Pupil Attendance Policy

Review Cycle	Date of Current Policy	Author(s) of Current Policy	Review Date
1 Year	September 2024	H Pallôt	September 2027

Review & Ratification Required by Governor's Sub Committee Only	Name of Governor's Sub-Committee	Ratification required by Full Governing Board
No	Curriculum and Standards Committee	Yes

Other related policies / procedures	Supporting Pupils with Medical Needs Policy Child Protection and Safeguarding Policy SEN Policy
Name and contact for Attendance Champion	Hannah Pallôt Sam Shainberg 01326 373724
Name and contact of Designated Attendance Support Officer	Karen Varker 01872 324298
Who to report absence to by 8.50am on day of absence	School Secretary 01326 373724

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1. Introduction, aims and why regular attendance is important

At Mylor Bridge CP School, we are committed to providing an education of the highest quality for all children. A key element of this is ensuring a child's attendance at school. Good attendance is essential for pupils to get the most out of their school experience, including their attainment, wellbeing, and wider life chances. We believe that attendance should not be considered in isolation. It is part of the bigger picture and is intertwined with the whole ethos and culture of the school. Improving attendance is linked to curriculum, behaviour, special educational needs support, pastoral and mental health and wellbeing. At the heart of what we do is helping children to feel that they belong in school, through helping them to feel safe, welcome, celebrated and championed. At Mylor Bridge CP School school we want to provide an inclusive, calm, orderly, safe, and supportive environment where all pupils are keen and ready to learn.

Improving attendance is everyone's business. The barriers to accessing education are wide and complex, both within and beyond the school gates, and are often specific to individual pupils and families. We recognise the importance of working in partnership with families to find supportive routes to improve attendance. We have two attendance champions who leads on attendance, but attendance involves all staff, governors and families. Everyone has an important role to play.

It is very important, therefore, that parents/carers make sure that their child(ren) attend school regularly, and this policy sets out how together we will achieve this. Mylor Bridge CP School is committed to meeting our obligations with regards to school attendance by:

- Promoting good attendance and reducing absence, including persistent absence
- Ensuring every pupil has access to the full-time education to which they are entitled
- Acting early to address patterns of absence

For a child to reach their full educational achievement, a high level of school attendance is essential throughout the whole of their academic career. It is essential for children to attend school regularly in order to maximise the opportunities available to them. We will work towards a goal of 100% attendance for all of our children.

We will support parents to fulfil their legal duty to ensure their children of compulsory school age attend regularly and will promote and support punctuality in attending school.

Regular attendance is important because it affects learning. Any absence affects the pattern of a child's schooling and regular absence will seriously affect their learning. Pupils' absence disrupts teaching routines and will inevitably cause gaps in learning and limit progress.

Ensuring a child's regular attendance at school is the parents'/carers' legal responsibility and permitting absence from school without a good reason creates an offence in law and may result in prosecution.

Although we do accept that illness is inevitable on some occasions, failing to attend school on a regular basis is considered a safeguarding matter. Safeguarding the interests of each child is everyone's responsibility and within the context of this school, we will adhere to:

- Protecting children from maltreatment whether that is within or outside the home, including online.
- Preventing impairment of children's mental and physical health or development.
- Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care.
- Promoting the upbringing of children with their birth parents, or otherwise their family network through a kinship care arrangement, whenever possible and where this is in the best interests of the children
- Taking action to enable all children to have the best outcomes in line with the outcomes set out in the Children's Social Care National Framework

(Working Together to Safeguard Children, 2023)

Every opportunity will be used to convey to children and their parents/carers the importance of regular and punctual attendance. Our school's attendance target is for all children to achieve above 96% with attendance over 97% seen as excellent attendance. A level of attendance under 95% is not considered to be regular attendance with any child who has attendance under 90% classified as a "persistent absentee" (PA). Where a child's attendance falls below 95%, their attendance record is reviewed and action may be taken including referral to the Local Authority's Education Welfare Officer, contact home by a member of staff, invitation to parents to attend an attendance clinic with their child and the Local Authority's Education Welfare Officer or request for medical evidence. These actions will be considered for all children and activated where necessary to help and support the child and their family to improve attendance at school.

