



Attendance Policy 2026-27

Date and version	Changes
2 September 2026	Approved
July 2026 Draft	Policy Update in line with changes to Keeping Children Safe in Education 2026

1.0 Introduction

The Learning in Harmony Trust recognises that positive behaviour and good attendance are essential in order for pupils to get the most of their school experience, including their attainment, wellbeing and life chances. The law entitles every child of compulsory school age to an efficient, full-time education suitable to their age, aptitude, and any Special Educational Need (SEN) they may have. It is the legal responsibility of every parent or carer (hereafter referred to as parents) to make sure their child receives that education, either by attendance at a school or by another means. Where parents decide to have their child registered at school, they have an additional legal duty to ensure their child attends that school regularly, and on time. This means their child must attend every day that the school is open, except in a small number of allowable circumstances, such as being too ill to attend or being given permission for an absence in advance from the school.

The Department for Education (DfE) has produced statutory guidance for schools and local authorities ([Working together to improve school attendance](#)) and it includes a National Framework in relation to absence and the use of legal sanctions. Our Trust wide Attendance Policy reflects the requirements and principles of this statutory guidance and seeks to ensure that all parties involved in the practicalities of school attendance are aware and informed that attendance matters and to outline the individual school's commitment to attendance. It details the responsibilities of individuals and groups involved and the procedures in place to promote and monitor pupil attendance across the schools within the Trust. In addition, schools follow the DfE's statutory safeguarding guidance, [Keeping Children Safe in Education \(September 2026\)](#), which emphasises the importance of understanding the potential vulnerabilities of children who are missing or absent from education.

2.0 Aims

The Learning in Harmony Trust Attendance Policy aims to demonstrate our commitment to meeting our obligations with regards to school attendance, including those laid out in the DfE's statutory guidance through our whole-trust wide culture and ethos which values good attendance, including:

- Promoting children's welfare and safeguarding.
- Ensuring every pupil has access to the full-time education to which they are entitled.
- Setting high expectations for the attendance and punctuality of all pupils, enabling all pupils to succeed whilst at our schools.
- Ensuring that pupils have access to the widest possible range of opportunities at our schools, and when they leave school.
- Raising and maintaining a whole school awareness of the importance of good attendance and punctuality through promoting good attendance and the benefits of good attendance.
- Ensuring that attendance is monitored effectively and reasons for absences are recorded promptly and consistently thus reducing absence, including persistent and severe absence.
- Acting early to address patterns of absence.
- Promoting a positive and welcoming atmosphere in which pupils feel safe, secure and valued.
- Building strong relationships with families to make sure pupils have the support in place to attend school.
- Promoting and supporting punctuality for all pupils in attending lessons.

We recognise that for our children to gain the greatest benefit from their education it is vital that they attend regularly and be at school, on time, every day the school is open unless the reason for the absence is unavoidable.

Legislation and Guidance

This policy is based on the DfE's statutory guidance on [Working together to improve school attendance](#), School behaviour and attendance: parental responsibility measures

The guidance is based on the following pieces of legislation, which set 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 \(and 2010, 2011, 2013, and 2016 amendments\)](#)
- [The School Attendance \(Pupil Registration\) \(England\) Regulations 2024](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013 and the 2024 amendment](#)

It also refers to:

- [School census guidance](#)
- Keeping Children Safe in Education
- [Mental health issues affecting a pupil's attendance: guidance for schools](#)

This Policy also complies with our Trust's funding agreement and Articles of Association.

Roles and Responsibilities

We

Headteachers and Heads of School

Headteachers and Heads of School are responsible for:

