing a valid reason and any necessary documentation.
- **Promote Attendance:** Encourage and support regular school attendance by ensuring that children are prepared for school and arrive on time.
- **Attend Meetings:** Attend meetings with school administrators and teachers to discuss attendance issues and solutions.
- **Work with School:** Collaborate with the school to address any underlying issues affecting a child's attendance, such as health concerns or family problems.
- **Students:**
- **Attendance:** Attend school regularly and arrive on time for classes.
- **Responsibility:** Take responsibility for notifying teachers or school staff about planned or unplanned absences.
- **Makeup Work:** Complete missed assignments and coursework due to excused absences.
- **Engagement:** Actively engage in the learning process and seek help when needed to minimize absenteeism.
- **School Counsellors and Support Staff:**
- **Intervention:** Identify students with attendance issues and provide counselling or interventions.
- **Family Support:** Offer support to families facing challenges that affect a student's attendance.
- **Referral:** Refer students to external support services or agencies when necessary.

2.3 All school staff are responsible for:

- **Promoting good attendance:** Providing a welcoming and safe environment, which encourages attendance and promotes the best performance from children.
- **Awareness:** An awareness that absence from school is a potential safeguarding risk and understand their role in keeping children safe.
- **Attendance Tracking:** Take attendance for each class and report it accurately to the school administration
- **Communication:** Notify school administrators and parents of students with excessive absences or lateness
- **Makeup Work:** Where appropriate, provide missed assignments and opportunities for students to make up work due to authorised absence, where appropriate and identified by attendance team
- **Parent Meetings:** Attend meetings with parents to discuss attendance concerns and strategies for improvement
- **Support Students:** Identify and support students who may be facing attendance challenges due to academic, social, or health issues

2.4 Administration:

- **Attendance Tracking:** Take attendance for each class and report it accurately to the school administration.
- **Report:** Absences each day (in a timely manner) and record reasons for absence
- **Contact parents:** to provide reasons for absence if this has not been reported by parents
- **Inform Teachers and Head teacher:** of absences that appear concerning or families that cannot be contacted, pass on reasons for absence if necessary to professionals involved

2.5 Head Teacher and Senior Leadership are responsible for:

- **Policy Development:** Develop and maintain the school's attendance policy, ensuring it complies with legal requirements.
- **Monitoring:** Regularly review and analyse attendance data (from individual level to cohort and school level) to identify trends and areas of concern.
- **Support Services:** Provide support services to students facing chronic attendance issues, such as counselling or interventions.
- **Reporting:** Prepare and submit attendance reports to relevant authorities when required by law.
- **Training:** Train staff members on attendance policy, links with safeguarding, behaviour and SEND and procedures and empower all staff to take responsibility for attendance. Promote attendance as an important area of school improvement (appropriate resources, including effective use of pupil premium funding)
- **Communication:** Communicate with parents, guardians, and relevant authorities regarding attendance matters, concerns around pupil's attendance or if there is a child missing from education.
- **Governors:** Ensure that governors have an accurate view of school attendance and engage in escalation procedures where appropriate.

2.6 Educational Welfare Officer (West Berks Council employed):

- **Investigation:** Support school to investigate persistent and long-term absence cases and work with families and school to address underlying issues.
- **Enforcement:** Enforce legal consequences for persistent and long-term absence as per local regulations.
- **Signpost:** Promote other relevant agencies such as; EBSA, CAMHS, EWSS, Safeguarding team

3. Recognising and rewarding good attendance

Regularly discuss and celebrate good attendance to help pupils and parents to understand the importance. This can be done through publicising good attendance during assemblies, newsletters and the termly report to the Governing Body. The school will remain mindful that some children, due to long term medical conditions, may never be able to achieve a high rate of attendance. This is

taken into account when considering incentives for attendance and will include improved attendance so that individuals are not disadvantaged in these circumstances.

4. Recording Attendance

4.1 Attendance registers

Accurate and timely registers enable the school to safeguard children as well as to recognise and act upon any concerning attendance patterns. Registers are taken at the start of every morning and afternoon session.

4.2 Lateness

Parents are responsible for ensuring their child arrives at school on time.

- Pupils are expected to be on site by 8:55am.
- Pupils who arrive between 8:55am and 9:10 will be marked as late, but counted as present for that session.
- Pupils who arrive after the register has closed at 9:10am will be marked as absent for that session. If the parent provides a satisfactory explanation this will be marked as an 'authorised absence'; if the parent fails to provide a satisfactory explanation this will be marked as an 'unauthorised absence' for that session.
- A normal school day ends at 3:15pm.

