

Attendance Policy



Undershaw

The aim of Undershaw's attendance policy is to enable the school to provide a consistent practice that encourages and facilitates the regular attendance of all students. Regular attendance at school is key to steady student progress and enjoyment of learning, and for this reason the school is dedicated to ensuring its attendance policy is adhered to.

Undershaw takes a whole-school approach to maintaining excellent attendance and it is the joint responsibility of parents, students and all staff members to ensure that children are attending school as they should be. We endeavour to work with families to make sure that any barriers or circumstances which may lead or be leading to poor attendance, are given the right attention and appropriate support.

Policy Title	Attendance Policy
First Published	September 2020
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Next Review by Date	August 2025
Reviewed By	Deputy Headteacher (Pastoral)
Approved By	Wellbeing Committee
For publication on website	Yes / No
Signed by	Headteacher & Chair of Governors
	October 2024

1. Aims

This policy aims to show our commitment to meeting our obligations with regards to school attendance, including those laid out in the Department for Education's (DfE's) statutory guidance on [working together to improve school attendance \(applies from 19 August 2024\)](#), through our whole-school culture and ethos that values good attendance, including:

- Setting high expectations for the attendance and punctuality of all pupils
- Promoting good attendance and the benefits of good attendance
- Reducing absence, including persistent and severe absence
- Ensuring every pupil has access to the full-time education to which they are entitled
- Acting early to address patterns of absence
- Building strong relationships with families to make sure pupils have the support in place to attend school.

We will also promote and support punctuality in attending lessons.

2. Legal framework

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](#)
 - <https://www.legislation.gov.uk/ukxi/2006/1751/contents>[The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013 and the 2024 amendment](#)
- It also refers to:
- [Keeping Children Safe in Education](#)
 - [Mental health issues affecting a pupil's attendance: guidance for schools](#)

This policy also complies with our School's funding contract and articles of association.

3. Roles and responsibilities

3.1 Governing body

As part of our whole-school approach to maintaining high attendance, the governing body is responsible for:

- Setting high expectations of all school leaders, staff, pupils and parents
- 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 authorities
- Making sure the school works effectively with local partners to help remove barriers to attendance, and keep/s 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, through termly attendance reviews
- 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, including with teachers from across the school, 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.

At Undershaw pupil attendance is reviewed by the governing body's wellbeing committee every term.

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
- Monitoring the impact of any implemented attendance strategies

- Issuing fixed-penalty notices, where necessary and/or authorising the Deputy Headteacher Pastoral (DHTP) to be able to do so
- Working with the parents and families to develop specific support approaches for attendance, including where school transport is regularly being missed, or where students face in-school barriers
- Communicating with the local authority when a student has falling attendance, or where there are barriers to attendance that relate to the pupil's individual needs
- Communicating the school's high expectations for attendance and punctuality regularly to pupils and parents through all available channels.

3.3 The Designated Senior Leader Responsible for Attendance

The designated senior leader is the Deputy Headteacher Pastoral (DHTP) – Gemma Briggs - they are 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
- Supporting staff with monitoring the attendance of individual pupils
- 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 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

Gemma Briggs (DHTP) can be contacted at gemma.briggs@undershaw.education or on 01428 609953.

3.4 The Family Liaison Officers (FLOs) and School Data Administrator

The family liaison officers & the data administrator are 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 DHTP, and the headteacher
- Working with Local Authority Inclusion Officers to tackle persistent absence
- Advising the Headteacher/ DHTP (authorised by the headteacher) when to issue fixed-penalty notices.

Our FLOs are contactable by email or phone:

family@undershaw.education / 01428 609953

3.5 Teachers and support staff

As part of our whole-school approach to maintaining high attendance, the school's teachers and support staff will:

- Be active in their approach to promoting good attendance to students and their parents, which includes forming positive relationships with families
- Ensure that the school's teaching and learning experiences encourage regular attendance and that students are taught the value of high attendance for their own personal progression and achievement
- Ensure that they are fully aware and up to date with the school's attendance process, legislation and government guidance, and that they will speak to another member of staff or seek support if they are unsure how to deal with an attendance issue, including the school's Family Liaison Officers
- Ensure that they are following the correct systems for recording attendance and that attendance is taken twice daily, using AM and PM registers and at the beginning of each teaching period
- Contribute to strategy meetings and co-ordinate interventions where they are needed
- Work with external agencies to support students and their families who are struggling with regular attendance.