2. Legislation and guidance

The law entitles every child of compulsory school age to 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.

This policy is based on the Department for Education's (DfE's) statutory guidance on working together to improve school attendance (applies from 19 August 2024) and school 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

3. Roles and responsibilities

3.1 The governing board

The governing board is responsible for:

- Setting high expectations of all school leaders, staff, pupils and parents/carers
- Making sure school leaders fulfil expectations and statutory duties, including:
    - Making sure the school records attendance accurately in the register, and shares the required information with the DfE and local authority
    - Making sure the school works effectively with local partners to help remove barriers to attendance, and keeps them informed regarding specific pupils, where appropriate
- Recognising and promoting the importance of school attendance across the school's policies and ethos
- Making sure the school's attendance management processes are delivered effectively, and that consistent 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
- Regularly reviewing and challenging attendance data and helping school leaders focus improvement efforts on individual pupils or cohorts who need it most
- Working with school leaders to set goals or areas of focus for attendance and providing support and challenge

- 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
- Where the school is struggling with attendance, working with school leaders to develop a comprehensive action plan to improve attendance
- Making sure all staff receive adequate training on attendance as part of the regular continued professional development offer, so that staff understand:
    - The importance of good attendance
    - That absence is almost always a symptom of wider issues
    - The school's legal requirements for keeping registers
    - 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
- Holding the headteacher to account for the implementation of this policy

3.2 The Headteacher

The Headteacher is responsible for:

- The implementation of this policy at the school
- Monitoring school-level absence data and reporting it to governors
- Supporting staff with monitoring the attendance of individual pupils
- Monitoring the impact of any implemented attendance strategies
- Issuing fixed-penalty notices, where necessary, and/or authorising the Designated Attendance Support Officer to be able to do so
- Working with the parents/carers 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 is regularly being missed, and where pupils with SEND face in-school barriers
- Communicating with the local authority when a pupil with an education, health and care plan (EHCP) has falling attendance, or where there are barriers to attendance that relate to the pupil's needs
- Communicating the school's high expectations for attendance and punctuality regularly to pupils and parents/carers through all available channels
- Sharing information from the school register with the local authority, including:
    - Notifying the local authority when a pupil's name is added to or deleted from the school admission register outside of standard transition times
    - 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
    - Providing the local authority with the details of pupils who the school believes will miss 15 days consecutively or cumulatively because of sickness

3.3 The 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/carers and external agencies, where needed
- Building close and productive relationships with parents/carers to discuss and tackle attendance issues
- Creating intervention or reintegration plans in partnership with pupils and their parents/carers
- Delivering targeted intervention and support to pupils and families

The designated senior leader responsible for attendance Sam Shainberg and can be contacted via the school office 01326 373724

3.4 The attendance officer

The school attendance officer is responsible for:

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

The attendance officer is Karen Varker and can be contacted via 01872 324298

3.5 Class Teacher

Class Teachers are responsible for recording attendance for both morning and afternoon sessions on a daily basis, using the correct codes (see Appendix 1), and submitting this information to the school office by 8:50am and 1pm each day

3.6 School admin staff

School admin staff will take calls from parents/carers about absence on a day-to-day basis and record it on the school system

3.7 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 or young person
- Those who have day-to-day responsibility for the child (i.e. lives with and looks after them)

Parents are expected to:

- Make sure their child attends every day on time
- Call the school to report their child's absence before 8:45 on the day of the absence and each subsequent day of absence, and advise when they are expected to return
- Provide the school with more than 1 emergency contact number for their child
- Ensure that, where possible, appointments for their child are made outside of the school day
- Seek support, where necessary, for maintaining good attendance, by contacting the

3.8 Pupils

Pupils are expected to attend school every day, on time

4 Recording attendance

The school's admission register and daily attendance registers are kept in accordance with the School Attendance (Pupil Registration) (England) Regulations 2024

4.1 Attendance register

We keep an attendance register using an MIS and place all pupils onto this register.