- Setting high expectations for pupils, parents and staff, and communicating these high expectations for attendance and punctuality regularly through all available channels.
- Ensuring the effective implementation of this policy across the school.
- Making sure the school records attendance accurately in the register, and shares the required information with the DfE and Local Authority including:
 - a) Notifying the Local Authority when a pupil's name is added to or deleted from the school admission register outside of standard transition times.
 - b) Providing the Local Authority with the details of pupils who fail to attend school regularly, or who have been marked with an unauthorised absence for a continuous period of 10 school days.
 - c) Providing the Local Authority with the details of pupils who the school believes will miss 15 days consecutively or cumulatively because of sickness.
- Making sure the school works effectively with local partners to help remove barriers to attendance, keeping them informed regarding specific pupils, where appropriate.
- Recognising and promoting the importance of school attendance across wider school's policies and ethos.
- Making sure the school's attendance management processes are delivered effectively, and that support is provided for pupils who need it most by prioritising staff and resources.
- Making sure the school has high aspirations for all pupils, but adapts processes and support to pupils' individual needs, reporting this to the Local Governing Body.
- Working with the parents of pupils with Special Educational Needs and/or Disabilities (SEND) to develop specific support approaches for attendance for pupils with SEND, including where school transport may not be working, and where pupils with SEND face in-school barriers.

- Communicating with the Local Authority when a pupil with an Education, Health and Care (EHC) plan has falling attendance, or where there are barriers to attendance that relate to the pupil's needs.
- Issuing fixed-penalty notices, where necessary, and/or authorising the school attendance officer to be able to do so.
- Monitoring attendance figures for the whole school and repeatedly evaluating the effectiveness of the school's processes and improvement efforts to make sure they are meeting pupils' needs.
- Making sure all staff receive adequate training on attendance as part of the regular continued professional development offer, so that staff understand:
 - a) The importance of good attendance.
 - b) That absence is almost always a symptom of wider issues.
 - c) The school's legal requirements for keeping registers.
 - d) The school's strategies and procedures for tracking, following up on and improving attendance, including working with partners and keeping them informed regarding specific pupils, where appropriate.
- Making sure dedicated training is provided to staff with a specific attendance function in their role, including in interpreting and analysing attendance data.

Trust Leaders, Trustees and Local Governing Bodies

Trust Leaders, Trustees and Local Governing Body Members are responsible for:

- Regularly reviewing and challenging attendance data, helping school leaders focus improvement efforts on the cohorts or individual pupils who need it most.
- Working with school leaders to set goals or areas of focus for attendance and providing support and challenge around plans for improvement.
- Monitoring attendance figures at a school and Trust level, regularly evaluating the effectiveness of the school and Trust processes and improvement effort to ensure leaders are meeting pupils' needs.
- Where the school is facing barriers regarding attendance, working with school leaders to identify strategies and develop comprehensive plans to improve attendance.
- Sharing effective practice on attendance management and improvement across all schools.
- Holding the Headteacher to account for the implementation of this policy.

Designated Senior Leader responsible for attendance

The Designated Senior Leader (also known as the 'Senior Attendance Champion') is responsible for:

- Leading, championing and improving attendance across the school.
- Setting a clear vision for improving and maintaining good attendance.
- Evaluating and monitoring expectations and processes.
- Having a strong grasp of absence data and oversight of absence data analysis.
- Regularly monitoring and evaluating progress in attendance.
- Establishing and maintaining effective systems for tackling absence, and making sure they are followed by all staff.
- Liaising with pupils, parents and external agencies, where needed.
- Building close, productive relationships with parents to discuss and tackle attendance issues.
- Creating intervention or reintegration plans in partnership with pupils and their parents.
- Delivering targeted intervention and support to pupils and families.

Attendance Officer

The Attendance Officer for each school is responsible for:

- Monitoring and analysing attendance data.
- 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 or person authorised by the Headteacher when to consider issuing a Fixed-Penalty Notice.

Class Teachers

Class teachers are responsible for recording attendance in both morning and afternoon sessions on a daily basis, using the correct codes (see Appendix 2), and submitting this information to the school office at the end of each registration period.

School Office and Administration Staff

School office staff will:

- Take calls from parents about absence on a day-to-day basis and record reasons for any absences on the school system.
- Transfer calls from parents to attendance professionals within the school where appropriate, in order to provide more detailed support on attendance.

Parents

Where this policy refers to a parent, it refers to the adult the school and/or Local Authority decides is most appropriate to work with, including:

- All natural parents, whether they are married or not.
- All those who have parental responsibility for a child.
- Those who have day-to-day responsibility for a child (i.e. lives with and looks after them).

