Hollyfast Primary School

Attendance Policy

Updated: September 2026

Review date: September 2027

Links to other policies:

- Safeguarding policy
- Behaviour policy
- E Safety policy
- SEND policy
- Pupil Premium policy
- Supporting children with medical conditions

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Statement of intent

At Hollyfast we are committed to providing education of the highest quality to our pupils. We recognise the clear link between attendance and the attainment of pupils. The aim of this policy is therefore to encourage the highest possible levels of attendance for individuals, groups and the pupil body as a whole. To achieve this, all members of our school community have an important contribution to make.

We aim to

- ensure every pupil is safeguarded and their right to education is protected.
- promote a culture which identifies the importance of regular and punctual attendance.
- make attendance and punctuality a priority for all those associated with our school including pupils, parents, teachers, support staff and governors.
- further develop positive and consistent communication between home and school.
- set targets to improve individual pupil and whole school attendance levels.
- work with external agencies in order to address barriers to attendance and overcome them.

We support parents to perform their legal duty to ensure their children of compulsory school age attend regularly and in addition, to promote and support punctuality in attending lessons.

We are committed to taking positive action in the light of the Equality Act 2010 with regard to the needs of people with protected characteristics. These are age, disability, pregnancy and maternity, religion and belief, race, sex, sexual orientation, gender reassignment and marriage and civil partnership

Our committed approach to ensuring our pupils attend school and receive the education that they deserve and are, indeed entitled to, is central to our values.

The detail of how we put this policy into practice can be found in Appendix 1 – Attendance Procedures.

1. Legal framework and definitions

This policy meets the requirements of the school attendance main guidance August 2020 from the Department for Education (DfE), and refers to the DfE's statutory guidance on school attendance parental responsibility measures. These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

- The Education Act 1996
- The Education Act 2002
- The Education and Inspections Act 2006
- The Education (Pupil Registration) (England) Regulations 2006
- The Education (Pupil Registration) (England) (Amendment) Regulations 2010
- The Education (Pupil Registration) (England) (Amendment) Regulations 2011
- The Education (Pupil Registration) (England) (Amendment) Regulations 2013
- The Education (Pupil Registration) (England) (Amendment) Regulations 2016
- The Education (Penalty Notices) (England) (Amendment) Regulations 2013
- https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/550416/Children_Missing_Education_-_statutory_guidance.pdf
- https://www.gov.uk/government/publications/school-exclusion
- https://www.gov.uk/government/publications/working-together-to-improve-school-attendance

This policy also refers to the DfE's guidance on the school census, which explains the persistent absence threshold.

2. Scope of policy

2.1 This policy applies to all school leaders, staff (see 2.2 and 2.3) and pupils.

2.2 For the purposes of this policy the reference to 'Teacher' includes all paid staff responsible for the supervision of pupils.

2.3 For the purposes of this policy the reference to 'pupils' includes all learners in our school.

2.4 For the purposes of this policy and the procedures in Appendix 1 we refer to Section 576 of the Act which defines the 'parent' of a pupil or young person as including

- both of their natural parents, whether they are married or not
- any person who, although they are not the natural parent, has parental responsibility for the pupil or young person, as defined in the Children Act 1989
- any person who, although not the natural parent, has care of the pupil or young person i.e. with whom the pupil lives, irrespective of their relationship with the pupil.

3. Responsibilities

3.1 All children aged 5-16 years old must receive suitable education. (Section 7, Education Act 1996) A pupil of compulsory school age who is registered at an school must by law attend regularly.

3.2 In law parents have the prime responsibility for ensuring that pupils of compulsory school age attend regularly. (Section 576, Education Act 1996).

3.3 The Local Authority (LA) must offer educational provision for all children of school age.

3.4 By law, all schools (except those where all pupils are boarders) are required to keep an attendance register, and all pupils must be placed on this register.

3.5 Every entry in the attendance register will be preserved for 3 years after the date on which the entry was made.

3.6 By law, all schools must keep an admissions' register, the contents of which includes all pupils, their personal details, (including **telephone numbers for at least two safe adults**, to ensure that we can always contact someone in the event of an emergency) the date of admission (or re-admission), information regarding parents and details of the school last attended.

3.7 Pupils will be removed from roll only when they complete their education stage, transfer to another school or school, move out of the area or emigrate or following a parental request for elective home education. We follow statutory guidance for removing pupils from roll and notifying the local authority. Further information can be found in Appendix 5.

3.8 There is a clear link between attainment and attendance. The Education Act 1996, Section 444(1) states: ***If a pupil of compulsory school age who is a registered pupil at a school fails to attend regularly at the school, their parent is guilty of an offence.*** We therefore enforce the use of statutory action to encourage and promote attendance. This is done to encourage pupil attendance and to ensure that all pupils are able to benefit from their legal right to receive an education.

3.9 We have a framework (Appendix 2) to complement this policy that defines agreed roles and responsibilities for parents, pupils and staff.

4. Definitions

4.1 A pupil is classed as absent if they arrive after the register has closed or if they do not attend for any reason.

4.2 An authorised absence is when approval has been given in advance for a pupil of compulsory school age to be absent for a specific (legal) purpose, or we have accepted an explanation offered afterwards as justification for absence from a parent or carer. This may include

- an absence for illness for which we have granted leave
- medical or dental appointments which unavoidably fall during the school day for which we have granted leave
- religious or cultural observances for which we have granted leave (The day must be exclusively set apart for religious observance by the religious body to which the parents or pupil belong. Where necessary, we will seek advice from the parents' religious body about whether it has set the day apart for religious observance)

- an absence due to a family emergency including family funerals.

4.3 An unauthorised absence is defined as one where we are not satisfied with the reasons given for the absence. Reasons may include

- parents keeping children from attending unnecessarily or without reason
- absences which have never been properly explained
- arrival after the register has closed
- day trips and holidays in term time which have not been agreed
- leaving our school without authorisation during the day.

4.4 Persistence Absence is defined as: attendance below 90%. Absences may be authorised or unauthorised.

Persistent lateness is defined as pupils who have repeated late marks recorded in a single half-term.

5. Monitoring and Reviewing Attendance

5.1 We recognise that early intervention can prevent poor attendance. We monitor attendance and punctuality throughout the year. We recognise that certain groups of pupils may be more at risk of poor attendance and will provide support and assistance wherever possible.