The register is an accurate reflection of a pupil's attendance and a legal document which may be used as evidence in court. The decision on whether to authorise an absence rests with the headteacher. A staff member takes the attendance register at the start of each morning and each afternoon. On each occasion they record whether each registered pupil is physically present in school or, if not, the reason they are not in school by using the appropriate national attendance and absence codes from regulation 10 of the School Attendance Regulations 2024. See appendix 1 for the DfE attendance codes.

The office staff will make any notes on the register with details of the reason for the absence.

At School, pupils must arrive in school by 8.45am on each school day.

The register for the first session will be taken at 8:50am and will close at 9am. The register for the second session will be taken and will close at 1pm.

4.2 Lateness and punctuality

A pupil who arrives late:

Before the register has closed will be marked as late, using the appropriate code

After the register has closed, children will be marked as unauthorised late, using the appropriate code. This means that children arriving after this time will receive a mark that shows them to be on-site, but this will not count as a present mark. It will mean that they have an unauthorised absence unless the explanation for the late arrival is accepted by the headteacher, in which case they will be marked as late using the appropriate code.

If a child has a persistent late record, the parent will be asked to meet with a member of the school staff and/or the Attendance Support Officer to resolve the problem. Parents are encouraged to approach the school if they are having problems getting their child to school. If the school and parents, working together, are unable to resolve any ongoing lateness issues, the school reserves the right to bring forward the close of the register. This means that the child's lateness will be recorded as unauthorised, which could result in the Education Welfare Service considering enforcement proceedings against the parent. The school will inform the parent in writing should this action be necessary.

4.2 Unplanned absence

The pupil's parent must notify the school of the reason for the absence on the first day of an unplanned absence by 8:45, or as soon as practically possible, by calling the school admin staff, who can be contacted via 01326 373724 or secretary@mylor-bridge.cornwall.sch.uk

We will mark absence due to physical or mental illness as authorised, unless the school has a genuine concern about the authenticity of the illness.

Where the absence is longer than 10 consecutive sessions, or there are doubts about the authenticity of the illness, the school will ask for medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents will be notified of this in advance.

4.3 Planned absence

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

Requests for absence must be made on the leave of absence / exceptional circumstance leave request form which can be found on the school website and in reception.

However, we encourage parents to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary.

The pupil's parent must also apply for other types of term-time absence as far in advance as possible of the requested absence.

4.5 Following up unexplained absence

Where any pupil we expect to attend school does not attend, or stops attending, without reason, the school will:

- Call the pupil's parent on the morning of the first day of unexplained absence to ascertain the reason. If the school cannot reach any of the pupil's emergency contacts, the school may contact MARU for further advice.
- Identify whether the absence is approved or not
- Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than 5 working days after the session(s) for which the pupil was absent
- Call the parent on each day that the absence continues without explanation, to make sure proper safeguarding action is taken where necessary. If absence continues, the school will consider involving an Attendance Support Officer
- Where relevant, report the unexplained absence to the pupil's youth offending team officer
- Where appropriate, offer support to the pupil and/or their parents to improve attendance
- Identify whether the pupil needs support from wider partners, as quickly as possible, and make the necessary referrals
- Where support is not appropriate, not successful, or not engaged with school may issue a notice to improve, penalty notice or other legal intervention as appropriate.

5 Understanding types of absence

Every half-day absence from school must be classified by the school (not by the parents), as either AUTHORISED or UNAUTHORISED. This is why information about the cause of any absence is always required.

Authorised absences are mornings or afternoons away from school for an unavoidable reason like illness/medical appointments which unavoidably fall in school time, emergencies, or other unavoidable cause. However, the school encourages parents to make medical and dental appointments out of school hours where possible. Where this

is not possible, the pupil should be out of school for the minimum amount of time necessary.