3.6 Office Staff

Undershaw's office staff will:

- Take calls and answer e-mails from parents & families about absence on a day-to-day basis and record it on the relevant school system (CPOMS and / or SIMS)
- Transfer calls / forward e-mails from parents & families to the appropriate colleague, in order to provide them with more detailed support on attendance

3.7 Parents and Families

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:

- Engage with their child's education – support their learning and take an interest in what they have been doing at school
- Make sure their child attends every day on time
- Call /contact the school to report their child's absence before 08.45 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
- Sign the home–school agreement
- Keep to any attendance contracts that they make with the school and/or local authority
- Seek support, where necessary, for maintaining good attendance, by contacting the Family Liaison Officers or the DHTP

› family@undershaw.education / 01428 609953 - FLOs

› gemma.briggs@undershaw.education / 01428 609953 - DHTP

3.8 Students

As part of our whole-school approach to maintaining high attendance, we request that students:

- Be aware of the school's attendance rules, and when they are required to attend. This will be communicated to them through the school staff, parents and the school timetable, including any transition or reintegration plans
- Speak to their form Tutor, Teaching Assistant or another member of staff if they are experiencing difficulties at school or at home which may impact on their attendance
- Attend all lessons ready to learn, with the appropriate learning tools requested and on time for the class. Lesson times will be made clear through their school timetable
- Follow the correct set school procedure if they arrive late (**see section 4.4**). Students are held responsible for this and it is made clear to all students what this procedure is by their form tutors
- Sign the home–school agreement.

4. Recording Attendance

4.1 Attendance register

We will keep an electronic attendance register, and place all pupils onto this register.

We will take our attendance register at the start of the first session of each school day and once during the second session. It will be marked, using the appropriate national attendance and absence codes from the School Attendance (Pupil Registration) (England) Regulations 2024 (Appendix 3), whether every pupil is:

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

Any amendment to the attendance register will include:

- › The original entry
- › The amended entry
- › The reason for the amendment
- › The date on which the amendment was made
- › The initials and position of the person who made the amendment.

We will also record:

- › Whether the absence is authorised or not
- › The nature of the activity, where a pupil is attending an approved educational activity
- › The nature of circumstances, where a pupil is unable to attend due to exceptional circumstances

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

The school day starts at 08:45 and ends at 14:50

Pupils must arrive in school by 08:45 on each school day.

The register for the first session will be taken at 08:45 and will be kept open until 09:15. The register for the second session will be taken at 13:25 and will be kept open until 13:45.

4.2 Unplanned Absence

The parents must notify the school of the reason for the absence on the first day of an unplanned absence by 08:45 or as soon as practically possible, by contacting the school via 01728 609953 or absences@undershaw.education.

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

Where the absence is longer than 5 days 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 including medical / dental appointments

Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent/carer notifies the school in advance of the appointment and share evidence of the appointment with the school.

Parents should however make every effort to ensure these appointments are made outside school hours. Where it cannot be avoided, children should attend school for as much of that day as possible. (See form – appendix 2)

The pupil's parent/carer must also apply for other types of term-time absence as far in advance as possible of the requested absence. Go to section 5 to find out which term-time absences the school can authorise.

4.4 Lateness & Punctuality

A pupil who arrives late:

- Before the register has closed will be marked as late, using the appropriate code (L)
- After the register has closed will be marked as absent, using the appropriate code (U)

The attendance register will be taken at the start of the school day and again in the afternoon. In the morning **registration begins at 08:45. Students** who arrive after this time but within the registration period will be marked as late. **The morning registration period ends at 09:15.**

Students who arrive after the registration period will be greeted at the school office to sign in and give a reason for their lateness. Any unjustifiable reason for absence will be marked as unauthorised. It is vital that students sign in at the office to ensure that appropriate health and safety regulations are followed and that all students are accounted for.