5.2 We set aspirational targets for whole school attendance.

5.3 Pupil-level absence data is collected weekly in school and then each term it is published at national and local authority level through the DfE's school absence national statistics releases. We compare our attendance data to the national average and share this with our local school committee members.

5.4 Specific measures are taken to monitor attendance at Hollyfast school. These processes are embedded and regularly checked to ensure the effective safeguarding of all pupils through specific tailored interventions. Attendance is monitored daily and in weekly Senior Leadership meetings.

Data on attendance is collected and analysed half termly. Key analysis is made of

- patterns of absence
- patterns of lateness
- patterns of medical appointments
- correct and consistent use of absence codes
- trends in reasons for absence for example-use of the C code, leave of absence and exclusions
- trends in particular groups (SEND (Special Educational Needs & Disability), PP (Pupil Premium - vulnerable, ethnic groups, gender, year groups, children with a social worker)
- the use of and impact of funding to support improving attendance of specific groups of pupils.

5.5 Attendance data informs action planning and supports the identification of key priorities in our school development plan and future revisions of this policy.

6. Reviewing this policy

6.1 This policy will be reviewed every three years or in the following circumstances:

- Changes in legislation and / or government guidance
- As a result of any other significant change or event
- In the event that the policy is determined not to be effective.

7. Appendix

Appendix 1 – Attendance Procedures

1. Key Personnel

SENDCo		Michelle Giblin
Contact Details	Email	michellegiblin@hollyfast.coventry.sch.uk
	Telephone	024 7633 2521
Pastoral Lead		Raj Sidhu
Contact Details	Email	rajsidhu@hollyfast.coventry.sch.uk
	Telephone	024 7633 2521
Family Support Worker		Parveen Sidhu
Contact Details	Email	parveensidhu@hollyfast.coventry.sch.uk
	Telephone	024 7633 2521

2. Maintaining an Attendance Register

2.1 The attendance register will be taken at the start of the first session of each school day and once at the start of the afternoon session. It will mark whether every pupil is:

- Present
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to exceptional circumstances

2.2 **School Opening Times**: The gates open at 8:40 and close at 9:00am and classroom doors open at 8.45am.

The morning registration starts at 8:55am. From 9.00am, children should enter the school through the School Office (as the gate will be closed) and will be marked in by the office team. Children arriving
after 9:00 am will be marked as late.

School Closing Times:

The gates will open at 3:10pm and close at 3:30pm.

The **Reception** classroom doors will open at 3:15pm and will close at 3:30pm.

The **Year 1- 6** classroom doors will open at 3:20pm and will close at 3:30pm.

For the **Morning Nursery session**, the door is open at 8:45am with registration closing at 9:00am.

Any Nursery child arriving in the afternoon after this time should report to the school office and will be marked as late.

For the **Afternoon Nursery session**, the door is open at 12:30pm with registration closing at 12:45pm. Any Nursery child arriving in the afternoon after this time should report to the school office and will be marked as late.

Pupils arriving between 9.00am and 9:15 should report to the office and will be marked late (L).

2.3 Pupils arriving after 9:30 should report to the office and will be marked un authorise absent (U).

2.4 The afternoon registration session starts at 12:30 for Nursery, 12:45pm for Reception, 1:00 for year 1 and 2 and 1:30 for years 3-6

2.5 Nursery afternoon gate is open at 12:30 and registration closes at 12:45.

2.6 Any Nursery child arriving in the afternoon between 12:45 and 1:00 are marked as late (L).

2.7 Pupils arriving after 1:00 should report to the office and will be marked absent (U).

2.5 If a pupil needs to leave our school during the day they must sign out at the main reception once authorisation has been given from a member of the office.

2.6 Pupils educated off-site are monitored daily for their attendance at the off-site/alternative provision. Staff work closely with the staff at the off-site provision, the pupil and their parents to take action to support the pupil to maintain good attendance.

3. Recording Attendance

3.1 The national absence and attendance codes enable schools to record and monitor attendance and absence in a consistent way which complies with the regulations. They are also used for collecting statistics through the Census. The data helps schools, local authorities and the Government to gain a greater understanding of the level of, and the reasons for absence. See the DfE school attendance guide for attendance codes at www.gov.uk.

3.2 There should be no pre-population of codes and individual school tracking systems which monitor the whereabouts of pupils educated off-site, must be robust and quality assured regularly.

3.3 Where pupils are dual registered, are on voluntary service or are taking part in other approved educational activities, the register will be updated following regular discussion and information sharing with the other establishment.

4. Reporting Absence

4.1 It is the responsibility of the parent to inform us of a pupil absence and also to inform us of any changes to contact details.

4.2 Parents are expected to inform us of their pupil's absence by **8:45 a.m.** on **each day of absence** providing the reason for absence and when their pupil will be returning to our school. This can be done via Study Bugs or by telephoning the school office. We will contact parents and/or other listed emergency contacts where no contact has been made. Where required, we may conduct reasonable

enquiries with friends or neighbours and will carry out safe and well home visits as necessary. If no contact is made, we may request a safe and well check from the police.

5. Reasons for Absence - Authorised

5.1 Appointments

5.1.1 As far as possible, medical and dental appointments should be made outside of the school day. Where this is not possible, the pupil should only be out of school for the minimum amount of time necessary for the appointment. A note and appointment card be required for proof of evidence.

5.1.2 Pupils must attend before and after the appointment wherever possible. If the appointment requires the pupil to leave during the day, they must be signed out with a member of the office present. Should a pupil arrive late following an appointment, they should report to Reception area.

5.1.3 Absences for medical appointments will be recorded with an M code.

5.2 Religious Observance

5.2.1 Parents must inform us in advance if absences are required for days of religious observance. We will authorise absences where a reasonable request is made**. The day must be exclusively set apart for religious observance by the religious body to which the parents belong.** Where necessary, we will seek advice from the parents' religious body about whether it has set the day apart for religious observance.

5.2.2 Absences for religious observance will be coded as R.

5.3 Illness

5.3.1 In order to make informed decisions about their pupil's fitness for attending parents are encouraged to refer to the NHS guidance *Is My Pupil Too Ill for School?*

Is my pupil too ill for school? - NHS (www.nhs.uk)

Any authorisation of absence through illness is done so at the discretion of the Headteacher or member of staff delegated to carry out this task.

