



ST ANDREW'S CATHOLIC
SCHOOL ATTENDANCE POLICY
2025-26

St Andrew's Catholic Primary School Pupil Attendance Policy

Introduction

Regular school attendance is essential if children are to enjoy their education and make good progress.

At St Andrew's Catholic Primary School, we believe that regular school attendance is the key to enabling children to maximise the educational opportunities available to them and become emotionally resilient, confident, and competent adults who can realise their full potential and make a positive contribution to their community.

The Education Act 1996 (section 444) states every child of compulsory school age is entitled to an efficient, full-time education suitable to their age, aptitude, and any special educational need they may have. It is the legal responsibility of every parent to make sure their child receives that education, either by attendance at a school, or by education otherwise than at a school.

Children are expected to attend school every day unless there is an acceptable reason for their absences (authorised absence)

Promoting and maintaining excellent school attendance is a whole school responsibility and our policy details the responsibilities of individuals and groups involved as well as the procedures that are in place to ensure and monitor regular pupil attendance.

Some pupils find it harder than others to attend school. This policy sets out how school staff will work with pupils, parents, and partners to promote, encourage, and support regular attendance at school and remove any barriers to attendance.

Aims

- To set clear expectations and aspirations that all pupils have a high standard of school attendance and punctuality.
- To improve children's attainment through good attendance.
- To make attendance a priority for everyone.
- To ensure there is a clear process to identify and address emerging attendance concerns.
- To work effectively with parents, pupils, and partners through building trusted relationships to work together to remove barriers to attendance.

To achieve these aims for our pupils, we are committed to the following:

- a welcoming, stimulating, and safe learning environment.
- for all staff to feel happy to come to school to work with pupils, developing them to their full potential.
- listen to parents and pupils to understand barriers to attendance.

- build trusted relationships with parents and pupils where attendance concerns can be discussed, understood.
- high expectations of our pupils and all staff.
- a broad, balanced, and relevant curriculum.
- recognise and celebrate achievements in all areas of school life.
- equal access to all aspects of the curriculum and school life.
- high quality teaching using a variety of teaching strategies.
- a range of resources that are effectively used to support and challenge learning.
- provide experiences, which will develop our pupils' spiritual, moral and cultural understanding.
- support, guidance, and training for all those who teach and work with our children.
- foster and maintain links with our wider community.

Attendance Partnership Expectations

We expect the following from all our pupils:

- To attend school regularly (attend school every day unless there is an acceptable reason for their absences i.e. an absence authorised by the head of School)
- To arrive on time and appropriately prepared for the day, having eaten breakfast or attend breakfast club.
- To talk to a member of staff about any problem or reason that may prevent them from attending school.

We expect the following from parents and carers:

- To ensure their children attend school regularly and punctually.
- To ensure contact is made with school, as soon as is reasonably practical, whenever their child is unable to attend.
- To ensure that their children arrive in school well prepared for the school day, having eaten breakfast.
- To talk to a member of school staff about any problem or reason that may prevent them from attend of school.

Parents and pupils can expect the following from school:

- Early contact with parents when a pupil fails to attend school without providing good reason.
- Regular, efficient, and accurate recording of attendance
- To inform parents if a pupil's attendance falls below expected levels.
- To listen and understand the barriers to school attendance and offer appropriate support and agree appropriate plans to improve attendance.
- Follow up support if needed.

Roles and Responsibilities for Attendance

- Mrs Hipkiss is the school Attendance Champion, a named senior member of staff with responsibility for attendance issues and can be contacted via school.
- The first point of contact for parents and pupils with any attendance concerns is Mrs Brady and they can be contacted via school.
- Members of school staff, both teaching and non-teaching, have responsibility for attendance issues in school.

Role	Responsibilities
Schools Governors <u>Named Person:</u>	<ul style="list-style-type: none"> • Ensure compliance with relevant legislation (eg pupil registration, attendance registers) • Reviewing school attendance • Agreeing and Reviewing School Policy
Head of school <u>Mrs Hipkiss</u>	<ul style="list-style-type: none"> • Compliance with relevant legislation • Implementing school policy and leading on whole school approach. • Authorising/unauthorising absences • Responding to leave of absence request.. • Ensuring all staff have appropriate training. • Overview of clear and escalating interventions • Evaluation of interventions. • Promoting school attendance.
Class Teachers	<ul style="list-style-type: none"> • Marking registers • Promoting importance of regular school's attendance • Providing early warning of attendance concerns • Positive role modelling • Following policy and procedures consistently. • Point of contact for parents to discuss concerns. • Creating a welcoming environment
Pastoral/Non teaching staff <u>Named staff:</u> Mrs Brady	<ul style="list-style-type: none"> • Monitor attendance data weekly with a focus on pupil premium pupils and pupils with Send. • Work closely with Anita Gray Education consultancy Educational Welfare Officer. • Develop targeted attendance intervention addressing barriers to learning. • Track and analyse attendance trends for disadvantaged groups. • Liaise with outside agencies such as social workers. • Meet with parents/carers to share attendance concerns. • Responsibility for links with our Educational Welfare Officer and the LA Statutory Team.
Anita Gray Education	