4.3 Responding to absence

Parents are responsible for contacting the school when their child is absent to explain the reason.

Parents must report any absences for that day to the school office – this can be done via parent app, email, voicemail or in person. Absences for more than one day will still need to be reported each day that the pupil is absent from school.

- If no reason is given, or further information is required, a phone call is made to parents in the first instance (or by text, email or letter if unable to make contact) by 10:15am.
 - To ensure safeguarding, if absence continues without explanation, or if further information is needed, a home visit or welfare call may be carried out. This is done at the discretion of the Headteacher and DSL, and in line with risk assessments, if appropriate.
 - Home visits are not pre-arranged and can be made at any time, as required, at the discretion of the school. Staff will always carry identification and will expect to see the child in question, if only briefly, to ascertain how they are.
- Once sufficient information has been gained, an absence code is determined by the appropriate member of staff in line with DfE guidance in Working Together to improve school attendance (2022). This decision is based on the information provided by parents when the child's absence is reported and will influence whether an absence is authorised or unauthorised.

5. Authorised and unauthorised absence

5.1 Leave of absence in term time

Parents must get permission from the Head Teacher in order to take their child out of school during term time. A leave of absence is granted entirely at the Head Teacher's discretion provided that:

- A completed application form is submitted in advance (see Appendix 3)
- There are exceptional circumstances

Parents should plan holidays within the school breaks and avoid seeking permission from schools to take their children out of school during term time unless absolutely unavoidable.

Parents should be aware that an unauthorised leave of absence of 10 sessions or more *can* result in the issuing of a Penalty Notice, served per parent, per child.

- The first penalty notice issued to a parent in respect of a particular pupil will be charged at £160 if paid within 28 days. This will be reduced to £80 if paid within 21 days.
- A second penalty notice issued to the same parent in respect of the same pupil is charged at a flat rate of £160 if paid within 28 days. (Fines that are not paid may result in a prosecution).
- A third penalty notice cannot be issued to the same parent in respect of the same child within 3 years of the date of issue of the first. Instead a prosecution, or other legal intervention, will be considered

5.2 When absences will be authorised

Absences will be authorised if:

- The pupil is absent with leave as agreed by the Headteacher due to exceptional circumstances.
- The pupil is ill (and there is no reason to doubt the legitimacy of this claim).
- The parent notifies the school of a medical or dental appointment (which could not be made outside of school hours).
- The absence occurs on a day exclusively set aside for religious observance by the religious body to which the pupil's parent belongs.
- The pupil is the child of Traveller parents who are known to be travelling for occupational purposes and have agreed this with the school, but it is not known whether the pupil is attending alternative provision.
- Leave of absence to allow a pupil to take part in a performance within the meaning of s37 of the Children and Young Persons Act 1963 © for which a child performance licence has been issued.

Only the school can authorise an absence. Where a parent has provided no explanation or the explanation given is not deemed to be valid, the absence will be treated as unauthorised.

6. Monitoring and improving irregular attendance

6.1 Reducing persistent absence

We regularly monitor cases where attendance is below 95%. In cases where absences are increasing, actions are taken which aim to prevent children becoming or remaining a 'persistent absentee' (<90%).

These actions may include:

- Regular and supportive telephone contact with the parent/s
- Supportive conversations and/or regular check-ins with the pupil (where appropriate)
- Use staged letters or meetings: first letter to indicate concern for a decline in attendance; second letter with an action or target to improve attendance
- Put individual support plans in place for pupils
- Meet with pupils and parents and create a SMART plan of action & review regularly
- Share plans & meeting notes with parents
- Engage with relevant external agencies involved
- If these actions have been taken and attendance fails to improve a referral will be made to the Local Authority Education Attendance Service

(All actions will be recorded on Attendance concern register and cpoms)

6.2 Attendance and safeguarding

It is recognised that poor attendance may be a sign or symptom of a wider safeguarding issue that requires further support (this could include but is not limited to domestic abuse, mental health

difficulties, substance misuse, or financial strain). Where there are concerns about a child's welfare, action will be taken in line with the School's Safeguarding Policy.

Whilst every pupil has a right to a full-time education and high attendance expectations should be set for all pupils, it is recognised that some individual pupils, or pupil cohorts, may experience additional barriers to attendance. In such cases, any specific needs will be considered and, where appropriate, adaptations made.

If all avenues of support have been facilitated by schools, the local authority, and other partners, and the appropriate educational support has been provided but severe absence for unauthorised reasons continues, it is likely to constitute neglect.

All staff will be trained and supported in how to recognise links between attendance and safeguarding.