In the afternoon registration begins at 13:25. Students who arrive after this time but within the registration period will be marked as late. **The afternoon registration period ends at 13:45.**

A register is also taken at the start of all subject lessons by the subject teacher, and any unexplained absences reported back to the school office.

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 take additional measures, e.g. contact police or children's social care.
- 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 a local authority inclusion 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: issue a notice to improve, penalty notice or other legal intervention (see section 5.2 below), as appropriate.

4.6 Reporting to parents

Undershaw Education will regularly inform parents (see definition of 'parent', as used in this policy, in section 3.7 above) about their child's attendance and absence levels (as required by the DfE) via termly attendance letters (see appendix 1).

5. Authorised and unauthorised absence

5.1 Approval for term-time absence

The Headteacher will only allow pupils to be absent from the school site for certain educational activities, or to attend other schools or settings.

The Headteacher will only grant a **leave of absence** to a pupil during term time if the request meets the specific circumstances set out in the [2024 school attendance regulations](#). These circumstances are:

- Taking part in a regulated performance, or regulated employment abroad
- Attending an interview
- Study leave
- A temporary, time-limited part-time timetable
- Exceptional circumstances

A leave of absence is granted at the Headteacher's discretion, including the length of time the pupil is authorised to be absent for. There may be some exceptional instances where the school will authorise absence such as for a family bereavement.

Leave of absence will not be granted for a pupil to take part in protest activity during school hours. As a leave of absence will only be granted in exceptional circumstances, it is unlikely a leave of absence will be granted for the purposes of a family holiday.

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant background context behind the request.

Any request should be submitted as soon as it is anticipated and, where possible, at least 2 weeks before the absence, and in accordance with any leave of absence request form (Appendix 2), accessible via the school office. The Headteacher may require evidence to support any request for leave of absence.

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

- Illness (including mental-health illness) and medical/dental appointments (see sections 4.2 and 4.3 for more detail)
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parent(s) belong (s). If necessary, the school will seek advice from the parent's religious body to confirm whether the day is set apart
- Parent(s) travelling for occupational purposes – this covers Roma, English and Welsh gypsies, Irish and Scottish travellers, showmen (fairground people) and circus people, 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 the school, but it is not known whether the pupil is attending educational provision
- If the pupil is currently suspended or excluded from school (and no alternative provision has been made)

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

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

5.2 Sanctions

Our school will make use of the full range of potential sanctions – including, but not limited to, those listed below – to tackle poor attendance. Decisions will be made on an individual, case-by-case basis.

Penalty notices

The Headteacher (or someone authorised by them such as the DHTP), local authority or the police can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age, by issuing a penalty notice.

If the school issues a penalty notice, it will check with the local authority before doing so, and send it a copy of any penalty notice issued.

Circumstances when a Penalty Notices may be issued

- Pupils identified by police and education welfare officers engaged on Truancy Patrols and who have incurred unauthorised absences
- **The Education (Pupil Registration)(England)(Amendment) Regulations 2013, state that Head teachers may not grant any leave of absence during term time unless there are exceptional circumstances. The Head teacher is required to determine the number of school days a child can be away from school if leave is granted.**
- Where a child is taken out of school for 10 sessions (each whole school day is made up of 2 sessions AM & PM) or more and the 'leave of absence' is without the authority of the Headteacher, **each parent** is liable to receive a penalty notice for **each child** who is absent. In these circumstances, a warning will not be given where it can be shown that parents had previously been warned that such absences would not be authorised and that they will be liable to receive a Penalty Notice if the leave of absence is taken.
- The issue of a Penalty Notice will also be considered where a pupil has incurred 7 or more unauthorised sessions during the preceding 6 school weeks. The parents' failure to engage with supportive measures proposed by the school or Inclusion Service will be a factor when considering the issue of a Penalty Notice. Unauthorised absence will include late arrival after the close of registration without good reason.