<p>consultancy- Educational Welfare Officer</p> <p>Named staff: Lynette Richards Anita Gray</p>	<p>Lynette Richards is our Educational Welfare Officer, employed to support and improve attendance at St Andrew’s Catholic School. The school also works with Anita Gray, a Senior Educational Welfare Officer, who provides advice and support to both the school and families when attendance concerns have reached a legal threshold.</p>
<p>Named staff: Mr Flaherty Executive head</p>	<ul style="list-style-type: none"> • Data analysis and Strategic Plan for attendance. • Ensuring there are clearly defined roles and responsibilities for attendance.
<p>School Office</p> <p>Mrs Worswick and Mrs Brady</p>	<ul style="list-style-type: none"> • Maintaining registers • First day calling/text messages. • Identifying children whose absence needs further follow up action in line with the school absence procedure. • Late arrivals • Process for clearing registers. • Administration of school attendance letters, leave of absence letters etc. • Communication with Educational Welfare

- Attendance matters are reviewed by the head and members of the senior management team.
- Attendance issues are reported to the Governing Body via the report to governors.
- School will liaise with the Local Authority Attendance Support Team at a minimum, termly.
- School uses the Anita Gray Education consultancy as commissioned by the South Solihull trust schools, Educational Welfare Service to support the school with the processes associated with children’s attendance at school. School employ them to provide the legal monitoring services and support that will help reduce the number of persistent absent pupils and improve whole school attendance.

Expected Levels of Attendance

Attending school regularly and on time has a positive impact on learning, progress and therefore the best life chances for pupils. Research shows that attendance and punctuality are important factors in school success.

Children are expected to attend school every day unless there is an acceptable reason for their absences (authorised absence)

St Andrew's Attendance expectation is most children will achieve 96% attendance.

98-100%	Excellent. Accessing all learning opportunities
96-97%	Good. Very few learning opportunities missed.
94-95%	Risk of under achievement up to 50 missed lessons Up to 10 school days absent in an academic year
92-93%	Risk of under achievement Up to 75 missed lessons Up to 15 school days absent in an academic year.
90-92	Severe risk of under achievement Up to 100 missed lessons Up to 19 school days absent in an academic year
90% and below	Extreme risk of underachievement over 100 missed lessons Pupil is persistently absent upwards of 22 school days absent in an academic year
50% and below	Extreme risk of underachievement Pupil is severely absent At least half of all lesson and days missed