Unauthorised absences are those which the school does not consider reasonable and for which no “leave" has been given. This type of absence can lead to the Local Authority using sanctions and/or legal proceedings.

Examples of this type of absence include:

- Day trips and holidays in term time
- Parents/carers keeping children off school unnecessarily
- Truancy before or during the school day
- Absences which have never been properly explained or where supporting evidence has not been received
- Children who arrive at school too late to get a mark
- Shopping, looking after other children or birthdays

The parents of any pupil who has attendance below 93% may be asked to provide medical evidence.

Any problems with regular attendance are best sorted out between the school, the parents, and the child. Some children may be reluctant or anxious about attending school. It is important that parents are open with the school about reasons for absence.

Many children will experience normal but difficult emotions that make them nervous about attending school, such as worries about friendships, schoolwork, examinations or variable moods. It is important to note that these pupils are still expected to attend school regularly - in many instances, attendance at school may serve to help with the underlying issue as being away from school might exacerbate it, and a prolonged period of absence may heighten anxious feelings about attending in future.

5.1 Following up absence

If any child we expect to attend school does not attend, or stops attending, the school will:

- Follow up on their absence with their parent/carer to ascertain the reason
- Ensure schools safeguarding protocol and process is followed
- Identify whether the absence is authorised or not
- Identify the correct attendance code to use
- Message or telephone all contacts on the first day of absence to follow up on unexplained absence.

5.2 Reporting to parents

Attendance is reported to parents every term. Parents may request attendance figures for their child from the office.

Letters are sent out regularly to parents/carers of children whose attendance is a concern. For those parents/carers of persistent absentees or children who are at risk of persistent absence a letter is sent home giving them a visual comparison between their child and their peers to help them understand the impact of the absence.

Please note: a pupil is classified as a 'persistent absentee' when they miss 10% or more schooling across the school year for whatever reason. Absence at this level is doing considerable damage to any child's educational prospects and we need parents' fullest support and co-operation to tackle this. We monitor all absence thoroughly. PA pupils are tracked and monitored carefully. The school looks at ways to support the family with improving attendance and may involve the education welfare officer as needed.

5.3 Legal sanctions

There is a National Framework for issuing penalty notices that reflects changes to the law introduced through the Education (Penalty Notices) (England) (Amendment) Regulations 2024.

Where a child is absent from school without authorisation, the parent(s)will be committing an offence under the Education Act 1996. Schools must consider on a case-by-case basis whether to ask the local authority to issue a penalty notice to a parent when their child's absence is recorded as unauthorised after 10 school sessions within any 10-school week period. This will typically equate to 5 days of unauthorised absence from school. A school week is a week in which the school meets at least once.

Penalty Notices are issued per liable parent, per child and each carry a fine of £80 if paid within 21 days or £160 if paid after this but within 28 days. Failure to pay the Penalty Notice may result in legal action.

Within the law there is an escalation process for repeat cases where any second attendance related penalty notice issued to the same parent in respect of the same child within 3 years of the first is charged at a flat rate of £160. A third penalty notice cannot be issued within 3 years of the first, and prosecution or other attendance intervention should be considered instead.

Absence not authorised by the school may result in a prosecution in the Magistrates' Court under Section 444(1) or Section 444(1A) of the Education act 1996, leading to a fine of up to £2,500 and/or a custodial sentence. Cornwall Council may also apply for the costs incurred in taking the matter to Court. Schools will collaborate with the Education Welfare Officer who will oversee this process on behalf of school

5.4 Leave of Absence in term time

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.

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). (For full details please see code C1)
- 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.
- 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. All applications should be made in writing to the Head of School at least 15 school days prior to the requested leave date. 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.

The DfE does not allow leave of absence to be granted for a pupil to take part in protest activity during school hours.

The DfE does not consider a need or desire for a holiday or other absence for the purpose of leisure and recreation to be an exceptional circumstance. Taking holidays in term time will affect a child's schooling as much as any other absence and parents are expected to help schools by not taking children away in term time. Any savings parents think they may make by taking a holiday in school time are offset by the cost to a child's education. Where the decision is made not to authorise leave in term time, school will inform parent/carers in writing.