With the exception of unauthorised leave of absence taken in term time, parents will be sent a formal warning of their liability to receive such a notice before it is issued.

Before issuing a penalty notice, the school will consider the individual case, including:

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

The payment must be made directly to the local authority, regardless of who issues the notice. If the payment has not been made after 28 days, the local authority can decide whether to prosecute (prosecution for failing to ensure regular school attendance under Section 444 Education Act 1996) or withdraw the notice.

If issued with a **first** penalty notice, the parent must pay £80 within 21 days, or £160 within 28 days. If a **second** penalty notice is issued to the same parent in respect of the same pupil, the parent must pay £160 if paid within 28 days.

A **third** penalty notice cannot be issued to the same parent in respect of the same child within 3 years of the date of the issue of the first penalty notice. In a case where the national threshold is met for a third time within those 3 years, alternative action will be taken instead.

Penalty notices relating to exclusions

A penalty notice may also be issued where parents allow their child to be present in a public place during school hours without reasonable justification (Section 103 of the Education and Inspections Act 2006), during the first 5 days of a suspension or exclusion (where the school has notified the parents that the pupil must not be present in a public place on that day). These penalty notices are not included in the National Framework, are not subject to the same considerations about support being provided, and do not count towards the limit as part of the escalation process.

In these cases, the parent must pay £60 within 21 days, or £120.

Notices to improve

If the national threshold has been met and support is appropriate, but parents do not engage with offers of support, the school may offer a notice to improve to give parents a final chance to engage with support.

Notices to improve will be issued in line with processes set out in the local code of conduct for the local authority area in which the pupil attends school.

They will include:

- Details of the pupil's attendance record and of the offences
- The benefits of regular attendance and the duty of parents under [section 7 of the Education Act 1996](#)
- Details of the support provided so far
- Opportunities for further support, or to access previously provided support that was not engaged with
- A clear warning that a penalty notice may be issued if attendance doesn't improve within the improvement period, along with details of what sufficient improvement looks like, which will be decided on a case-by-case basis
- A clear timeframe of between 3 and 6 weeks for the improvement period
- The grounds on which a penalty notice may be issued before the end of the improvement period

6. Strategies for promoting attendance & supporting those who are absent or returning to school

At Undershaw Education we recognise that good attendance looks different for every pupil and therefore offer a range of support systems & inclusive awards for attendance including:

- Bespoke attendance support through Tutor Teams
- A Pastoral Team dedicated to supporting student wellbeing and developing individualised attendance initiatives
- A Family Liaison team to support families, carry out home visits and support reintegration following a lengthy or unavoidable period of absence
- Postcards home to celebrate improved attendance
- Most improved attendance certificates at termly celebration assemblies
- Excellent attendance certificates at termly celebration assemblies (96% or above)
- Termly letters to parents to keep them informed of their child's attendance.

7. Attendance monitoring

7.1 Monitoring attendance

Undershaw Education will monitor attendance and absence data (including punctuality) weekly, half-termly, termly and yearly across the school and at an individual pupil, year group and cohort level.

Specific pupil information will be shared with the DfE / Local Authorities on request.

The school will grant the DfE access to its data management system (SIMS) so the data can be accessed regularly, once this facility is activated by the DfE.

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.

Undershaw Education will benchmark its attendance data at whole school, year group and cohort level against local, regional, and national levels to identify areas of focus for improvement and share this with the governing board.

7.2 Analysing attendance

Undershaw Education will:

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

7.3 Using data to improve attendance

Undershaw Education will:

- Develop targeted actions to address patterns of absence (of all severities) of individual pupils, groups or cohorts that it has identified via data analysis
- Provide targeted support to the pupils it has identified whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severed absence, and their families (see section 8.4 below)
- Provide regular attendance reports to form tutors, to facilitate discussions with pupils and families, and to the governing board and school leaders (e.g. Designated Safeguarding and Pupil Premium Leads)
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies

- Share information and work collaboratively with other schools in the area, local authorities and other partners where a pupil's absence is at risk of becoming persistent or severe, including keeping them informed regarding specific pupils, where appropriate.