5.3.2 In the case of an illness which lasts for more than five days, parents may be required to provide medical evidence which may enable us to authorise the absence. Where medical evidence is not provided, the absence may be recorded as unauthorised.

5.3.3 Where attendance is of a serious concern, we may require medical evidence to authorise any further periods of absence through illness. This will be determined on an individual basis. Parents will be notified of this by letter. Telephone calls and handwritten notes from a parent will not be accepted as medical evidence when attendance is a serious concern. For the purpose of this policy, 'serious concern' may be defined as: repeated unexplained/unauthorised absences or repeated incidents of illness within a half term where no medical condition or underlying health issues have been identified.

5.3.4 Acceptable forms of medical evidence include:

- Medical card with one appointment entered with the pupil's name and surgery stamp included and signed by the Receptionist
- Letter from a professional such as hospital consultant
- Evidence of consultation with NHS 111
- Medication prescribed by a GP
- Copy of prescription
- Print screen of medical notes
- Letters detailing hospital appointments

Doctors or GP 'sick notes' are not required and we do not expect parents to request these from their GPs.

In some cases, a pupil may be absent for long term due to an illness or injury. We will liaise with families in order to ensure children return to our school quickly and that there are no safeguarding

concerns. On occasions where this is not possible we will make a referral to the appropriate medical provider, which provides educational opportunities for pupils who are unable to attend their regular school.

5.4 Traveller Pupils Travelling for Occupational Purposes

5.4.1 Traveller pupils travelling for occupational purposes covers Roma, English and Welsh Travellers, Irish and Scottish Travellers, Circus workers, Bargees (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 us but it is not known whether the pupil is attending educational provision.

6. Requesting Leave in Term Time

6.1. Absence for purposes of leave during term time can only be authorised by the Headteacher, within the boundaries set by the Education (Pupil Registrations) (England) Regulations 2006. ***"Head Teachers may not authorise leave during term time except where the circumstances are exceptional."*** Under the Regulations, retrospective authorisation for leave in exceptional circumstances is not permitted.

6.2 The fundamental principles for defining 'exceptional circumstances' are that they are: '**rare; significant; unavoidable and short'. Holidays during term time will not usually be considered as exceptional circumstances.** The following guiding principles apply:

- Term times are for education. This is the priority. Children and families have 175 days off a year including weekends and school holidays. Headteachers will rightly prioritise attendance.
- The decision to authorise a pupil's absence is wholly at the Headteacher's discretion based on their assessment and merits of each individual request.
- If an event can be reasonably scheduled outside of term-time, then it would be normal to NOT authorise absence for such an event – holidays are therefore not considered 'exceptional circumstances. It is acceptable for the Headteacher to take a pupil's record of attendance into account when making absence-related decisions.
- We will take the needs of the families of service personnel into account if this prevents them from being able to take family holidays during scheduled holiday time.
- We have a duty to make reasonable adjustments for pupils with special needs and/or disabilities.
- We understand that families may need time together to recover from a trauma or crisis.

6.3 We will consider granting leave for a 'once in a lifetime' opportunity for pupils which will further enhance their educational and enrichment experience.

6.4 Parents are required to put their requests in writing to obtain authorisation for leave under exceptional circumstances for taking pupils out of our school during term-time.

6.5 Medical evidence may be required to authorise absence through illness directly following a period of leave in term-time absence.

6.6 Family emergencies need careful consideration before decisions about attendance are made. It is not always appropriate or in the best interests of the pupil to miss education for emergencies which are being dealt with by adult family members. Being at our school with support from staff and peers can provide children with stability. The routine offers a safe and familiar background during times of uncertainty. Relevant members of staff will work with parents to decide what is in the best interest of the pupil.

7. Persistent Absence

7.1 Pupils with 90% or less attendance are classified as Persistent Absence (PA). PA includes both authorised and unauthorised absences.

7.2 All PA pupils will have bespoke action plans to try to improve their attendance to above 90%. This will be monitored by Sally Skidmore in conjunction with LA Attendance Officer.

8. Following Up Absence and Taking Statutory Action

8.1 We will follow up any absences to ascertain the reason. Any pupils who fail to attend regularly or who are absent for more than one week will be monitored closely and where attendance is below expectation, letters, phone calls will be made to consider next steps to improve attendance.

8.2 Where it is appropriate, a member of staff may ask to meet with parents to discuss the absence and to offer any support.

8.3 It may occasionally be necessary to inform parents that no further absences will be authorised for a particular pupil unless medical evidence is provided. This decision can only be made by the Headteacher.

8.3.1 **Issuing penalty notices**: Irregular attendance including persistent late arrival to school (after registration has closed) is 10 or more sessions (1 session equates to a half day) within a five-week period. Parents are usually given a 20-day monitoring period to improve attendance, if there are any unauthorised during this time a fixed penalty notice will then be issued. If issued with a penalty notice, parents must pay £60 within 21 days or £120 within 28 days. The payment must be made directly to the local authority. If the payment has not been made after 28 days, the local authority can decide whether to prosecute the parent or withdraw the notice.

8.3.2 **Taking parents to** court for unauthorised absence: Education Act 1996 Section 444 (1) – courts can fine each parent up to £1000 per pupil, order payment of prosecution costs and/or impose a Parenting Order.

8.3.3 **Taking parents to court for persistent unauthorised absence:** Education Act 1996 – Section 444 (1A) – courts can fine each parent up to £2500 per pupil, order payment of the prosecution costs, impose a Parenting Order and/or sentence parents to a period of imprisonment of up to three months.

9. Children Missing from Education (CME)

9.1 We have due regard to our statutory duty to safeguard pupils from CME. We follow the Local Authority's processes for reporting pupils missing from education.
The DfE guide can be found here: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/550416/Children_Missing_Education_-_statutory_guidance.pdf

9.2 If a pupil fails to return following a period of absence, investigations will be made by staff to their whereabouts. If our investigations fail to make contact with the parents/pupil the case will be referred to the Local Authority Children Missing Education (CME) Team within 10 days and a fine may be imposed.