6.3 Formal and legal interventions

Long Lane and the Local Authority will seek to resolve any attendance concerns by working together to support the family with improving a child's attendance. Where this is not successful, or where parents do not engage with support, then more formal procedures may be followed.

Attendance contracts

- A formal written agreement between a parent and the school and/or Local Authority to address irregular attendance at school.
- Parents cannot be compelled to enter a contract, and they cannot be agreed in a parent's absence.
- This is a supportive tool, which aims to provide an alternative to prosecution.
- The aim is for the parent(s), pupil (if old enough), the school and Local Authority to work in partnership towards the common goal of improved attendance.

If an attendance contract is not effective at improving attendance, or is deemed not appropriate, the Local Authority has the option to progress legal interventions as a last resort:

- Penalty Notices
- Education Supervision Orders
- Fast Track intervention
- Attendance prosecutions
- Parenting Orders

6.4 Support back into school following a period of absence

Pupils who have been excluded or have had periods of absence due to ill-health or truancy should receive appropriate support to return to school, build confidence and bridge the gaps in their learning. These plans are drawn up in collaboration with parents and the pupil.

Linked Policies

- ✓ Safeguarding and Child Protection Policy
- ✓ Therapeutic Behaviour Policy
- ✓ SEND – Local Offer
- ✓ Pupil Premium Strategy
- ✓ Pastoral Policy

Appendix 1 – Breakdown of attendance codes

Breakdown of available codes

Please refer to [Working together to improve school attendance \(applies from 19 August 2024\) \(publishing.service.gov.uk\)](#), page 76 onwards for the full definition of codes available.

Code	Meaning	Criteria	Statistical Value
/\	Present at school AM / PM \	Must be in school at registration (pupils must not be recorded as present if they are not in school during registration)	Attending (Present)
L	Late arrival before register is closed	The pupil was absent when the register started being taken but arrives before the register is closed. (All schools are expected to set out in their attendance policy the length of time the register will be open, after which a pupil will be marked as absent. This should be the same for every session and not longer than 30 minutes)	Attending (present)
K	Attending Education provision arranged the Local Authority (LA)	The pupil is attending a place, other than the school or any other school at which they are a registered pupil, for educational provision arranged by a local authority under section 19(1) of the Education Act 1996 (exceptional provision of education), section 42(2), or 61(1) of the Children and Families Act 2014 (special educational provision off site).	Attending an approved educational activity (present)

V	Attending an Educational visit or trip	The pupil is attending a place, other than the school or any other school at which they are a registered pupil, for an educational visit or trip arranged by or on behalf of the school and supervised by a member of school staff. The visit or trip must take place during the session for which it is recorded.	Attending an approved educational activity (present)
P	Participating in a Sporting Activity P code can only be used if the pupil is present at the activity	The pupil is attending a place for an approved educational activity that is a sporting activity. The sporting activity must take place during the session for which it is recorded.	Attending an approved educational activity (present)
W	Attending Work Experience	Attending work experience please see guidance for additional information	Attending an approved educational activity (present)
B	Attending any other approved Educational Activity	The pupil is attending a place for an approved educational activity that is not a sporting activity or work experience. <i>The educational activity must take place during the session for which it is recorded</i>	Attending an approved educational activity (present)
D	Dual Registered at another school Relevant regulation 10(4) Table 3	The law allows a pupil to be registered at more than one school. This code is used to indicate that the pupil is absent with leave to attend the other school at which they are registered.	This code is classified for statistical purposes as not a possible attendance to avoid double counting.
C1	Leave of absence – performance or regulated employment abroad	All schools can grant leaves of absence for pupils to undertake employment (paid or unpaid) during school hours.	Authorised absence
M	Leave of absence for Medical or dental Appointment	Schools should encourage parents to make appointments out of school hours. Where this is not possible, they should get the school's agreement in advance and the pupil should only be out of school for the minimum amount of time necessary for the appointment.	Authorised absence
J1	Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution	This interview must take place during the session for which it is recorded.	Authorised absence
S	Leave of absence for Studying for public examination	Study leave should not be granted by default once tuition of the exam syllabus is complete and should be used sparingly. If schools do decide to grant study leave, provision must still be made available for those pupils who want to continue to come into school to revise.	Authorised absence

