SCHOOL LOGO

Attendance and Punctuality Policy

Document Control:

Document Author:	Daniel Halls		
Approval Body:	SET Trustees	**Date:**	
Version Number:	4		
Version Issue Date:	23/06/2026	**Effective Date:**	01/09/ 2026
Review Frequency:	Biannually or in line with statutory updates		
Method of Dissemination:	Electronic publication to membership		
For Use By:	Membership and all staff where applicable		

Version History:

Version	Date	Author	Reason
V1	September 2022	Daniel Halls	Creation
V2	August 2023	Daniel Halls	Review and update
V3		Michelle Atkinson	Review and update to reflect changes to statutory guidance 'Working Together To Improve School Attendance' 2024
V4	June 2026	Michelle Atkinson	Review and update

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PURPOSE AND AIMS

For the purposes of this policy, all references to "our school" should be understood to mean **Beccles High School.** This terminology is used throughout the document for consistency and applies to the whole school community, including pupils, staff, trustees, volunteers, visitors, and parents/carers.

We believe that good attendance and punctuality is vital for a good education and high standards of attainment. It also prepares pupils for their future lives. We expect children to follow our school values as we believe this directly links to attendance.

We recognise that this can only be achieved by promoting and encouraging regular attendance through our school's vision, values, ethos, and policies. We achieve this by supporting pupils, parents, and carers to reducing barriers to school attendance. All pupils are expected to attend school every day that the school is open except in a small number of allowable circumstances such as being too ill to attend or being given permission for an absence in advance from the school.

Attendance	Description	Approx. days (sessions) lost per year	Approx. weeks lost school per year
100%	Perfect	0	0
96%	Good	7.5 (15 sessions)	1 week
95%	Nearly there	9.5 (19 sessions)	1–2 weeks
94%	Need to improve	12.5 (25 sessions)	2-3 weeks
90%	Persistent Absence – very concerning	19.5 (39 sessions)	3-4 weeks
50% or more	Severely absent - very concerning	95+ days (190+ sessions)	19 or more weeks

Regular school attendance is a major factor in ensuring that pupils are safe, achieve well and develop socially and emotionally. By regularly attending school, it prepares pupils for their future, whether that be further education or employment. High achievement depends on good attendance.

We recognise that ***'Attendance is everybody's responsibility'.*** This means that all pupils, staff (teaching and non-teaching), parents/carers and Trustees have a role to play in promoting and achieving regular school attendance.

LEGAL REQUIREMENTS

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Education Act 1996;
- Equality Act 2010;
- The Education (Pupil Registration) (England) Regulations 2006 (as amended);

- Working together to improve school attendance (updated 2026);
- Children missing education'; and
- Keeping children safe in education.

The law entitles all children of compulsory school age to an efficient, full-time education which is suitable to their age, aptitude, and any special educational need they may have. There is a legal requirement placed on all parents to make sure their child received that education either by attendance at a school or by education otherwise than a school.

Where a parent has decided to register their child at school, there are additional legal duties placed on them to ensure that their child attends regularly. This means their child must attend every day that the school is open, except in a small number of allowable circumstances such as being too ill to attend or being given permission for an absence in advance from the school.

School starting age:

A child must start full-time education once they reach compulsory school age. This is on 31 December, 31 March or 31 August following their fifth birthday - whichever comes first. If your child's fifth birthday is on one of those dates then they reach compulsory school age on that date.

For example, if your child reaches compulsory school age on 31 March, they must start full-time education at the beginning of the next term (summer term that year).

Legal age to leave school:

A child can leave school on the last Friday in June if they will be 16 by the end of the summer holidays.

They must then do one of the following until they are 18:

- stay in full-time education, for example at a college;
- start an apprenticeship; or
- spend 20 hours or more a week working or volunteering, while in part-time education or training.

ROLES AND RESPONSIBILITIES

Sapientia Education Trust Trustees

The Trustees of Sapientia Education Trust ensure that attendance remains a constant focus across all of the schools within the multi-academy trust.