Parents are expected to:

- Make sure their child attends every day and on time.
- Call the school to report their child's absence before 9:00am on the day of the absence and each subsequent day of absence, and advise when they are expected to return.
- Provide the school with at least 2 emergency contact numbers for their child.
- Ensure that, where possible, appointments for their child are made outside of the school day.
- Keep to any attendance contracts that they make with the school and/or Local Authority.
- Seek support, where necessary, for maintaining good attendance by contacting the School Attendance Champion or other professional.

Promoting Regular Attendance

Within our Trust schools, we believe in developing good patterns of attendance and set high expectations for the attendance and punctuality of all our pupils from the outset. We recognise the strong connections between attendance, attainment, safeguarding and wellbeing. Helping to create a pattern of regular attendance is the responsibility of parents, pupils and all members of school staff.

To help us all to focus on this, we will:

- Submit a daily attendance return to the DfE, in line with legal expectations placed on schools.
- Build strong relationships and work jointly with families.

- Give parents details on attendance in our newsletters and websites.
- Promote the benefits of good attendance.
- Accurately complete attendance registers and have effective day-to-day processes in place to follow-up absence, as required by law.
- Recognise good or improving attendance.
- Celebrate excellent attendance by reporting individual achievements.
- Report to parents regularly on their child's attendance and the impact on their progress.
- Contact parents should their child's attendance fall below 95% for attendance.

Understanding Types of Absence

Any absence affects the routine of a child's schooling and regular absence will seriously affect their learning journey and ability to progress. Any absence or late arrival disrupts teaching routines and so may affect the learning of others in the same teaching group. Ensuring a child's regular attendance at school is a parental responsibility and allowing absence from school, without a good reason, creates an offence in law and may result in prosecution. Every half-day absence from school has to be classified by the school (not by the parent), as either **authorised** or **unauthorised**. This is why information about the cause of any absence is always required. Each half-day is known as a 'session'.

Authorised absences

These are morning or afternoon sessions away from school for a genuine reasons, such as:

1. illness - medical or dental appointments which unavoidably fall in school time, emergencies or other unavoidable causes.

Unauthorised absences

2. Unauthorised absences are those which the school does not consider reasonable and for which no 'leave' has been granted. This type of absence can lead to the school referring to the Local Authority for Fixed-Penalty Notices and/or legal proceedings. Whilst this is not an exhaustive list, unauthorised absence includes:
 - Parents keeping children off school unnecessarily e.g. because they had a late night or for non-infectious illness or injury that would not affect their ability to learn.
 - Absences which have not been properly explained.
 - Day trips, shopping trips or birthdays.
 - Looking after other children or accompanying siblings or parents to appointments.
 - Holidays taken during term time, not deemed 'for exceptional purposes' by the Headteacher, including any arranged by other family members or friends.
 - Other leave of absence in term time which has not been agreed.
 - Children who arrive at school after the close of registration. This is marked using a 'U' which indicates that the child is in school for safeguarding purposes, but the session is counted as an absence.
3. Persistent Absenteeism (PA) is defined by the Government as missing 10% or more schooling across the school year for any reason; this can be made up of authorised or unauthorised absences. Absence at this level will cause a considerable impact to any pupil's education and we need the full support and cooperation of parents to resolve this. All pupils who have attendance levels of 90% or below are considered to be a persistent absentee.
4. Severe Absenteeism (SA) is defined as a pupil who has missed 50% or more schooling. Pupils within this group may find it more difficult to be in school or face wider barriers to their regular attendance and, as such, are likely to need more intensive support.

Absence Procedures

Schools monitor and review all pupils' absence, and the reasons that are given, thoroughly.

If a child is absent from their school the parent must follow these procedures:

- Contact the school on the first day of absence before 9:00 am
- The school has an answer phone available to leave a message if nobody is available to take your call, or you may call into school personally and speak to the office staff. Please be aware that, if you leave a voicemail to report your child's absence, you may receive a call from the school so that we may discuss the absence before making a decision as to whether the absence is to be recorded as authorised.
- Contact the school on every further day of absence, again before 8:50 am.
- Ensure that your child returns to school as soon as possible and you provide any medical evidence, if requested, to support the absence. Medical evidence may be requested where your child is having multiple periods of absence which are reported as being due to medical reasons. When determining whether a child is too ill to attend school, both parents and school staff can consider the advice provided by the NHS.