10. Reporting to Parents

10.1 Parents are informed of their pupil's attendance record during parents evening, and on a termly basis.

10.2 Meetings take place with the Family Support Worker/SENDCO/SLT regarding attendance to offer support and consider ways in which attendance can be improved for specific children.

11. Attendance Causing Concern

11.1 Specific measures to monitor attendance are embedded and regularly checked to ensure the safeguarding of all pupils through specific and tailored interventions.

11.2 Attendance is monitored daily and follow up phone calls and home visits are made. Half termly data analysis takes place to identify patterns and groups of pupils where attendance is of a concern.

11.3 Where attendance is a concern the school would signpost an Early Help offer.

11.4 If the conversation with the pupil indicates a serious safeguarding concern we will follow our safeguarding procedures as set out in our Safeguarding and Child Protection Policy.

12. Supporting Attendance of Every Pupil

12.1 We use a variety of strategies to encourage attendance:

- Verbal encouragement and praise
- 100% attendance certificates awarded each term
- Weekly celebration of class attendances
- Share and celebrate attendance with parents.
- Create safe spaces for pupils to thrive
- Create opportunities for dialogue with families about attendance, ensuring that they work in partnership with parents.
- Use different methods to encourage attendance; for instance, explaining the links between attendance and outcomes.
- Raise the profile of attendance with families, particularly when pupils start at the setting.
- Teach and model a love of learning, helping families to see the value of the education that is offered.
- Be aware of the complexity of different contexts and the pressures that families might experience and which might contribute to poor attendance; for instance, in areas where many parents perform seasonal work and are unable to take holidays over the summer break.

12.2 Our Attendance Ladder (Appendix 3) sets out our expectations for attendance.

Appendix 2 – Framework of Responsibilities

Parents:

- Ensure pupils attend regularly, and punctually.
- Ensure that all medical appointments are taken after the school day where possible.

- The school may require proof of medical appointments that can only be attended during the school day.
- Contact us on first day of absence by either telephone, Study Bugs, email or attending the main school office (not the class teacher).
- Contact us each day for continued absence and provide suitable medical evidence in the event of an illness lasting for more than five days (or four days in the event of an INSET day or Bank Holiday).
- Understand that any leave of absence in term time will only be granted in exceptional circumstances.
- Requests for leave of absence to be submitted on the request form in writing to the Headteacher.
- Make early contact with us when parents become aware of problems with attendance.
- Attend meetings if concerns are identified.
- Participate in Early Help Meetings as required.
- Support us in implementing agreed actions.

Pupils

- Acknowledge behaviours needed outside of our school e.g. early bedtimes to allow punctual attendance.
- Attend regularly and punctually.
- Adhere to our systems for late registration.
- Aim for the highest possible attendance for their individual circumstances.

Administrative Staff:

- Ensure messages are sent on the first day of absence and where contact cannot be made alert DSL/DDSL
- Record absences on our school register using the accurate coding.
- Generate any attendance/punctuality letters as required.
- Refer Leave in Term Time requests to the Headteacher.
- Follow-up on any 'N' codes within the registers on a weekly basis.
- Escalate concerns where required as per the Safeguarding and Child Protection policy.
- Participate in training in relation to attendance as appropriate.

Support Staff

- Understand that promoting pupil attendance is the responsibility of all staff.
- Assist in ensuring attendance has a high profile within the school.
- Escalate concerns where required as per the Safeguarding and Pupil Protection policy.
- Participate in training in relation to attendance as appropriate.

Teachers:

- Understand that promoting pupil attendance is the responsibility of all staff.
- Ensure attendance has a high profile within the class.
- Take registers *electronically at the beginning of every lesson including when the lesson is also the legal registration session.
- Escalate concerns where required as per the Safeguarding and Pupil Protection policy.
- Discuss attendance at Teaching Learning Conference (TLC)
- Participate in training in relation to attendance as appropriate.

Attendance officer

- Take the lead in ensuring attendance has a high profile within our school liaising with Mrs Sidhu (pastoral lead)
- Monitor daily attendance and implement interventions as appropriate.
- Conduct meetings with parents where required.
- Set annual targets in liaison with the Headteacher. .
- Monitor pupils with attendance below 90% with regular communication with both the pupil and their parents, holding attendance meetings where required and agreeing individual action plans.
- Offer Early Help where necessary.
- Work with Coventry Attendance and Inclusion team to tackle persistent absence.
- Attend safe and well home visits where required.
- Escalate concerns where required as per the Safeguarding and Pupil Protection policy.
- Lead training in relation to attendance as appropriate.

Senior Leadership Team:

- Understand that promoting pupil attendance is the responsibility of all staff.
- Ensure attendance has a high profile across our school.
- Build on a culture of challenge when addressing persistent illness absences with parents.
- Attend safe and well home visits where required.
- Escalate concerns where required as per the Safeguarding and Pupil Protection policy.
- Participate in appropriate training in relation to attendance as appropriate.
- Ensure there are designated staff with day-to-day responsibility for attendance matters.
- Ensure adequate, protected time is allocated to discharge these responsibilities.
- Take overall responsibility for ensuring our school conforms to all statutory requirements in respect of attendance-deletion from school roll is adhered to for example.