On any occasion that school refuses a request for leave in term time, should a parent/carer proceed with the leave it will be recorded as code (G) (family holiday not agreed or in excess of agreement), on the school's register. Where a leave of absence has been unauthorised, penalty notices will be considered in line with Cornwall Council's Code of Conduct for issuing Penalty Notices in respect of unauthorised absence or children present in a public place whilst excluded from school. In the case of repeated fines, if a parent receives a second fine for the same child within any three-year period, this will be charged at the higher rate of £160. Fines per parent will be capped to two fines within any three-year period. Once this limit has been reached, other action like a parenting order or prosecution will be considered. Please, see legal sanction section above.

6 Pupils with Ongoing Medical Conditions

Parents/Carers should inform the school of any medical conditions that could impact on Attendance and Wellbeing. A Healthcare Plan should be agreed with Heath Services on how to ensure the pupil is able to access their full potential and attend school.

In some cases, a child can be educated at home whereby the school environment is detrimental to either condition or causes a risk (of infection etc.) to said pupil.

Pupils should not be penalised if their absence from school is related to their medical condition, such as attending hospital appointments. To avoid being fined for non-attendance, parents must obtain permission from the school in advance of the appointment, so that the absence can be treated as authorised. An absence can also be authorised if the child is too ill to attend school and the school is notified of that as soon as possible.

A school should not encourage non-attendance, such as sending a pupil with medical conditions home frequently or preventing a pupil from staying for normal school activities, including lunch. This will only be justified if it is in accordance with the pupil's individual healthcare plan and is necessary. If a child is regularly sent home at lunch or placed on a part-time timetable which has not been fully agreed to, these absences may amount to unofficial exclusions.

The Equality Act 2010 states that the school's governing bodies or proprietors must make reasonable adjustments to ensure that children and young people with disability are not put at a substantial disadvantage compared to other students. Therefore, some pupils may be exempt from the consequences of poor attendance due to their medical conditions, but only if their poor attendance is supported with medical evidence from medical practitioners.

The Children and Families Act 2014 includes a duty on schools to support children with medical conditions. This is inclusive of children with conditions such as diabetes. Schools must make arrangements for supporting pupils at schools with medical conditions and in meeting that duty they must have regard to the statutory guidance issued by the Secretary of State.