If your child is absent, we will:

- Telephone or message the child's parent via Arbor on the first, and every subsequent day of absence, if we have not heard from them. However, it is the parents responsibility to contact us.
- If we are unable to make contact with parents by telephone, we will telephone emergency contact numbers, send other communications and a home visit may be made, in the interests of safeguarding. If the school cannot reach any of the pupil's emergency contacts the school may contact the Local Authority of the Police for a welfare check to be implemented.
- A referral will be made to Local Authority if no contact has been made with parents by the 10th day of absence (or sooner if deemed appropriate), at which point your child will be considered to be "missing from education."

If absence continues we will:

- Call the parent on each day that the absence continues to make sure safeguarding action is taken where necessary. If absence continues, after 15 days of consecutive or cumulative sickness across the school year the school will inform the Education Welfare Officer and/or the Local Authority in line with DfE guidance.
- Write to you if your child's attendance is below 95% and causing concern, and/or where punctuality is a concern. These letters are produced by our Attendance Officer and are directly correlated to the attendance registers held on our Management Information System.
- Arrange a meeting so that you can discuss the situation. with an attendance professional.
- Create a personalised action/support plan, such as an attendance contract, to address any barriers to attendance and make clear each person's role in improving the attendance patterns of your child (Appendix 3).
- Signpost support to other agencies or services, if appropriate and make the necessary referrals.
- Refer the matter to the Local Authority for relevant legal sanctions, if attendance deteriorates following the above actions.

Lateness

We recognise that poor punctuality can sometimes lead to irregular school attendance patterns. Good time-keeping is a vital life skill which will help children as they progress through their school life and into the wider world. Pupils who arrive late can disrupt lessons and, if a child misses the start of the day, they can feel unsettled, dysregulated and risk missing important work and messages from their class teacher.

The times of the start and close of the school day for all pupils at the school are:

Gates open:	8:40am
Registration opens:	8:50am
Registration closes:	9:00am
Registers close:	9:20am
End of the school day:	3:20pm

How we manage lateness:

- The school day starts at *8:40am* when children can begin to come into school.
- Registers are taken at 8:50am.
- Children arriving after 8:50am are required to come into school via the school office. If accompanied by a parent, they must sign them into our digital system and provide a reason for their lateness, which is recorded.
- At 9:20am the registers will be closed. In accordance with the Regulations, if your child arrives after that time, they will receive a mark that shows them to be on site (U), but this will **not** count as a present mark and it will mean that they have an unauthorised absence.
- The school may contact parents regarding punctuality concerns.

Unauthorised lateness could result in the school referring to the Local Authority for sanctions and/or legal proceedings. If your child has a persistent lateness record, you may be asked to meet with the School Attendance Champion but you can approach us at any time if you are having difficulties getting your child to school on time. We expect parents and staff to encourage good punctuality by being good role models to our children and work in partnership to secure this.

Attendance Register

Within our schools we keep an electronic attendance register, and place all pupils onto this register. Schools within our Trust will take their attendance register at the start of the first session of each school day and once during the second session. They will mark, using the appropriate national attendance and absence codes from the School Attendance (Pupil Registration) (England) Regulations 2024, 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

We will also record:

- For pupils of compulsory school age whether the absence is authorised or not.
- The nature of the activity, where a pupil is attending an approved educational activity.
- The nature of circumstances, where a pupil is unable to attend due to exceptional circumstances.

The Trust will keep every entry on the attendance register for 6 years after the date on which the entry was made.

Reporting to Parents

In line with DfE requirements, our schools report attendance to parents regularly. Schools will regularly inform parents about their child's attendance and absence levels at least twice per year through written reports created through our Management Information System. Where a pupil's attendance raises concern this is reported on regular intervals through contract meetings which are held in partnership with the school and parents and wider agencies, where appropriate.

Understanding Barriers to Attendance

Within our schools we recognise that whilst any child may occasionally have time off school because they are too unwell to attend, sometimes they can be reluctant to attend school. Any barriers preventing regular attendance are best resolved between the school, the parents and the child. If a parent thinks their child is reluctant to attend school, then the school will work with that family to understand the root problem and provide any necessary support. We can use outside agencies to help with this, such as the School Nurse, Mental Health and Emotional Wellbeing support services, a Child and Family Support Worker or the relevant Local Authority team(s). Where outside agencies are supporting the family, you may be invited to attend a Team Around the Family meeting to consider what is working well and what needs to improve. An individual support plan will be agreed and subsequently reviewed.