They achieve this by

- Ensuring that the education committee receives and scrutinise attendance data;
- Recognising the importance of school attendance and actively promotes it through their ethos and policies;
- Ensuring that the trust and each school meets their statutory responsibilities in relation to attendance;
- Review the attendance data for each school and across the trust. This will involve meeting to discuss the data, providing support and challenge as required. Ensure we continue to have high aspirations for all pupils;
- Ensure staff have received adequate training on attendance; and
- Sharing best practice between schools within the Trust.

School

Role	Name	Contact details
Headteacher	C Barns	c.barns@beccleshighschool.org
Senior Leader for Attendance	C Goode	c.goode@beccleshighschool.org
Designated Safeguarding Lead	C Goode	c.goode@beccleshighschool.org
Director of Safeguarding and Attendance	Michelle Atkinson	m.atkinson@setrust.co.uk
Trustee for Attendance	Roger Margand	clerk@setrust.co.uk

All staff recognise that ***'Attendance is everybody's responsibility'.*** They understand the key role they have in the safeguarding of pupils and in supporting and promoting excellent school attendance.

This will be achieved through training and enforcement of related policies and procedures. All staff will work to provide an environment in which all our pupils are eager to learn, feel valued members of the school community, are able to thrive and look forward to coming to school every day.

Staff also have a responsibility to set a good example in matters relating to their own attendance and punctuality.

The Headteacher is responsible for nominating a senior leader to strategically lead attendance across the school, ensuring that they have the appropriate skills, training, and time to fulfil the role.

They will maintain oversight of attendance on at least a ½ termly basis, providing support and challenge where required. The Headteacher is the only person in the school who can authorise absence in exceptional circumstances.

The Senior Leader for Attendance is delegated to take the strategic lead on attendance with responsibility for overseeing, directing, and coordinating the school's strategy for promoting a culture of regular and reducing the barriers to attending school for identified pupils.

They will ensure that the school:

- Actively promotes the importance and value of good attendance to pupils and their parents/carers;
- Forms positive relationships with pupils and parents/carers;
- Ensures that there is a whole school approach which reinforces good school attendance, with good teaching and learning experiences that encourage all pupils to attend and to achieve;
- Applies the attendance policy consistently throughout the school;
- Ensures that all staff are aware of the Attendance Policy, adequately trained to address attendance issues and aware of school's current attendance headlines;
- Analyses attendance data periodically throughout the year to identify patterns and trends. Using this data to identify and support pupils and specific cohorts whose attendance is of concern; and
- Reports on attendance to the Senior Leadership Team, SET Central Team and Trustees.

The Attendance Officer will:

- Monitor and analyse pupil attendance data, including the completion of registers daily to ensure they are completed correctly;
- Implement the identified strategies for promoting excellent whole school attendance;
- Implement the identified strategies for tackling unsatisfactory attendance;
- Manage individual pupil casework files;
- Coordinate individual action plans for pupils whose attendance is causing concern;
- Ensure first day calling procedures are adhered to if a child is absent from school without contact from parents;
- Take an active lead in delivering whole school initiatives such as awards assemblies and reward schemes;
- Make referrals to appropriate external agencies; and
- Inform the Local Authority of any pupil who is to be deleted from the admissions and attendance register.

All staff will:

- Actively promote the importance and value of school attendance to pupils and their parents/carers;
- Form positive relationships with pupils and parents/carers;
- Share concerns regarding pupil attendance with the Attendance Leader;
- Contribute to a whole school approach which reinforces good school attendance; with good teaching and learning experiences that encourage all pupils to attend and to achieve;
- Ensure that registers are recorded accurately and in a timely manner;
- Provide support to pupils and their parents/carers to improve a pupils attendance; and
- Work with other agencies to improve attendance and support pupils and their families.

Parents / carers

For the purpose of this policy a parent[1] means:

- all natural parents, whether they are married or not;
- any person who has parental responsibility for a child or young person; and
- any person who has care of a child or young person (i.e., lives with and looks after the child).

Parents have additional legal duties placed on them to ensure that their child attends school regularly. This means that any absences should only be a small number of allowable circumstances such as being too ill to attend or being given permission for an absence in advance from the school.