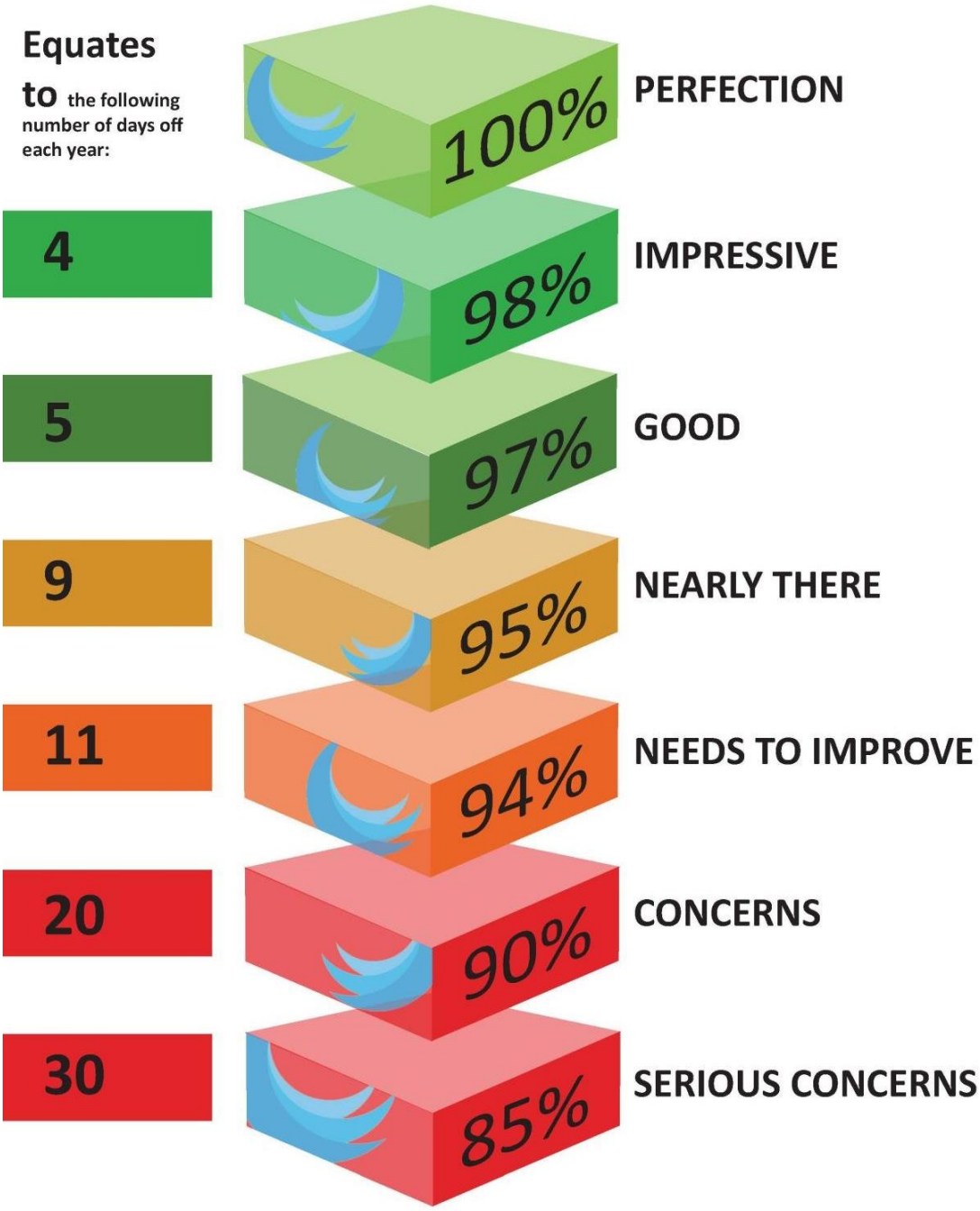
Headteacher:

- Ensure the attendance policy is implemented consistently across our school.
- Ensure that staff understand that promoting pupil attendance is the responsibility of all.
- Ensure attendance has a high profile across our school.
- Monitor school level absence data and report it to the School Governance Committee (AGC).
- Supports other staff in monitoring the attendance of individual pupils.
- Make a decision whether or not to grant leave during term time for exceptional circumstances.

School Governance Committee/Assigned Attendance Governor:

- Review the implementation of the Attendance Policy in our school.
- Discuss the targets for attendance with the Headteacher and review progress towards designated AGC meetings.
- Monitor attendance figures termly through documentation presented at AGC meetings.
- Ask questions about attendance trends and what is being done to challenge and prevent persistent poor absence of all groups of pupils.
- Meet with the attendance lead regularly to discuss attendance.

Appendix 3 Attendance Ladder



Appendix 4 Guidance for Removing Pupils from Roll

Best practice processes:

For all of the processes below an exit interview would need to take place between parents and a member of SLT or the attendance team. Please view Appendix (5A)

Elective Home Education: The Statutory Notification and the EHE form (if different in the school's LA) must be submitted on the day of receiving the de-registration letter from the parent with a copy of the letter. The pupil should be taken off roll from the day the school receives the letter or in cases where the parent is giving advance notice of the date requested. Do not backdate it to an earlier date than receipt of the letter even if the parent requests this. The school should confirm that the pupil has been registered with the LA as EHE to ensure that they have assumed responsibility for the pupil. Do not just assume that because the school has submitted the paperwork it has all gone through.

Pupil moves out of area - unreasonable distance to travel: Submit the Statutory Notification as soon as the school finds this out (some LAs will not allow academies to do this so follow the local procedure if it is different). Continue to track destination and liaise with LA admissions team. They will advise the school when a pupil may be removed from roll if it has been established that the pupil/family have left the last known address and their new location is known. They may allow the school to backdate the leaving date if they or the school receives confirmation of the pupil starting at another school or within the care of a different LA. The school must have written confirmation from the LA to backdate the leaving date. If the school does not receive this and the school has no other confirmation of where the pupil is the school must keep them on roll for 20 days.

Pupil emigrates: The school must follow the procedure above for moving out of area but also need to have ascertained from the parent the forwarding address, details of destination school and moving date.

Pupil transfers to a new school: Confirm the pupil's start date at the new school and that the pupil has actually started there. Submit the Statutory Notification on the day the school has it confirmed that the pupil started at their new school. The school can take the pupil off roll from the confirmed start date or the last school day if it precedes it e.g. a Friday and they started on a Monday. If the start date is the first day of a school term the school can back date the leaving date for the school's pupil to the last day of the previous term. If the school has to do detective work in the new term to find out why the pupil is 'absent' keep them on roll until the school gets a confirmed start date at the new school.

If there is a gap between the leaving date the school has been given by a parent and the start date for a pupil, the pupil should remain on the school's roll, marked absent, until the transfer school confirms the pupil has started there. If after ten days, the pupil has still not started the school should submit a CME form. In some LAs the school has to complete a safeguarding referral/MAR after a pupil has been missing for ten days and cannot submit the statutory notification until after 20 days so follow the school's local procedure.