Some pupils face greater barriers to attendance than their peers. These can include pupils who suffer from long-term medical conditions or who have SEND, or other vulnerabilities. High expectations of attendance remain in place for these pupils, however, we will work with families and pupils to support improved attendance whilst being mindful of the additional barriers faced. Where a pupil has an EHC plan and their attendance falls, or the school becomes aware of barriers to attendance that relate to the pupil's needs, the school will inform the Local Authority so that discussions regarding reasonable adjustments and additional support from external partners can be made, if deemed appropriate.

Under the DfE's statutory guidance, schools are required to submit a sickness return to the Local Authority Education Welfare Officer for all pupils who have missed/are likely to miss 15 or more school days (consecutive or cumulative) due to medical reasons/illness.

Local Authority Attendance Support Services

Local Authority Attendance Specialists work strategically by offering support to schools, to reduce Persistent Absence and improve overall attendance. Parents are expected to work with the school

and Local Authority to address any attendance concerns. Parents should proactively engage with the support offered, aiming to resolve any problems together. This is nearly always successful. If difficulties cannot be resolved in this way, the school may consider more formal support and/or refer the child to the Local Authority. If attendance does not improve, legal action may be taken in the form of a Penalty Notice or prosecution in the Magistrates Court.

10.0 School Attendance and the Law

Legislation has been passed (The School Attendance (Pupil Registration) (England) Regulations 2024) which introduces a National Framework in England. By law all children of compulsory school age must receive an appropriate full-time education (Education Act 1996). Parents have a legal duty to ensure their child attends school regularly at the school at which they are registered. Parents may be recognised differently under education law, than under family law. Section 576 of the Education Act 1996 states that a 'parent', in relation to a child or young person, includes any person who is not a parent (from which can be inferred 'biological parent') but who has parental responsibility, or who has care of the child. A person typically has care of a child or young person if they are the person with whom the child lives, either full or part time and who looks after the child, irrespective of what their biological or legal relationship is with the child.

National Framework for Penalty Notices

There is a single consistent national threshold for when a Penalty Notice must be considered by all schools in England, of 10 sessions (usually equivalent to 5 school days) of unauthorised absence within a rolling 10 school week period. The 10 sessions of absence do not have to be consecutive and can be made up of a combination of any type of unauthorised absence (G, O and/or U coded within the school's registers). The 10 school week period can span different terms, school years or education settings. The Headteacher (or someone authorised by them), Local Authority or the police can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age, by issuing a Penalty Notice. If the school issues a Penalty Notice, it will check with the Local Authority before doing so, and send them a copy of the required paperwork. Before issuing a Penalty Notice, the school will consider the individual case, including:

- Whether the national threshold for considering a Penalty Notice has been met (10 sessions of unauthorised absence in a rolling period of 10 school weeks).
- Whether a Penalty Notice is the best available tool to improve attendance for that pupil.
- Whether further support, a notice to improve or another legal intervention would be a more appropriate solution.
- Whether any obligations that the school has under the Equality Act 2010 make issuing a Penalty Notice inappropriate.

A Penalty Notice may also be issued where parents allow their child to be present in a public place during school hours without reasonable justification, during the first 5 days of a suspension or exclusion (where the school has notified the parents that the pupil must not be present in a public place on that day). These penalty notices are not included in the National Framework, and are not subject to the same considerations about support being provided, and do not count towards the limit as part of the escalation process.

Each parent who is liable for the pupil's offence(s) can be issued with a penalty notice, but this will usually only be the parent/parents who allowed the absence. Sanctions may include issuing each parent (for each child) with a Penalty Notice for £160, reduced to £80 if paid within 21 days (for the **first** offence). If a **second** penalty notice is issued to the same parent in respect of the same pupil, the parent must pay £160 if paid within 28 days. If a third offence is committed, the matter may be referred to the Local Authority for consideration of prosecution via the Magistrates Court. If prosecution is instigated for irregular school attendance, each parent may receive a fine of up to £2500 and/or up to 3 months in prison. If a parent is found guilty in court, they will receive a criminal

conviction. The payment of a penalty notice must be made directly to the Local Authority, regardless of who issues the notice. If the payment has not been made after 28 days, the Local Authority can decide whether to prosecute or withdraw the notice.