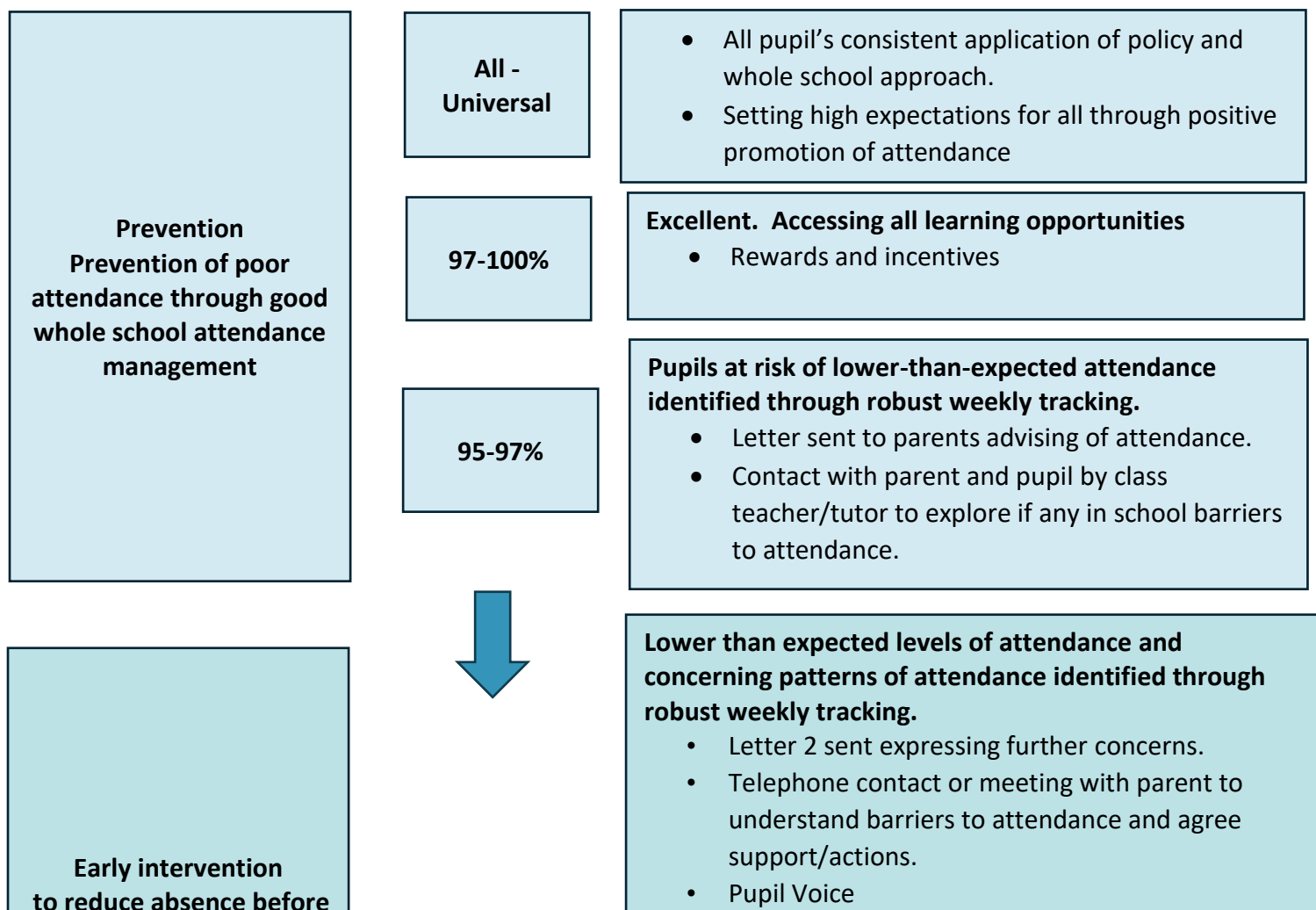
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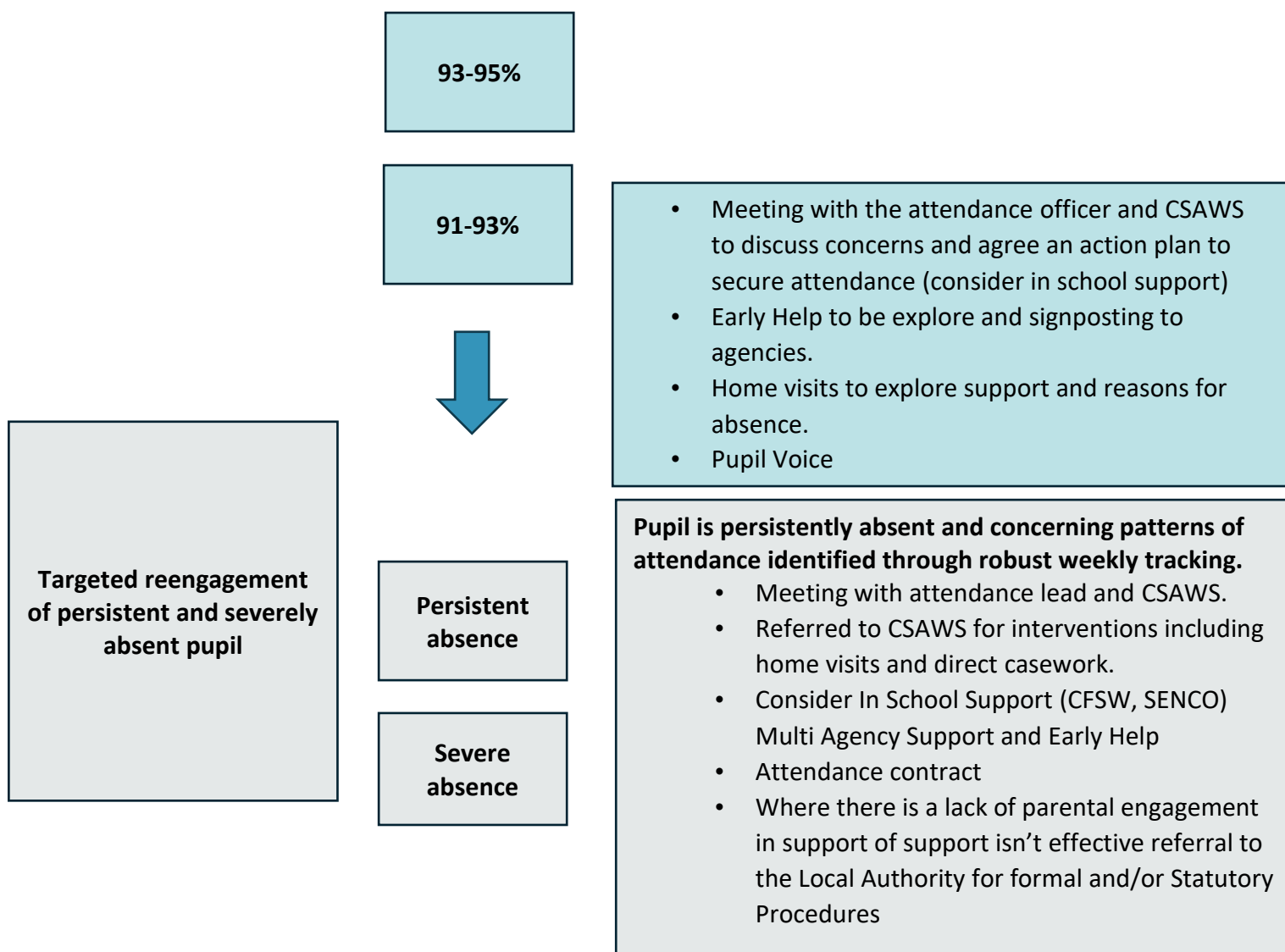
Our school procedures follow a support first model expectations set out by the Department for Education in the guidance Working Together to improve school attendance (September 2024).

Our procedures are based around the principles and stages of:

- Preventing poor attendance
- Early intervention and Early Help to address early patterns of poor attendance and agree ways to improve.
- Targeted interventions (including Early Help and Formal interventions) for those children who are persistently absent or severely absent.
- Understanding barriers to individuals' attendance and agree individual plans for children with specific needs.