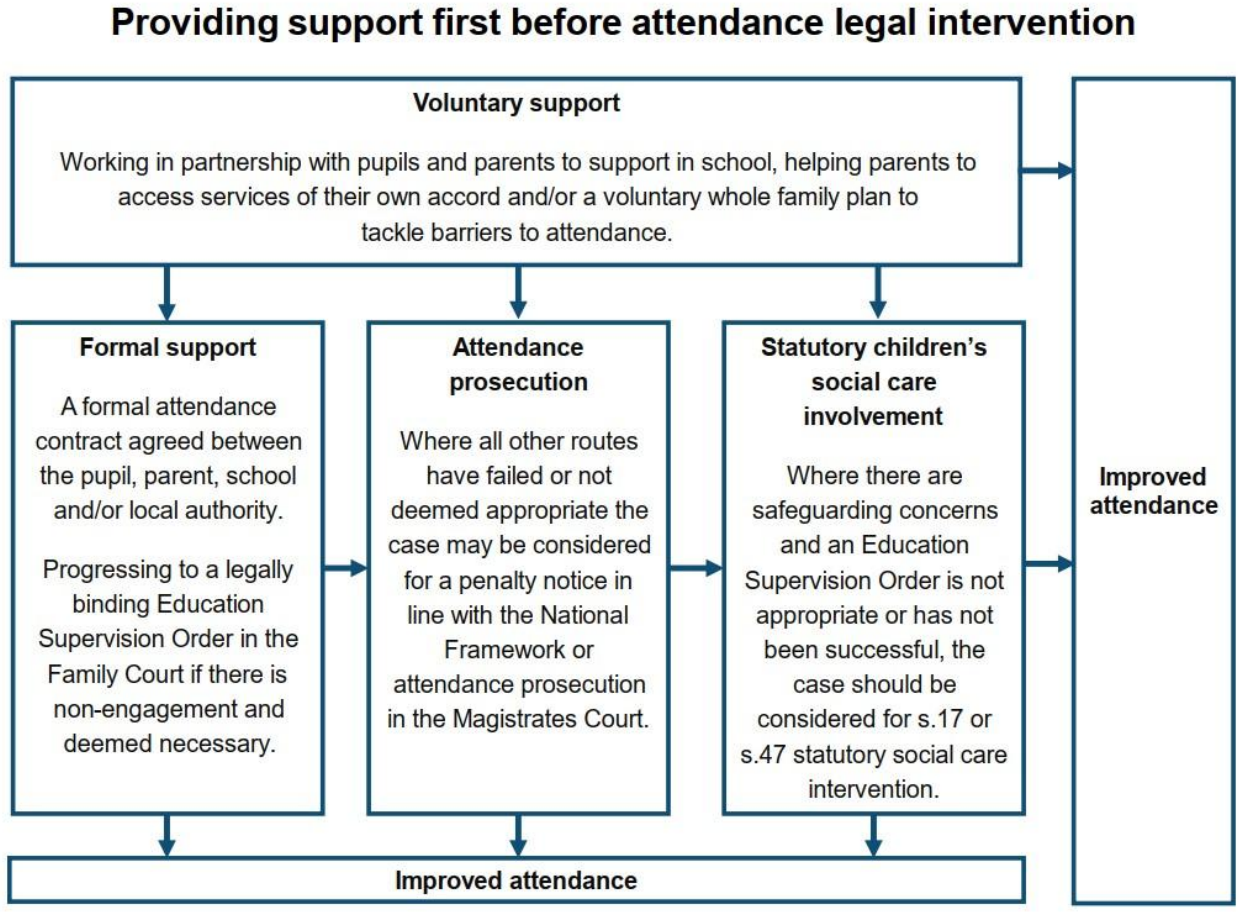
7 Strategies for promoting attendance

Helping to create a pattern of regular attendance is everybody's responsibility - parents, pupils and all members of school staff. Schools will provide parents with details on attendance through regular correspondence and remind parents about the importance of good attendance on the newsletter. Schools talk to the children about the importance of good attendance and meet to discuss attendance issue with families, offering relevant support when needed.

Mylor Bridge CP School follows the following government guidance:

- Expect high standards of attendance from all pupils
- Monitor rigorously use attendance data to identify patterns

- Listen and understand and discuss with pupils and parents to listen to and understand barriers to attendance
- Facilitate support that might overcome the barriers, this might include in school support and external agencies such as Early Help Hub.
- Formalise support Where absence this may include formalising support through an attendance contract or education supervision order.
- Enforce Where all other avenues have been exhausted and support is not working or not being engaged with, enforce attendance through statutory intervention: a penalty notice in line with the National Framework or prosecution to protect the pupil's right to an education.



8 Attendance monitoring

The school office monitors pupil absence on a daily basis. Attendance is reviewed at least every half term.

8.1 Monitoring Attendance

Attendance and absence data is analysed regularly to identify pupils or cohorts that need additional support with their attendance, and the school uses this analysis to provide targeted support to these pupils and their families.

The school looks at historic and emerging patterns of attendance and absence, and then develops strategies to address these patterns.

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

8.2 Reducing persistent and severe absence

The persistent absence threshold is 10%. If it is greater than 50% the pupil is considered to be severely absent. Reducing persistent and severe absence is central to our strategies for improving attendance The school will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Hold regular meetings with the parents of pupils who the school (and/or local authority) considers to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement at school
- Provide access to wider support services to remove the barriers to attendance
- Send letters to parents of those children who are at risk of becoming persistently absent
- Closer monitoring of identified children

9 Monitoring arrangements

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

Appendix 1. Attendance codes

The following national codes will be used to record attendance information.

