

# Whitecote Primary School



## Attendance Policy

Agreed: January 2025

Review: January 2027

# Whitecote Primary School

## ATTENDANCE POLICY

### 1. Aims

Whitecote Primary School seeks to assist parents in discharging their legal responsibility to ensure that each child receives full time education, because we believe that for children to achieve their full educational potential regular, punctual, school attendance is essential.

We are committed to meeting our obligation with regards to school attendance through our whole-school culture and ethos that values good attendance, including:

- Promoting good attendance
- Reducing absence, including persistent and severe absence
- Ensuring every pupil has access to the full-time education to which they are entitled
- Acting early to address patterns of absence
- Building strong relationships with families to ensure pupils have the support in place to attend school

We will also promote and support punctuality in attending lessons.

### 2. Legislation and guidance

This policy meets the requirements of the [working together to improve school attendance](#) from the Department for Education (DfE), and refers to the DfE's statutory guidance on [school attendance parental responsibility measures](#). These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

- Part 6 of [The Education Act 1996](#)
- Part 3 of [The Education Act 2002](#)
- Part 7 of [The Education and Inspections Act 2006](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006 \(and 2010, 2011, 2013, 2016 amendments\)](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)

This policy also refers to the DfE's guidance on the school census, which explains the persistent absence threshold.

#### The Law

Parents/carers are responsible for making sure that children and young people of compulsory school age (the term after their 5th birthday and onwards) receive a suitable full-time education and attend school regularly either by regular attendance at school or through education otherwise (elective home education where parents take full responsibility to educate their child). The Supreme Court has clarified that regular school attendance is defined as that which is 'in accordance with the rules prescribed by the school' at the setting at which they are registered, or at a place where alternative provision is provided for them.

If a child or young person of compulsory school age fails to attend school regularly those with parental responsibility may be guilty of an offence and can be prosecuted by the local authority (Under Section 444 of the 1996 Education Act, it is the responsibility of parents/carers to ensure their children attend school regularly and failure to do so may result in action being taken by the Local Authority through the Magistrates' Court).

This means that local authorities with schools have legal powers to use parenting contracts, penalty notices, parenting orders and education supervision orders to address poor school attendance. In addition to these powers, local authorities and schools can develop other practices to improve attendance.

Head teachers are not allowed to authorise any requests for children to be taken out of school for a holiday during term time as the legislation only permits absence to be granted in 'exceptional circumstances'.

The law requires that all schools must take an attendance register to record children's attendance at school and the nature of any absence.

### **Government Expectations.**

The government has clear expectations for school attendance:

*of parents/carers:*

- to perform their legal duty by ensuring their children of compulsory school age who are registered at school attend regularly;
- to ensure their children are punctual to their lessons.

*of schools and, when necessary, in partnership with the local authority:*

- ensure every pupil has access to full time education to which they are entitled;
- monitor pupils' attendance on a sessional (morning and afternoon) basis;
- act early to address patterns of absence;
- reduce absence including persistent absence;
- provide evidence to the local authority where pupils have persistent and poor attendance and when legal action is required.

## **3. Roles and responsibilities**

### **The Governing Body**

The governing board is responsible for:

- Promoting the importance of school attendance across the school's policies and ethos
- Making sure school leaders fulfil expectations and statutory duties
- Regularly reviewing and challenging attendance data
- Monitoring attendance figures for the whole school
- Making sure staff receive adequate training on attendance
- Holding the headteacher to account for the implementation of this policy

The governor with an overview of attendance is Jason Askham

### **The Headteacher**

The headteacher is responsible for:

- Implementation of this policy at the school
- Monitoring school-level absence data and reporting it to governors
- Supporting staff with monitoring the attendance of individual pupils

- Monitoring the impact of any implemented attendance strategies
- Issuing fixed-penalty notices, where necessary

### **The Designated Senior Leader responsible for attendance**

The designated senior leader is responsible for:

- Leading attendance across the school
- Offering a clear vision for attendance improvement
- Evaluating and monitoring expectations and processes
- Having an oversight of data analysis
- Devising specific strategies to address areas of poor attendance identified through data
- Arranging calls and meetings with parents to discuss attendance issues
- Delivering targeted intervention and support to pupils and families

The designated senior leader responsible for attendance is Frances Stead and can be contacted by telephone (0113 216 4800 )or by email at [office@whitecote.co.uk](mailto:office@whitecote.co.uk).