X	Non – Compulsory School age pupil not required to attend school	Where the pupil is absent when timetabled to attend the school, the absence must be recorded using the appropriate absence code not code X.	Not a possible attendance (neither present or absent)
C2	Leave of absence – compulsory school age pupil subject to part time timetable	All pupils of compulsory school age are entitled to a full-time education. In very exceptional circumstances, where it is in a pupil's best interests, there may be a need for a temporary part-time timetable to meet their individual needs in line with paragraphs 67 – 70 of Working together to improve school attendance.	Authorised Absence
C	Leave of absence exceptional circumstances	All schools are able to grant a leave of absence at their discretion. It must not be granted unless there are exceptional circumstances.	Authorised absence
T	Parent travelling for occupational purposes.	The pupil is a mobile child and their parent(s) is travelling in the course of their trade or business and the pupil is travelling with them. A mobile child is a child of compulsory school age who has no fixed abode and whose parent(s) is engaged in a trade or business of such a nature as to require them to travel from place to place.	Authorised absence
R	Religious Observance	The pupil is absent on a day that is exclusively set apart for religious observance by the religious body the parent(s) belong to (not the parents themselves). As a general rule, 'a day exclusively set apart for religious observance' is a day when the pupil's parents would be expected by the religious body to which they belong to stay away from their employment in order to mark the occasion. If in doubt, schools should seek advice from the parent's religious body about whether it has set the day apart for religious observance. If a religious body sets apart a single day for a religious observance and the parent applies for more than one day, the school may only record one day using this code; the rest of the time would need a leave of absence, and this is granted at the school's discretion as set out under Code C.	Authorised Absence
I	Illness (not medical appointment)	The pupil 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.	Authorised Absence
E	Suspended or permanently excluded with no alternative provision made	The pupil is suspended from school or permanently excluded from school, but their name is still entered in the admission register, and no alternative provision has been made for the pupil to continue their education.	Authorised Absence
Q	Unable to attend school because of lack of access arrangements	The pupil is unable to attend the school because a local authority has a duty set out in regulation 10(12) or (13) to make access arrangements to enable the pupil's attendance at school and have failed to do so	Not a possible attendance
Y1	Unable to attend due to transport normally provided not been available	The pupil is unable to attend because the school is not within walking distance of their home and the transport to and from the school that is normally provided for the pupil by the school or local authority is not available.	Not a possible attendance

		<i>Walking distance in relation to a child under the age of 8, means 2 miles, and for a child of 8 or above, means 3 miles. In each case measured by the nearest available route.</i>	
Y2	Unable to attend due to widespread travel disruption	The pupil is unable to attend the school because of widespread disruption to travel caused by a local, national, or international emergency.	Not a possible attendance
Y3	Unable to attend due to part of the school premises being closed	Part of the school premises is unavoidably out of use and the pupil is one of those that the school considers cannot practicably be accommodated in those part of the premises that remain in use.	Not a possible attendance
Y4	Unable to attend due to the whole school site being unexpectedly closed Relevant regulation 10(10)	Where a school was planned to be open for a session, but the school is closed unexpectedly (e.g. due to adverse weather), the attendance register is not taken as usual because there is no school session. Instead, every pupil listed in the admission register at the time must be marked with code Y4 to record the fact that the school is closed. <i>This code may not be used for any planned closure such as weekends or holidays</i>	Not a possible attendance
Y5	Unable to attend as pupil is in criminal justice detention Relevant regulation 10(14)	The pupil is unable to attend the school because they are: <ul style="list-style-type: none"> • in police detention, • remanded to youth detention, awaiting trial or sentencing, or • detained under a sentence of detention. 	Not a possible attendance
Y6	Unable to attend in accordance with public health guidance or law	The pupil's travel to or attendance at the school would be: <ul style="list-style-type: none"> • contrary to any guidance relating to the incidence or transmission of infection or disease published by the Secretary of State for Health and Social Care (or the equivalent in Scotland, Wales and Northern Ireland), or • prohibited by any legislation relating to the incidence or transmission of infection or disease. 	Not a possible attendance
Y7	Unable to attend because of any other unavoidable cause	An unavoidable cause, that is not covered by one of the other 'unable to attend' codes detailed above, is preventing the pupil from attending the school. This code should be used only where something in the nature of an emergency has prevented the pupil from attending the session in question. The unavoidable cause must be something that affects the pupil, not the parent. The fact that a parent has done all they can to secure the attendance of the pupil at school does not, in itself, mean the pupil has been prevented by unavoidable cause. Schools must also record the nature of the unavoidable cause (regulation 10(6)).	Not a possible attendance
G	Holiday not granted by school	The school has not granted a leave of absence and the pupil is absent for the purpose of a holiday.	Unauthorised absence
N	Reason for absence not yet established	Schools must follow up all unexplained and unexpected absence in a timely manner. Every effort should be made to establish the reason for a pupil's absence. When the	Unauthorised absence