7.4 Reducing persistent and severe absence

Persistent absence is where a pupil misses 10% or more of school, and severe absence is where a pupil misses 50% or more of school. Reducing persistent and severe absence is central to the school's strategy for improving attendance.

The school] will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Consider potential safeguarding issues and, where suspected or present, address them in line with Keeping Children Safe in Education
- Hold regular meetings with the parents of pupils who the school (and/or local authority) considers to be vulnerable or at risk of persistent or severe absence, or who are persistently or severely absent, to:
 - Discuss attendance and engagement at school
 - Listen, and understand barriers to attendance
 - Explain the help that is available
 - Explain the potential consequences of, and sanctions for, persistent and severe absence
 - Review any existing actions or interventions
- Provide access to wider support services to remove the barriers to attendance, in conjunction with the local authority, where relevant
- Consider alternative support that could be put in place to remove any barriers to attendance and re-engage these pupils. In doing so, the school will sensitively consider some of the reasons for absence
- Implement sanctions, where necessary (see section 5.2, above)
- Provide a dedicated member of staff to support from the Tutor, Pastoral or Family Liaison Team.

8. Monitoring arrangements

This policy will be reviewed as guidance from the local authority and/or DfE is updated, and as a minimum annually by the Deputy Headteacher Pastoral. At every review, the policy will be approved by the Wellbeing Committee.

9. Links with other policies

This policy links to the following policies:

- Child protection and safeguarding policy
- Positive behaviour and positive handling policy

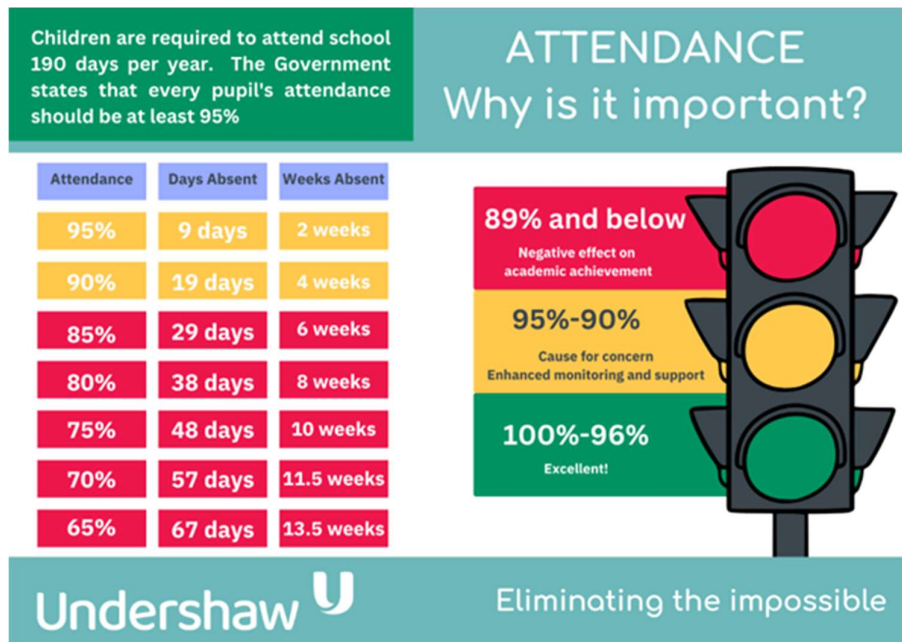
Policy No/Name:	Attendance Policy				
Statutory: Y	Online: Y	Parago: N			
Review Frequency: Yearly	Committee Review:	C	Wellbeing	Wellbeing	
	2020	2021	2023	August 2024	2025
Staff Member responsible	Head Teacher	SHG	Deputy Headteacher (Pastoral)	Deputy Headteacher (Pastoral)	
Nature of changes made	Initial Draft	Yearly review	Yearly review	Yearly review (new statutory guidance included)	
Date reviewed by Committee	1 st September 2020	October 2021			
Date next review is due	August 2021	October 2022			
File Version	1	2	3	4	

Appendix 1 – Termly Attendance Letters

GREEN

Dear Parent / Carer,

The regular attendance of students is a priority at Undershaw to ensure that we can support them to be successful. We use a 'Traffic Light' system to track and monitor students' attendance on a regular basis:



Currently, [student name] has an overall attendance of [%] which places them in the **Green** category for attendance. Thank you for continuing to support their excellent attendance.

We understand that there are many genuine and necessary reasons for students to miss school occasionally. We would encourage you to continue to work with us and ensure that we are notified at the start of every absence, and to ask us for help if you need any support in improving your child's attendance during the coming term.

If your child/young person is to have the best chance of success, it is essential that they maintain a school attendance of at least 95% wherever possible. It is our goal to get as many of our students as possible to achieve this, and therefore have the best start to life that they can.

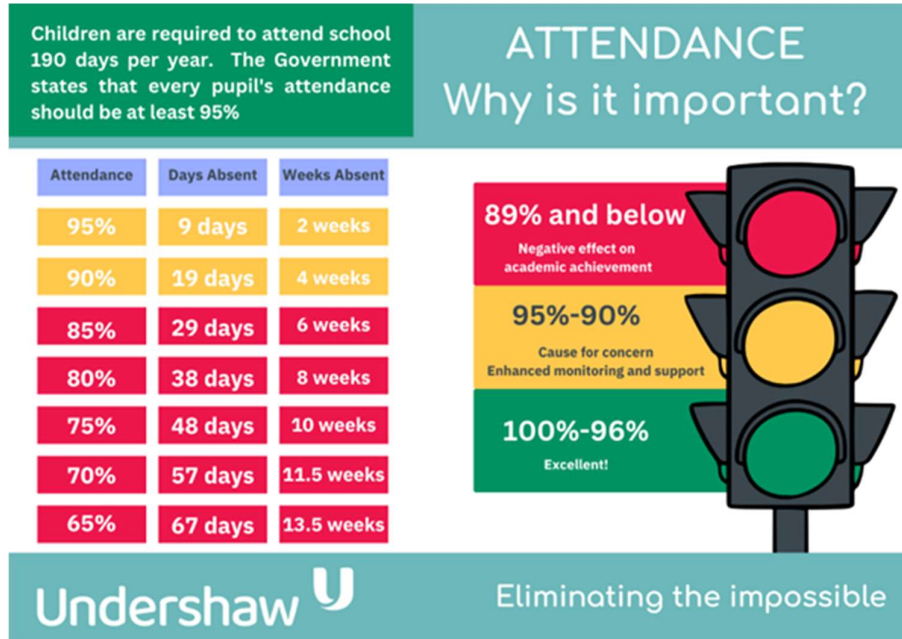
If there are any issues that you wish to discuss, please do not hesitate to contact me at school.

Kind regards,
Gemma Briggs
 Deputy Headteacher (Pastoral)

AMBER

Dear Parent / Carer,

The regular attendance of students is a priority at Undershaw to ensure that we can support them to be successful. We use a 'Traffic Light' system to track and monitor students' attendance on a regular basis:



Currently, [student name] has an overall attendance of [%] which places them in the **Amber** category for attendance. This means that it is below our target of 95% but it is not a serious concern at the moment, so please do not worry.

We understand that there are many genuine and necessary reasons for students to miss school occasionally. We would encourage you to continue to work with us and ensure that we are notified at the start of every absence, and to ask us for help if you need any support in improving your child's attendance during the coming term.

If your child/young person is to have the best chance of success, it is essential that they maintain a school attendance of at least 95% wherever possible. It is our goal to get as many of our students as possible to achieve this, and therefore have the best start to life that they can.

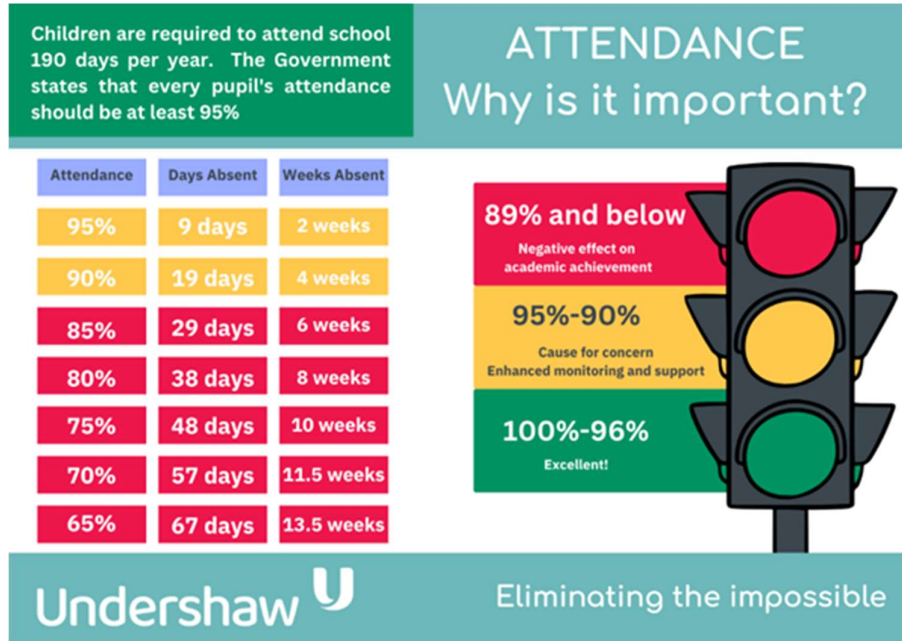
If there are any issues that you wish to discuss, please do not hesitate to contact me at school.

Kind regards,
Gemma Briggs
Deputy Headteacher (Pastoral)

RED

Dear Parent / Carer,

The regular attendance of students is a priority at Undershaw to ensure that we can support them to be successful. We use a 'Traffic Light' system to track and monitor students' attendance on a regular basis:



Currently, [student name] has an overall attendance of [%] which places them in the **Red** category for attendance.

This is a concern for us, and I may contact you to discuss attendance and offer our support. We understand that there are many genuine and necessary reasons for students to miss school occasionally. We would encourage you to continue to work with us and ensure that we are notified at the start of every absence, and to ask us for help if you need any support in improving your child's attendance during the coming term.

If your child/young person is to have the best chance of success, it is essential that they maintain a school attendance of at least 95% wherever possible. It is our goal to get as many of our students as possible to achieve this, and therefore have the best start to life that they can.

If there are any issues that you wish to discuss, please do not hesitate to contact me at school.

Kind regards,
Gemma Briggs
 Deputy Headteacher (Pastoral)

Appendix 2**Application for leave of absence for exceptional circumstances**

Please read the following guidance carefully.

As parents, you have a legal responsibility to ensure your child's attendance at school.

Please be aware that The Education (Pupil Registration)(England)(Amendment) Regulations 2013, state that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. The Headteacher is also required to determine the number of school days a child can be away from school if leave is granted.

Please complete and submit this form if you want the Headteacher to consider your request for your child's leave of absence for exceptional circumstances. We may ask for proof to validate your request.

Unauthorised absence of 5 days or more will result in the issue of a Penalty Notice

Penalty Notices are issued by the Local Authority in accordance with Surrey County Council's Code of Conduct. The Penalty Notice is £60, per child per parent/carer, if paid within 21 days or £120 if paid after 21 days but within 28 days. Failure to pay the Penalty Notice will result in the Local Authority considering legal proceedings against you in the Magistrates Court.

The Headteacher will consider the reasons for the request carefully and will notify you of the decision. For further information, please refer to our School Attendance Policy.

Name of child:	Tutor group:
I am applying for leave of absence for my child for	
from:	to:
Number of school days:	
The exceptional circumstances for which leave is requested:	
Has your child already had leave of absence in this school year? YES / NO	
If YES, please give dates and details:	
I also have children at...	
Signed: (Parent/Carer)	Date:

To be completed by the Headteacher		
Having considered your request carefully, my decision is that leave of absence is:		
Approved		The absence will be recorded as authorised.
Not approved		The absence will be recorded as unauthorised and we will be requesting the Local Authority to issue a penalty notice per parent/carer per child.
Explanatory notes:		
Signed: _____		Date: _____
Address :		

Appendix 3

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

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
Attending a place other than the school		
K	Attending education provision arranged by the local authority	Pupil is attending a place other than a school at which they are registered, for educational provision arranged by the local authority
V	Attending an educational visit or trip	Pupil is on an educational visit/trip organised or approved by the school
P	Participating in a sporting activity	Pupil is participating in a supervised sporting activity approved by the school
W	Attending work experience	Pupil is on an approved work experience placement
B	Attending any other approved educational activity	Pupil is attending a place for an approved educational activity that is not a sporting activity or work experience
D	Dual registered	Pupil is attending a session at another setting where they are also registered
Absent – leave of absence		
C1	Participating in a regulated performance or undertaking regulated employment abroad	Pupil is undertaking employment (paid or unpaid) during school hours, approved by the school
M	Medical/dental appointment	Pupil is at a medical or dental appointment
J1	Interview	Pupil has an interview with a prospective employer/educational establishment

S	Study leave	Pupil has been granted leave of absence to study for a public examination
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
C2	Part-time timetable	Pupil is not in school due to having a part-time timetable
C	Exceptional circumstances	Pupil has been granted a leave of absence due to exceptional circumstances
Absent – other authorised reasons		
T	Parent travelling for occupational purposes	Pupil is a ‘mobile child’ who is travelling with their parent(s) who are travelling for occupational purposes
R	Religious observance	Pupil is taking part in a day of religious observance
I	Illness (not medical or dental appointment)	Pupil is unable to attend due to illness (either related to physical or mental health)
E	Suspended or excluded	Pupil has been suspended or excluded from school and no alternative provision has been made
Absent – unable to attend school because of unavoidable cause		
Q	Lack of access arrangements	Pupil is unable to attend school because the local authority has failed to make access arrangements to enable attendance at school
Y1	Transport not available	Pupil is unable to attend because school is not within walking distance of their home and the transport normally provided is not available
Y2	Widespread disruption to travel	Pupil is unable to attend because of widespread disruption to travel caused by a local, national or international emergency

Y3	Part of school premises closed	Pupil is unable to attend because they cannot practicably be accommodated in the part of the premises that remains open
Y4	Whole school site unexpectedly closed	Every pupil absent as the school is closed unexpectedly (e.g. due to adverse weather)
Y5	Criminal justice detention	Pupil is unable to attend as they are: <ul style="list-style-type: none"> • In police detention • Remanded to youth detention, awaiting trial or sentencing, or • Detained under a sentence of detention
Y6	Public health guidance or law	Pupil's travel to or attendance at the school would be prohibited under public health guidance or law
Y7	Any other unavoidable cause	To be used where an unavoidable cause is not covered by the other codes
Absent – unauthorised absence		
G	Holiday not granted by the school	Pupil is absent for the purpose of a holiday, not approved by the school
N	Reason for absence not yet established	Reason for absence has not been established before the register closes
O	Absent in other or unknown circumstances	No reason for absence has been established, or the school isn't satisfied that the reason given would be recorded using one of the codes for authorised absence
U	Arrived in school after registration closed	Pupil has arrived late, after the register has closed but before the end of session
Administrative codes		
Z	Prospective pupil not on admission register	Pupil has not joined school yet but has been registered
#	Planned whole-school closure	Whole-school closures that are known and planned in advance, including school holidays

Children are required to attend school 190 days per year. The Government states that every pupil's attendance should be at least 95%

ATTENDANCE

Why is it important?

Attendance	Days Absent	Weeks Absent
95%	9 days	2 weeks
90%	19 days	4 weeks
85%	29 days	6 weeks
80%	38 days	8 weeks
75%	48 days	10 weeks
70%	57 days	11.5 weeks
65%	67 days	13.5 weeks