### **The Attendance Team**

The school has 3 members of staff who make up the attendance team. They are responsible for:

- Monitoring and analysing attendance data (see section 7)
- Benchmarking attendance data to identify areas of focus for improvement
- Providing regular attendance reports to school staff and reporting concerns about attendance to the designated senior leader responsible for attendance and the headteacher
- Working with education welfare officers to tackle persistent absence
- Advising the headteacher when to issue fixed-penalty notices

The attendance team are comprised of:

Frances Stead  
Tracey Tweed  
Andrea Gillard

They can be contacted by telephone (0113 216 4800) or email at [attendance@whitecote.co.uk](mailto:attendance@whitecote.co.uk)

### **Class Teachers**

- Accurately complete registers at the beginning of each session in accordance with school procedure.
- Code absences appropriately following the absence coding guidance.
- Encourage children to attend school every day and maintain punctuality.
- After school, class teachers also call the parents/carers of pupils who have been absent to find out why they have been absent and encourage them to attend school the following day.

Each class has an attendance chart that is updated every day (morning and afternoon), so that the class can keep a visual record of the amount of absent days that accumulate over the week.

### **School Office Staff**

School office staff will:

- Take calls from parents/carers about absence on a day-to-day basis and record it on the school system
- Transfer calls from parents/carers to the Attendance Team to provide them with more detailed support on attendance

### **Parents/carers**

Parents/carers are expected to:

- Make sure their child attends school every day and on time
- Call the school to report their child's absence before 9am on the day of the absence and each subsequent day of absence, and advise when they are expected to return
- Provide the school with more than 1 emergency contact number for their child
- Ensure that, where possible, appointments for their child are made outside of the school day

Reporting an absence can be done via the Arbor app that is available for all parents/carers to download.

### **Pupils**

Pupils are expected to:

- Attend school every day on time

## **4. Recording attendance**

### **Attendance Register**

We will keep an 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 whether every pupil is:

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

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

See appendix 1 for the DfE attendance codes.

We will also record:

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

We will keep every entry on the attendance register for 3 years after the date on which the entry was made.

Pupils must arrive in school by 9:00am on each school day.

The register for the first session will be taken at 9:00am and will be kept open until 9:30am. The register for the second session will be taken at the following times.

Reception: 12:20pm

Years 1, 2 and 3: 12:35pm

Years 4, 5 and 6: 1:20pm

The staggered times are due to the staggered lunchtimes.

### **Unplanned absence**

The pupil's parent/carer must notify the school of the reason for the absence on the first day of an unplanned absence by 9:00am or as soon as practically possible by calling the attendance team (0113 216 4800, option 1) or the school office (0113 216 4800 option 2) (see also section 7).

Parents/carers can also notify school of an absence via the Arbor app.

When a child is absent with no message the attendance team will make first day contact with the family for an explanation, this will be done by text or by telephone.

If children have been absent for 3+ consecutive days, the attendance team will make a home visit as part of our Safeguarding procedures.

It is expected that staff will endeavour to establish and try to resolve (by various means) any problems which cause individual children to have frequent or long-term absences.

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 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 and parents/carers will be notified of this in advance.

If absence is below 90% and there is a cause for concern about the pupil's absence, then illnesses may not be authorised. This will be agreed at a School Attendance Panel to which the parent/carer will be invited.

### **Planned absence**

Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent/carer notifies the school in advance of the appointment.

A parent/carer can request a Leave of Absence by contacting the school and asking for a form. This must be completed and given back to school as soon as possible so that a decision can be made. The parent/carer will be informed of the outcome as soon as possible.

However, we encourage parents/carers 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/carer 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.

### **Lateness and punctuality**

Being late to school has a significant impact on the amount of learning time lost over a school year. Table 2 indicates the time lost when a child is late to school on a regular basis.

Table 1: Impact of being late for school

<b>Minutes late each day</b>	<b>Number of days of education lost over a year</b>
5 minutes	3.4 days
10 minutes	6.9 days
15 minutes	10.3 days
20 minutes	13.8 days
30 minutes	20.7 days

The school views lateness to be as significant as absence. Children arriving late for school, after the register has closed, will receive an unauthorised absence mark for the morning session. That said, lateness is treated in the same way as attendance and, when not addressed, can lead to legal intervention. If your child is continually late to school, you will be invited in to school to address the reasons. This could result in a period of monitoring, school attendance panel meeting or ultimately a fixed penalty notice been issued.

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

All pupils that arrive late must come to the main entrance. Parents/carers will need to complete a Late Arrival Form, The pupil will be taken to class immediately whilst the parent/carer completes the form, where they will be welcomed and join in their learning. If the pupil has a school dinner, then they will given a green option.

### **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/carer 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 will send a text and follow up. If this persists, we may need to contact the police to do a welfare check
- 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
- Call the parent/carer on each day that the absence continues without explanation to ensure proper safeguarding action is taken where necessary.
- If the pupil has been absent for 3+ consecutive days, the attendance team will make a home visit as part of our Safeguarding procedures.

- If absence continues, the school will consider involving external agencies to support the pupil's return to school.

### Reporting to parents/carers

The school will regularly inform parents about their child's attendance and absence levels. At the end of every half term, the school will send home a report to all families detailing the amount of days absence the pupil has had. This will be cumulative as the year progresses.