To support this, parents are expected to:

- Ensure their children attend the school every day that the school is open and arrive on time;
- Ensure that their child returns to school as soon as possible after a period of illness;
- Support their children's attendance by keeping requests for absence to a minimum and only in exceptional circumstances;
- Not expect the school to automatically agree any requests for absence, and not condone unjustified absence from school;
- Liaise with the school when they identify barriers to their child's attendance;
- Work with the school (and other agencies) to reduce all identified barriers to non-attendance;
- Notify the school by **[TIME]** on the first day of absence and on each subsequent day of absence, unless medical evidence is provided which defines the necessary length of absence; and
- Provide the school with a minimum of 2 emergency contact numbers and ensure that they are kept up to date with any changes.

Pupils

Pupils are expected to attend school regularly and on time, each day that the school is open. They should register at the appropriate times and attend all scheduled lessons each day.

If pupils become aware of any barriers to them attending school regularly, these should be shared with a member of staff or their parents/carers so that appropriate support can be identified and put in place.

Sapientia Education Trust Central Team

The Sapientia Education Trust Central Team will:

- Routinely meet with school leaders to review their attendance data;
- Providing support and challenge as require;
- Review and audit the school's attendance procedures; and

[1] https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1073616/Working_together_to_improve_school_attendance.pdf

- Provide the opportunity to share best practice between schools through termly meetings.

The Sapientia Education Trust Safeguarding team has the right to access individual pupil information for the purpose of quality assurance, support, guidance, and direction.

PROMOTING SCHOOL ATTENDANCE

We believe in developing good patterns of attendance and set high expectations for attendance and punctuality for all our pupils from the outset. It is a central part of our school's vision, values, ethos, and day to day life. We recognise the connections between attendance, attainment, safeguarding and wellbeing.

To help promote regular attendance to all stakeholders we will:

- Give parents/carers details on attendance in our newsletters;
- Celebrate excellent attendance by displaying and reporting individual and class achievements;
- Reward good or improving attendance;
- Report to parents/carers regularly on their child's attendance;
- Contact parents/carers should their child's attendance fall below the school's target for attendance; and
- Assembly rewards for whole class attendance achievements.
- Half termly certificates for excellent attendance to individual children.

DAY TO DAY PROCEDURE.

Registers

Registers are recorded and maintained on our MIS (Management Information System). Schools are required to take the attendance register at the start of each morning session of each school day and once during each afternoon session.

On each occasion they must record whether every pupil is present, attending an approved educational activity, absent, or unable to attend due to exceptional circumstances. This system ensures that no children are missed, and that pupil information can be shared quickly and securely. Registers are the only way of recording pupil attendance and must be completed accurately. This is the responsibility of whichever member of staff has been directed to take the register for that session.

AM registration

Beccles High School will be open to all pupils from 8:40 and the morning the registers will be taken at **8:45;** pupils who arrive after this time will need to report to reception and sign in as late (L code). The registers will close 30 minutes after the session start time at **9:15** across the school, anyone who arrives after this time will be marked as unauthorised (U code). We will conform to the time on the clock in the school office to meet the times listed above.

PM registration

Afternoon registration will be taken at **13:20.** Pupils who arrive after this time will need to report to reception and sign in as late (L code). The registers will close 30 minutes after the session start time at **13:50** across the school, anyone who arrives after this time will be marked as unauthorised (U code).
The school day finishes at **15:00**.

Our registration times ensure that we meet the governments requirements that schools offer a minimum of a 32.5hr week.

Unplanned Absence

Parents will be required to contact the school before **8:40** on the first day of their child's absence – they will be expected to provide an explanation for the absence and an estimation of how long the absence will last, e.g. one school day. Where a pupil is absent, and their parent has not contacted the school by the close of the morning register to report the absence, the attendance officer will contact the parent by telephone call/text/email as soon as is practicable on each day that they do not attend school.