		reason for absence has not yet been established before the register closes, the absence must be recorded with code N. Where absence is recorded as code N (reason not yet established) in the attendance register, the correct absence code should be entered as soon as the reason is ascertained, but no more than 5 school days after the session	
O	Absent in other or unknown circumstances	Where no reason for absence is established or the school is not satisfied that the reason given is one that would be recorded using one of the codes statistically classified as authorised.	Unauthorised absence
U	Arrived in school after registration closed Relevant regulation 10 (7) and (8)	Where a pupil has arrived late after the register has closed but before the end of session. Schools should actively discourage late arrival, be alert to patterns of late arrival and seek an explanation from the parent. All schools are expected to set out in their attendance policy the length of time the register will be open, after which a pupil will be marked as absent. This should be the same for every session and not longer than 30 minutes.	Unauthorised absence
Z	Prospective pupil not on admission register	To enable schools to set up registers in advance of pupils joining the school to ease administration burdens.	This code is not collected for statistical purposes.
#	Planned whole school closure	Whole school closures that are known and planned in advance	This code is not collected for statistical purposes

APPENDIX 2 – ANNEX A

Annex A: Grounds for deleting a pupil from the school admission register

Grounds for deleting a pupil of compulsory school age from the school admission register set out in the Education (Pupil Registration) (England) Regulations 2006, as amended

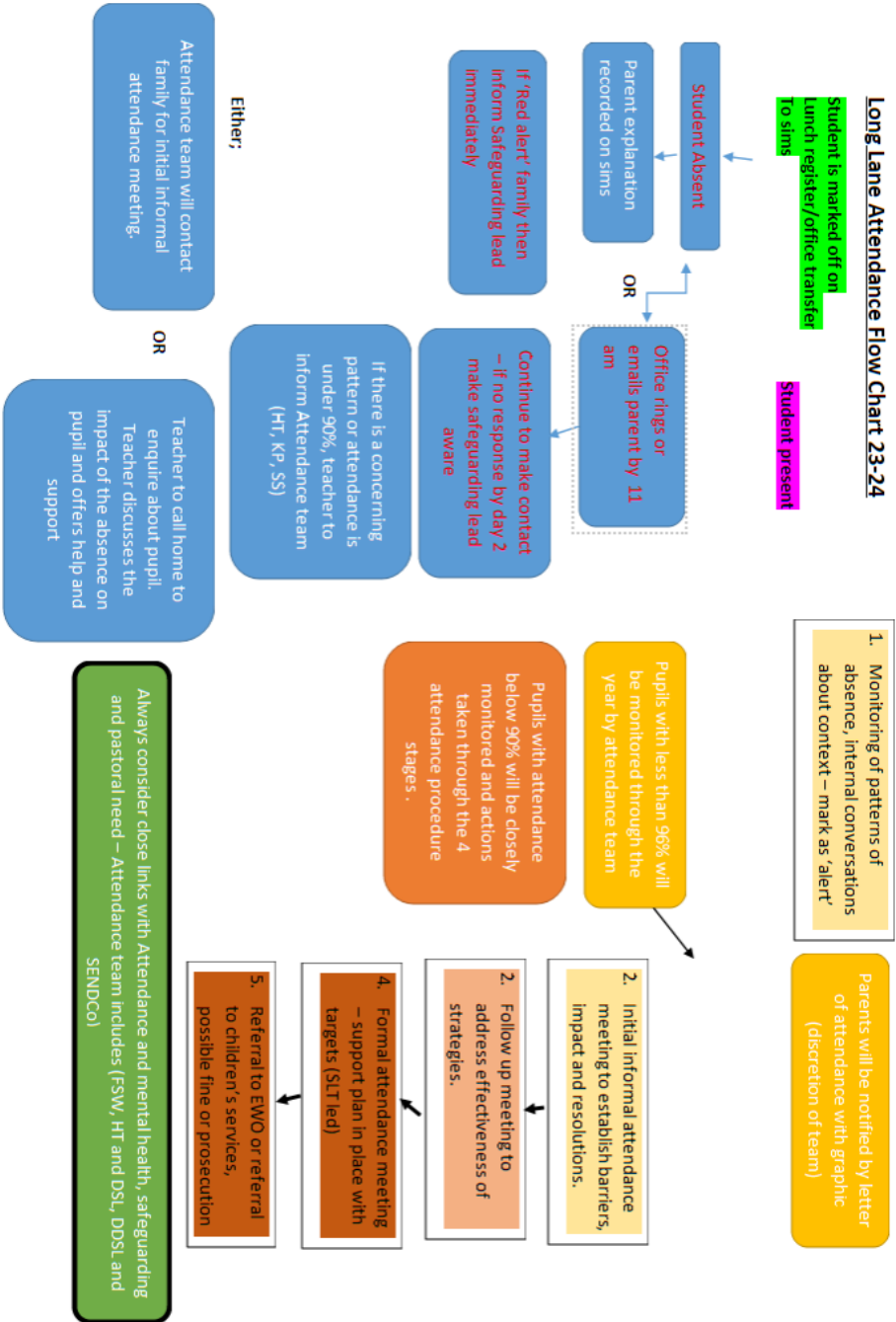
1	8(1)(a) - where the pupil is registered at the school in accordance with the requirements of a school attendance order, that another school is substituted by the local authority for that named in the order or the order is revoked by the local authority on the ground that arrangements have been made for the child to receive efficient full-time education suitable to his age, ability and aptitude otherwise than at school.
2	8(1)(b) - except where it has been agreed by the proprietor that the pupil should be registered at more than one school, in a case not falling within sub-paragraph (a) or regulation 9, that he has been registered as a pupil at another school.
3	8(1)(c) - where a pupil is registered at more than one school, and in a case not falling within sub-paragraph (j) or (m) or regulation 9, that he has ceased to attend