Attendance %	Response	RAG Rating
99.1 to 100	<b>Excellent.</b> This will help all aspects of a child's progress and life in school. This will give them a good start in life and support a positive work ethic	DARK GREEN
97.0 to 98.9	<b>Very Good</b>	GREEN
96.0 to 96.9	<b>Good</b>  School will be reviewing the attendance of the child. Any unauthorised absences will be discussed with the parent/carer. Improvements in attendance will be expected to achieve excellent attendance.	LIGHT GREEN
94.0 to 95.9	<b>Needs Improvement</b>  This is a concern. There is a threat, if not already happening, that absence is affecting attainment and progress at school. Parent/carers are expected to have a conversation with school staff to discuss this situation and school staff will offer early help. Permitting absence from school without good reason is an offence by the parent/carer. Only schools can authorise absence. Steps will be taken by school to manage this attendance issue.	AMBER
90.0 to 93.9	<b>Cause for Concern</b>  <b>Unacceptable.</b> Absence is causing <b>significant concern.</b> It is affecting attainment and progress and will be disrupting a child's learning. Steps will be taken by school to manage this attendance issue.	RED
Below 90%	<b>Cause for Serious Concern</b>  <b>Unacceptable.</b> Absence is likely to involve legal intervention and prosecution of the parent/carer if there is no effort by the parents/carers to work with appropriate support agencies to address this issue.	DARK RED

## 5. Authorised and unauthorised absence

### Approval for term-time absence

The headteacher will only grant a leave of absence to a pupil during term time if they consider there to be 'exceptional circumstances'. Exceptional circumstances are one-off events which are unavoidable. A leave of absence is granted at the headteacher's discretion, including the length of time the pupil is authorised to be absent for.

We define 'exceptional circumstances' as:

- death of a close relative,
- attendance at a funeral,
- significant trauma in a family,
- respite care of a looked after child,

- a housing crisis which prevents attendance.

The above list is not exhaustive.

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

Any request should be submitted as soon as it is anticipated and, where possible, at least 4 weeks before the absence, and in accordance with any leave of absence request form, accessible via the school office and added to the appendix of this policy. The headteacher may require evidence to support any request for leave of absence.

Valid reasons for **authorised absence** include:

- 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 parents belong. If necessary, the school will seek advice from the parents’ religious body to confirm whether the day is set apart
- Traveller pupils travelling for occupational purposes – this covers Roma, English and Welsh gypsies, Irish and Scottish travellers, showmen (fairground people) and circus people, bargees (occupational boat dwellers) and new travellers. Absence may be authorised only when a traveller family is known to be travelling for occupational purposes and has agreed this with the school, but it is not known whether the pupil is attending educational provision

**Unauthorised** absences are those which are not considered acceptable and permission will not be granted.

This includes:

- holidays in term time;
- days-out in term time;
- truancy or absconding during the school day;
- closure of a sibling’s school (for any reason);
- friend and family celebrations e.g. birthdays, weddings, anniversaries;
- any activity that can be undertaken out of school hours or at the weekend e.g. shopping/haircuts;
- children who arrive at school after the registers have closed;
- children being kept at home because school-age siblings are not attending school due to illness;
- children who are kept at home to care for younger children or sick relatives;
- travel and transport issues e.g. car broken down; bus missed;
- unexplained illness and health appointments;
- Children who are collected early, before the end of the school day due to parent/family appointments (including medical appointments);
- Adverse weather conditions

### **Legal sanctions**

Where parents/ carers are not fulfilling their responsibility to ensure their children receive a suitable education, the local authority has a statutory responsibility to uphold the rights of children and young people to education. Where necessary, this includes taking legal action against parents/ carers and includes:

- A Parenting Order
- An Education Supervision Order
- A School Attendance Order

- Notice to Improve
- A Fine (referred to as a 'penalty notice')
- Prosecution

The school or local authority can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age.

The decision on whether or not to issue a penalty notice will take into account:

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

In these cases, in line with local and national expectations, school will apply for a penalty notice. 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, 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 as detailed above.

## 6. Children Missing Education (CME)

- Children who are absent from education 18.1 A child who is absent as well as missing from education is a potential indicator of abuse or neglect. Where a child is reported to be missing education we will comply with our statutory duty to inform the local authority of any pupil who falls within the reporting notification requirements outlined in Children Missing Education – Statutory guidance for local authorities (DfE August 2024) and follow the Leeds Children's Services LA procedure and contact: [cme@leeds.gov.uk](mailto:cme@leeds.gov.uk). Tel: 0113 3789686.
- Children who are absent, abscond or go missing during the school day are vulnerable and at potential risk of abuse, neglect, CSE or CCE including involvement in county lines. School and college staff members must follow the 29 Leeds Children's Services Model Safeguarding and Child Protection Policy 2025-2026 school's or college's procedures for dealing with children who are absent/ go missing, particularly on repeat occasions, to help identify the risk of abuse and neglect

including sexual abuse or exploitation and to help prevent the risks of their going missing in future (see Appendix 9).

- The DfE statutory guidance on school attendance Working together to improve school attendance will be followed and school must work with local authority children's services where school absence indicates safeguarding concerns

## **7. Strategies for promoting attendance**

At Whitecote Primary we employ the following strategies to promote excellent attendance.

### *Pupils with 100% attendance*

Weekly:

- £10 voucher draw (EYFS/KS1 and KS2)
- Entry to a lucky dip prize raffle (2 winners in EYFS/KS1 and 2 winners in KS2)

Half-Term:

- 100% Challenge winners' certificate presented at special Attendance Assembly

Term:

- 100% attendance badge and 30 mins extra play

Year:

- 100% attendance trophy
- LUFC reward
- Gold 100% badge
- Take part in a school reward afternoon

### *Pupils with 97%+ attendance*

Half-Term:

- 97%+ Certificate

Term:

- 30 mins extra play

Year:

- Take part in a school reward afternoon

## **8. Attendance monitoring**

### **Monitoring attendance**

The school will:

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

Pupil-level absence data will be collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics. The school will compare attendance data to the national average, and share this with the governing board.

### **Analysing attendance**

The school will:

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

### **Using data to improve attendance**

The school will:

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

### **Reducing persistent and severe absence**

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.

The school will:

- Use attendance data to find patterns and trends of persistent and severe absence.
- Hold regular meetings with the parents of pupils who the school (and/or local authority) considers to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement at school
- Provide access to wider support services to remove the barriers to attendance
- Inform parents of poor attendance through the use of letters (Stage 1 notification), Fast Tracks, School Attendance Panels and Penalty Warning letters (see appendix 2)

## **9. Monitoring arrangements**

This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum every 2 years by the Headteacher and Governing Body. At every review, the policy will be approved by the full governing board.

## **10. 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.

### 1. If a pupil is present in school the following codes from table 1 should be used

Code	Meaning	Criteria	Statistical Value
/	Present at school AM	Must be in school at registration	Attending (Present)
\	Present at school PM	Must be in school at 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.	Attending (Present)

### 2. If a pupil is absent from school so that they can attend a place other than school for any of the following reasons the relevant code from table 2 should be used.

Code	Meaning	Criteria	Statistical Value
K	Attending education provision arranged by the LA	<ul style="list-style-type: none"> <li>The nature of the provision must also be recorded.</li> <li>Code K can only be used if the child is present at the provision.</li> </ul>	Attending an approved educational activity (present)
V	Attending an Educational visit or trip	<ul style="list-style-type: none"> <li>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.</li> <li>The visit or trip must take place during the session for which it is recorded.</li> <li>Code V can only be used if the pupil is present at the visit.</li> </ul>	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	<ul style="list-style-type: none"> <li>P code can only be used if the pupil is present at the activity The sporting activity must take place during the session for which it is recorded.</li> <li>The place is somewhere other than the school, another school where the pupil is registered, or a place where educational provision has been arranged for the pupil by a local authority under section 19(1) of the Education Act 1996 or sections 42(2) or 61(1) of the Children and Families Act 2014; the activity is of an educational nature; the school has approved the pupil's attendance at the place for the activity; and the activity is supervised by a person considered by the school to have the appropriate skills, training, experience and knowledge to ensure that the activity takes place safely and fulfils the educational purpose for which the pupil's attendance has been approved.</li> </ul>	Attending an approved educational activity (present)

<b>W</b>	Attending Work Experience	<ul style="list-style-type: none"> <li>• W code can only be used if the pupil is present at the activity Under arrangements by school or LA in session for which it is recorded</li> <li>• The place is somewhere other than the school, another school where the pupil is registered, or a place where educational provision has been arranged for the pupil by a local authority under section 19(1) of the Education Act 1996 or sections 42(2) or 61(1) of the Children and Families Act 2014; the activity is of an educational nature; the school has approved the pupil's attendance at the place for the activity; an the activity is supervised by a person considered by the school to have the appropriate skills, training, experience and knowledge to ensure that the activity takes place safely and fulfils the educational purpose for which the pupil's attendance has been approved.</li> </ul>	Attending an approved educational activity (present)
<b>B</b>	Attending any other approved Educational Activity	<ul style="list-style-type: none"> <li>• B code can only be used if the pupil is present at the activity under arrangements by school or LA in session for which it is recorded</li> <li>• The place is somewhere other than the school, another school where the pupil is registered, or a place where educational provision has been arranged for the pupil by a local authority under section 19(1) of the Education Act 1996 or sections 42(2) or 61(1) of the Children and Families Act 2014; the activity is of an educational nature; the school has approved the pupil's attendance at the place for the activity; and the activity is supervised by a person considered by the school to have the appropriate skills, training, experience and knowledge to ensure that the activity takes place safely and fulfils the educational purpose for which the pupil's attendance has been approved as set out in the DfE's guidance on 'Providing remote education'. Pupils who are absent from school and receiving remote education still need to be recorded as absent using the most appropriate absence code. Schools should keep a record of, and monitor pupil's engagement with remote education, but this is not formally tracked in the attendance register.</li> </ul>	Attending an approved educational activity (present)