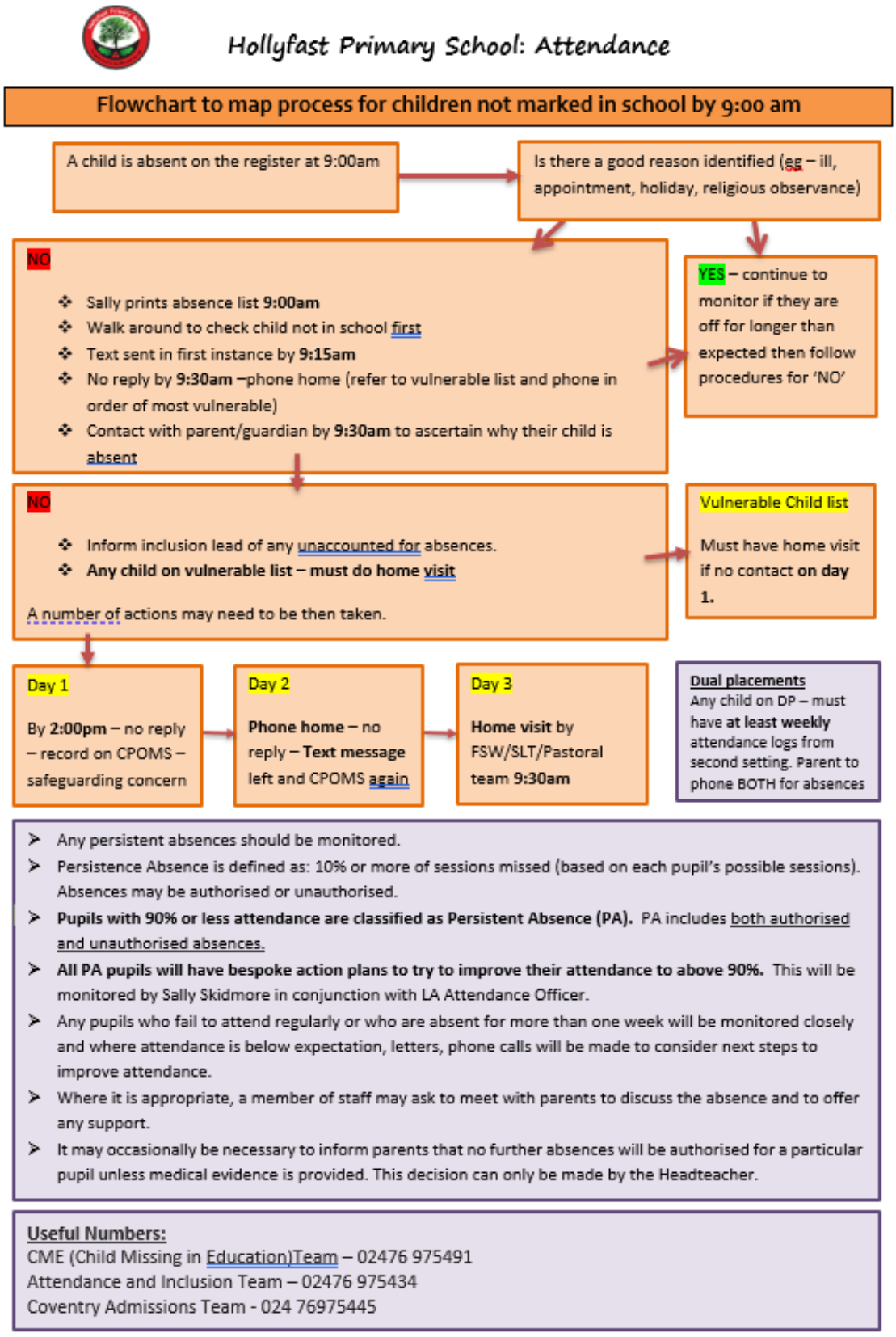
CME forms are usually the same form now as the Statutory Notification form. The school cannot remove a CME pupil from the school's roll for a further ten days from the initial notification or safeguarding referral (so 20 days in total from the first day of absence) unless the LA confirms where the pupil has gone. Exit interviews will be conducted with the parents of any pupil who is leaving the school.

Appendix 5: Pupil Leaving the school

Your child(ren)'s name(s)	
When are you moving?	
Last date your child(ren) will attend the school	
Your new address	
If moving within UK:	
Are child(ren) in the Admissions process in the new LA, if yes, give details of a) LA b) schools applied for	a) b)
Name of new school (if within UK)	
If moving overseas:	
Name and address of possible/confirmed new school	
Contact details for new school e.g. phone no, email address, fax no.	
Flight details: a) Airline b) Date of travel c) Destination airport	a) b) c)
Person providing information:	
1. Name	
2. Mobile no.	
3. Email address	
4. Relationship to child	
5. Signature (of person providing information)	
Date	
Signature of Queens Staff Member	

Please return this form to the School Office before your child leaves.
Thank you.

Appendix 6: Procedural flowchart for safe and well checks



Appendix 7: Attendance Flow Chart

Attendance at Hollyfast

The school has developed a set of procedures that are designed to improve pupil attendance. School attendance is vital if a pupil is to realise his or her full potential. Below is the attendance process we will be following to improve pupil attendance.

96% and above

Your child will is on course to reach their full potential.

↓

93% - 95.99%

Initial letter sent to all parents as attendance begins to fall. Attendance will be monitored closely and school will work with you to offer support as needed.

↓

90% - 92.99%

Second letter sent home and a **possible** request for medical evidence before any future absences will be authorised. Informal attendance meeting to explore reasons for absence and what support that can be put in place

↓

Below 90%

Third letter sent home and attendance meeting where Local Authority Attendance Officer may be asked to attend to offer further support as appropriate. A contract to be agreed by all parties outlining any support that can be offered also.

↓

Continued decline

If attendance continues to fall a referral will be made to the Local Authority which could result in parents being taken to court. Parents may be invited to undertake Attendance Training to avoid legal action, or in the case of non-compulsory age pupils, removal from school roll. Failure to complete the training will result in proposed action continuing.

- There is a clear relationship between **attendance** and **achievement**. Hollyfast school is committed to creating the very best climate for your child to achieve their full potential and attendance is a major part of this. However the best results are achieved when parents, pupils and staff work together. It is the legal duty of parents/carers to ensure their child attends school every day.
- Thank you, as always, for your support in ensuring good attendance for your child. Please do not hesitate to contact our pastoral team if you have any questions about attendance or how we can support in any way.