	the school and the proprietor of any other school at which he is registered has given consent to the deletion.
4	8(1)(d) - in a case not falling within sub-paragraph (a) of this paragraph, that he has ceased to attend the school and the proprietor has received written notification from the parent that the pupil is receiving education otherwise than at school.
5	8(1)(e) - except in the case of a boarder, that he has ceased to attend the school and no longer ordinarily resides at a place which is a reasonable distance from the school at which he is registered.
6	8(1)(f) - in the case of a pupil granted leave of absence in accordance with regulation 7(1A), that — (i) 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; (ii) the proprietor 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 (iii) the proprietor and the local authority have failed, after jointly making reasonable enquiries, to ascertain where the pupil is.
7	8(1)(g) - that he is 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 he nor his parent has indicated to the school the intention to continue to attend the school after ceasing to be of compulsory school age.
8	8(1)(h) - that he has been continuously absent from the school for a period of not less than twenty school days and — (i) at no time was his absence during that period authorised by the proprietor in accordance with regulation 6(2); (ii) the proprietor 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 (iii) the proprietor of the school and the local authority have failed, after jointly making reasonable enquiries, to ascertain where the pupil is.
9	8(1)(i) - that he is detained in pursuance of a final order made by a court or of an order of recall made by a court or the Secretary of State, that order being for a period of not less than four months, and the proprietor does not have reasonable grounds to believe that the pupil will return to the school at the end of that period.
10	8(1)(j) - that the pupil has died.
11	8(1)(k) - that the pupil will cease to be of compulsory school age before the school next meets and— (i) the relevant person has indicated that the pupil will cease to attend the school; or (ii) the pupil does not meet the academic entry requirements for admission to the school's sixth form.
12	8(1)(l) - 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	8(1)(m) - that he has been permanently excluded from the school.

14	8(1)(n) - where the pupil has been admitted to the school to receive nursery education, that he has not on completing such education transferred to a reception, or higher, class at the school.
15	8(1)(o) where— (i) the pupil is a boarder at a maintained school or an Academy; (ii) charges for board and lodging are payable by the parent of the pupil; and (iii) those charges remain unpaid by the pupil's parent at the end of the school term to which they relate.

Appendix 2 – Long Lane Attendance Flow Chart

Long Lane Attendance Flow Chart 23-24



REQUEST FOR LEAVE OF ABSENCE FROM PRIMARY SCHOOL DURING TERM TIME

Education is a once in a lifetime opportunity and the DfE has recommended that leave of absences should not be taken in term time.

This school follows Government guidance when deciding whether to authorise leave of absences during term time.

"Headteachers will now only be able to grant a leave of absence during term time in exceptional circumstances – taking your child out of school during term time without specific permission can lead to legal action, including fines (<http://www.gov.uk/school-attendance-absence/legal-action-to-enforce-school-attendance>)" – September 2013

Leave of absences in term time have a serious detrimental impact on a student's education and can be damaging to an individual's development in school and educational chances.

Leave of absences in term time are not a right and should not automatically be granted.

- No holiday absences will be authorised under any circumstances during times when internal assessments/tests, SATS tests or revision are being undertaken.
- Long weekends and 'odd' days off should not normally be authorised as term time leave of absence.
- Approval will not be given for leave of absences which are taken due to cost of holiday or desired accommodation.
- Poor weather experienced in school leave of absence periods
- Overlap with the beginning or end of term
- The attendance of a pupil for the 12 school week period prior to the request being received will be taken into account.

