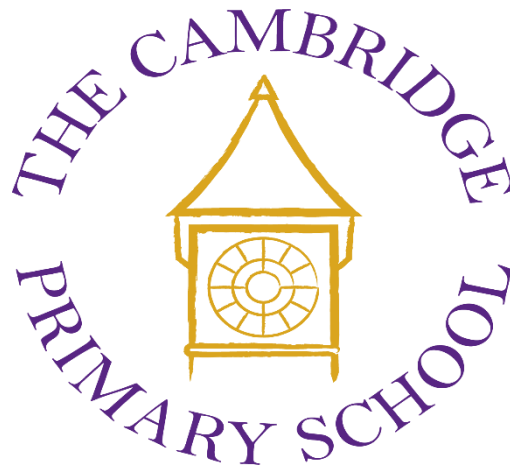


THE CAMBRIDGE PRIMARY SCHOOL

ATTENDANCE POLICY

2025



Date of Approval:	September 2025
Date of Next Review:	September 2026

The policy has been revised to reflect changes to the statutory guidance [Working together to improve school attendance - GOV.UK \(www.gov.uk 2024\)](#)

Attendance Policy

The Cambridge Primary School

1. Aims

At The Cambridge Primary School we believe that regular school attendance is essential if children are to achieve their full potential. We value the attendance of all pupils. Missing out on lessons leaves children vulnerable to falling behind and can put them at risk of wider harm. There is a wide range of evidence as to the health and wellbeing benefits of school-age education. Research commissioned by the Department for Education shows missing school for even a day can mean a child is less likely to achieve good grades, which can have a damaging effect on their life chances. As set out in this policy, we will work with families to identify the reasons for poor attendance and try to resolve any difficulties at the earliest opportunity.

Our attendance policy aims to give clear guidance to staff, parents, pupils, and governors/trustees to:

- Promote good attendance, enabling pupil's achievement by establishing the highest possible levels of attendance and punctuality.
- Recognise the key role of all staff in promoting good attendance.
- Provide a clear framework for monitoring and responding to pupil absences, acting early to address patterns of absence.
- Building strong relationships with families to ensure pupils have the support in place to attend school.
- Promote positive support systems and advocate multi-agency approaches to improve attendance.
- Make parents aware of their legal responsibilities and ensure their children have access to the education to which they are entitled.

2. Legal Framework

This policy meets the requirements of the Working together to improve school attendance from the Department for Education (DfE 2024), and refers to the DfE's statutory guidance on school attendance parental responsibility measures. Section 7 of the 1996 Education Act states that parents must ensure that children of compulsory school age receive efficient full-time education suitable to their age, ability, and aptitude to any special educational needs they may have, either by regular attendance at school or otherwise. A child is of compulsory school age at the beginning of the term following their 5th birthday. A child ceases to be of compulsory school age on the last Friday in June of the school year in which they reach the age of 16.

The government expects all schools and local authorities to:

- Promote good attendance and reduce absence, including persistent and severe absence.
- Ensure every pupil has access to full-time education to which they are entitled.
- Act early to address patterns of absence.

Parents are expected to perform their legal duty by ensuring their children of compulsory school age who are registered at school attend regularly.

In accordance with the Education Act 1996, we will work with parents and carers and the Local Authority to ensure that parents and carers are supported to secure education for children of compulsory school age. Where required, we will formalise support and where necessary, work with the LA to use legal measures.

A "Parent" is defined as:

- Any natural parent, whether married or not.
- Any parent who, although not a natural parent, has parental responsibility as defined in the Children Act (1989) for a child or young person.
- Any person who, although not a natural parent, has care of a child or young person.

3. Roles and Responsibilities

At The Cambridge Primary School, we believe that improving school attendance is everyone's business. It is a shared responsibility by governors, all school staff, parents, pupils, the wider school community and multi-agency partners. We aim to always work in partnership with our parents.

Role	Name	Contact details
Senior Attendance Lead/Champion	Miss S Tancock	stancock@cambridgeschool.hants.sch.uk
Attendance Lead & Family Support Advisor	Mrs Vaiva	fsa@cambridgeschool.hants.sch.uk
Attendance Officer	Miss T Carey	admin1@cambridgeschool.hants.sch.uk
Named Governor for Attendance (Safeguarding Officer)	Theresa Pitfield	chairofgovernors@cambridgeschool.hants.sch.uk
Reporting an absence	Miss T Carey and Miss T Keenan	info@cambridgeschool.hants.sch.uk 012523164884

The Local Advisory Committee of The Cambridge Primary School recognise the importance of school attendance and promotes it through the school's ethos and across its policies. They may take an active role in attendance improvement by:

- Setting high expectations of all stakeholders so that children attend school every day and are safeguarded.
- Identifying a member of the Local Advisory Committee to lead on attendance matters and ensuring that there is a named senior leader to lead on attendance.
- Prioritising attendance in strategies, such as raising attainment, behaviour and combatting bullying, special educational needs and disabilities, wellbeing, and safeguarding.
- Ensuring school leaders fulfil expectations and statutory duties by rigorously evaluating the effectiveness of the school's attendance procedures so that consistent attendance support is provided for all pupils.
- Ensuring the schools' attendance management processes are delivered effectively, and that consistent attendance support is provided for pupils who require it most by prioritising the staff and resources needed.
- Regularly reviewing attendance data, discussing, challenging trends, and helping school leaders focus improvement efforts on the individual pupils or cohorts who need it most.
- Ensuring high aspirations are maintained for all pupils and processes for support are adapted to the individual needs of pupils, including those with vulnerabilities such as SEND, LAC, PLAC and DAP.
- Ensuring all school staff receive adequate training on attendance and that relevant staff have access to opportunities to share and learn from good practice in other schools.
- Ensuring that attendance data is shared with the Department for Education in line with statutory reporting deadlines.
- Reviewing the school's Attendance Policy on at least an annual basis, ensuring that the required resources are available to fully implement the policy, which is published and publicised regularly so that it is easily accessible to pupils, parents and staff.

The Senior Leadership Team at The Cambridge Primary School will:

- Actively promote the importance and value of good attendance to pupils and their parents.
- Form and maintain positive relationships with pupils and parents.
- Ensure that there is a whole school approach which reinforces good school attendance, with good teaching and learning experiences, with a whole school culture that encourage all pupils to attend and to achieve.
- Make sure all teaching and non-teaching staff know the importance of good attendance, are consistent in their communication with pupils and parents, and receive the training and professional development they need.
- Have a clear school attendance policy which all staff, pupils and parents understand (Appendix 1 and 2).
- Monitor the implementation and effectiveness of the Attendance Policy and ensure that the policy is reviewed annually.
- Ensure the school have accurate, complete admission and attendance registers and have effective day to day processes in place to follow-up absence.

- Regularly monitor and analyse attendance and absence data to identify pupils or cohorts that require support with their attendance and put effective strategies in place.
- Share information and work collaboratively with other schools in the area, local authorities, and other partners where a pupil's absence is at risk of becoming persistent or severe.
- Ensure that there is a named Senior Attendance Champion to lead on attendance and allocate sufficient time and resource.
- Attend the termly school attendance supporting meetings with the local authority, focusing on those pupils with severe absence, making sure a regularly reviewed plan is in place.

All staff at The Cambridge Primary School will:

- Actively promote the importance and value of good attendance to pupils and their parents.
- Form positive relationships with pupils and parents.
- Contribute to a whole school approach which reinforces good school attendance; with good teaching and learning experiences that encourage all pupils to attend and to achieve.
- Provide a welcoming atmosphere and a safe learning environment for children
- Know the importance of good attendance, are consistent in their communication with pupils and parents, and receive the training and professional development they need.
- Be alert to early signs of disaffection or a child's worries about school which could culminate in non-attendance and report these concerns as soon as possible to the Headteacher
- Fulfil, where possible, the requirements of the UN Convention – The Rights of the Child, by ensuring that children are consulted in all decisions that relate to them.

The member of staff responsible for attendance alongside the Family Support Advisor will work to further develop relationships with families to bring about improved attendance. This may involve seeking multi-agency support.

Knowing who is absent and why, is fundamental to effective safeguarding. Non-Attendance to school or unauthorised attendance, can result in safeguarding action. This is because persistent absenteeism and sudden changes in patterns of attendance and pupil behaviour, are a key indication that something is wrong and could lead to sudden extended absences. As a school, we have a duty of care to take action.

We therefore scrutinise pupil absence, investigate the reasons for this and ensure our procedures are followed. For example:

- Children who become withdrawn, or who start acting differently in class and who are then absent, would be flagged as a safeguarding concern to the Designated Safeguarding Leads and investigated
- Absences may well be due to illness, but they could equally be linked to safeguarding issues such as bullying, family break-ups, domestic abuse, involvement in county lines or online grooming

A great deal of work has to be done to protect children. The key to early intervention, of course, is good communication between our school and strong links with parents. School action will include:

- Monitoring of attendance with accurate record keeping
- Half-termly letters to parents informing them of their child's attendance, if below 90% (persistent absence) or if frequently late
- Speaking to parent/carers who we make aware that the procedures are rigorous and that absences will always be questioned. Our staff do their best to maintain relationships and trust
- Where there are causes for concern, we make contact with the Local Authority and, where there is one, a family Social Worker or Family Practitioner.
- A Child Missing Education form may also be filled in to be followed up by the Local Authority, as in line with 'Keeping Children Safe in Education' this could be an indicator of a safeguarding concern.

All parents of The Cambridge Primary School will:

- Take a positive interest in their child's work and educational progress.
- Instil the value of education and regular school attendance within the home environment.

