



Attendance and Punctuality Policy Supplementary Information

ATTENDANCE CODES, DESCRIPTIONS AND MEANINGS

For use with the am and pm roll call.

Code	Description	Statistical meaning	Physical meaning
/	Present (AM)	Present	In for whole school
\	Present (PM)	Present	In for whole school
@	Do not use	Unauthorised Absence LATE FOR SESSIONS	
B	Educated off site	Approved educational Activity	Out for the whole session
C	Other Authorised Circumstances (not covered by another appropriate code/description)	Authorised absence	Out for the whole session
D	Dual registration	Approved Educational Activity	Out for the whole session
E	Excluded	Authorised absence	Out for the whole session
G	Family holiday (not agreed)	Unauthorised absence	Out for the whole session
I	Illness (NOT medical or dental etc. appointments)	Authorised absence	Out for the whole session
J	Interview	Approved Educational Activity	Out for the whole session
L	Late	Present	Late for session
M	Medical/Dental appointments	Authorised absences	Out for the whole session
N	No reason yet provided for absence	Unauthorised absence	Out for the whole session
O	Unauthorised absence (not covered by any other code/description)	Unauthorised absence	Out for the whole session
P	Approved Sporting Activity	Approved Educational Activity	Out for the whole session
R	Religious Observance	Authorised absences	Out for the whole session

S	Study Leave	Authorised absences	Out for the whole session
T	Traveller Absence	Authorised absences	Out for the whole session
U	Late after registers closed)	Unauthorised absence	Late for session
V	Educational visit or trip	Approved Educational Activity	Out for the whole session
W	Work experience	Approved Educational Activity	Out for the whole session
X	DCSF: School closed to Students	Attendance not required	Out for the whole session
Y	Enforced closure	Attendance not required	Out for the whole session
Z	Do NOT USE	Authorised Absence	Out for the whole session
!	DCSF X: Non-compulsory school age abs	Attendance not required	Out for the whole session
#	School closed to Students and staff	Attendance not required	Out for the whole session
*	DCSF Z: Student not on roll	Attendance not required	Out for the whole session
-	All should attend/ No mark recorded	No mark	No mark for session

APPLICATION FOR EXCEPTIONAL LEAVE OF ABSENCE

Please read the following information before you complete the request.

As you are aware it is the policy of the PACE Academy Trust not to allow any holiday or extended leave during term time. However, if you wish to request an exceptional leave of absence you need to read the following advice and complete the form below.

This form must be completed prior to the requested leave of absence. Each request for exceptional leave will be considered individually and we will consider:

- The student's previous attendance history;
- The time of the year regards any public or internal examinations;
- Attendance and punctuality in the current academic year;
- The nature of the request and whether any other requests have been made.

A Fixed Penalty Notice may be issued to each parent should a student take leave of absence without permission.

Full Name of pupil:	Class:
Full Name of Parent (s) taking child on exceptional leave	
Address:	
Telephone Number:	

Reason for request for leave of absence:	
Intended dates of absence:	
Name of parent/carers:	
Signature:	Date:

<u>For Office Use only:</u>	
Form to be submitted to Head teacher along with registration certificate	<input type="checkbox"/>
Agreement given Yes/No	
Appropriate letter to be prepared for return to parent/carer and given to Head Teacher for signature.	
Signed:	Date:

LEAVE OF ABSENCE NOT APPROVED

{Parent name}

{Address}

{Date}

Dear {Parent Name}

Re: **Request for Leave of Absence**

I refer to your leave of absence request to take {pupil name} out of school for the period {dates}.

The Education (Pupil Registration) (England) (Amendment) Regulations 2013 to the Education (Pupil Registration) (England) Regulations 2006 states that the Head teacher may not authorise any leave of absence during term time (i.e. holiday taken in term time).

I am unable to authorise this absence, as it is not deemed as exceptional leave. Should you decide to go ahead with this holiday, a Penalty Notice request will be made to Croydon LA who may issue a Penalty Notice to each parent for taking a child out of school during term time. ***The Penalty Notice is £60 that must be paid within 21 days or £120 within 28 days.***

I trust this will not be the case and you make alternative arrangements for your holiday during the school holiday period.

Thank you for your attention in this matter.

Yours sincerely,

Headteacher name

LEAVE OF ABSENCE APPROVED

{Parent name}

{Address}

{Date}

Dear {Parent Name}

Re: **Request for Leave of Absence**

I refer to your leave of absence request to take {pupil name} out of school for the period {dates}.

The Education (Pupil Registration) (England) (Amendment) Regulations 2013 to the Education (Pupil Registration) (England) Regulations 2006 states that Head teacher may not authorise any leave of absence (i.e. holiday taken in term time). They are only allowed to consider a leave of absence if the circumstances are classed as exceptional, i.e. compassionate grounds and permission has been requested to the Head Teacher.