Any absence taken where a request has been refused by the Headteacher, the absence will be recorded as "Unauthorised Absence" and may lead to a fixed penalty notice (See Attendance Policy on school website for more information).

You are advised not to make any booking before ascertaining if the proposed leave of absence can be authorised.

If you feel your application for a leave of absence falls within the **exceptional circumstances** criteria please complete the attached form.

Appendix 4 – Frequently Asked Questions

What should I do if my child is unwell?

Children should not come to school if they are obviously unwell. You must telephone the school soon as you know your child will not be attending that day. The voicemail operates out of hours. You are expected to

give the reason for absence, and indicate if it is likely your child will be absent longer than one day. You will need to report your child absent each day that they are not attending school. This can be done through voicemail, Parent mail, email or in person (but not through another child), this should be before 9.25 in the morning.

Absence for genuine illness is always authorised. However, you may be required to provide medical evidence for prolonged or repeated illnesses, e.g. an appointment card or label for prescribed medication, for your child's absence to be authorised if the school requests this.

How long should my child stay home if they are ill?

We have regularly updated detailed information from the Integrated Care Board (ICB)/UK Health Security Agency (UKHSA) regarding absence periods related to specific illnesses. This gives information about the length of time children should remain home once symptoms are clearing. Should your child be ill with a 'named' illness and you would like to know when they may return to school, please do ring the school and we shall be able to tell you. This will be very helpful, as often children are able to return to school sooner than you may think, provided they are well in themselves, as the infectious periods of illnesses vary greatly.

If children have vomiting and/or diarrhoea, they must stay home from school for 48 hours after the last episode. This is to ensure children are free from infection and are well enough to attend school. We frequently have children who have been sick at school one day and sent home, returned the next day, only to be sent home again: there is then a risk that other children or staff will become infected.

We need to make sure that we avoid any 'epidemics' if we possibly can, so this rule is strictly enforced.

I need to take my child to the dentist/doctor. What do I do about them coming to school?

Most routine appointments can be made outside of school hours. Sometimes you need to see a doctor more urgently, so be guided by what they say as to whether your child comes to school afterwards. However, in the majority of routine cases we would expect to see them back at school afterwards. If your child is absent due to attending a medical or dental appointment, please let us know in writing.

What does 'unauthorised absence' mean?

Unauthorised absence is when a pupil is absent from school when they should have been in school, or school have not been given a reason for the absence.

Only the Headteacher can authorise absence. To do this, they will need to know that the reason the child was away is actually a legitimate reason not to come to school. Illness, for example, or attending family funeral, are legitimate reasons for a child to be absent, and are authorised absences.

Having time off without legitimate reason is unauthorised absence. *For example; buying new shoes, being fitted for a bridesmaid dress, staying home because a brother or sister is ill, attending birthday parties, or having to help with a baby, are examples of absences that are not legitimate.*

Sometimes parents do not inform us of the reason for their child's absence. Without a reason given, the Headteacher cannot authorise absence, so this remains unauthorised. If we do not receive a phone call or a letter, we always follow this up with a phone call asking why a child was absent, in case you have just forgotten to let us know the reason. If there is no reply, the school would try to contact others on the child's contact list – if there is no genuine reason provided, or no reply, then this absence remains as unauthorised. If the school had not been able to contact anyone and there were concerns then safeguarding procedures would be applied that could result in a welfare check being carried out.

Obviously, children who wilfully truant have their absence recorded as unauthorised.

What happens if my child has several unauthorised absences?

Regular unauthorised absences or cases of persistent lateness are brought to the attention of the school Attendance Team and, if necessary, the Education Welfare Officer, who may contact you to discuss the reasons for these absences and explore any help that could be given to ensure your child attends school regularly. The Education Welfare Officer may contact you by letter or appointment to discuss your child's attendance. (Please see Appendix 1 Attendance Flow Chart)

In the first instance, the School Attendance Team (made up of Family Support Worker, SENDCo and Headteacher – who are also DSL trained) will provide early help for families who may need support with attendance. (Please see Appendix 4 for Attendance Early Help Plan)

Continued and persistent unauthorised absence could lead to a Penalty Warning Notice being sent. You may be asked to attend a meeting at school with the Headteacher, Education Welfare Officer and a Governor, for you to explain the reasons for your child's continued unauthorised absences or persistent lateness, and to discuss the impact this has had on your child's education. This is a formal meeting, which is minuted. These minutes are sent to the Principal Education Welfare Officer, who decides whether to pass them to the Legal Department. It is the Legal Department's decision whether to issue a financial penalty for unlawful absence from school.