<b>D</b>	Dual Registered at another school	<ul style="list-style-type: none"> <li>The school at which the pupil is scheduled to attend must record the pupil's attendance and absence with the relevant code.</li> <li>Code D may only be used by either school for a session where the pupil is scheduled to attend the other school at which they are registered.</li> <li>Schools should ensure that they have in place arrangements whereby all unexpected and unexplained absences are promptly followed up.</li> </ul>	Not a possible attendance (neither present nor absent)
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**3. If a pupil is absent with leave ( NB schools not required to follow regulation 11 in granting a leave of absence should still use the relevant code)**

Code	Meaning	Criteria	Statistical Value
<b>C1</b>	Leave of absence – performance or regulated employment abroad	<ul style="list-style-type: none"> <li>Performance licence issued by LA or body of Persons Approval issued by LA or Justice of peace has given licence for pupil to go abroad for performance or regulated purpose</li> </ul>	Authorised absence
<b>M</b>	Leave of absence for medical or dental appointment	<ul style="list-style-type: none"> <li>Agreement in advance</li> <li>Application by parent child normally lives with</li> <li>Minimum time necessary</li> <li>Where pupil is absent at registration</li> </ul>	Authorised absence
<b>J1</b>	Leave of absence for Interview	<ul style="list-style-type: none"> <li>Agreement in Advance</li> <li>Application by parent child normally lives with in session absence recorded</li> </ul>	Authorised absence
<b>S</b>	Leave of absence for Studying for public examination	<ul style="list-style-type: none"> <li>This code should be used sparingly for Y11 pupils during public exams.</li> </ul>	Authorised absence
<b>X</b>	Non-compulsory school age pupil not required to attend school	<ul style="list-style-type: none"> <li>For part time attendance</li> <li>Absence for timetabled sessions to use appropriate code and not X</li> </ul>	Not a possible attendance (neither present nor absent)
<b>C2</b>	Leave of absence – compulsory school age pupil subject to part time timetable	<ul style="list-style-type: none"> <li>Exceptional circumstances if the school and a parent who the pupil normally lives with have agreed that, exceptionally, the pupil should temporarily be educated only part- time</li> <li>Temporary (see Working Together to improve attendance).</li> </ul>	Authorised absence
<b>C</b>	Leave of absence exceptional circumstances	<ul style="list-style-type: none"> <li>Exceptional circumstances</li> <li>No blanket approach</li> <li>School discretion</li> <li>Generally, a need or desire for a holiday or other absence for the purpose of leisure and recreation would not constitute an exceptional</li> </ul>	Authorised absence

		circumstance.	
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#### 4. Pupil Absent other Authorised reasons

Code	Meaning	Criteria	Statistical Value
<b>T</b>	Parent travelling for occupational purposes.	<ul style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>To help ensure continuity of education for pupils, when their parent(s) is travelling for occupational purposes in England, it is expected that the pupil should attend a school where their parent(s) is travelling and be dual registered at that school and their main school.</li> </ul>	Authorised absence
<b>R</b>	Religious observance	<ul style="list-style-type: none"> <li>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)</li> </ul>	Authorised absence
<b>I</b>	Illness (not medical appointment)	<ul style="list-style-type: none"> <li>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.</li> </ul>	Authorised absence
<b>E</b>	Suspended or permanently excluded with no alternative provision made	<ul style="list-style-type: none"> <li>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</li> </ul>	Authorised absence

## 5. Pupil Absent – Unavoidable Cause

Code	Meaning	Criteria	Statistical Value
Q	Unable to attend school because of lack of access arrangements	<ul style="list-style-type: none"> <li>There is a lack of access arrangements for a pupil whose home is in England if— (a) a local authority have a duty to make travel arrangements in relation to the pupil under section 508B(1) of the 1996 Act(13) for the purpose of facilitating the pupil’s attendance at the school and have failed to discharge that duty; (b) a local authority have a duty to make travel arrangements in relation to the pupil because of section 508E(2)(c) of the 1996 Act(14) for the purpose of facilitating the pupil’s attendance at the school and have failed to discharge that duty; or (c) the school is an independent school that is not a qualifying school and— (i) the school is not within walking distance of the pupil’s home; (ii) no suitable arrangements have been made by a local authority for boarding accommodation for the pupil at or near the school; and (iii) no suitable arrangements have been made by a local authority for enabling the pupil to become a registered pupil at a qualifying school nearer to their home.</li> </ul>	<b>Not a possible attendance</b>
Y1	Unable to attend due to transport normally provided not been available	<ul style="list-style-type: none"> <li>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</li> </ul>	<b>Not a possible attendance</b>
Y2	Unable to attend due to widespread travel disruption	<ul style="list-style-type: none"> <li>The pupil is unable to attend the school because of widespread disruption to travel caused by a local, national, or international emergency</li> </ul>	<b>Not a possible attendance</b>
Y3	Unable to attend due to part of the school premises being closed	<ul style="list-style-type: none"> <li>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.</li> </ul>	<b>Not a possible attendance</b>
Y4	Unable to attend due to the whole school site being unexpectedly closed	<ul style="list-style-type: none"> <li>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.</li> </ul>	<b>Not a possible attendance</b>
Y5	Unable to attend as pupil is in criminal justice detention	<ul style="list-style-type: none"> <li>The pupil is unable to attend the school because 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> </li> <li>A pupil’s absence should be recorded under code Y7 (Unable to attend because of any other unavoidable cause) if they are unable to attend</li> </ul>	<b>Not a possible attendance</b>

		because they are serving a community based (i.e. non-detained) part of a sentence of detention, referral order, or youth rehabilitation order that requires them to be absent during the school day	
<b>Y6</b>	Unable to attend in accordance with public health guidance or law	<ul style="list-style-type: none"> <li>The pupil's travel to or attendance at the school would be: <ul style="list-style-type: none"> <li>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</li> <li>prohibited by any legislation relating to the incidence</li> <li>or transmission of infection or disease.</li> </ul> </li> </ul>	<b>Not a possible attendance</b>
<b>Y7</b>	Unable to attend because of any other unavoidable cause	<ul style="list-style-type: none"> <li>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.</li> <li>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))</li> </ul>	<b>Not a possible attendance</b>

## 6. Absent for unauthorised reasons

Code	Meaning	Criteria	Statistical Value
<b>G</b>	Holiday not granted by school	<ul style="list-style-type: none"> <li>The school has not granted a leave of absence and the pupil is absent for the purpose of a holiday.</li> <li>A school cannot grant a leave of absence retrospectively.</li> <li>If the parent did not apply in advance, leave of absence should not be granted.</li> </ul>	<b>Unauthorised absence</b>
<b>N</b>	Reason for absence not yet established	<ul style="list-style-type: none"> <li>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 (regulation 10(7) to (9)). Code N must not therefore be left on the pupil's attendance record indefinitely; if a reason for absence cannot be established within 5 school days, schools must amend the pupil's record to Code O</li> </ul>	<b>Unauthorised absence</b>
<b>O</b>	Absent in other or unknown circumstances	<ul style="list-style-type: none"> <li>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.</li> </ul>	<b>Unauthorised absence</b>

<b>U</b>	Arrived in school after registration closed	<ul style="list-style-type: none"> <li>• Where a pupil has arrived late after the register has closed but before the end of session.</li> <li>• 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</li> </ul>	<b>Unauthorised absence</b>
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### Administrative Codes

<b>Code</b>	<b>Meaning</b>	<b>Statistical Value</b>
<b>Z</b>	Prospective pupil not on admission register	<b>NOT COLLECTED</b>
#	Planned whole school closure	<b>NOT COLLECTED</b>

## Appendix 2: Letters to parents

### PA Letter

#### Whitecote Primary School

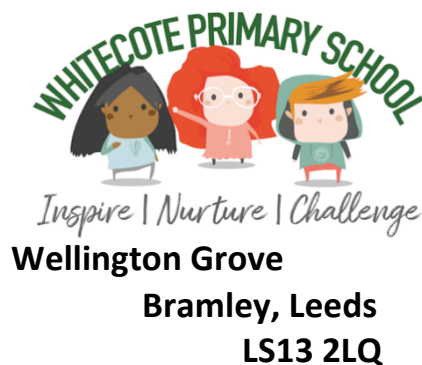
Headteacher: Frances Stead

Telephone: 0113 2164800

Website: [www.whitecoteprimary.co.uk](http://www.whitecoteprimary.co.uk)

Twitter: @Whitecote

Facebook: Whitecote Primary School



Date

«ParentCarer»

«Address\_1»

«Postcode»

Dear Parent or Carer of

At Whitecote Primary School we strive to ensure that every child reaches and achieves their true potential. Regular attendance at school is important. Failing to attend school regularly can have a major impact on children's education, their future and their life chances. Regular attendance means attending school every day, arriving at school on time and being present for every lesson.

Under section 7 of the Education Act 1996, parents are responsible for ensuring their child (from age 5 to age 16) receives efficient full-time education that is suitable to the child's age, ability and aptitude and cater to any special educational needs the child may have. **Government legislation states that because your child's attendance was below 90% last school year they are classed as persistent absentees, known as PA children. Due to this your child will be part of a PA target group where their attendance is monitored closely,** daily checks will be made, and home visits will be carried out if we are not notified of a reason for absence. If there is no valid reason or evidence for absence a referral will be made to relevant outside agencies and without any improvement legal action will be taken.

At Whitecote, we understand that, at times, children do become ill, or issues arise within a family that warrants an absence, and we are happy to help you with any issue that is preventing your child attending regularly.

**We are here to help; an appointment can also be made to speak to the attendance team or any member of staff regarding these matters. If you would like to speak about a confidential matter Tracey Tweed, Pastoral and Family Support Manager, will be happy to meet with you. Please ring the school office or email [attendance@whitecote.co.uk](mailto:attendance@whitecote.co.uk) to arrange an appointment.**

May I take this opportunity to thank you for your co-operation and understanding and hope that we can count on your support to ensure your child attends school regularly.

Yours faithfully,

The Attendance Team

Frances Stead   Tracey Tweed   Andrea Gillard  
Head Teacher   Learning Mentor   Community Liaison Officer

**Stage 1 Letter**

**Whitecote Primary School**

Headteacher: Frances Stead

**Telephone: 0113 2164800**

**Website:** [www.whitecoteprimary.co.uk](http://www.whitecoteprimary.co.uk)

**Twitter:** @Whitecote

**Facebook:** Whitecote Primary School



**Wellington Grove  
Bramley, Leeds  
LS13 2LQ**

Date

«ParentCarer»

«Address\_1»

«Postcode»

Dear Parent / Carer of

We are currently monitoring your child's attendance as it has dropped below target. You may not be aware, but the current DfE expected percentage of attendance is 96%.

Your child's attendance is ? % this means they have missed ? days in school.

Some of these absences may be due to illness, but you may not have realised the extent of his/her absences so far this school year.

In school we strive to ensure that every child achieves to their full potential. National research evidence shows that absence has a direct impact on children's attainment and without good and regular attendance children do not achieve to expected national average.

If there is a problem that you would like to discuss with us, or want support with, please do not hesitate to contact the school. We will be happy to help.

I am sure you understand the importance of regular attendance at school, and we look forward to an improvement in your child's attendance.

Yours sincerely,

The Attendance Team

Mrs Stead	Mrs Tweed	Ms Gillard
Head Teacher	Learning Mentor	Community Liaison Officer

## Fast track letter 1

### Whitecote Primary School

Headteacher: Frances Stead

Telephone: 0113 2164800

Website: [www.whitecoteprimary.co.uk](http://www.whitecoteprimary.co.uk)

Twitter: @Whitecote

Facebook: Whitecote Primary School

Instagram: whitecoteprimaryschool



Wellington Grove  
Bramley, Leeds  
LS13 2LQ

Date

«ParentCarer»

«Address\_1»

«Postcode»

Dear

### FAST TRACK LETTER 1

As the Attendance Leads in Whitecote Primary School, our role is to improve attendance and punctuality. We monitor pupils attendance regularly and follow up on any frequent or unreasonable absences.

We would like your support to improve levels of attendance and punctuality, therefore a 'Fast Track Initiative' is currently being run in school in order to address attendance concerns quickly and effectively.

Having recently completed a register check, We are concerned to not that X's poor level of attendance and enclose a copy of their registration certificate for your information.

As a result of these concerns, X's attendance will be monitored for the next 20 school days, during which time school will only authorise absences if medical verification is provided. If their attendance shows little or no improvement after the monitored period, you will be formally invited to a School Attendance Panel in school order to discuss and address the situation.

*I am obliged to inform you that under the provision of Section 444 of the Education Act 1996, parents/carers are legally responsible for ensuring their children attend school regularly and on time. Failure to do so could result in the issue of a Penalty Notice or legal proceedings being taken by the Local Authority.*

If you require advice and support with regard to your child's attendance, please do not hesitate to contact us.

Yours sincerely,

Frances Stead    Andrea Gillard    Tracey Tweed  
Head Teacher    Attendance Office    Pastoral & Family Support Manager

## Fast Track Letter 2 SAP

### Whitecote Primary School

Headteacher: Frances Stead

Telephone: 0113 2164800

Website: [www.whitecoteprimary.co.uk](http://www.whitecoteprimary.co.uk)

Twitter: @Whitecote

Facebook: Whitecote Primary School

Instagram: whitecoteprimaryschool



Wellington Grove  
Bramley, Leeds  
LS13 2LQ

Date

«ParentCarer»

«Address\_1»

«Postcode»

Dear

### Fast track letter 2

Further to my previous letter advising you that Whitecote Primary School is currently involved in a Fast Track Initiative, having recently completed a register check I am concerned to note that X has failed to achieve the attendance target set. I enclose a copy of their registration certificate for your information.

As a result of these concerns and in order to discuss and address the situation, I would like to invite you to a Fast Track School Attendance Panel to be held in school on **X date**. Failure to provide an acceptable explanation for the absences may result in a Notice to Improve letter being issued immediately following the meeting. Any further unauthorised absence may result in a Penalty Notice being issued.