Under the circumstances your leave of absence request has been deemed as exceptional. I am able to grant you the leave of absence for the period {add dates} requested. Should you not return on the agreed dates and no explanation provided consideration will be given to request a Penalty Notice which is a fine of £60 that must be paid within 21 days or £120 within 28 days.

I hope that everything goes as smoothly as they can under the circumstances and we look forward to {child's name} returning to school and catching up on their missed work.

Yours sincerely

Headteacher name

Letter 1

Date >

<Address>
<Address>
<Address>
<Address>

Dear <name of parent / carer>

According to our records, <name of pupil> has recently been absent from school. You will be aware that it is the parent’s responsibility to notify the school on the first day of a pupil’s absence to explain the reasons why the <s/he> is unable to attend school and an expected date when <s/he> should return. Unfortunately we have not received any contact from you.

I am therefore writing to you to give you an opportunity to explain the recent absences. Please complete the tear off slip below and return it to the school as soon as possible. Any absence that hasn’t been explained within two weeks will be categorised as “Unauthorised” Absence – an explanation of this term and the possible consequences are attached.

If you wish to discuss this letter further, please contact me on <school telephone number>.

Yours sincerely
<School Contact>
Designation
School

Please complete this slip and return to <school> as soon as possible.

Dates of unexplained absence:

Explanation for the above dates of unexplained absence:

Failure to return this will result in absences coded as unauthorised

Parent/Carer Signature..... Date.....

Letter 1a

<Date >

<Address>

<Address>

Dear <Name of Parent>

As part of our commitment to improving the attainment of our pupils we monitor pupil attendance on a regular basis. During our regular monitoring of pupil attendance, we identify any pupil whose attendance causes concern. We then issue a first Letter to register our concern with parents.

We are therefore writing to you due to <Name of pupil>'s current level of attendance:

Attendance <current attendance> %

Authorised Absence <current AA> %

Unauthorised Absence <current UA> %

The information below shows how attendance can affect your child's future progression.

Above 97%: Less than 6 days absence a year

Excellent attendance! These young people will almost certainly get the best grades they can, leading to better prospects for the future. Pupils will also get into a habit of attending school which will help in the future.

95%: 10 days absence a year

These pupils are likely to achieve good grades and form a habit of attending school regularly. Pupils who take a 2 week holiday every year can only achieve 95% attendance.

90%: 19 days absence a year

Young people in this group are missing a month of school per year; it will be difficult for them to achieve their best.

85%: 29 days absence a year

The Government classes Young People in this group as "Persistent Absentees", and it will be almost impossible to keep up with work. Parents of young people in this group could also face the possibility of legal action being taken by the Local Authority.

If you have any queries or would like to talk to anyone about attendance please do not hesitate to contact <named school person> on <telephone number>

Yours sincerely

<School contact>

Medical evidence letter

Dear

Name of Child

DOB

School

Attendance Percentage

Regular attendance at school is a major focus for the Department for Education (DFE) and PACE School Trust. In an effort to improve {child's name} school attendance, schools are required to challenge parents who fail to ensure their children attend school regularly without any known justified cause.

{Childs name} attendance this academic year is currently xx%. This is considerably below what the DFE and the school consider being an acceptable level of attendance.

It is the head teacher's decision as to whether to accept any parental explanation for absence, and that I need to make you aware that **absences due to illness will no longer be authorised without medical evidence. Some examples of medical evidence include: a letter from your doctor, a copy of your child's prescription or a medical appointment card.**

I will be monitoring your child's attendance and should there be any further unauthorised absences I will refer you to our Education Welfare Officer, who will invite you to attend a meeting in school to discuss your child's attendance.

Every day in school counts towards Xxxxxx's future, and I thank you in advance for supporting our School in ensuring excellent school attendance.

If you would like to talk to me more about your child's attendance please contact me.

Yours sincerely

(Name)

(Position)

(Name of Organisation)

Referral to Education Welfare Officer

Dear [Parent]

Name of Child

DOB

Re: Referral to Education Welfare Officer

You will recall that I wrote to you on (date) regarding Xxxxxx's poor attendance at Xxxxxx School. You will notice that further unauthorised absences have occurred.

Unfortunately, Xxxxxx's attendance has failed to improve sufficiently and you have failed to contact me at the school. I am therefore referring you to our Education Welfare Officer who will invite you to attend a meeting at the school to discuss ways to support you to improve your child's attendance. Consideration may also be given to issue a Penalty Notice for unauthorised absence.

If you wish to make me aware of any difficulties or do not understand aspects of this letter please contact me on the above telephone number.

Yours sincerely

(Name)

(Position)

(Name of Organisation)