Appendix 8: Attendance Trigger Letters

Letter 1

<<salutation>>
<<address block>>
<<DATE>>

Dear <<>>
Re: <<forename>> <<surname>>
Please find attached a copy of <<forename>>'s attendance to date. <<forename>>'s attendance is currently <<percentage attendance>>%. We inform all parents/carers when attendance drops to 95% or below so that, if needed, support can be put in at the earliest opportunity.

We do understand that there are of course, genuine reasons (such as illness), which can make attendance at school difficult and often this can be the case. Unfortunately, missed lessons cannot be repeated and catching up on work is not as effective as the original learning experience. Children who have regular and/or prolonged absence from school or who arrive late on a regular basis will suffer in the long term from gaps in their learning.

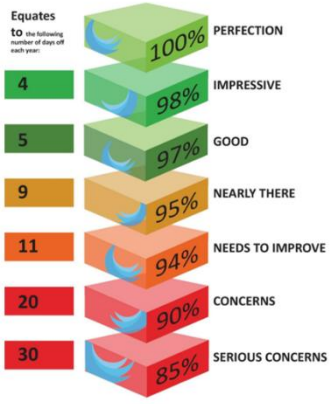
If your child is feeling a little under the weather (such as coughs and colds) but generally fit for school, let us know so that we can keep a close eye on your child and support them throughout the day. We will, of course, always phone you if your child's condition deteriorates throughout the day and we will always listen to the feelings of your child.

There can, however, be other reasons for absence such as friendship issues, worries about learning etc. At Hollyfast, we want to ensure that children feel happy and safe so they can learn and that parents feel supported, so please let us know how we can best achieve this.

We will continue to monitor <<forename>>'s attendance and or punctuality over the next four weeks. I would urge you to encourage <<forename>>to attend every day that they can and I value your support in this. If you would like to discuss any concerns you may have regarding attendance, or feel we can support in any way, please do not hesitate to contact me.

Yours sincerely

Mr G. Watson



Letter 2

<<salutation>>
<<address block>>
<<DATE>>

Dear <<>>
Re: <<forename>> <<surname>>
Please find attached a copy of <<forename>>'s attendance to date. <<forename>>'s attendance is currently <<percentage attendance>>% which, as you can see on the attendance ladder above, has hit a level of concern.

The school will continue to monitor <<forename>>'s attendance and or punctuality over the next four weeks and I would urge you to encourage <<forename>>to attend every day that they can. In the event of any future absence, whilst we monitor over the next four weeks, school **may** request medical evidence to support absence due to illness. Medical appointment cards/letters, GP appointment cars stamped or signed by surgery staff and copies or proof of a prescription (medicine/tablets/label/container) showing the date prescribed are examples of evidence that can be accepted by school. We will discuss if this is needed during your attendance meeting with us.

There will be times when your child is unwell and unable to come into school such as having a sickness bug or a contagious. Please be assured that we will always call home of your child falls unwell whilst at school.

Lost learning is hard to replicate and can have a negative impact on a child's progress. Mental health of children can also be impacted by long periods of absence so we really would like to support you and your child in any way we can to ensure they have the best chances provided to them. If there are other reasons your child has been off that you would like to raise with us, there may be ways we can support. We know that you also have the best interests of your child in mind and we would like to arrange a meeting with you to discuss ways forward. Please see the enclosed details of the meeting date and time.

I look forward to meeting with you and discussing the matter further.

Attendance Appointment

On:
At:

If the suggested date is not convenient a mutually agreeable appointment will be arranged, please contact the office upon receipt of this letter to confirm or change your appointment time and date.

If you find you are unable to attend the meeting, please let us know as soon as possible so that it can be re-arranged. If we don't hear from you we will continue with the meeting and set attendance targets. It is obviously, much more beneficial for us to talk through with you any reasons why you feel your child's attendance may be impacted so we can best support in any way we can.

It is the Headteacher's decision to authorise any absence based on information provided by parents. I must inform you that if a School Target is issued, school will require medical evidence to support

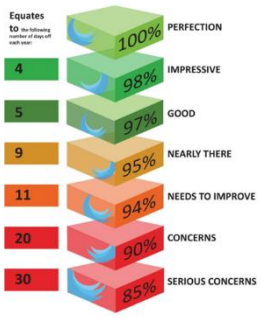
absence due to illness. Medical appointment cards/letters, GP appointment cars stamped or signed by surgery staff and copies or proof of a prescription (medicine/tablets/label/container) showing the date prescribed are examples of evidence that can be accepted by school.

I have to advise you as a parent/carer of a child of statutory school age, you have a legal responsibility to ensure full time education through regular attendance at school (section 444 of the Education Act 1996).

If you require any further clarification regarding school attendance, please read our Attendance policy, which is available on the school's website.

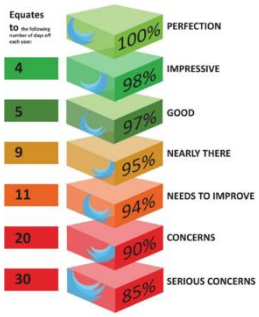
Yours sincerely

Mr G. Watson



Letter 3

<<salutation>>
<<address block>>
<<DATE>>



Dear <<>>
Re: <<forename>> <<surname>>
Please find attached a copy of <<forename>>'s attendance to date. <<forename>>'s attendance is currently <<percentage attendance>>% which, as you can see on the attendance ladder above, is a serious concern.
As you know in order for <<forename>> to reach their full potential, <<he/she>> must have high attendance and good punctuality at school.

I would therefore like to meet with you to discuss <<forename>>'s attendance and/or punctuality, this meeting is an opportunity for us to support <<forename>> to achieve improved attendance. If the suggested date is not convenient a mutually agreeable appointment will be arranged, please contact the office upon receipt of this letter to confirm or change your appointment time and date.
Failure to attend this meeting may result in this case being referred to the Local Authority Attendance Team.

It is the Headteacher's decision to authorise any absence based on information provided by parents. I must inform you that if a School Target is issued, school will require medical evidence to support absence due to illness. Medical appointment cards/letters, GP appointment cars stamped or signed by surgery staff and copies or proof of a prescription (medicine/tablets/label/container) showing the date prescribed are examples of evidence that can be accepted by school.

I have to advise you as a parent/carer of a child of statutory school age, you have a legal responsibility to ensure full time education through regular attendance at school (section 444 of the Education Act 1996).