- Ensure their child has regular attendance at school.
- Ensure that the child in their care arrives at school punctually, prepared for the school day.
- Be aware of their legal responsibilities.
- Contact the school on the first day of a child's absence, giving the reason for the absence and the expected date of return.
- Contact the school promptly whenever any problem occurs that may keep the child away from school.
- Discuss with the class teacher, phase lead, family support advisor or Headteacher any problems preventing their child from attending school.
- Avoid unnecessary absences; such as by making medical and dental appointments for outside of school hours. Provide evidence, if required where the length and frequency of absence through illness is giving cause for concern.

Further information can be found at: [Attendance guidance for parents | Hampshire County Council \(hants.gov.uk\)](https://www.hants.gov.uk/attendance-guidance-for-parents)

All pupils of The Cambridge Primary School will:

- Attend school regularly.
- Attend school punctually.
- Attend school appropriately prepared for the day.
- Speak to their class teacher or another member of staff if they are experiencing difficulties at school or at home which may impact on their attendance.

4. Categorising Absence and Attendance

When marking our registers, we will apply the national codes as outlined and regulated by the Department for Education guidance to accurately record and report attendance.

4.1 Leave of Absence

Since September 2013, changes to Government regulations and guidance mean that Headteachers can no longer authorise leave of absence unless there are exceptional circumstances. Generally, the DfE does not consider a need or desire for a holiday or other absence for the purpose of leisure and recreation to be an exceptional circumstance. All absences associated with a holiday or other absence for the purpose of leisure and recreation during term time will be marked as unauthorised within the register. Any parents known to have removed their child from school for the sole purpose of a holiday or other absence for the purpose of leisure and recreation may be issued with a penalty notice fine or referred to the Local Authority to consider prosecution.

We believe that children need to be in school for all sessions so that they can make the most progress possible. However, we do understand that there are times where a parent may legitimately request leave of absence for a child due to 'exceptional circumstances'. At The Cambridge Primary School, leave of absence is only granted at the discretion of the Headteacher and shall not be granted unless there are 'exceptional circumstances'. The Cambridge Primary School will respond to all applications for leave of absence in writing, on return of the completed leave of absence form.

Parents wishing to apply for leave of absence during term time must apply in writing to the Headteacher at least a month before the planned leave (see Appendix 3). If a written request for leave of absence is not completed and the leave is taken without a request being submitted, the leave will not be considered by the Headteacher, and it will be marked as unauthorised. The Cambridge Primary School will treat each application individually and discuss with you the circumstances of the application before a decision is made. Retrospective requests will not be considered and therefore will result in the absence being categorised as unauthorised.

A penalty notice request or a referral for prosecution may be submitted to the Local Authority should: -

- Parents fail to submit a leave of absence request in advance of taking the leave.
- An application for a leave of absence is not agreed by the Headteacher but is still taken.
- A longer period is taken that is more than the agreed number of days.

When absence is granted by the Headteacher, the parents will need to agree a date of return. If a pupil fails to return on the expected date and contact is not received from, or made with the parents, school will seek advice from the Local Authority. This could result in possible children missing from education procedures being instigated.

The 1996 Education Act also sets out the circumstances in which a pupil has not failed to attend school regularly and therefore the parent has not committed an offence. 4.2, 4.3, 4.4 are examples of these. The full list is in the Appendix 4.

4.2 Medical Appointments and absence due to illness

Parents should try to make appointments outside of school hours wherever possible. Where appointments during school time are unavoidable, we ask that parents notify the school in advance of the appointment wherever possible. The pupil should only be out of school for the minimum amount of time necessary for the appointment. In most circumstances, a child should not miss a whole day at school for an appointment. If a pupil must attend a medical appointment during the school day, they must use the signing in/ out system. No pupil will be allowed to leave the school site without parental confirmation.

In line with Department for Education guidance, if we do have a genuine concern about the authenticity of the illness, we may ask the parent to provide medical evidence, such as a prescription, appointment card, or other appropriate form of evidence. If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised.

Where a child has an emerging pattern of non-attendance, we will discuss the reasons for absence with the child's parent. We will invite parents to attend a support meeting as an appropriate early intervention strategy. As part of this support, we may seek consent from parents and the pupil as appropriate, to make a referral to the School Nursing Team and/or to liaise with the child's healthcare professional.

Where a pupil has a verified and chronic health condition, we will aim to work with parents to ensure children have access to education and provide appropriate support in line with [Supporting pupils with medical conditions at school](#) document (DfE 2017). We will also consider whether an Individual Healthcare Plan is required.

4.3 Pupil Absence for the purposes of Religious Observance

The Cambridge Primary School acknowledges the multi-faith nature of British society and recognises that, on some occasions, religious festivals may fall outside school holiday periods or weekends and is recognised as such by a relevant religious authority. Where this occurs, the school will consider either authorising the pupil absence or making special leave for religious observance. Parents are requested to give advance notice to the school.

4.4 Parent travelling for occupational purposes

The pupil is a mobile child and their parent(s) is travelling in the course of their trade or business and the pupil is travelling with them. A mobile child is a child of compulsory school age who has no fixed abode and whose parent(s) is engaged in a trade or business of such a nature as to require them to travel from place to place.

To ensure we can effectively support all our pupils, we ask that parents:

- Advise the school of their forthcoming travelling patterns as soon as these are known and before they happen; and
- Inform the school regarding proposed return dates.

4.5 Unauthorised Absence

Absence will not be authorised unless parents have provided a satisfactory explanation, and it is accepted as such by the school. The decision to authorise absences is at the discretion of the Headteacher. Examples of unsatisfactory explanations include but are not limited to:

- A pupil's/family member's birthday.
- Shopping for uniforms.
- Arrangements or appointments for cutting the pupil's hair.
- Closure of a sibling's school for INSET (or other) purposes.
- An unwillingness to attend school, or inability to attend owing to inadequate personal/family organisation.

- A refusal to attend school on health grounds but where the pupil is considered well enough to attend.
- Absences taken without the authorisation of the school.

5. Our Procedures

5.1 Register Keeping and Recording

The Education (Pupil Registration) (England) Regulations 2006, as amended by 2016 regulations, require schools to take an attendance register twice a day, once at the start of the morning session and then again during the afternoon session.

For the purpose of this policy, the school defines:

“Absence” as:

- Arrival at school after the register has closed.
- Not attending school for any reason.

“Regular” attendance as:

- Attendance at every session the school is open to pupils unless their absence has been authorised.

Pupils must arrive in school by 8.45am on each school day. The register for the first session will be taken at 8.45am and will be kept open until 9.15am. The register for the second session will be taken at 12.45pm and be kept open until 1.20pm.

Registers are legal records, and all schools must preserve every entry in the attendance or admission register for 6 years from the date the data was entered. As the attendance register is a record of the pupils present at the time it was taken, the register should only routinely be amended where the reason for absence cannot be established at the time it is taken and it is subsequently necessary to correct the entry. Where amendments are made, all schools must ensure the register shows the original entry, the amended entry, the reason for the amendment, the date on which the amendment was made, and the name of the person who made the amendment.

On each occasion the register is taken, the appropriate national attendance and absence code must be entered for every pupil (of both compulsory and non-compulsory school age) whose name is listed in the admission register at the time. The codes enable schools to record and monitor attendance and absence in a consistent way and are used to collect statistics. The data helps schools, local authorities, and the government gain a greater understanding of the delivery of education and the level of, and reason for, absence.

Reporting to parents

The school will regularly inform parents about their child’s attendance and absence levels.

- Attendance data provided at parents evening meetings (twice a year).
- Attendance data provided in the end of year annual report.
- Half-termly letters to parents informing them of their child’s attendance, if below 90% (persistent absence) or if frequently late.
- Speaking to parent/carers when data indicates there could be an attendance concern.

5.2 Late Arrival at School

At The Cambridge Primary School, all pupils are expected to arrive on time for every day of the school year. The school day begins at 8.45am. We advise all parents to ensure their child is on site prior to this at 8.30am, when the gates open. The school register will be taken at 8.45am. All pupils arriving after this time are required to report to the main office **with their parents**, who will be expected to sign in and provide a reason for their absence. If parents do not accompany their child to the office to sign in, they will receive a telephone call to provide a reason. If their arrival is before 9.15am, it will be recorded as late (L code - Late before the close of register).

The school register will officially close at 9.15am. All pupils arriving on or after this time will be marked as having an unauthorised absence for the session (U code -Late after the close of register). This is categorised as an unauthorised absence for the session. Parents will be contacted to discuss any patterns of late arrival. Repeated arrival after the

close of registration will result in appropriate interventions being instigated and may also result in a penalty notice being issued or prosecution.

5.3 Expected absence procedure for parents:

A parent has a legal responsibility to ensure that their child attends school regularly. If a child is unavoidably absent from school parents are expected to contact school by telephone call on the morning of the first day of absence and on each subsequent day, identifying the reason for absence and the expected date of return. If no contact is received, then absence protocols will be instigated.

If a child is absent, the following actions will be initiated by the school:

- The first day calling procedures will be activated for all pupils who are not in school after close of register at 9.15am and where no reason for absence is known.
- If there is still no contact made from the pupil's parents, a further telephone call home will be made again that morning. If no response can be gained, the child's named emergency contacts will be telephoned.
- If school cannot contact a parent or emergency contacts, a home visit may be carried out.
- School will telephone home if a pupil leaves the school without permission.

In certain circumstances the school may also:

- Visit the home of the pupil.
- Write to the parents of a pupil to highlight attendance or punctuality issues.
- Invite parents to discuss how school can support the family to make improvement.
- Refer to Inclusion Support Service for support, guidance, and advice.
- Refer to the Local Authority for joint enquiries to be made to establish the whereabouts of the child through Inclusion Support Service (ISS) | Hampshire County Council (hants.gov.uk) and Behaviour and attendance resources for schools | Hampshire County Council (hants.gov.uk).
- Refer to the Local Authority to consider issuing a penalty notice or to consider prosecution when all other interventions have failed, or an unauthorised leave of absence has been taken.
- Refer the matter to an appropriate external agency for multi-agency support, such as implementing a Family Support Plan or consulting with the Children's Social Care or the police, where there are safeguarding concerns.

5.4 Promoting Attendance

At The Cambridge Primary School, we will promote regular attendance by:

- Highlighting the importance of attendance and punctuality to the pupils through assemblies and the curriculum.
- Sharing class attendance to the pupils in assembly.
- Featuring attendance data and strategies to support attendance and punctuality in the half-termly newsletter to parents.
- Swiftly communicating with parents/ carers over attendance concerns.
- Accessing wider support services to remove the barriers to attendance and to address attendance concerns more formally.
- Attendance Awards issued
- Half-termly Attendance Newsletter

Monitor and Analyse attendance

The Cambridge Primary School will:

- Monitor and analyse weekly attendance patterns and trends and deliver intervention and support in a targeted way to pupils and families. This will include headline attendance and punctuality percentages and individual pupils, cohorts and year groups the school.
- Conduct thorough analysis of half-termly, termly, and full year data to identify patterns and trends. This should include analysis of pupils and cohorts and identifying patterns in uses of certain codes, days of poor attendance and where appropriate, subjects which have low lesson attendance.
- Benchmark attendance data (at whole school, year group and cohort level) against local, trust, regional, and national levels to identify areas of focus for improvement.

- Devise specific strategies to address areas of poor attendance identified through data.
- Monitor in the data the impact of school wide attendance efforts, including any specific strategies implemented. The findings should then be used to evaluate approaches or inform future strategies.

At The Cambridge Primary School, we will investigate any pupils who are on track to be persistently absent (PA) and will not wait until attendance is below 90%.

“Persistent absenteeism” (PA) as:

- Missing 10% or more of schooling across the year for any reason.

“Severe absence” (SA) as:

- Missing 50% or more of schooling across the year for any reason.

5.5 Support Systems

At The Cambridge Primary School, we recognise that poor attendance can be an indication of difficulties in a family’s life. This may be related to problems at home and or in school. Parents are encouraged to inform school of any difficulties or changes in circumstances that may affect their child’s attendance and/or behaviour in school, for example: bereavement, divorce/separation, emerging health concerns. This will help the school identify any additional support that may be required.

We also recognise that some pupils are more likely to require additional support to attain good attendance. The school will implement a range of strategies to support improved attendance based on the individual needs and circumstances of the child.

Strategies we may use to support include:

- Meeting with the parents and where appropriate, the pupil to discuss and identify concerns. This may be arranged with the class teacher, family support advisor or phase lead.
- Devising a plan to support the child’s regular attendance and/or punctuality.
- Referral to outside agencies for support if appropriate.

5.6 Persistent Absence, Severe Absence and the use of legal interventions

A pupil becomes a ‘persistent absentee’ (PA) when their attendance drops to 90% and below for any reason. Over a full academic year this would be 38 sessions (19 days). Absence at this level could cause considerable damage to a child’s educational outcomes.

A pupil becomes a ‘severe absentee’ (SA) when their attendance drops to 50% and below for any reason. Over a full academic year this would be 190 sessions (95 days). Absence at this level is causing considerable damage to a child’s educational outcomes.

The attendance of all pupils at our school are monitored to identify children who are PA, or are on track to becoming PA. Where emerging concerns are identified we will instigate appropriate and timely interventions as outlined in the section above. Referrals may also be made to external agencies for targeted support. [Inclusion Support Service \(ISS\) | Hampshire County Council \(hants.gov.uk\)](#)

If parents fail to engage with support and their child continues to have unsatisfactory attendance/ punctuality, a request may be made to the Local Authority to pursue legal proceedings either through a penalty notice, consideration of an Education Supervision Order or prosecution via the Magistrates’ Court.

Parents found guilty of failing to secure their child’s regular attendance at school under the provisions of the Education Act 1996, will receive a criminal record and a maximum penalty of a £1000 fine under a Section 444 (1) offence or a £2500 fine or up to a 3-month prison sentence, under a Section 444 (1a) offence.

In line with Hampshire County Council guidance, we will notify the Inclusion Support Service of all reduced timetables as soon as a plan has been agreed.

6. Related Policies

To underpin the values and ethos of our school and our intent to ensure that pupils at our school attend school regularly and reach their full potential, the following policies are integral to this approach:

TCPS/Policies/Attendance 2025

- Child Protection and Safeguarding
- Medical needs
- Admissions
- Anti-bullying
- Exclusion
- Special Educational Needs
- Teaching and Learning
- Behaviour and Relationships

7. Statutory Framework

This policy has been devised in accordance with the following legislation and guidance:

- Working together to improve school attendance, DfE, (August 2024)
- School attendance parental responsibility measures, DfE (January 2015)
- Children missing education, DfE (September 2016)
- Keeping children safe in education, DfE (September 2024)
- Working together to safeguard children, DfE (July 2023)

8. Appendices

The following pages contain appendices relevant to this policy.

Appendix 1 Attendance Policy Quick Guide for Parents

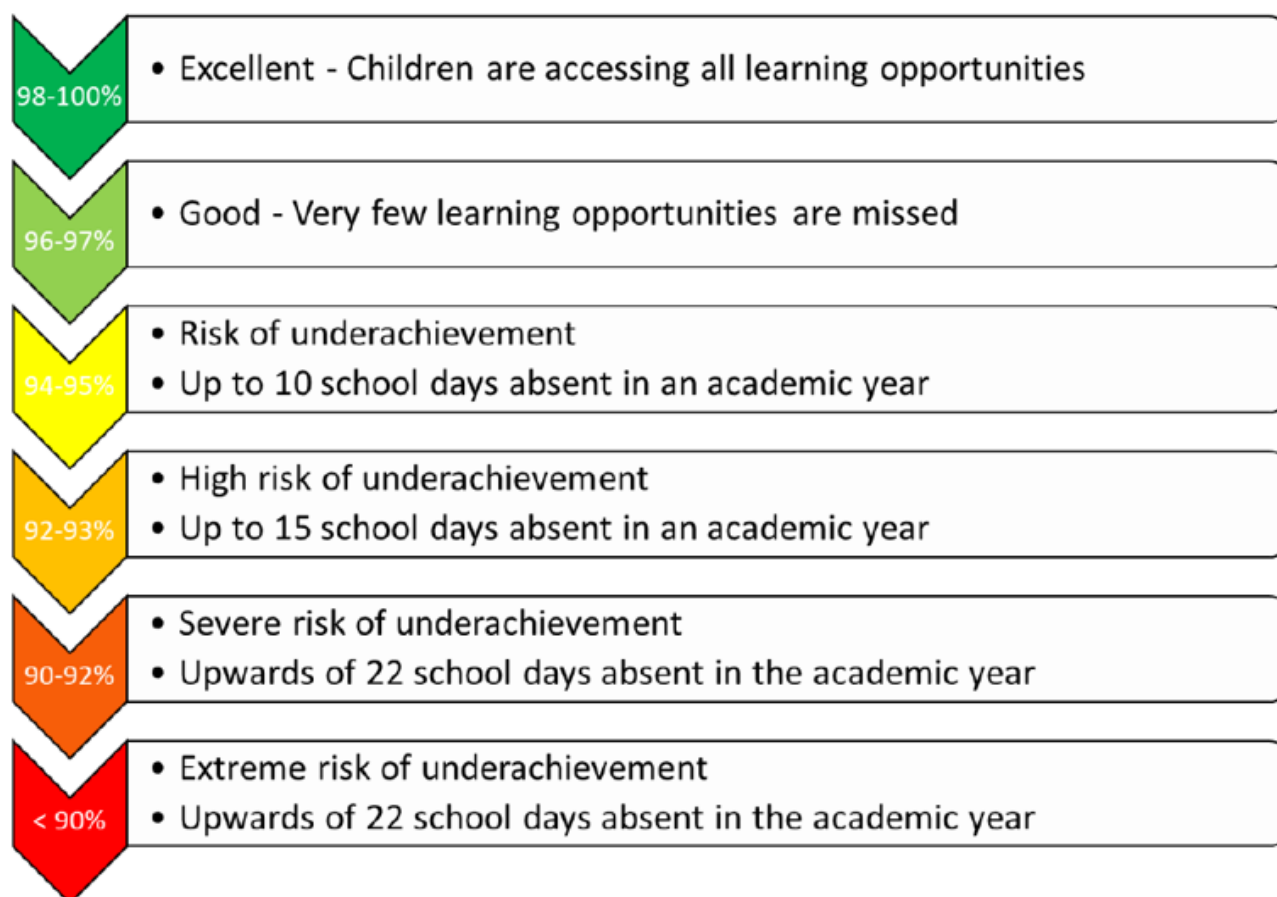
Attendance Policy Quick Guide for Parents

We expect pupils to attend school for 100% of the academic year.

You can support your child to have excellent attendance by taking these steps:

- Ensure your child arrives on time for school every day and is ready to learn. Arriving after registration is recorded as an unauthorised absence. Pupils must be in school by 8.45am.
- If your child appears to be only slightly unwell, send them in to school. We have staff who will contact you if their condition deteriorates.
- Book any medical appointments outside of school hours. If this is unavoidable, please book for as late in the afternoon as possible and inform the school of appointments in advance.
- Supply a copy of the appointment card or hospital letter if your child has an appointment during school hours.

If your child becomes reluctant to go to school or you need help, please contact the school immediately; we are more likely to be able to work together to solve any problems if we act early.



'On the day' absences: what should I do if my child is not 'fit' to go into school?

Report the absence before 9am

Telephone: 01252 314884 Option 1

Leave child's full name, class, the specific reason for absence and estimated return to school date.

Leave of Absence

There may be exceptional circumstances where you need to request a leave of absence for your child.

Complete the 'Leave of absence request'

Submit at least a month in advance (if possible)

You will receive a response, to advise if the request has been granted or declined.

Punctuality

Pupils are expected to arrive on time for school in the morning.

Your child is late to school if they have not entered the gates by 8.45am.

The Government remains very clear that no child should miss school apart from in exceptional circumstances and schools must continue to take steps to reduce absence to support children's attainment. I hope we can count on your support in this matter.

For support with regular attendance or punctuality please contact:

- Your child's class teacher
- The phase lead
 - Lower school: Mrs Edwards lowerschool@cambridgeschool.hants.sch.uk
 - Upper school: Miss Holmes upperschool@cambridgeschool.hants.sch.uk
- Family Support Advisor: Mrs Vaiva info@cambridgeschool.hants.sch.uk



Appendix 2 Parents Leaflet New Attendance Rules

New attendance rules!

There are new rules for unauthorised absences, whether this is due to holiday, irregular attendance, or otherwise. Don't get caught out!

I'm a single parent of one child and I want to go on holiday for 5 days or more.

Let the school know before you book anything and make sure you use the absence request form. A holiday **will not** be authorised. If your child misses at least 5 school days, you'll be given a penalty notice fine. This fine is per child, per parent...



1 parent & 1 child = £80 if paid within 21 days

Increases to £160 if paid between 21 and 28 days

1 parent & 2 children = £160 if paid within 21 days

Increases to £320 if paid between 21 and 28 days

For a family of 2 parents & 2 children



£320 if paid within 21 days

Increases to £640 if paid between 21 and 28 days

What happens if school suspects children are actually on holiday?

Photos on Facebook? Foreign mobile dial tone?
Home visit shows no-one at home? Amazing sun tan?
Children talking about your holiday?



Please don't be offended if we ask these questions or ask for evidence - we're required to do this to ensure a fair system!

What about subsequent absences? Is it still the same penalty amount?

NO! If you have a second holiday in a rolling 3-year period you will receive a higher fine of £160 per child per parent. If you have a third holiday in a rolling 3-year period there is an immediate referral for prosecution

2nd TIME

2 parents and...
1 child = £320
2 children = £640
3 children = £960

No discount for early payment!

3rd TIME

A penalty notice fine **will not** be given. Instead, your case will be taken to court. A magistrate can fine each parent £2,500 for each child.

*1 parent & 2 children = £5,000
2 parents and 2 children = £10,000*

What about irregular attendance? Could I get a penalty notice?

YES! If your child is absent for 10 or more sessions in 10 weeks, and their absences are unauthorised, then the school is required to consider penalty notices / prosecution.



So, half a day here and day there could all add up to 10 sessions in 10 weeks. If unauthorised, then it would be a penalty notice. Remember, 1 day is 2 sessions (morning and afternoon).

What are typical reasons given that won't be authorised?

Examples of unauthorised absences

A family member's birthday
Shopping for uniforms
Inadequate clothing for school
Child being used as a carer
Problems with transport

Family holidays
Sickness of parent or sibling
Sibling's school closed
Refusing to attend, but able to
Poor family organisation
No absence request completed

Where attendance is irregular, or historically poor, sickness absences may be unauthorised unless medical confirmation by a GP surgery is given.



EVERY DAY COUNTS – ATTEND TODAY, ACHIEVE TOMORROW

Appendix 3 Leave of Absence Request Form



Request to authorise absence from school due to exceptional circumstances

Schools are only able to authorise absence from school in exceptional circumstances. In making a request for an authorised absence from school you will need to explain why the circumstances are exceptional. **Please note:** There is no general right to authorised absence for a family holiday. If you take your child out of school without permission the absence will be unauthorised. Unauthorised absence may result in the issue of a Penalty Notice. Failure to pay the Penalty Notice will result in you being served with a summons to appear at the Magistrates Court.

The Headteacher will consider the reasons for the request carefully, taking into account the effect on the continuity of your child's learning and your child's overall attendance rate, and then will inform you of the decision. The Headteacher will notify you of the decision within five days.

You are advised not to make any arrangements until your request has been considered.

Section A – to the headteacher, I wish to apply for:

Child's name: _____ Class: _____

To be authorised as absent from school (please include dates and time):

from _____ to _____ (inclusive dates)

If your child has siblings that are also applying for a leave of absence, please enter their name and school below:

Child's name(s): _____ School(s): _____

Please tick the appropriate box below:

Medical/ Dental Appointment	<input type="checkbox"/>	Authorised/Evidence required
Visit to a school (name of school and reason)	<input type="checkbox"/>	Authorised
Holiday (Please give additional information below)	<input type="checkbox"/>	Unauthorised (except in exceptional circumstances)
Special Occasion (Please give additional information below)	<input type="checkbox"/>	Unauthorised (except in exceptional circumstances)
Compassionate leave (please give information below)	<input type="checkbox"/>	May be authorised
Has your child already had a leave of absence in this school year?		YES/NO

Section B Please explain why you are applying for an authorised absence and the **circumstances** which make your **application exceptional**; and therefore, the leave cannot be taken within the normal 13 weeks holiday your child has from school. You may supply **supporting evidence** if you believe your child's absence to be an exceptional circumstance. If you are requesting authorisation to attend a specific event, please confirm the date of the event and explain your travel arrangements. If you require additional space, please continue on the other side of the page.

Section C I am the parent/carer with whom the pupil normally resides. The information I have given on this form is correct.

Signature (parent/carer): _____ Date: _____



Request to authorise absence from school due to exceptional circumstances

Education (Pupil Registration) (England) Regulations 2006 have been amended (as of 1 September 2013) to prohibit the proprietor (headteacher) of a maintained school granting leave of absence to a pupil except where an application has been made in advance and the proprietor considers that there are exceptional circumstances relating to the application.

Section D – for school use only.

Tick as appropriate.

Request approved for ____ number of days from the dates and times:

A personal discussion with you is requested. Please contact: _____

Request not approved as the circumstances are not considered to constitute an exceptional reason and/or the impact of this absence will affect your child's educational progress.

Explanatory notes: _____

PLEASE NOTE: This leave of absence form serves as a Warning to parent/carer. Any unauthorised absence during this period may be subject to a Penalty Notice OR may result in a prosecution if two previous penalty notices have been issued in a rolling three-year period.

A Penalty Notice may be issued per parent/carer, per child (i.e., if two parents have two children this may result in four Penalty Notices – two Penalty Notices per parent).

Headteacher: _____ Date: _____

Current attendance rate: _____

Continuation of section B (if required):

Appendix 4 Attendance Codes

The following codes are taken from [Working Together to Improve School Attendance](#)

Code	Full name	Description
The student is counted as present.		
/ or \	Present am or pm	Present in school during registration.
L	Late	Late arrival before the register has closed
The student is counted as present, at an Approved Educational Activity.		
B	Educated off Site	The student is at an off-site supervised educational activity approved by the school.
K	Education provision provided by LA	Education provision arranged by a local authority, rather than the school
P	Sporting Activity (Approved)	Pupil is taking part in a sporting activity that has been approved by the school and supervised by someone authorised by the school.
V	Educational trip	A residential trip organised by the school or a supervised strictly educational trip arranged by an approved organisation.
W	Work Experience	A student in the final two years of compulsory education is attending work experience.
The student is counted as absent, authorised.		
C	Other Authorised Absence	Leave of absence for exceptional circumstance
C1	Other Authorised Absence	Absence for a regulated performance or employment abroad
C2	Other Authorised Absence	Pupils on part-time timetables
J1	Interview	Leave of absence to attend an interview for employment or admission into another educational institution
E	Excluded	If a student is excluded but still on the admission register, they should be marked E, for up to the sixth consecutive day of any fixed period (referred to as 'suspensions' by the DfE from Autumn 2021) or permanent exclusion.

M	Medical/Dental Appointments	The student is absent due to a medical or dental appointment that could not be made outside of school hours.
R	Religious Observance	The student is absent for religious observance on a day designated by the religious body.
S	Study Leave	Study leave should be used sparingly and only granted to Year 11 pupils for public exams. Students should still be able to come into school to revise.
T	Traveller Absence	Used when Roma, English and Welsh Gypsies, Irish and Scottish Travellers, Showmen (fairground people) and Circus people, Bargees (occupational boat dwellers) or New Travellers are known to be travelling for occupational purposes and have agreed this with the school.
I	Illness	This Illness code can be used for any form of illness, if you don't want to distinguish Covid-19 illness.

The student is counted as absent, unauthorised.

G	Family Holiday (Not Agreed)	The Holiday was not authorised by the school or in excess of the period determined by the headteacher.
N	No Reason	The reason for the absence has not been provided. If no reason for an absence is provided after a reasonable amount of time, it should be changed to O.
O	Unauthorised Absence	If the school is not satisfied with the reason given for absence they should record it as unauthorised.
U	Late (After Register Closes)	Schools should keep registers open for a reasonable amount of time, after which the student should be marked with a U.

These codes are not counted so will not affect attendance figures.

D	Dual Registration	The student is registered at another school and attends it during this lesson e.g. students at a pupil referral unit. Schools should only record attendance and absences for sessions the pupil is scheduled to attend at their school.
X	Non-statutory school age absence	Sessions non-compulsory school-age children are not expected to attend. This code should only be used for early years students who have not yet passed the 1st January, 1st April or 1st September following their 5th birthday.
Y1	Unable to attend	Absence due to transport normally provided not being available.

Y2	Unable to attend	Widespread disruption to travel
Y3	Unable to attend	Part of school closed.
Y4	Unable to attend	Unexpected whole school closure (different from # for planned closures).
Y5	Unable to attend	Pupils in the criminal justice system.
Y6	Unable to attend	Absence due to public health guidance or law.
Y7	Unable to attend	Any other unavoidable cause.
Z	Pupil Not On Roll	This code can be used when setting up registers in advance of pupils joining. Schools must take attendance for pupils from the first day the student should be attending the school.
#	School Closed To Pupils	This code should be used for whole or partial school closures that are known or planned in advance such as if the school is used as a polling station.