The Code of Conduct with regards to penalty notices within our Local Authority can be found [here](#)

There is no entitlement in law for pupils to take time off during the term to go on holiday or other absence for the purpose of leisure or recreation, or to take part in protest activity in school hours. In addition, the Supreme Court has ruled that the definition of regular school attendance is “in accordance with the rules prescribed by the school.”

The School Attendance (Pupil Registration) (England) Regulations 2024 set out the statutory requirements for schools. All references to family holidays and extended leave have been removed. The amendments specify that Head Teachers may not grant any leave of absence during term time unless there are "exceptional circumstances" and they do not have any discretion to authorise up to ten days of absence each academic year.

A leave of absence shall not be granted in term time unless there are reasons considered to be exceptional by the Head Teacher, irrespective of the child's overall attendance. Only the Head Teacher (not the Local Authority) may authorise such a request and all applications for a leave of absence must be made in writing, in advance, on the prescribed form provided by the school (Appendix 4). The school will usually consider that the parent who has made the application is therefore allowing the leave of absence, and also that all parents who are on the holiday are allowing the leave. Where a parent removes a child after their application for leave was refused or where no application was made to the school, the absence will be recorded as unauthorised. It is likely that Penalty Notices will be requested, in line with the National Framework in respect of each parent believed to have allowed the absence.

Within the Trust, 'exceptional circumstances' will be interpreted as being of unique and significant emotional, educational or spiritual value to the child which outweighs the loss of teaching time (as determined by the Head Teacher). The fundamental principles for defining 'exceptional' are events that are 'rare, significant, unavoidable and short'. By 'unavoidable' we mean an event that could not reasonably be scheduled at another time, outside of school term time, regardless of who has planned or paid for the holiday or absence (including grandparents or other family or friends). The Head Teacher may discuss the leave of absence request with the Trust Leadership Group (TLG) and/or the Local Authority to determine any exceptional circumstances. If leave of absence is authorised, the school will not provide work for children to do during their absence. Parents are however advised to read with their children while they are away.

Notices to Improve

If the national threshold has been met and support is appropriate, but parents do not engage with offers of support, the school may offer a notice to improve to give parents a final chance to engage with support. Notices to improve will be issued in line with processes set out in the local code of conduct for the Local Authority area in which the pupil attends school.

They will include:

- Details of the pupil's attendance record and of the offences.
- The benefits of regular attendance and the duty of parents under [section 7 of the Education Act 1996](#).
- Details of the support provided so far.
- Opportunities for further support, or to access previously provided support that was not engaged with.

- A clear warning that a Penalty Notice may be issued if attendance doesn't improve within the improvement period, along with details of what sufficient improvement looks like, which will be decided on a case-by-case basis.
- A clear timeframe of between 3 and 6 weeks for the improvement period.
- The grounds on which a Penalty Notice may be issued before the end of the improvement period

10.3 Approval for Term Time Absence

The Head Teacher will allow pupils to be absent from the school site for certain educational activities, or to attend other schools or settings. The Head Teacher will only grant a leave of absence to a pupil during term time if the request meets the specific circumstances set out in the [2024 school attendance regulations](#). These circumstances are:

- Taking part in a regulated performance.
- Attending an interview.
- A temporary, time-limited part-time timetable.
- Exceptional circumstances.

A leave of absence is granted at the Head Teacher's discretion, including the length of time the pupil is authorised to be absent for. Leave of absence will not be granted for a pupil to take part in protest activity during school hours. As a leave of absence will only be granted in exceptional circumstances, it is unlikely a leave of absence will be granted for the purposes of a family holiday. The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant background context behind the request.

Other valid reasons for **authorised absence** include (but are not limited to):

- Illness (including mental-health illness) and medical/dental appointments.
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parent(s) belong(s). If necessary, the school will seek advice from the parents' religious body to confirm whether the day is set apart.
- Parent(s) travelling for occupational purposes – this covers Roma, English and Welsh gypsies, Irish and Scottish travellers, showmen (fairground people) and circus people, barges (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.
- If the pupil is currently suspended or excluded from school (and no alternative provision has been made).