We will mark absence due to illness as authorised unless the school has a genuine concern about the authenticity of the illness. If the authenticity of the illness is in doubt, the school may ask the pupil's parent/carer to provide medical evidence, such as a doctor's note, prescription, appointment card or another appropriate form of evidence. We will not ask for medical evidence unnecessarily. If the school is not satisfied with the authenticity of the illness, the absence will be recorded as unauthorised and parents/carers will be notified of this.

Planned Absence
Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent/carer notifies the school office, teacher, attendance officer or Head Teacher in advance of the appointment and provides medical evidence where possible.

However, we encourage parents/carers to make medical and dental appointments outside 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/carer must also apply for other types of term-time absence as far in advance as possible of the requested absence.

Home Visits

Where there are concerns about a pupil's attendance, safety or wellbeing, the Lead Designated Safeguarding Lead will be informed and the school may undertake a home visit as part of its safeguarding duty. Home visits are a supportive and proactive measure to establish contact with families, ensure the pupil is safe, and identify any barriers that may impact on a child's return to school.

In line with the school's attendance procedures, a home visit will normally be considered where there has been no contact from the family by the third day of absence, or following a continuous absence of five days. However, visits may take place sooner where this is deemed necessary based on the level of concern. Appropriate next steps may include liaising with Children's Services, requesting a safe and well check from the police or liaising with other key professionals.

This approach is in line with *Keeping Children Safe in Education (KCSIE)* and ensures early intervention where there are potential risks to a child's welfare. All visits will be conducted in accordance with the school's safeguarding procedures and appropriately recorded.

Approval for Term-time Absence

Leaves of absence during term time will only be granted in exceptional circumstances and can only be authorised by the Headteacher. We will consider each application on an individual basis considering the specific facts and circumstances and relevant background context behind the request. Leave of absence request must be submitted to the Headteacher using the 'leave of absence request form' and submit any relative supporting evidence. All requests must be submitted in advance of the absence. The school reserve the right to not consider all other methods of request.

If term-time leave is not granted, taking a pupil out of school will be recorded as an unauthorised absence and may result in sanctions, such as a penalty notice. The school cannot grant leaves of absence retrospectively; therefore, any absences that were not approved by the school in advance will be marked as unauthorised.

We will not consider applications for leave during term time and in particular:

- At any time in September. This is very important as any child will need to settle into their new class at the start of the academic year as quickly as possible;
- During assessment and test periods in the school's calendar affecting your child; or
- When a pupil's attendance record already includes any level of unauthorised absence, or they have already been granted authorised leave within that academic year.

Term-time Absence for Holidays

Any request for leave of absence due to holidays in term time will not be authorised. The DfE does not consider a need or desire for a holiday or other absence for leisure and recreational circumstances, and therefore there is no entitlement in law to time off in term time. Young people who are absent from school fall behind in their learning. They miss out on school events. Many find it difficult to catch up.

In the case of unauthorised leave of absence, incurring 10 or more unauthorised sessions (5 days) within 10 school weeks, consideration will be given if a referral should be made to the Local Authority for a fixed penalty notice to be issued or prosecution where repeated penalty notices have been issued. Where the threshold has not been met in the case of persistent avoidance, for example, repeated

absence for birthdays or other family events, the school will have discretion to refer the case to the Local Authority. If in an individual case, the Local Authority believes a penalty notice would be appropriate, they retain the discretion to issue one before the threshold is met.

Legal intervention

The school will allow sufficient time for attendance interventions and engagement strategies to remove the barriers and improve a pupils' attendance; however, where engagement strategies to improve attendance have not had the desired effect, the school will consider the following next steps:

- Holding a formal meeting with parents and the school's point of contact in the School Attendance Support Team.
- Working with the Local Authority to put an attendance contract or an education supervision order in place.
- Issuing a Notice to Improve. This is a final opportunity for parents to engage in support and improve attendance before a penalty notice is issued. If the national threshold has been met and support is appropriate but offers of support have not been engaged with by the parent or have not worked, a Notice to Improve may be sent to give parents a final chance to engage in support.
- Engaging children's social care where there are safeguarding concerns, in line with our safeguarding policy.