I look forward to meeting with you and discussing the matter further. Details of the time and date are overleaf.

Attendance Appointment

On:
At:

If the suggested date is not convenient a mutually agreeable appointment will be arranged, please contact the office upon receipt of this letter to confirm or change your appointment time and date.

If you require any further clarification regarding school attendance, please read our Attendance policy, which is available on the school's website.

Yours sincerely

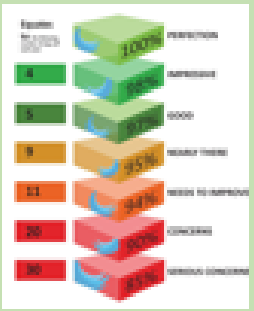
Mr G. Watson

Appendix 9: Application for leave of absence in term time:

Hollyfast Primary School

APPLICATION FOR LEAVE OF ABSENCE FOR A SCHOOL PUPIL IN TERM TIME

- It is a **legal requirement** for parents/carers to obtain the permission of the Headteacher before removing their child from school in order to take any leave in term time.
- Parents **do not** have an automatic right to take their children out of school for leave during term time and may be issued with a Penalty Notice (£120 per parent per child) if they do so without prior arrangement with the Headteacher. **The legislation only allows the Headteacher to authorise such leave in exceptional circumstances.** The fundamental principles for defining 'exceptional circumstances' are that they are: **'rare; significant; unavoidable and short'. Holidays during term time will not usually be considered as exceptional circumstances.**
- To apply for a child to be granted leave from school parents should **complete this form and return it to school for consideration well in advance of the proposed leave and before committing to any expense.** Upon receipt of a request the Headteacher will make a decision as to whether to authorise the absence, being mindful of government regulations and LA guidance.
- Please refer to the school policy on attendance for full guidance.



PARENTS' SECTION (NB application must come from the parent with whom the child normally resides) (Please attach additional sheets if necessary)

Name of Child & Class (a separate form must be completed for EACH child)	Child's full Name:		
	Class:		
Address			
Please provide information regarding the exceptional circumstances supporting this application for leave			
What steps have you taken to minimise the impact of the leave on your child's learning?			
Dates of leave requested	From	To	
Length of absence : (number of school days)		Date due back in school:	

Continue overleaf

Contact details while on leave	Name of contact	Address & Contact number
		Address: Contact Number:
Employer Details If you are stating work commitments as an exceptional reason for requesting leave, please complete this section and attach any evidence you have showing why leave cannot be taken during the school holidays.		
Signature of parent(s)/carer(s)	**I/we have read the information in the school attendance policy and would like to formally request the leave of absence as shown.**	
Print full name		Date

For school use only

Child 's current Attendance %_____ Attendance % in last academic year:_____

Agreement reached **(see further letter included)**

- In this instance **I am able** to authorise this leave request for the above period ☐
- I am **unable** to authorise this leave ☐
- **Further information/meeting required**, please contact school ☐

This leave is **not** authorised because: -

- Your child's attendance record is below the recommended government guidelines ☐
- Your child has already taken time for exceptional leave in term time ☐
- Of the age and stage of your child's education ☐
- The leave falls within an examination period ☐
- The new school year has only just begun ☐
- A period of leave will cause a detrimental gap in your child's learning ☐
- A period of leave will disrupt the continuity of learning for your child ☐
- The reason for your request is not acceptable ☐

Signature _____ Date _____

Appendix 10:

Leave of absence authorised letter:

DATE
Parents Name and Address

Dear << >>

Re: Term time leave of absence request for CHILDS NAME

Following your recent request for leave for your child to be allowed during term time, I am writing to confirm that, in this instance only, for the reason's put forward, I have authorised this planned absence on <<DATES FROM AND TO>>, <<NO. DAYS TOTAL>> days in total.

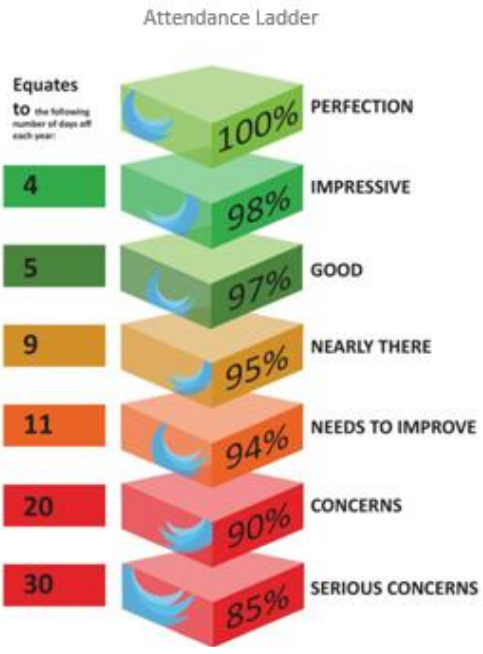
Should there be any delays in your return to school, please ensure you inform the school office as soon as possible. Failure to return on the agreed date will result in absences being recorded as unauthorised as regulations do not allow schools to give retrospective approval. If a pupil fails to return within ten school days of any agreed return date, both parents will be fined.

For your information, the fine is for £60 per parent, per child if paid within 21 days and £120 per parent, per child if paid after this date but within 28 days.

I hope that the information above is helpful.

Yours sincerely

Mr G Watson
Head Teacher



Leave of absence unauthorised letter:

DATE
Parents Name and Address

Dear << >>

Re: Term time leave of absence request for CHILDS NAME

Following your recent request for your child to have permitted leave of absence during term time, I regret that I am unable to authorise this absence, as it is not exceptional reasons.

Should you choose to take the holiday, the school's attendance policy makes it clear that if a holiday is taken in term time which has not been authorised and results in your child being absent for 10 sessions (5 days) or more, then a Penalty Notice may be issued from the Local Authority. All absence will be marked as **unauthorised**.

For your information, the Penalty Notice is for £60 per parent, per child if paid within 21 days and £120 per parent, per child if paid after this date but within 28 days.

Failure to pay the Penalty Notice could result in Coventry City Council starting legal proceedings against you for the offence of failing to ensure your child's regular attendance at school.

Yours sincerely,

Mr G Watson
Head Teacher