- Formal Statutory Interventions where support has not been effective or engaged with.
- We will use attendance data, daily, weekly, half termly and termly to identify children whose attendance is declining and any concerning patterns of attendance.
- We will support pupils' parents and carers by working together to address any in-school barriers to attendance.
- Where barriers are outside of the school's control, we will discuss and offer support to parents, carers and pupils also signposting to the right voluntary support.
- Some students find it harder than others to attend school and will need targeted or specialist support.
- Attendance plans will consider individual needs.
- We will use a Graduated Response - Assess, Plan, Do, Review, to inform all plans of intervention at each stage including offers of support either formal or informal.
- Attendance plans will be reviewed and where improvements haven't improved and barriers to attendance continue plans will be reviewed to understand the reasons for lack of change.
- Records will be kept of attendance interventions and action plans.





The Solihull Education Participation Advisory Service (EPAS):

St Andrew's Catholic Primary School is responsible for liaising closely with the Local Authority's Attendance Service and will follow their procedures in managing attendance issues.

- Where all voluntary support options have not been successful, or have not engaged with, the law protects pupils' right to an education and provides a range of legal interventions to formalise attendance improvement efforts, and where all other avenues have been exhausted, enforce it through prosecuting parents.
- School may refer to Solihull EPAS team for the following legal interventions/formalised support; Notice to Improve, issue of Penalty Notices, Education Supervision Orders, Attendance Prosecution
- Prosecutions for non-school attendance must be conducted in line with the LA Non-school attendance and Penalty Notice code of conduct and the Code for Crown Prosecutors and must pass the evidential and public interest tests.

<https://www.solihull.gov.uk/schools-and-learning/education-participation-advisory-service>

Legislation and statutory interventions

Parents of registered pupils have a legal duty under the Education Act 1996 (sec 444) to ensure that children of compulsory school age attend school on a regular and full-time basis. Permitting unauthorised absence from school is an offence and parents may be reported to the Education Authority if problems cannot be resolved by agreement.

All children, regardless of their circumstances, are entitled to a full time education that is suitable to their age, ability, aptitude and any special educational needs they may have. Local authorities have a duty to establish, as far as it is possible to do so, the identity of children of compulsory school age who are missing education in their area.

Parents are responsible for ensuring their children receive education. Estranged parents with whom the child has had regular contact may be prosecuted as well as the day-to-day carer. Each situation must be dealt with on an individual basis, always remembering the welfare and safety of the child is the paramount concern. The term 'parent' also includes those who are not a natural parent but have parental responsibility for the child as defined by the Children Act 1989 or who have care of the child as defined by the Education Act 1996

Penalty Notice Regulations 2024 and Statutory Guidance

Schools must consider whether a penalty notice (fine) is appropriate in each individual case where one of their pupils reaches the national threshold of 10 unauthorised absences in a rolling 10-week period.

If school considers that the trigger has been met a penalty notice is appropriate, they will refer to the Local Authority in line with the Local Authority Code of Conduct.

If the Local authority issues a penalty notice it is per parent per child/ The first penalty notice issued to a parent will be charged at £160 if paid within 28 days. This will be reduced to £80 if paid within 21 days.

If the threshold is met a 2nd time in three years and a 2nd Penalty notice is issued to the same parent in relation to the same child – this will 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.

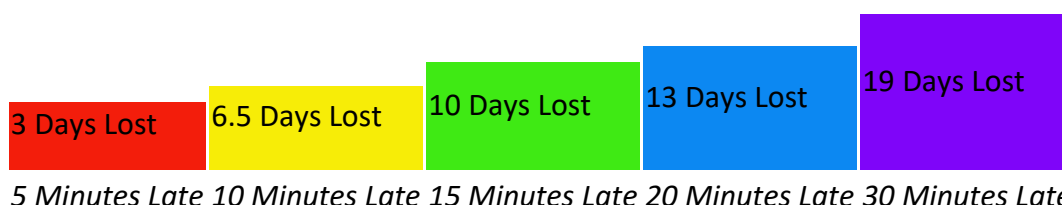
Promoting Attendance and Preventing Absence

Attendance and punctuality are actively promoted and celebrated across the school. Pupils achieving 100% attendance are entered into a weekly prize raffle and recognised during assembly. Attendance achievements are also shared and celebrated in the school newsletter to highlight the importance of consistent attendance. Punctuality is rewarded through the presentation of an Early Bird Trophy, encouraging children to arrive on time each day. In addition, pupils who demonstrate improved attendance are also celebrated, ensuring that all children have the opportunity to be recognised for their efforts and success in attending school regularly and punctually.

School Day and Punctuality

It is important that pupils are punctual so that they do not miss out on the beginning of each school day. Children must attend on time to be given a present mark for the session.

If a pupil arrives late to school every day, their learning begins to suffer. Below is a graph showing how being late to school every-day over a school year adds up to lost learning time.



(Over one academic year)

To access the most from the school day we ask parents to ensure that their children are in school between **8:45am and 09.00am**.

Children arriving after **09:00am** will be late for school and must report to the school office.

Where a pupil arrives after the register closes, this will be classed as an unauthorised late absence (code U as per DFE compulsory attendance codes).

School registration will close **at 9:15am** (This must be no more than 30 minutes after the register opens Working together to improve attendance 2024)

The registers are monitored daily and identify pupils who are arriving late. Regular late arrival for school will be challenged as not acceptable. Pupils with U codes may be referred to the Local Authority Statutory Team for consideration of Legal Action where the trigger is met.

Absence

If a child is absent from school parents should contact the school on the first day of absence by 9.30am to inform the school of the reason for absence. Parents are expected to maintain contact with the school throughout the absence.

At 9.30am school registers are checked for any absences where there has been no contact by parents and reason given.

School staff will telephone and/or email to parents to ascertain a reason for the child absence from school.

If staff are concerned about a child's absence or there is no response to attempted contact, they will follow the process in detailed in Appendix 1. This includes telephone calls to parents, telephone calls to other emergency contacts, home visits, referrals to the Educational Welfare Officer and to the police for a safe and well check.

Where school staff have concerns about a child, they should use their professional judgement and knowledge of the individual pupil to inform their decision as to whether welfare concerns should be escalated (DFE Attendance guidance 2024)

If the pupil has a social worker or a youth offending worker, they will be notified of any absences with no reason provided.

It is imperative that there are at least two up-to-date contact numbers and details are provided to school.

Schools are required to hold more than one emergency contact per child (KCSIE 2025) Emergency contact numbers should be provided and updated by the parent with whom the pupil normally resides.

Illness:

Not all illness requires an absence from school. For minor childhood ailments such as coughs, colds, ear aches we would not expect children to be absent. However, when

a parent makes the assessment that their child is unfit for school, they should follow the above absence process.

If your child has symptoms of a respiratory infection and has a temperature or is too unwell to attend school, they should stay at home and avoid contact with others until they no longer have a temperature and are well enough to attend school.

School cannot authorise absence for tiredness, routine coughs and colds or reasons such as feeling unwell. School will need a specific reason to authorise an absence due to illness.

Schools should follow up with families if they are not satisfied with the reason as to why the pupil is not in school. Schools can request supporting evidence from the family. Where the school is not satisfied with the reason given for absence, they may record this using one of the unauthorised absence codes.

If you are unsure if your child should attend school, please contact the school who will offer advice and guidance or signpost you to the relevant service.

It is a school's decision whether to accept a reason for a child's absence and whether to authorise that absence. In most cases, a parent's explanation of their child's illness can be accepted without question or concern. In circumstances where there are concerns about a child's attendance or reason for absence, further evidence of a child's illness may be requested.

Additional evidence will be requested for absence due to illness before or after a school holiday.

School will challenge parents' statements or seek additional evidence if they have any concerns regarding a child's attendance.

In fact, it is good practice to have clear systems in place to escalate any concerns about high levels of absence due to illness, including agreements about accessing additional services in order to provide appropriate support to pupils, particularly for long term illness.

The types of scenarios when medical evidence may be requested include:

- Child is absent and there are frequent odd days absences due to reported illness.
- Child is absent and the same reasons for absence are frequently repeated.
- Child is absent and attendance is below expected levels and there is a concerning pattern of absence/reasons for absence.
- Where there is a medical problem and school may need evidence to seek additional support/provide support
- There are conflicting reasons for absence.
- Before or after a school holiday

Medical appointments

Parents should avoid making routine medical appointments and dental appointments during the school day. In most cases, appointments can be made outside of the school day/during the school holidays.

Where appointments must be taken during the school day, parents should request permission for their child to be absent in advance whenever possible. Only the time for the appointment and travel to and from will be classed as an authorised absence. Pupils are expected to return to school for the remainder of the day/attend school prior to the appointment.

Parents are required to provide a copy of the appointment letter or card prior to the day of the appointment. Absences will only be authorised when this information has been received.

Reintegration of Long-Term Absentees

Absence can significantly interrupt the continuity of students learning, and positive strategies should be employed to minimise such effects.

Key Principles

- We should always keep in touch with a student/and his/her family during a long absence.
- We should always make sure he/she is welcomed back.
- We should never make sarcastic comments about an absence – a thoughtless word can destroy hours of work by staff.

Head of School and SENDCo to consider a phased return where appropriate. Consideration needs to be given to any special needs the pupil may have and appropriate support identified. Consideration must be given to providing a mentor (staff member/student)

Class Teachers should ensure that the pupil feels welcomed back to school in an appropriate way and take any necessary steps to support their re-integration.

Other reasons for absences:

Other reasons for absence must be discussed with the school on each occasion. Notes will not necessarily be accepted as providing valid reasons. The school will follow DFE guidance and not authorise absences for shopping, birthdays, or child minding.

Religious Observance

St Andrew's Catholic Primary School acknowledges the multi-faith nature of British society and recognises that on some occasions, religious festivals may fall outside school holiday periods or weekends, and this necessitates a consideration of authorised absence or special leave for religious observance. It is reasonable for a parent to allow their children not to attend school on any day of religious observance if recognised by the parent's religious body. However, parents are requested to give advance notice to the school if they intend their child to be absent. Religious bodies maybe contacted to verify these occasions.

Mobile Children

The School Attendance (Pupil Registration) (England) Regulations 2024 and the *Working together to improve school attendance* guidance use the term 'mobile child' to describe a child of compulsory school age who has no fixed abode and whose parent is engaged in a trade or business that requires them to move from place to place. This is a new term but covers the same children as section 444(6) of the Education Act 1996.

No fixed abode' means that someone either does not have a settled place where they can live full-time, or they have a place where they can live full-time, but they spend substantial periods of time not living there. So a mobile child could be a child whose family travels all year round as part of their trade or business and has no permanent address at all, but it also includes a child who does have a fixed place to live (like a house) but does not live there for a substantial part of the year, if their parent is engaged in a trade or business that requires them to travel from place to place. If the child is absent from school while travelling with that parent, then code T applies.

Requests for Leave of Absence (exceptional circumstances)

APPLICATION FOR LEAVE OF ABSENCE FOR A SCHOOL PUPIL IN TERM TIME IN EXCEPTIONAL CIRCUMSTANCES ONLY

Parent/ Carers

- The above-named form should be completed and submitted to the school at least 4 school weeks before the start of the proposed leave of absence.
- All requests for Leave of absence will be considered by the school using the application for leave of absence for a school pupil in term time form to assess whether the leave was due to exceptional circumstances. Parent/carers do not have any legal entitlement to take their child on holiday during term time. Leave of absence for the purpose of holidays in term time will not be granted. You will be notified by the school whether permission has been granted for the leave of absence. Any leave of absences taken which have not been requested in advance will recorded as unauthorised.
- Leave of absence taken without permission may result in the issuing of a penalty notice by the local authority of £160. Any Fixed Penalty Notices issued and/or prosecution will

apply to each parent for each child who fails to attend school. Further information can be found at: <https://www.solihull.gov.uk/schools-and-learning/school-attendance>

- Parents have a legal duty to ensure that their children of compulsory school age receive a suitable full-time education through regular attendance at a school or otherwise (ie home education) (Section 7 Education Act 1996).
 - If a child who is of compulsory school age, who is registered at school and fails to attend regularly, it is the parent that will be guilty of an offence (Section 444 (1) Education Act 1996).
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- The law states a leave of absence may only be granted by a school if an application is made in advance and if it considers there are exceptional circumstances relating to the application.
 - A leave of absence is granted entirely at the school's discretion. Permission for a Leave of Absence from a school may only be given by a person who the school's proprietor has authorised to do so (an authorised person).
 - Schools must judge each application individually considering the specific facts and circumstances and relevant background context behind each request.
 - A need or desire for a holiday or other absence for the purpose of leisure and recreation would not constitute an exceptional circumstance.
 - Where a leave of absence is granted, the school will determine the number of days a pupil can be absent from school.
 - When making an application for Leave of Absence parents are advised to give sufficient information to allow the Head of school the opportunity to consider all the exceptional circumstances and to notify the parents of their decision. The school may also request further information on the application and supporting documentation where appropriate.
 - It is advised that if the resident parent has not received notification or a response regarding the leave of absence application, it is their responsibility to ascertain if the leave is authorised prior to the start of the leave.
 - The school can only consider applications for Leave of Absence which are made by the resident parent. i.e the parent with whom the child normally resides.
 - Where applications for Leave of Absences are made in advance and refused, the child is expected to be in school on the dates set out in the application. If the child is absent during that period, it will be recorded as an "unauthorised" absence. Where a leave of absence is requested but additional days take either prior to or after the request, they may be considered as part of the leave of absence.

- Leave of Absences which are not made in advance cannot be authorised in line with legislation. This will result in the absence being recorded as 'unauthorised'.

Procedure for requesting a planned absence:

- All leave of absence requests will be unauthorised unless the circumstances are exceptional. A parent/carer should complete an absence request form (Appendix 2) and submit this to the school at least 20 days prior to the date required. School will respond to the request within two weeks. If school is aware of any language difficulties that may preclude a request form being completed appropriate support will be offered to the parent/carer.
- Leave of absence request received with less than 20 days' notice will not be authorised. The exception to this rule would be in the case of a genuine emergency and additional evidence of said emergency must be provided.
- If the Head of School deems that the reasons for the request are exceptional and authorises the absences a letter confirming that the request has been authorised will be sent to the parent/carer
- If the Head of school deems that the reasons are not exceptional, and the leave of absence will not be authorised. A letter informing the parents of this decision for each child and warning of the legal implications of the absence been taken will be sent to each parent. The Local Authority Letter must be used.
- If once notified in writing of the decision to unauthorise the leave of absence, the absence is taken it will be marked as an unauthorised absence on the pupils register. If the trigger of 10 unauthorised absences (sessions) is met, then the absences should be referred immediately to the Education Enforcement Team for consideration and could result in the issue of a fixed penalty notice.
- If a leave of absence request is not received but school subsequently are informed, or discover through their enquiries that a holiday in term time has been taken parents will be informed in writing (using the LA template) that this absence has been unauthorised and if the trigger of 10 unauthorised sessions has been met a referral will be made for the issue of a penalty notice.
- Where schools have reason to question the veracity of a reason for absence, they will make further enquiries and follow absence procedures detailed in this policy.

Attendance, Safeguarding and Children Absent from Education

A child absent from education is a potential indicator of abuse or neglect. School should follow the school's procedures for dealing with children that go absent from education, particularly on repeat occasions, to help identify the risk of abuse and neglect, including sexual exploitation and criminal exploitation, and to help prevent the risks of their going missing in future.

All schools are required to make the local authority aware of every registered pupil who fails to attend school regularly and any children who have been absent from school, where the absence has been treated as unauthorised for a continuous period of not less than 10 school days education (Pupil Registration) (England) Regulations 2024 regulation 13).

Schools are permitted to remove compulsory-school-aged children from roll on the limited grounds set out in regulation 9 of the Education (Pupil Registration) (England) Regulations 2024.

Removing a child from the school roll is a very important decision. Children who fall out of the education system are likely to have poor outcomes and may be exposed to increased risk of harm. Schools must follow correct procedures to ensure that they do not breach their legal and safeguarding duties.

All schools (including academies and independent schools) must notify their local authority when they are about to remove a pupil's name from the school admission register under any of the fifteen grounds listed in the 2024 regulations.

Schools must make reasonable enquiries to establish the whereabouts of the child jointly with the CME officer, before deleting the pupil's name from the register if the deletion is under regulation 9(1), sub-paragraphs (h) and (i).

Appendix 3 details the local Procedures that School follows.

This attendance policy is part of a broader suite of safeguarding policies including the school's Child Protection Policy and Procedures.

Truancy within school

School monitor attendance to each lesson period of the school day, in order to ensure all pupils are safe in school and whereabouts known. If a pupil does not present to scheduled lessons/activities, the Head of School is informed, and staff alerted to find missing pupils. If pupils cannot be located and are suspected of leaving school premises, parents will be informed, and the police notified of a missing child.

Alternative Education Providers

On rare occasions, a small number of pupils may be accessing an alternative education provider or dual registered with another school, agreed by the school for all or part of their timetable. In this instance the pupil remains on roll at St Andrew's Catholic

Primary School. Attendance to approved alternative providers is monitored. When Pupil are Dual registered at another school or alternative provider their attendance will be recorded in the register as a D code (on days they are required to attend the other school/provision). The other school/provision will record the attendance of absence. For children who are Educated |Off site but not dual registered their attendance will be recorded in St Andrew's Catholic school register as a B code if they are confirmed present or the appropriate absent code if absent. The responsibility of ensuring pupils is safeguarded and receiving appropriate education remains with St Andrew's Catholic Primary School. Keeping in Children Safe in Education 2025 states that "Schools should always know where a child is based during school hours. This includes having records of the address of the alternative provider and any subcontracted provision or satellite sites the child may attend. They should regularly review the alternative provision placements they make. Reviews should be frequent enough (at least half termly) to provide assurance that the child is regularly attending, and the placement continues to be safe and meets the child's needs"

Registers

An accurate and consistent registration system is crucial both to provide a solid foundation for analysis of absence and to support any statutory interventions.

The register is a legal document and must be kept accurately. Attendance registers will be kept in accordance with legal requirements, local authority guidelines and school regulations.

On each occasion the register is taken the appropriate national attendance and absence code must be entered for every pupil (of both compulsory and non-compulsory school age) whose name is listed in the admission register at the time.

Absence can only be authorised by a person designated to do so by the head of School [see The Education (Pupil Registration) (England) Regulations 2024

There are procedures in place to resolve unexplained absences within 5 working days.

School complies with and uses the DFE Compulsory National Attendance Codes to categorise absence (Appendix 3).

Use of Attendance Data

Schools must provide specific pupil information on request to the Secretary of State [The Education \(Information About Individual Pupils\) \(England\) \(Amendment\) Regulations 2024 \(legislation.gov.uk\)](#)

We meet this requirement by sharing their school attendance data directly from our management information system.

We are also required to make data returns to the Local Authority:

New Pupil and Deletion returns: notifying the local authority when a pupil's name is added to or deleted from the school admission register outside of standard transition times.

Attendance returns: providing the local authority with the names and addresses of all pupils of compulsory school age who fail to attend school regularly or have been absent for a continuous period of ten school days where their absence has been recorded with one or more of the codes statistically classified as unauthorised (G, N, O, and/or U).

Sickness returns: providing the local authority with the full name and address of all pupils of compulsory school age who have been recorded with code I (illness) and who the school has reasonable grounds to believe will miss 15 days consecutively or cumulatively because of sickness.

We collect, use and store attendance information about our pupils and may receive information about you from your previous school. The information we keep regarding attendance includes name, contact details, attendance records, late records and any relevant medical information.

Attendance is reviewed fortnightly, where there is cause for concern, this information is shared with our Educational Welfare Officer Lynette Richards during regular attendance meetings held at school. Lynette Richards then follow up attendance concerns with parents and carers on school's behalf.

We meet termly or Annually with the Local Authority EPAS team for Attendance Targeting Support Meetings where attendance data is shared and discussed.

Information regarding attendance concerns may also be shared with the Local Authority as part of statutory processes.

The Executive Head of school will analyse attendance data half termly for whole school and groups of pupils. This will be shared with governors and used to inform the strategic plan to improve school attendance.

Attendance Data will be shared with class teachers in preparation for Pupil progress reviews and parents' evenings and to target interventions.

Attendance Data will be produced and used to promote attendance through the school newsletter, website and rewards and incentives.

Appendix 1

Class teacher mark registers by 9am and record pupils as present or absent.

Office staff take voicemails and reasons for absence and add to pupil register using relevant code and adding comment.

Office staff add late marks/late arrivals to the attendance register (L code between 8.55 and 9:14am, U code after 9:15am)

By 10.30am a list of pupils of absent today and reason or reason not known produced by office for head teacher (DSL) to review.

Telephone calls made to all pupils on first day of absence where no reason provided.

Telephone call made to all pupils who are on 3rd day of consecutive absence where there has been no update.

Social Worker and/or YOT notified of any pupils absent/absent no reason provided

By 11.30 updated list of pupils where no reason is still known for absence produced by office for head teacher (DSL) to review.
Blue Book in office

Follow up action as assessed by DSL.
Contact other emergency contacts.
School staff undertake visit.

Appendix 2

APPLICATION FOR LEAVE OF ABSENCE FOR A SCHOOL PUPIL IN TERM TIME IN EXCEPTIONAL CIRCUMSTANCES ONLY

Parent/ Carers

- This form should be completed and submitted to the school at least 4 school weeks before the start of the proposed leave of absence.
- All requests for Leave of absence will be considered by the school using this form to assess whether the leave was due to exceptional circumstances. Parent/carers do not have any legal entitlement to take their child on holiday during term time. Leave of absence for the purpose of holidays in term time will not be granted. You will be notified by the school whether permission has been granted for the leave of absence. Any leave of absences taken which have not been requested in advance will recorded as unauthorised.
- Leave of absence taken without permission may result in the issuing of a penalty notice by the local authority of £160. Any Fixed Penalty Notices issued and/or prosecution will apply to each parent for each child who fails to attend school. Further information can be found at: <https://www.solihull.gov.uk/schools-and-learning/school-attendance>
- Parents have a legal duty to ensure that their children of compulsory school age receive a suitable full-time education through regular attendance at a school or otherwise (ie home education) (Section 7 Education Act 1996).
- If a child who is of compulsory school age, who is registered at school and fails to attend regularly, it is the parent that will be guilty of an offence (Section 444 (1) Education Act 1996).

CHILD DETAILS			
Name of Child:			
DOB:		Class:	
First Date of Proposed Absence:			
Last date of Proposed Absence:			
Expected date of return to school:			
Total Days Requested on this occasion:			
Please detail below the exceptional circumstance why you are requesting to take your child out of school. (Please attach supporting evidence). You may be invited into school to discuss your request with the headteacher.			

LEAVE OF ABSENCE APPLIED FOR AT A DIFFERENT SCHOOL FOR SIBLING(S)

Sibling School:			
Sibling Name:		Sibling DOB:	
Sibling School:			
Sibling Name:		Sibling DOB:	

PARENT/CARER DETAILS

Name:		Name:	
Address:		Address:	
Telephone:		Telephone:	
Email:		Email:	

Who is accompanying this child on the leave of absence?	

Parent/carer name completing request form:			
Signature of parent/carer completing request form:		Date:	

FOR SCHOOL USE ONLY

Date request received by school:			
Previous requests for leave of absence?	Yes / No		
Evidence provided for exceptional circumstance?	Yes / No		
Absence Authorised:	Yes / No		
The reason(s) for this decision are:			

Unauthorised Dates	Code for Register	Authorised Dates	Code for Register

Headteacher signature:		Date:	
Date decision letter sent to parent/carer(s):			

Appendix 3 National Attendance and Absence Codes

Code	Meaning	Statistical Value
/	Present at school AM	Attending (Present)
\	Present at school PM	Attending (Present)
L	Late arrival before register is closed	Attending (Present)

K	Attending Education provision arranged the LA	Attending an approved educational activity (present)
V	Attending an Educational visit or trip	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	Attending an approved educational activity (present)
W	Attending Work Experience	Attending an approved educational activity (present)
B	Attending any other approved Educational Activity	Attending an approved educational activity (present)
D	Dual Registered at another school	Not a possible attendance (neither present or absent)

C1	Leave of absence – performance or regulated employment abroad	Authorised absence
M	Leave of absence for Medical or dental Appointment	Authorised absence
J1	Leave of absence for Interview	Authorised absence
S	Leave of absence for Studying for public examination	Authorised absence
X	Non – Compulsory School age pupil not required to attend school	Not a possible attendance
C2	Leave of absence – compulsory school age pupil subject to part time / reduced timetable	Authorised absence
C	Leave of absence for exceptional	Authorised absence
T	Parent travelling for occupational purposes	Authorised absence
R	Religious Observance	Authorised absence
I	Illness (not medical appointment)	Authorised absence
E	Suspended or Permanently excluded with no alternative provision made	Authorised absence
G	Leave of absence not granted by school	Unauthorised absence
N	Reason for absence not yet established	Unauthorised absence
O	Absent in other or unknown circumstances	Unauthorised absence

U	Arrived in school after registration closed	Unauthorised absence
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Q	Unable to attend school because of lack of access arrangements (travel)	Not a possible attendance
Y1	Unable to attend due to transport normally provided not being available	Not a possible attendance
Y2	Unable to attend due to widespread travel disruption (e.g. train strikes)	Not a possible attendance
Y3	Unable to attend due to part of the school premises being closed (e.g. RAAC)	Not a possible attendance
Y4	Unable to attend due to the whole school site being unexpectedly closed (e.g. burst water mains)	Not a possible attendance
Y5	Unable to attend as pupil is in criminal justice detention	Not a possible attendance
Y6	Unable to attend in accordance with public health guidance or law (e.g. Covid self-isolation, Strep-A)	Not a possible attendance
Y7	Unable to attend because of any other unavoidable cause	Not a possible attendance