Other reasons the school may allow a pupil to be absent from the school site, which are not classified as absences, include (but are not limited to):

- Attending an offsite approved educational activity e.g. sports event, trip arranged by the school or transition day.
- Attending another school at which the pupil is also registered (dual registration).
- Attending provision arranged by the local authority.
- Attending work experience.
- If there is any other unavoidable cause for the pupil not to attend school, such as disruption to travel caused by an emergency, a lack of access arrangements, or because the school premises are closed.

Deletion from Roll

For any pupil leaving one of our Trust schools, other than at the end of Year 6 in primary or Year 11 in secondary school, parents are required to complete a 'Pupils moving from school' form which can be obtained from the school office (Appendix 5). This provides the school with the following information: Child's name, class, current address, date of leaving, new home address, name of new school, address of new school. This information is essential to ensure that we know the whereabouts and may appropriately safeguard all of our pupils, even those who leave us.

It is crucial that parents keep school updated with current addresses and contact details for the pupil and key family members, in case of emergency. Under Pupil Regulations 2006, all schools are legally required to notify their Local Authority of every new entry to the admission register within five days of the pupil being enrolled. In addition to this, every deletion from the school register must also be notified to the Local Authority, as soon as the ground for deletion has been met in relation to that pupil, and in any event, no later than the time at which the pupil's name is deleted from the register. This duty does not apply when a pupil's name is removed from the admission register at a standard transition point – when the pupil has completed the final year of education normally provided by the school.

Attendance Monitoring

Within our schools we use data to monitor, identify and support individual pupils or groups of pupils when their attendance (including punctuality) needs to improve, and schools are required to submit pupil attendance data to the DfE on a daily basis in accordance with Education (Information about Individual Pupils) (England) (Amendment) Regulations 2024. Data is collected each term and published at national and Local Authority level through the DfE's school absence national statistics releases. Our schools benchmark their attendance data at whole school, year group and cohort level against local, regional and national levels to identify areas of focus for improvement, and share this with the Local Governing Body.

Our schools monitor attendance and absence data (including punctuality) half-termly, termly and yearly across the school and at an individual pupil and cohort level. Persistently and severely absent pupils are tracked and monitored carefully.

12.1 Analysing Attendance

Within the Trust, our schools:

- Analyse attendance and absence data regularly to identify pupils, groups or cohorts that need additional support with their attendance.
- Identify pupils whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severe absence.
- Conduct thorough analysis of half-termly, termly, and full-year data to identify patterns and trends.
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns.

12.2 Using Data to Improve Attendance

Within the Trust, our schools:

- Develop targeted actions to address patterns of absence (of all severities) of individual pupils, groups or cohorts that it has identified via data analysis.
- Provide targeted support to the pupils identified whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severe absence.
- Provide regular attendance reports to class teachers and school leaders including the SENCO, DSL and Pupil Premium Leads), to facilitate discussions with pupils and their families, and to the Local Governing Body and Trust leaders.
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies.
- Share information and work collaboratively with other schools in the area, local authorities and other partners where a pupil's absence is at risk of becoming persistent or severe, including keeping them informed regarding specific pupils, where appropriate.

12.3 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. Reducing persistent and severe absence is central to our strategy for improving attendance. The school will:

- Use attendance data to find patterns and trends of persistent and severe absence.
- Consider potential safeguarding issues and, where suspected or present, address them in line with Keeping Children Safe in Education.
- Hold regular meetings with the parents of pupils who the school (and/or Local Authority) considers to be vulnerable or at risk of persistent or severe absence, or who are persistently or severely absent, to:
 - a) discuss attendance and engagement at school
 - b) listen, and understand barriers to attendance
 - c) explain the help that is available
 - d) explain the potential consequences of, and sanctions for, persistent/severe absence
 - e) review any existing actions or interventions
- Provide access to wider support services to remove the barriers to attendance, in conjunction with the Local Authority, where relevant.
- Consider alternative support that could be put in place to remove any barriers to attendance and re-engage these pupils. In doing so, the school will sensitively consider some of the reasons for absence.
- Implement sanctions, where necessary.