Code	Definition	Scenario
/	Present (am)	Present
\	Present (pm)	Present
L	Late (before registers closed)	Present
B	Educated Off-site (NOT dual registration) at an establishment approved by the school	Approved Education Activity
D	Dual registration (I.e. pupil attending other establishment)	Approved Education Activity
P	Approved sporting activity	Approved Education Activity
V	Educational visit or trip	Approved Education Activity
W	Work experience (final two years of compulsory education).	Approved Education Activity
K	Attending provision arranged by local authority	Approved Education Activity

Code	Definition	Scenario
	Authorised absence	
C	Leave of absence granted by the school- Other Authorised, exceptional circumstances (not covered by another appropriate code/description). School should approach each case individually. C code to be used at Headteacher's discretion. C1- employment-In a performance supported by a licence issued by a local authority or a BOPA; C2- Agreed temporary part-time timetable	Authorised absence
E	Excluded (No alternative provision).	Authorised absence

H	Family Holiday (Agreed)	Authorised absence
I	Illness not medical or dental etc. appointments)	Authorised absence
J1	Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution	Authorised absence
M	Medical/dental appointments	Authorised absence
R	Religious observance	Authorised absence
S	Study leave	Authorised absence
T	Traveller absence	Authorised absence
	Unauthorised absence	
G	Family holiday (Not agreed, or days in excess of agreement)	Unauthorised absence
N	No reason yet provided for absence (these should not stay on school's register for more than 5 days. If no reason has been provided after 5 days, schools should change the code to O).	Unauthorised absence
O	Unauthorised absence (Not covered by any other code/description) or if school is not satisfied the reason given is an authorised absence.	Unauthorised absence
U	Late (after registers closed)	Unauthorised absence

Code	Definition	Scenario
X	Untimetabled sessions for non-compulsory school-age pupils	Not counted in possible attendances

Y (must have relevant no. next to it)	Unable to attend due to exceptional circumstances: Y1-planned transport by county not available Y2- large scale transport closure in the area Y3-partial school closure Y4-whole school closure (e.g. due to weather) Y5-child in criminal justice detention Y6-due to public health guidance or law Y7-other unavoidable cause (reason must be recorded)	Not counted in possible attendances
Z	Prospective pupil not yet on roll	Not counted in possible attendances
#	School closed to pupils	Not counted in possible attendances

Appendix 2

There are 175 non-school days in a year and 190 school days each year.						
	190 school days in each year 190 days for your child's education	7 days absence 183 days in school	10 days absence 180 days in school	19 days absence 171 days in school and the equivalent of a month not in school that year	28 days absence 162 days in school If attendance is 85% each year, your child is missing the equivalent of a year of education over their time at primary school	47 days absence 143 days in school
	100%	96%	95%	90%	85%	75%
	Good -Best chance of success - Gets your child off to a flying start -Helps their confidence, social development as well as their academic progress - Over 97% is considered excellent attendance		Some Concern -Harder for your child to make progress -School starts tracking your child's attendance closely. Medical evidence may be required to authorised further absences linked to illness	Worrying -Your child is now classified as 'persistently absent' - Education Welfare Officer involvement is likely	Serious Concern -Having a significant impact on your child's education and well-being -Legal Action may be taken -At 50% your child is classified as 'severely absent'	

Appendix 3

LEAVE OF ABSENCE / EXCEPTIONAL CIRCUMSTANCE LEAVE REQUEST FORM

The law does not grant parents an automatic right to take their child out of school during term time. Any absence from school will disrupt your child's learning. You may consider that a holiday will be educational, but your child will miss out on the teaching that their classmates will receive during your holiday. Attendance is vital to academic success and lost education poses a potential risk of underachievement. This is something we all have a responsibility to avoid.