Where the above measures are not effective, the headteacher will consider issuing a fixed penalty notice in line with the Norfolk code of conduct.

NATIONAL FRAMEWORK FOR PENALTY NOTICES

Penalty notices are issued to parents as an alternative to prosecution where they have failed to ensure that their child of compulsory school age regularly attends the school where they are registered or, in certain cases, at a place where alternative provision is provided.

In line with changes to national statutory guidance, Working Together to Improve School Attendance (2024), the school will consider whether a penalty notice is appropriate in each individual case where a pupil reaches the national threshold for considering a penalty notice.
The threshold for a penalty notice to be considered is 10 sessions of unauthorised absence in a rolling period of 10 school weeks. A school week means any week in which there is at least one school session. This can be met with any combination of unauthorised absence (e.g. 4 sessions of holiday taken in term time plus 6 sessions of arriving late after the registration closes all within 10 weeks). These sessions can be consecutive (e.g. 10 sessions of holiday in one week) or not (e.g. 6 sessions of unauthorised taken in 1 week and 1 per week for the next 4 weeks). The period of 10 school weeks can also span different terms or school years (e.g. 2 sessions of unauthorised absence in the Summer Term and a further 8 in the Autumn Term).

When the threshold has been met the school will consider the most appropriate course of action in each individual case.

Two penalty notice limit and escalation in cases of repeat offences
A penalty notice is an out of court settlement which is intended to change behaviour without the need for criminal prosecution. If repeated penalty notices are being issued and they are not working to change behaviour they are unlikely to be most appropriate tool. Therefore, from autumn term 2024, only 2 penalty notices can be issued to the same parent in respect of the same child within a 3 year rolling period and any second notice within that period is charged at a higher rate:
• 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.
• 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. In a case where the national threshold is met for a third time (or subsequent times) within those 3 years, alternative action should be taken instead. This will often include considering prosecution, but may include other tools such as one of the other attendance legal interventions.

Where a pupil's attendance still does not improve following support from the school, partner agencies and a fixed penalty notice, the school will work with the Local Authority to take forward attendance prosecution as a last resort.

Lateness

Pupils are expected to arrive at school and register at each session on time.
Good timekeeping is a vital life skill which will help pupils as they progress through their school life and out into the wider world.
If a pupil misses the start of the day/lesson, they can feel unsettled and embarrassed, miss vital work and important messages from their class teacher. Lateness is also a pre-indicator to future absenteeism.

We monitor lateness as part of our routine monitoring of attendance. Using this data to provide support to parents/carers and pupils where it is identified that a pupil is routinely arriving late. Parents/carers will be routinely informed of the number of occasions that their child has arrived late to school.

Truancy

Truancy occurs when a pupil goes missing from school having previously registered for the session. This behaviour not only means the pupil will not be receiving a full-time education, it also potentially renders them vulnerable to harm and could be an indicator that they are being abused. If it is established that a pupil is not where they are supposed to be a search of the site will be conducted to establish their whereabouts, however, if it is established that a pupil appears to have left the premises without authorisation, the school will attempt to try to contact their parents/carers (and emergency contacts where appropriate) immediately to inform them. Failing this the police will be contacted and informed. Any child who leaves the school without authorisation will be dealt with according to the school's safeguarding and behaviour policies.

REDUCED TIMETABLES

All schools have a statutory duty to provide full-time education for all pupils and we are committed to every child's right to a suitable, full-time education offer. In very exceptional circumstances, we may decide to implement a reduced timetable to meet an individual pupil's needs and only where it is safe to do so. We will not use a reduced timetable to manage a pupil's behaviour.

A reduced timetable will not be treated as a long-term solution and will have a time limit by which point the pupil is expected to attend full-time or be provided with alternative provision. We will never put a reduced timetable in place without written agreement from parent/carer. A reduced timetable will be used as part of a comprehensive package of support for the pupil. The arrangements will be reviewed regularly in partnership with the child, parent and any other relevant professionals working with the family.