Requests for leave of absence

What do I do if I think I have a genuine reason for having a leave of absence?

Firstly, bear in mind that the reason which may seem good to you may not fall within those determined by the Regulations. There is no automatic right to or entitlement for leave of absence for your child for a family holiday.

The **Education (Pupil Registration) (England) Regulations 2006** previously allowed Headteachers to grant leave of absence for the purpose of a family holiday during term time in "special circumstances" of up to ten school days leave per year. The Education (Pupil Registration) (England) (Amendment) Regulations 2013 which comes into effect on 1st September 2013 removes references to family holiday and extended leave as well as the statutory threshold of ten school days. The amendments make clear that Headteachers will not grant any leave of absence during term time unless there are **exceptional circumstances**. Headteachers should determine the number of school days a child can be away from school if the leave is granted. You can find the list of example 'exceptional circumstances' in Appendix 3.

If you believe you do have a genuine reason, then upon request the School Office will issue a 'Request for Leave of Absence Form' for the parent to complete and bring back to school. The Headteacher will consider the circumstances and sign the form either authorised or unauthorised, stating reasons for this decision. Parents will be informed by email of this decision. (Please see Appendix 2 Leave of Absence Form)

Who authorises leave of absence?

Leave of absence may only be authorised by the Headteacher, with reference to West Berkshire regulations, which have been adopted in full by the Governors of Long Lane Primary School.

These regulations are that:

- The cost of holidays, or a family's financial situation, is not a consideration when authorising leave of absence. This includes leave of absence paid for by other family members such as Grandparents. Parents are expected to ensure other family members are aware of these regulations.
- Working parents must ensure they book their leave well in advance to ensure they can take a break outside of term time. Please be aware that, if the reason given for requesting term time absence is related to work circumstances, this information may be checked by West Berkshire. This is to ensure that employers take into account the needs of parents when allocating annual leave. Parents are expected to ensure that other family members are aware of the term dates if they are likely to be booking a family holiday.
- Parents who are self employed must also ensure they organise family holidays outside of term time. The regulations apply equally to all parents.

(Some special circumstances will be taken into account)

What will happen if leave of absence is not authorised?

The Headteacher will return your form within a week, with the section at the end relating to authorisation completed and signed.

What if we take leave of absence anyway?

Should you choose to take your children out of school in term time, and this is not authorised, you may have to pay a fine to West Berkshire Council of £60 per child (or £120 if not paid within 21 days – non-payment after 28 days may lead to you being taken to court and could lead to a criminal record for non-payment of fines).

If the absence is not authorised, a letter will follow, giving contact details of our Education Welfare Officer, together with West Berkshire's Penalty Warning Notice.

Please note it is the Headteacher who gives authorisation for absence, not the Education Welfare Officer

Where can I find out more about the West Berkshire Council Code of Conduct -for Issuing Penalty Notices?

This is the guidance that schools must follow, before a Penalty Notice may be issued to the parents of a child who attends a West Berkshire School. A copy of this can be found on www.westberks.gov.uk

When can penalty notices be issued?

A penalty notice can be given when a pupil has missed 20 half day sessions from school within a 10 school week period and these absences are unauthorised.

Or

When a pupil has missed 10 or more half days of unauthorised leave of absence sessions in a 10 school week period. (i.e. 5 school days).

This is applicable where the parent has taken the child out of school for a planned leave of absence but this has not been authorised by the school. The unauthorised sessions of absence may or may not be on a consecutive basis.

Or

When a pupil is found present in a public place during school hours during the first 5 days of their exclusion from school, without reasonable justification

(If deemed appropriate, a fixed penalty notice may not be issued and could go straight to prosecution).

What happens to my child's attendance records when they change schools?

Attendance records, along with information about any Penalty Warning Notices etc form part of your child's formal records. These are passed on to secondary school, or to another primary school should your child change schools before the end of their primary education.

All schools are expected to follow the same regulations with regard to their policy for attendance.

Lateness

The school day begins with registration at 8:55 am. A bell rings at this time, and external doors are closed. Children who arrive after 9:00am are late and must come into school through the Main Entrance into Reception. They must sign in and get their register mark. If parents are with them, they must provide a reason for lateness. If the child is not accompanied or dropped off, parents will be informed of their child's lateness by phone and asked to provide a reason.

Continued lateness will result in a letter or communication from school as a reminder to parents that punctuality is an important part of school and adult life. If lateness persists this may lead to the Education Welfare Officer contacting you to discuss the reasons for this.

Children who arrive after 9:25am are considered absent, and this will be recorded in the register as unauthorised which could also lead to a fixed penalty fine.