Appendix 1: Key Contacts

Reporting School Absence	Name: <i>Ms C Ratnaseelan</i> Email address or contact details: info@hartley.lihtrust.uk 02084722523 admissionsandattendance@hartley.lihtrust.uk
Attendance Officer	Name: <i>Ms D Fisher</i> Email address or contact details:

	admissionsandattendance@hartley.lihtrust.uk 020 84722523 ext: 2
Senior Attendance Champion	Name: <i>Mrs K Bhangra</i> admissionsandattendance@hartley.lihtrust.uk 020 84722523 ext: 2

Appendix 2: Attendance Codes

The following codes are taken from the DfE's [guidance on school attendance](#).

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
Attending a place other than the school		
K	Attending education provision arranged by the local authority	Pupil is attending a place other than a school at which they are registered, for educational provision arranged by the local authority
V	Attending an educational visit or trip	Pupil is on an educational visit/trip organised or approved by the school
P	Participating in a sporting activity	Pupil is participating in a supervised sporting activity approved by the school

W	Attending work experience	Pupil is on an approved work experience placement
B	Attending any other approved educational activity	Pupil is attending a place for an approved educational activity that is not a sporting activity or work experience
D	Dual registered	Pupil is attending a session at another setting where they are also registered
Absent – leave of absence		
C1	Participating in a regulated performance or undertaking regulated employment abroad	Pupil is undertaking employment (paid or unpaid) during school hours, approved by the school
M	Medical/dental appointment	Pupil is at a medical or dental appointment
J1	Interview	Pupil has an interview with a prospective employer/educational establishment
S	Study leave	Pupil has been granted leave of absence to study for a public examination
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
C2	Part-time timetable	Pupil is not in school due to having a part-time timetable
C	Exceptional circumstances	Pupil has been granted a leave of absence due to exceptional circumstances
Absent – other authorised reasons		

T	Parent travelling for occupational purposes	Pupil is a 'mobile child' who is travelling with their parent(s) who are travelling for occupational purposes
R	Religious observance	Pupil is taking part in a day of religious observance
I	Illness (not medical or dental appointment)	Pupil is unable to attend due to illness (either related to physical or mental health)
E	Suspended or excluded	Pupil has been suspended or excluded from school and no alternative provision has been made
Absent – unable to attend school because of unavoidable cause		
Q	Lack of access arrangements	Pupil is unable to attend school because the local authority has failed to make access arrangements to enable attendance at school
Y1	Transport not available	Pupil is unable to attend because school is not within walking distance of their home and the transport normally provided is not available
Y2	Widespread disruption to travel	Pupil is unable to attend because of widespread disruption to travel caused by a local, national or international emergency
Y3	Part of school premises closed	Pupil is unable to attend because they cannot practicably be accommodated in the part of the premises that remains open
Y4	Whole school site unexpectedly closed	Every pupil absent as the school is closed unexpectedly (e.g. due to adverse weather)

Y5	Criminal justice detention	Pupil is unable to attend as they are: · In police detention · Remanded to youth detention, awaiting trial or sentencing, or · Detained under a sentence of detention
Y6	Public health guidance or law	Pupil's travel to or attendance at the school would be prohibited under public health guidance or law
Y7	Any other unavoidable cause	To be used where an unavoidable cause is not covered by the other codes
Absent – unauthorised absence		
G	Holiday not granted by the school	Pupil is absent for the purpose of a holiday, not approved by the school
N	Reason for absence not yet established	Reason for absence has not been established before the register closes
O	Absent in other or unknown circumstances	No reason for absence has been established, or the school isn't satisfied that the reason given would be recorded using one of the codes for authorised absence
U	Arrived in school after registration closed	Pupil has arrived late, after the register has closed but before the end of session
Administrative codes		

Z	Prospective pupil not on admission register	Pupil has not joined school yet but has been registered
#	Planned whole-school closure	Whole-school closures that are known and planned in advance, including school holidays

Appendix 3 - Contract

An example of an Attendance Contract form can be located [here](#).

Appendix 4 - Leave of Absence Request Form

An example Leave of Absence Request Form can be found [here](#).

Appendix 5 - Pupil Leaving Form

An example of a pupil leaving school form can be located [here](#).