The Department for Education no longer allows Headteachers to grant any leave of absence during term time unless there are exceptional circumstances. If you consider that your request for absence is exceptional you will need to complete the form attached to this notification. A response will be sent to you as soon as possible. If leave is not authorised and you nevertheless withdraw your child from school, the absence will be recorded as unauthorised absence.

If your child is absent from school without authorisation, you will be committing an offence under the Education Act 1996. We may submit a request to Cornwall Council for a Penalty Notice to be issued, in accordance with Sections 444A and 444B of the said Act. Penalty Notices are issued per liable parent, per child and each carry a fine of £80 if paid within 21 days or £160 if paid after this but within 28 days.

If your child is further absent from school without authorisation within any 3-year period, you will be committing a further offence under the Education Act 1996. We may submit a request to Cornwall Council for a Penalty Notice to be issued, in accordance with Sections 444A and 444B of the said Act. Penalty Notices for a second offence are issued per liable parent, per child and each carry a fine of £160, payable within 28 days. Importantly, fines per parent will be capped to two fines within any three-year period. Once this limit has been reached, other action such as a parenting order or prosecution will be considered. Failure to pay the Penalty Notice may also result in legal action. If you are prosecuted and attend court because your child has not been attending school, you could get a fine of up to £2,500. Cornwall Council may also apply for the costs incurred in taking the matter to Court, including legal costs.

Absence not authorised by the school may also result in a prosecution in the Magistrates' Court under Section 444(1) or Section 444(1A) of the Education Act 1996, leading to a fine of up to £2,500 and/or a custodial sentence. Again, Cornwall Council may also apply for the costs incurred in taking the matter to Court, including legal costs.

Money raised from fines is only used by the local authority to cover the costs of administering the system, and to fund attendance support. Any extra money is returned to the government.

'Parent' as set out in Section 576 of the Education Act 1996, defines parent to include: natural parents, whether they are married or not; any person or body who has parental responsibility for a child (as defined by the Children Act 1989) and; any person who, although not a natural parent, has care of a child. Having care of a child means a person with whom a child lives and who looks after a child, irrespective of what their relationship is with said child.

All requests must be completed on this form; letters will not be accepted. This form should be returned to the Attendance Office at least 15 school days before the start of the absence.
I hope you will support our efforts in raising attendance and attainment at Mylor Bridge CP School.

APPLICATION BY PARENT/CARER

If you consider an absence during term time to be an exceptional circumstance, please complete this form and return it to the Attendance Office at least 15 school days before the date you wish to remove your child from school.

Pupil Name: _____DOB: _____

Class: _____

Home Address: _____

Post Code: _____

Name of Parent/Carer completing this form: _____

First day of absence: _____

Date of return to school: _____

Total number of days missed: _____ **days**

Reason for absence: _____

_____

_____

I un*derstand that if the absence request is unauthorised the school may request that Cornwall Council issue a Penalty Notice. I understand that a Penalty Notice is issued to* ***each*** *liable parent/carer of* ***each*** *child taken out of school and that this carries a fine of £80 if paid within 21 days, increasing to £160 if paid within 28 days (or £160 with no option to pay the lower amount if it is the 2nd penalty notice within a rolling 3-year period). I understand that if I do not pay the fine, it may result in legal action being taken against me.* ***I understand that parents have a duty to ensure their child's regular attendance at school and failure to do so is an offence under Section 444(1) and Section 444(1A) of the Education Act 1996.***

Signed .....

Dated .....

(Please ensure you give at least 15 school days' notice of the proposed absence)

Below to be completed by the school: FAO – Headteacher

% Current	% Last Year	Comments

Student Name: ..... Year: .....

☐ **AUTHORISED:** ☐ **UNAUTHORISED:**

Request has been authorised for the following dates **only:**

___ / ___ / _____ to ___ / ___ /_____

Signed ..... Headteacher

Date ___ / ___ / ___

Letter sent / Phone Call / other	Signed:	Date:
Action: PN Request	Signed:	Date: