



Attendance and Punctuality Policy

Date:	4 th September 2024
Review Date:	September 2027
Responsibility:	Headteacher
STATUTORY	Yes
Checked against Equality Policy	Yes

Agreed by Governors: Brendan Gibbs	Date: September 2024
Headteacher: Rebecca Mitchell	Date: September 2024

Enjoy

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Succeed

Section 1:

Rationale

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 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.

Where parents decide to have their child registered at school, they have an additional legal duty to ensure their child attends that school regularly. This means their child must attend every day that the school is open, except in a small number of allowable circumstances such as being too ill to attend or being given permission for an absence in advance from the school.

We are committed to providing an education of the highest quality for all our pupils and endeavour to provide an environment where all pupils feel valued and welcome. Parents and pupils play a part in making our school so successful. Every child has a right to access the education to which he/she is entitled. Parents and teachers share the responsibility for supporting and promoting excellent school attendance and punctuality for all.

It is our duty to consistently strive to achieve a goal of 100% attendance for all pupils. Every opportunity will be used to convey to pupils and their parents or carers the importance of regular and punctual attendance.

For a child to take full advantage of the educational opportunities offered, it is vital he/she is at school, on time, every day the school is open unless the reason for the absence is unavoidable. The routines pupils develop around attendance and punctuality at school are the same as the expectations of any future employer in the world of work. High attainment, confidence with peers and staff and future aspirations depend on good attendance.

Good attendance is important because:

- Statistics show a direct link between under-achievement and attendance below 95%;
- Regular attenders make better progress, both socially and academically;
- Regular attenders find school routines, school work and friendships easier to cope with;
- Regular attenders find learning more satisfying;
- Regular attenders are more successful in transferring between primary school, secondary school, and higher education, employment or training.
- For the most vulnerable pupils, regular attendance is also an important protective factor and the best opportunity for needs to be identified and support provided.

Section 2:

Operating the Policy

2.1 Promoting Good Attendance

The foundation for good attendance is a strong partnership between the school, parents and the child. The Home/School Agreement will contain details of how we will work with parents and our expectations of what parents will need to do to ensure their child achieves good attendance. Our home/School Agreement was introduced in 2023 and all new pupils to the school, and their parents, are asked to sign this agreement on entry to the school.

To help us all to focus on this we will:

- Build strong relationships and work jointly with families, listening to and understanding barriers to attendance and working in partnership with families to remove them;
- Develop and maintain a whole school culture that promotes the benefits of high attendance;
- Have a clear school attendance policy which all staff, pupils and parents understand;
- Accurately complete admission and attendance registers and have effective day to day processes in place to follow-up absence;
- Regularly monitor and analyse attendance and absence data to identify pupils or cohorts that require support with their attendance and put effective strategies in place;
- Share information and work collaboratively with other schools in the area, local authorities, and other partners when absence is at risk of becoming persistent or severe;
- Be particularly mindful of pupils absent from school due to mental or physical ill health or their special educational needs and/or disabilities, and provide them with additional support.

2.2 Roles and Responsibilities:

Responsibilities of Pupils:

- Attend every day unless they are ill or have an authorised absence;
- Arrive in school on time;
- Go to all their registrations and lessons on time;
- Ensure they have signed in or out in the school office if they are late or are leaving the school site during school hours.

Responsibilities of Parents and Carers:

Ensuring your child's regular attendance at school is a parent/carers legal responsibility (section of the 1996 Education Act) and permitting absence from school that is not authorised by the school creates an offence in law.

Parents will:

- Inform the school on the first day of absence;
- Support the school with their child in aiming for 100% attendance each year;
- Make sure that any absence is clearly accounted for by phone or text on the first and subsequent days of absence, or by letter if a phone is unavailable;
- Avoid taking their child out of school for non-urgent medical or dental appointments;
- Only request leave of absence if it is for an **exceptional** circumstance.

Responsibilities of Classroom Staff:

- Ensure that all students are registered accurately at the start of each morning and afternoon session;
- Promote and reward good attendance at all appropriate opportunities;
- Liaise with the Attendance Lead (Rebecca Mitchell) on matters of attendance and punctuality;
- Communicate any concerns or underlying problems that may account for a child's absence.
- Work with senior leaders and the Welfare Officer (Marie Lockton) to support pupils back to school following a lengthy or unavoidable period of absence and provide support to build confidence and bridge gaps.

Responsibilities of the Arbor Manager:

- Maintain the admission register in accordance with the School Attendance (Pupil Registration) (England) Regulations 2024;
- Ensure that all registers have been completed at the start of each morning and afternoon session;
- Record any reasons for absence using the appropriate national attendance and absence codes (See Appendix 1);
- Implement day to day processes to track and follow up absences and poor punctuality;
- Work with the school's Admissions Lead to share information with 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. Only one sickness return is required for a continuous period of sickness in a school year.

Responsibilities of the School's Attendance Lead:

In this school, the Headteacher is the School's Attendance Lead, supported by the Welfare Officer, Marie Lockton. They will:

- Set high expectations for the attendance and punctuality of all pupils and communicate these regularly to pupils and parents through all available channels;
- Set a clear vision for improving and maintaining good attendance, celebrating 100% attendance each term through assemblies;
- Establish and maintain effective systems for tackling absence and make sure they are followed by all staff;
- Ensure the Attendance Policy is consistently applied throughout the school, ensuring all teaching and non-teaching staff know the importance of good attendance, are consistent in their communication with pupils and parents and receive the training and professional development they need;
- Ensure that attendance is recorded accurately;
- Ensure parents receive reports on how their child is performing in school, what their attendance and punctuality rate is and how this relates to their attainments;
- Regularly monitor and analyse attendance and absence data to ensure any issues are identified at an early stage and that effective strategies are put in place to support;
- Benchmark attendance data against local, regional and national levels to identify areas of focus for improvement;
- Provide data and reports on attendance to the Governing Body;
- Build strong relationships with families, listen to and understand barriers to attendance and work with families to remove them;
- Support pupils and parents to access any support they may need voluntarily, for example:
 - School nursing services
 - Mental health support teams;
- Share information and work collaboratively with other schools in the area, local authorities, and other partners when absence is at risk of becoming persistent or severe;
- Where voluntary support has not been effective, put formal support in place or issue penalty notices;
- Where pupils have a social worker, inform them if there are unexplained absences from school;
- Prosecute parents where all other routes have failed or are not deemed appropriate.

Responsibilities of the Governing Body:

- Recognise the importance of school attendance and promote it across the school's ethos and policies;
- Ensure school leaders fulfil expectations and statutory duties;
- Regularly review attendance data, discuss, and challenge trends, and help school leaders focus improvement efforts on the individual pupils or cohorts who need it most;
- Ensure school staff receive adequate training on attendance.

Section 3: **Recording Attendance**

3.1 Registers

Legally the register must be marked twice daily. This is once at the start of the school day at **8:45am** and again for the afternoon session at **1:15pm**.

3.2. Lateness /Punctuality

It is important to be on time at the start of the morning and afternoon school sessions and to lessons. The start of school/lessons are used to give out instructions or organise work. If a child is late, they can miss work, time with their class teacher getting vital information and cause disruption to the lesson for others. This can be embarrassing, leading to possible further absence.

- The school doors open at 8:30am to allow a calm and staggered entry into school.
- The day officially begins at 8.45am and all pupils are expected to be in school at this time.
- The register officially closes 30 minutes after the start time (9:15am).
- All lateness is recorded daily. This information will be required by the courts, should a prosecution for non-attendance or lateness be necessary.
- Arrival after the close of registration will be marked as unauthorised absence code 'U' in line with county and Department for Education (DfE) guidance. This mark shows them to be on site, but is legally recorded as an absence.
- If a pupil is late after the close of registration due to a medical appointment, they will receive an authorised absence coded 'M'. Please be advised that where possible doctors and dentists appointments should be made outside of school hours or during school holidays.

Pupils who are consistently late are disrupting not only their own education but also that of the other pupils. On-going and repeated lateness **will be subject to legal action** (see section 6 for further detail).

Parents or carers of pupils who have patterns of lateness will be contacted to discuss the importance of good time keeping and how this might be achieved. If lateness persists, parents or carers will be invited to attend the school and discuss the problem and support offered. If support is not appropriate or is declined and a child has 10 or more sessions of unauthorised absence due to lateness recorded in any 10 week period, the school will be required to issue parents with a Penalty Notice in accordance with Hampshire County Council's Code of Conduct for issuing Penalty Notices for non-attendance (see section 6 of this policy for further detail).

3.3. Absences

A child not attending school is considered a **safeguarding** matter. This is why information about the cause of any absence is always required.

If a child is absent, parents must:

- Contact the school office (01243 375750) as soon as possible on the first day of absence (there is an option to leave a message on this number);
- Provide detail regarding the reason for the absence in a written form if this is requested.

If a child is absent the school will:

- Contact parents during the morning session on the first day of absence if we have not heard from them by 9:30am; *this is because we have a duty to ensure the child's safety as well as their regular school attendance*;
- If we have not received a reason for absence, we will telephone parents. If we cannot reach them, we will send a Tucasi message requesting them to contact the school within the hour;
- If this is not responded to, then the Headteacher and Welfare Officer (or a member of the Senior Leadership Team) will consider conducting a home visit.
- Invite parents in to discuss the situation if absences persist (see continued ongoing absence below).

Third Day Absence

If a child is not seen and contact has not been established with parents or any of the named carers after three days of absence, the school is required to start a child missing in education procedure as set down by Hampshire County Council Guidance. We will make all reasonable enquires to establish contact with parents and the child, including making enquires to known friends and/ or wider family.

Ten Day's Absence

We have a legal duty to report the absence of any pupil who is absent without an explanation for 10 consecutive days. If the child is not seen and contact has not been established with the named parent/carer then the Local Authority is notified that the child is 'at risk of missing'. Children's Services Staff will visit the last known address and alert key services to locate the child.

Parents are asked to ensure we always have an **up-to-date contact number**. The school requires at least two emergency contact names and numbers for each pupil to be held on file. There will be regular checks on telephone numbers throughout the year however, it is the responsibility of the parent to ensure the school is updated if contact details change.

Continued or Ongoing Absence

Where absence escalates and pupils miss 10% or more of school (equivalent to 1 day or more a fortnight across a full school year), schools and local authorities are expected to work together to put additional targeted support in place to remove any barriers to attendance and re-engage these pupils.

Absence for whatever reason disadvantages a child by creating gaps in his/her learning. As such, we monitor all absence thoroughly and all attendance data is shared with the Local Authority and the Department for Education.

Research shows that attainment is affected when attendance falls **below 95%**. Where this is the case, these pupils are classed as **‘at risk of becoming persistently absent’**. Where attendance falls **below 90%**, these pupils are classed as being **‘persistently absent’**.

Attendance data is monitored for patterns and trends through fortnightly meetings, considering the attendance of any pupil below 95%. Where pupils are identified as being at risk of poor attendance, we will contact parents to discuss the reasons and offer support if needed.

A staged approach is used for this:

Stage 1 – Discussion with the Welfare Officer, Marie Lockton.

Stage 2 (if insufficient improvement) – Attendance Letter 1 is sent home and parents asked to attend a meeting with the Welfare Officer to agree targets for improvement. Support is put into place if required.

Stage 3 (if insufficient improvement) – Attendance Letter 2 is sent home and parents are asked to attend a meeting with the Headteacher. A Voluntary Attendance Contract is drawn up. (NB Medical evidence will often be requested for authorised absences due to illness at this stage.)

Stage 4 (if insufficient improvement or the child’s attendance drops below 90%) – Depending on the circumstances of the absence, either a referral will be made to the Local Authority Attendance Legal Intervention Team or a Penalty Notice Warning will be issued. (see Section 6).

At each stage, access to wider support services will be provided where needed in order to remove barriers to attendance.

Particular focus is given to pupils who are absent from school more than they are present (those missing 50% or more of school).

Section 4:

Requests for Leave of Absence

All schools can grant a leave of absence when a pupil needs to be absent from school with permission. All schools are expected to restrict leaves of absence to the specific circumstances set out in regulation 11 of the School Attendance (Pupil Registration) (England) Regulations 2024 and schools maintained by a local authority must do so. These circumstances are:

- **Taking part in a regulated performance or employment abroad:** in line with a licence issued by a local authority or Justice of the Peace or a body of persons approval (BOPA).
- **Attending an interview:** for entry into another educational institution or for future employment where requested in advance by a parent the pupil normally lives with.

- **Study leave:** for public examinations, as agreed in advance with a parent the pupil normally lives with.
- **A temporary, time-limited part-time timetable:** where the pupil is of compulsory school age, both the parent who the pupil normally lives with and school agree the pupil should temporarily be educated on a part-time basis for exceptional reasons and have agreed the times and dates when the pupil will be expected to attend school as part of that timetable.
- **Exceptional circumstances:** All schools can grant a leave of absence for other exceptional circumstances at their discretion. In the case of schools maintained by local authorities, it must be requested in advance by a parent who the pupil normally lives with. Schools are then expected to consider each application individually taking into account the specific facts and circumstances and relevant background context behind the request. If a leave of absence is granted, it is for the school to determine the length of the time the pupil can be away from school.

Pupil registration (England) regulations state that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. The fundamental principles for defining 'exceptional' are **rare, significant, or unavoidable** which means the event could not reasonably be scheduled at another time. There are no rules on this as circumstances vary from school to school and family to family. There is however, no legal entitlement for time off in school time to go on holiday **and so no holidays will be authorised without exceptional circumstances.**

Parents/Carers wishing to apply for leave of absence need to fill in an application form available from the school office / website in advance and before making any travel arrangements.

If term time leave is taken without prior permission from the school, the absence will **be unauthorised** and if the number of sessions absent hits the thresholds set down in Hampshire's Code of Conduct parent/carers will be issued with a fixed-penalty fine, or other legal action in accordance the code (see section 6 for detail). **Taking holidays in term time will affect a child's schooling as much as any other absence and we expect parents to help us by not taking their children out of school during school time.**

We will liaise with other schools regarding requests for leave of absence for siblings.

As well as the above leaves of absence, all schools can also allow pupils to be absent from the school site for certain educational activities or to attend other schools or settings:

- To attend an offsite approved educational activity.
- To attend another school at which the pupil is registered (dual-registration).
- To attend provision arranged by the local authority. e.g. alternative provision or as part of an education, health and care plan.
- To participate in an approved sporting activity.
- To attend an educational visit or trip arranged by the school.
- To attend work experience.

As these circumstances are part of delivering a full time education they are not classified as absences for statistical purposes however a leave of absence request is still needed for the absence to be authorised.

4.1 Leave of Absence Request Process

To request a leave of absence for a child at Emsworth Primary School, the following process has to be followed:

- A form to request a leave of absence can be obtained from the school office;
- By law the application for a leave of absence should be made by the parent(s) the child normally resides with;
- Applications should be made in writing on the official form at least one month before the absence is due to begin and sent to the school office;
- This form should be completed before any travel arrangements are made;
- After consideration of the information provided on the form (within the context of the criteria for absence laid out in this policy), the headteacher will complete the form and return this to parents either giving or refusing permission for the absence with reference to absence to date.
- When parents receive these forms back, it is their responsibility to check these carefully as often some of the requested absence can meet the criteria for exceptional but not all and so only part of the absence is authorised.

4.2 Important Points to Note Regarding Requests for Absence:

- The school governors have agreed that leave will only be granted in exceptional circumstances and only then if the child's attendance record is 95% or above
- No leave of absences will be authorised during statutory assessment windows e.g. Year 1 phonics screening check, Year 4 multiplication check or Year 6 National Assessments (or SATS).
- Parents should not expect any request for leave for a family holiday to be approved
- Parents who decide to take a child on holiday without permission will incur unauthorised absences for their child. These remain on a child's record and are monitored for further action and could result in court action
- Work will not be sent for completion during the absence
- If a pupil does not return to school within ten days of the agreed return date after a leave of absence in term time, then the school will consider removing the child from the school roll. The school has the right to do this under government legislation

Section 5:

Understanding types of absence

Pupils are expected to attend school every day for the entire duration of the academic year, unless there is an **exceptional reason** for the absence. There are two main categories of absences:

- Authorised Absence is when the school has accepted the explanation offered as satisfactory justification for the absence, or given approval in advance for such an absence. If no explanation is received, absences cannot be authorised.
- Unauthorised Absence is when the school has not received a reason for absence or has not approved a child's leave of absence from school after a parent's request. This includes:
 - parents giving their children permission to be off school unnecessarily such as for shopping, birthdays, to look after siblings, sickness of a parent, problems with transport
 - family holidays
 - school refusal or truancy
 - absences which have not been explained
 - lateness after the register has closed (coded 'U')

A school can, if needed, change an authorised absence to an unauthorised absence and vice versa if new information is presented. Any changes will be communicated to parents/carers. An example of this would be where a parent states a child is unwell but on return to school there is evidence they have been on holiday.

If the authenticity of illness is in doubt, or the child has multiple absences due to illness, the school can request parents to provide medical evidence to support illness. Schools can record the absence as unauthorised if not satisfied of the authenticity of the illness but should advise parents of their intention. We will not request medical evidence unnecessarily. Medical evidence can take the form of prescriptions, appointment cards, etc. rather than doctors' notes.

Section 6:

Attendance Legal Intervention

As absence is so often a symptom of wider issues a family is facing, schools and local authorities should always work together with other local partners to understand the barriers to attendance and provide support. Where that is not successful, or is 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. Attendance legal intervention can only be used for pupils of compulsory school age and decisions should be made on an individual case by case basis.

Schools and local authorities are expected to work together and make use of the full range of legal interventions rather than relying solely on penalty notices or prosecution. It is for individual schools and local authorities to decide whether to use them in an individual case after considering the individual circumstances of a family. These are:

- Attendance contracts
- Education supervision orders
- Attendance prosecution
- Parenting orders
- Penalty notices

As part of the local authority, the school **must** enforce Hampshire's Code of Conduct for issuing Penalty Notices or follow its guidance on other Legal Measures for Non-Attendance. The Code of Conduct is a statutory document that ensures that powers for legal sanctions are applied consistently and fairly across all schools and their families within the authority. A copy is available from <https://www.hants.gov.uk/educationandlearning/behaviour-attendance-parents>

6.1 Attendance Contracts

An attendance contract is a formal written agreement between a parent and either the school or local authority to address irregular attendance at school or alternative provision. An attendance contract is not legally binding but allows a more formal route to secure engagement with support where a voluntary early help plan has not worked or is not deemed appropriate. An attendance contract is not a punitive tool, it is intended to provide support and offer an alternative to prosecution. Parents cannot be compelled to enter an attendance contract, and they cannot be agreed in a parent's absence.

Failure by the parent, school, or local authority to keep to the terms of the attendance contract cannot lead to action for breach of contract or for civil damages. There is no criminal sanction for a parent's failure to comply with, or refusal to sign, an attendance contract. If the pupil's irregular attendance continues or escalates to the point where prosecution is deemed appropriate, however, any failure or refusal may be presented as evidence in the case. It is therefore important that any non-compliance with the contract is recorded so that it can be presented in court if necessary.

6.2 Education Supervision Orders

Where a voluntary early help plan, or formal attendance contract has not been successful, an Education Supervision Order (ESO) can be a useful alternative to provide formal legal intervention without criminal prosecution. ESOs are made through the Family or High Court, rather than Magistrates Court. They give the local authority a formal role in advising, helping and directing the pupil and parent(s) to ensure the pupil receives an efficient, full-time, suitable education. Where parents persistently fail to comply with the directions given under the ESO, they may be guilty of an offence.

6.3 Attendance Prosecution

If a child of compulsory school age fails to attend regularly at a school at which they are registered, or at a place where alternative provision is provided for them, their parents may be guilty of an offence and can be prosecuted by the local authority.

6.4 Parenting Orders

Parenting orders are an ancillary order that can be imposed by the Court following conviction for non-attendance alongside a fine and/or community order. Parents' agreement is not required before an order is made. They may be appropriate where the parent has not engaged in support to improve their child's attendance and where compulsion to do so would help change parental behaviour.

6.5 Penalty Notices

Penalty notices are issued to parents as an alternative to prosecution where they have failed to ensure that their child of compulsory school age regularly attends the school where they are registered or, in certain cases, at a place where alternative provision is provided. Penalty notices can be used by all schools where the pupil's absence has been recorded with one or more of the unauthorised codes and that absence(s) constitutes an offence. A penalty notice can be issued to each parent liable for the offence or offences. They should usually only be issued to the parent or parents who have allowed the absence (regardless of which parent has applied for a leave of absence).

National threshold when it is appropriate to issue a penalty notice

All state funded schools must consider whether a penalty notice is appropriate in each individual case where one of their pupils reaches the national threshold for considering a penalty notice. Schools should not have a blanket position of issuing or not issuing penalty notices and should make judgements on each individual case to ensure fairness and consistency across the country.

The threshold is **10 sessions of unauthorised absence in a rolling period of 10 school weeks**. A school week means any week in which there is at least one school session. This can be met with any combination of unauthorised absence (e.g. 4 sessions of holiday taken in term time plus 6 sessions of arriving late after the register closes all within 10 school weeks).

These sessions can be consecutive (e.g. 10 sessions of holiday in one week) or not (e.g. 6 sessions of unauthorised absence taken in 1 week and 1 per week for the next 4 weeks). The period of 10 school weeks can also span different terms or school years (e.g. 2 sessions of unauthorised absence in the Summer Term and a further 8 within the Autumn Term).

Issuing of penalty notices

Parents and Carers will be warned of the likelihood of a Penalty Notice being issued for unauthorised absence either via a letter, through the leave of absence request form, or through the schools attendance policy and website. The Penalty Notice is a fine that is issued to each parent/carer who condoned (or was responsible for the child) during the period of unauthorised absence for which the fine has been issued. For each case of unauthorised absence the school or Hampshire County Council will

decide whether a Penalty Notice is issued **to one or more parent/carers** for each child.

N.B This could mean four Penalty Notices for a family with two siblings both with unauthorised absence for holiday i.e. one Penalty Notice for each child to each parent.

Two penalty notice limit and escalation in cases of repeat offences

A penalty notice is an out of court settlement which is intended to change behaviour without the need for criminal prosecution. If repeated penalty notices are being issued and they are not working to change behaviour they are unlikely to be most appropriate tool. Therefore, from Autumn Term 2024, only 2 penalty notices can be issued to the same parent in respect of the same child within a 3 year rolling period and any second notice within that period is charged at a higher rate:

- The first penalty notice issued to a parent in respect of a particular pupil will be charged at £160 if paid within 28 days. This will be reduced to £80 if paid within 21 days.
- A second penalty notice issued to the same parent in respect of the same pupil is charged at a flat rate of £160 if paid within 28 days.
- A third penalty notice cannot be issued to the same parent in respect of the same child within 3 years of the date of issue of the first. In a case where the national threshold is met for a third time (or subsequent times) within those 3 years, alternative action should be taken instead. This will often include considering prosecution, but may include other tools such as one of the other attendance legal interventions.

Where a child moves school, additional checks will be made to try and ascertain whether previous penalty notices have been issued to the parent in respect of the pupil.

There is no right of appeal by parents against a penalty notice.

In some cases, where it is felt that a Penalty Notice would not be the right course of action, a referral will be made to the Local Authority Legal Intervention Team without a previous Penalty Notice being issued.

Section 7:

Additional Information for Parents

Children are sometimes reluctant to attend school. Any problems with regular attendance are best sorted out between the school, the parents and the child. If a child is reluctant to attend, it is never better to cover up their absence or to give in to pressure to excuse them from attending. This gives the impression that attendance does not matter and may make things worse.

Contact your child's class teacher or the Welfare Officer, Marie Lockton, immediately and openly discuss your worries. Your child could be avoiding school for a number of

reasons – difficulties with school work, bullying, friendship problems, family difficulties. It is important that we identify the reason for your child's reluctance to attend school and work together to tackle the problem. In some cases, you may find it helpful to discuss the circumstances of your child's difficulties with another professional.

7.1 What can I do to encourage my child to attend school?

Make sure your child gets enough sleep and gets up in plenty of time each morning. Ensure that he/she leaves home in the correct clothes and properly equipped. Show your child, by your interest, that you value their education.

Be interested in what your child is doing in school, chat to them about the things they have learnt, what friends they have made and even what they had for lunch!

7.2 Leavers

If your child is leaving our school (other than when transferring to secondary school) parents are asked to give the school office comprehensive information about their plans including:

- any date of a move and your new address and telephone numbers;
- your child's new school;
- the start date when known.

This should be submitted to the school in writing.

If pupils leave and we do not have the above information, then your child is considered to be a 'Child Missing in Education'. This requires schools and Local Authorities to then carry out investigations to try and locate your child, which includes liaising with Children's Services, the Police and other agencies. By giving us the above information, these investigations can be avoided.

Appendix 1 – Attendance and Absence Codes

Code / \:	Present at the school / = morning session \ = afternoon session
Code L:	Late arrival before the register is closed
Code K:	Attending education provision arranged by the local authority
Code V:	Attending an educational visit or trip organised by the school
Code P:	Participating in an approved sporting activity
Code W:	Attending work experience
Code B:	Attending any other approved educational activity
Code D:	Dual registered at another school
Code C1:	Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad (authorised)
Code M:	Leave of absence for the purpose of attending a medical or dental appointment (authorised)
Code J1:	Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution (authorised)
Code S:	Leave of absence for the purpose of studying for a public examination (authorised)
Code X:	Non-compulsory school age pupil not required to attend school (authorised)
Code C2:	Leave of absence for a compulsory school age pupil subject to a part-time timetable (authorised)
Code C:	Leave of absence for exceptional circumstance (authorised)
Code T:	Parent travelling for occupational purposes (authorised)
Code R:	Religious observance (authorised)
Code I:	Illness (not medical or dental appointment) (authorised)
Code E:	Suspended or permanently excluded and no alternative provision made (authorised)
Code Q:	Unable to attend the school because of a lack of agreed local authority access arrangements (not a possible attendance)

- Code Y1:** Unable to attend due to local authority transport normally provided not being available (not a possible attendance)
- Code Y2:** Unable to attend due to widespread disruption to travel caused by a local / national / international emergency (not a possible attendance)
- Code Y3:** Unable to attend due to part of the school premises being closed (not a possible attendance)
- Code Y4:** Unable to attend due to the whole school site being unexpectedly closed (not a possible attendance)
- Code Y5:** Unable to attend as pupil is in criminal justice detention (not a possible attendance)
- Code Y6:** Unable to attend in accordance with public health guidance or law (not a possible attendance)
- Code Y7:** Unable to attend because of any other unavoidable cause (not a possible attendance)
- Code G:** Holiday not granted by the school (unauthorised)
- Code N:** Reason for absence not yet established (unauthorised)
- Code O:** Absent in other or unknown circumstances (unauthorised)
- Code U:** Arrived in school after registration closed (unauthorised)
- Code Z:** Prospective pupil not on admission register
- Code #:** Planned whole school closure