REQUESTS FOR FLEXI-SCHOOLING

Flexi-schooling is when a parent/carer decides to educate a child through a pattern of provision partly at school and partly at home or elsewhere (not at another registered school). While the school would not normally agree to a pupil being flexi-schooled, it acknowledges that there may be circumstances where parents/carers would wish to make this request. If parents/carers wish to make a flexi-schooling request, they must submit their request in writing (physically or electronic) to the Headteacher, who will decide in collaboration with the Trust whether to agree or decline the request. The decision made by the Trust is final.

ATTENDANCE SUPPORT AND INTERVENTION

Our approach to intervention is graduated and supportive, with strategies designed to improve a pupil's attendance through early engagement and partnership with families. In the first instance, parents and carers are encouraged to discuss any concerns regarding their child's attendance with the class teacher. The class teacher will provide initial advice, guidance, and support to help address any emerging issues.

Where the school identifies that a child has an emerging a pattern of non-attendance, we will discuss the reasons for absence with the pupil and their parent/carer. We will invite parents to attend school-led Attendance Support Plan meetings as an appropriate early intervention strategy. As part of this support, we may seek consent from parents and the pupil (as appropriate) to make a referral to the appropriate agency and/or to liaise with the child's healthcare professional.

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 and will have a significant impact on a pupils education achievement and their social and emotional wellbeing.

Where a pupil who is persistently or severally absent from school is identified at being at risk of harm or abuse, the school will follow our safeguarding policy.

We monitor all absence and the reasons given thoroughly, regardless of if it has been authorised or unauthorised. Parents / carers will be informed regularly of their child's attendance and will be offered support where there is a decline in attendance.

Parents/carers cannot authorise absences and should be aware that while calling the school or providing a note for an absence complies with safeguarding procedures, it does not automatically mean an absence will be authorised.

Where a pupil has a verified and chronic health condition, we will work with parents to ensure children have access to education and provide appropriate support in line with Supporting pupils with medical conditions at school.

Universal offer to promoting attendance

- Weekly session in form time / circle time to focus on the importance of attendance
- Individual rewards and class/form rewards
- Termly reports to parents / carers of their attendance figure
- On the agenda at pastoral team meetings
- Attendance data shared weekly with the Trust / Local Authority and Department for Education
- Regular pupil voice
- Regularly raising awareness with parents / carers about the importance of attendance

Routine monitoring of attendance

School will monitor by:

- Sharing attendance data with the headteacher on a daily basis
- Reviewing weekly on SLT agenda, and highlight in staff briefings
- Weekly reviewing of data by attendance officer/pastoral leads
- Contacting home on day 3 of absence (consecutive, or non-consecutive days)

MONITORING AND ANALYSING DATA

The Senior Leader for Attendance will monitor the data collated through the school's registers on a weekly basis. This will ensure that we are able to identify and provide support to pupils or cohorts whose attendance is starting to decline.

The Headteacher will also monitor attendance data on a half-termly, termly and a year basis to identify any patterns and trends which may start to develop. This allows

us as a school to develop individualised strategies and interventions to improve school attendance.

The attendance data for individual pupils or cohorts and groups of pupils is regularly monitored to allow the school to identify any trends and patterns of non-attendance.

We will routinely monitor the following cohorts and groups of pupils:

- Whole school;
- Individual Year groups;
- Boys / girls;
- Those with a Special Education Need or Disability;
- Those who are entitled to Pupil Premium;
- English as an additional language;
- Those who are Looked After;
- Those with a Social Worker;
- Those who are persistently and severely absent;

In addition to these, other cohorts and groups of pupils will be monitored.

Attendance data is routinely benchmarked against available local, regional, and national data.

The data we produce is routinely shared with pupils, parents, the staff team, the Senior Leadership Team, Sapientia Central Team and Sapientia Trustees and the Local Authority.

DELETION FROM THE REGISTER

At our school we will only delete pupils from our school roll in line with the Pupil Registration Regulations.