A Penalty Notice gives you the opportunity to discharge any liability to conviction for the offence of failing to ensure the pupil's regular attendance at school during the above period, by paying a penalty. The amount of the penalty would be £80 or £160 in accordance with the following details: For a first offence if payment is made within 21 days from the date of issue, the amount of the fixed penalty is £80. If paid after 21 days, but within 28 days, the amount of the fixed penalty is £160. For a second offence within three years, the amount of the fixed penalty notice is £160 and there is no reduced early payment period. In the event of any further offence in a three year period of time, a penalty notice will not be issued and the case will be considered for potential legal action. This can result in a criminal record and fines of up to £1,000 plus costs.

If the above appointment is not convenient, please do not hesitate to contact me on the above number to make an alternative arrangement, as the meeting will go ahead in your absence if you do not attend.

I look forward to meeting with you on the due date.

Yours sincerely

Frances Stead    Andrea Gillard    Tracey Tweed  
Head Teacher    Attendance Office    Pastoral & Family Support Manager

## **Notice to Improve Letter**

### **Whitecote Primary School**

Headteacher: Frances Stead

**Telephone: 0113 2164800**

Website: [www.whitecoteprimary.co.uk](http://www.whitecoteprimary.co.uk)

Twitter: @Whitecote

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Instagram: whitecoteprimaryschool

«ParentCarer»

«Address\_1»

«Postcode»

Dear

### **School Attendance Notice to Improve**

For your child to gain the full benefit from their education, for their learning, wellbeing, and wider development, they need to attend school on time, every day.

If a child of compulsory school age who is a registered pupil at a school fails to attend regularly at the school, their parent may be guilty of an offence under s.444 Education Act 1996.

You, X are a parent/carer or X who is a registered pupil at Whitecote Primary School

Unfortunately X attendance remains a cause for concern. Between X date and X date, X failed to attend regularly which resulted in 10 sessions (half days) or more of unauthorised absences being recorded. Please see the attached registration certificate for details.

You now have twenty school days (4 school weeks) in which to improve your child's attendance. During this time your child must show significant improvements in attendance and avoid having any unauthorised absences from school during this period. Should we not see sufficient improvement and further unauthorised absences take place during this period, a Penalty Notice may be issued, or legal action may commence. To authorise any future absences, you must provide proof of illness to the school.

If you wish to discuss this notice, or discuss what further support is available, please contact school as soon as possible.

Yours sincerely,

Frances Stead    Andrea Gillard    Tracey Tweed  
Head Teacher    Attendance Office    Pastoral & Family Support Manager



**Wellington Grove  
Bramley, Leeds  
LS13 2LQ**

Date

## Holiday in termtime letter

### Whitecote Primary School

Headteacher: Frances Stead

Telephone: 0113 2164800

Website: [www.whitecoteprimary.co.uk](http://www.whitecoteprimary.co.uk)

Twitter: @Whitecote

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Wellington Grove  
Bramley, Leeds  
LS13 2LQ

Date

«ParentCarer»

«Address\_1»

«Postcode»

Dear Parent/Carer,

We understand that you have recently taken your child out of school for a holiday in term time. We believe this to be the case because .....(enter the reason why you believe they have been on holiday).

Amendments to the Education (Pupil Registration) Regulations in relation to term time holidays on 1st September 2013 make it clear that schools are no longer allowed to authorise holidays during term time. As a result, only exceptional circumstance leave can be authorised by the Head Teacher and must be applied for prior to the leave being taken.

Your child's leave of absence from school was not requested and we have had no notification of any exceptional circumstances therefore, the absence will be recorded as unauthorised and you could receive a Penalty Notice. Penalty Notices are issued by Leeds City Council on our behalf.

- *First offence - The first time a Penalty Notice is issued the amount will be: £80 per parent, per child paid within 21 days. This increases to £160 per parent, per child if paid after day 21, until day 28. Any non-payment of the Penalty Notice may be referred to the Magistrates Court.*
- *Second Offence (within 3 years) - the second time a Penalty Notice is issued the amount will be £160 per parent, per child paid within 28 days. Any non-payment of the Penalty Notice may be referred to the Magistrates Court.*
- *Third Offence and Any Further Offences (within 3 years) - the third time an offence is committed a Penalty Notice will not be issued, and the case may be presented straight to the Magistrates' Court under s.444 of the Education Act (1996) or other legal interventions considered. **A guilty verdict at the Magistrates' Court can lead to a fine of up to £1000, and a criminal record which can affect employment opportunities.***

If you feel that you have exceptional circumstances that you have not informed us of with regards to this holiday, I would ask that you submit your reasons to the school in writing within the next 5 (school) days from the date of this letter.

Please do not hesitate to contact school if you have any queries that you would like to discuss about this matter.

Your sincerely,

Frances Stead    Andrea Gillard    Tracey Tweed  
Head Teacher    Attendance Office    Pastoral & Family Support Manager