In most circumstances, we will know in advance about pupils leaving our school; this will be planned and discussed with the parents/carers in advance of the pupil leaving. We will always work with the parents/carers to gain information about the pupil's next school and address before the pupil leaves to reduce the risk of pupils becoming a child missing education. Parents / carers will be invited to meet with a member of the Senior Leader Team to discuss the reasons for leaving the school. A record of this meeting will be made and retained.

We follow **SUFFOLK** County Council's Child Missing Education procedures and will inform the Children Missing Education Team of all removals from our school roll no later than the date the child is removed in line with statutory responsibilities.

If a child is removed from roll to home educate, we are only able to de-register the child if we receive, in writing, from those with parental responsibility, the intention to educate their child other than at school. The pupil will be de-registered on receipt of such a letter and **SUFFOLK** County Council will be informed of the removal from roll as outlined above.

Appendix 1 – Request for leave form

Request for leave form.

Please note: You may be asked to supply further supporting documents.

Child's Full Name:	Date of Birth:	YR group:

Parent/Carer Details (please list all parents)			
First Name:		Surname:	
Date of Birth:		Relationship to the child:	
Address and postcode:			
Telephone number:			
First Name:		Surname:	
Date of Birth:		Relationship to the child:	
Address and postcode:			
Telephone number:			

Siblings: Please provide the name of any siblings and the school that they attend – if different.

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

Details of the absence			
Date of First day of absence:		Date of last day of absence:	
Total Number of days absent:		Expected date of return to school:	
Please provide the reason for this request including supporting evidence:			

Contact details whilst absent from school	
Address whilst away:	
Telephone number whilst away:	

Please include any other requests for leave or leave taken this academic year.	
Date of leave	**Days taken**

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

I would like to request the above absence. I understand that the school strongly advises against taking unnecessary absence during term time and accept that this may have a detrimental impact on my child/ren's progress. I understand that on the first occasion a penalty notice may be issued if this request is denied and my child is absent during this period. I understand that a fine will be payable per child, per parent of £160 if paid within 28 days but reduced to £80 per child, per parent if paid within 21 days.
I understand that a second penalty notice issued for the same child/ren is payable per child, per adult, at a flat rate of £160 if paid within 28 days.
I understand that a third penalty notice cannot be issued for the same child/ren within 3 years of the date of issue of the first, and that other legal interventions may be instigated.

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

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

Appendix 2 - Attendance Codes

Present Codes	
/ \	present during registration
B	educated off site and for taster days and do not fit K, V, P or W codes
K	attending provision arranged by the local authority under Section 19 of the EA 1996
L	arrived after the register has started but before it has closed
P	participation in a sporting activity with prior agreement from school
V	educational visit or trip supervised by a member of the school staff
W	attending work experience under arrangements by the school or local authority
Absent Codes	
Authorised Absences	
C	absence due to exceptional circumstances, agreed by the headteacher
C1	in a regulated performance/undertaking regulated employment abroad
C2	absent due to part-time timetable, agreed by the headteacher and parent(s)/carer(s)
D	dual registered
E	suspended or permanently excluded, and no alternative provision made
I	illness (both physical and mental health related; not medical or dental appointments)
J1	job/school/college interview
M	medical or dental appointment
Q	unable to attend because of a lack of access arrangements
R	religious observance (only 1 day allowed; any more coded as C if agreed)
S	study leave
T	parent travelling for occupational purposes
X	non-compulsory school age pupil not required to attend school
Y1	unable to attend due to transport provided not being available
Y2	unable to attend due to widespread transport disruption
Y3	unable to attend due to part of the school premises being unexpectedly closed
Y4	unable to attend due to unexpected whole school closure
Y5	unable to attend as pupil is in criminal justice detention
Y6	unable to attend in accordance with public health guidance or law
Y7	unable to attend due to other avoidable cause (must affect the pupil NOT the parent)
Unauthorised Absences	
G	holiday or absence for leisure-related purposes (not agreed by the headteacher)
N	reason for absence not yet established (must be corrected within 5 days)
O	absent in other or unknown circumstances
U	late after register has closed
Administrative Codes	
Z	prospective pupil not yet on register
#	planned whole school closure (e.g., holidays, Insets and polling station days)