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Policy Document

Attendance Policy

Policy Tier	2
Policy Owner	Attendance Team
Ratifying Body	Board of Trustees
Approval Date	October 2026
Next Review Date	August 2028
Version Number	2

Applicability:

This policy applies to staff in accordance with its designated policy tier.

- Tier 1**:** Applies to all schools and centrally based staff and must be adopted in full without modification.
- Tier 2: Applies trust-wide but allows limited contextualisation to reflect individual school circumstances.
- Tier 3: Applies at school level and is approved and implemented through local governance arrangements

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The **name and contact details of the Senior Leader responsible for the strategic approach to attendance across Leigh Trust is:**

Name: Mrs R Ali

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'Pupils need to attend school regularly to benefit from their education. Missing out on lessons leaves children vulnerable to falling behind'

The Government expects schools to promote good attendance and reduce absence, including persistent absence, ensure every pupil has access to full-time education to which they are entitled and act early to address patterns of absence. This policy has been developed in line with the Department for Education's statutory guidance, '*Working Together to Improve School Attendance'* (2026).

Parent/carers* are expected to perform their **legal duty** by ensuring their children of compulsory school age who are registered at school, attend regularly and arrive to school on time.

*Definition of parent/carer: Section 576 of the Education Act 1996

A parent/carer in relation to any child or young person, this includes:

- all natural parents, whether married or not;
- any person who has parental responsibility for the child; and
- any person who has day-to-day care of the child.

The Department for Education's attendance guidance confirms that, where the term parent is used, schools should determine which adult is most appropriate to work with. This may include a parent who does not live with the child, where they have parental responsibility or day-to-day care of the child.

Where a child lives with a grandparent, older sibling or another adult who has day-to-day care of the child, that person may also be considered a parent for the purposes of education law and attendance responsibilities.

Parents/carers are expected to ensure that the school has **at least two up-to-date and reliable contact telephone numbers** wherever possible, so that a responsible adult can be contacted promptly when necessary.

Attendance is Everyone's Responsibility

At Leigh Trust, we promote a culture that recognises the importance and benefits of regular school attendance. We believe that good attendance supports pupils' learning, wellbeing, relationships, sense of belonging and wider development.

We adopt a support-first approach and work in partnership with pupils, their families and, where appropriate, wider partners including the local authority and voluntary and community sector. The aim is to understand and overcome barriers to attendance and support pupils to attend regularly.

Where attendance difficulties arise, we will work with families to understand the reasons for absence, identify appropriate support and agree practical steps to improve attendance. Where support does not result in improved attendance, or where legal intervention is appropriate, the school will take action in accordance with statutory guidance.

Attendance is the responsibility of everyone within the school community. The key staff members who support our attendance culture and follow up pupil absence at Wyndcliffe Primary School are outlined below.

Attendance Champion	Mrs C Hollis
Attendance Officer	Mrs F Zafir
LA Named Point of Contact (NPOC)	Scott Marriot
Designated Safeguarding Lead	Mrs C Hollis
Special Educational Needs and Disabilities Co-Ordinator	Mrs R Begum
Pastoral Lead	Mrs C Hollis

1.0 Aims and Principles

Leigh Trust is committed to providing every pupil with the education to which they are entitled. Regular attendance is essential to pupils' attainment, wellbeing, safeguarding and wider life chances. Attendance is

everyone's responsibility: pupils, parents and carers, all school staff, leaders, the Trust, the governing body and partner agencies.

This policy follows the Department for Education's statutory guidance Working together to improve school attendance, July 2026. The guidance emphasises that improving attendance is a shared responsibility and that schools should work with pupils and families to understand and remove barriers to attendance before formal or legal intervention is considered, wherever appropriate.

Our approach is based on the following sequence:

- **Expect:** set high expectations for attendance and punctuality for every pupil.
- **Monitor:** use attendance information to identify patterns and concerns early.
- **Listen and understand:** work with pupils and parents/carers to understand barriers.
- **Facilitate support:** remove barriers in school and help families access wider support.
- **Formalise support:** where appropriate, use an attendance contract or other formal support.
- **Enforce:** where support is not successful, is not engaged with, or is not appropriate, use statutory intervention in line with the law and the national framework.

The Trust will maintain high expectations for all pupils, while adapting support to individual circumstances. This includes pupils with SEND, long-term or recurring health needs, pupils with a social worker, young carers and pupils experiencing other barriers to regular attendance.

Our Trust aims to meet its obligations with regards to school attendance by:

- Promoting excellent attendance and reducing absence, including persistent absence.
- Ensuring every pupil has access to full-time education to which they are entitled.
- Acting early to address patterns of absence.
- Working with each identified pupil and their parents/carers to understand and address the reasons for absence, including any in-school/out of school barriers to attendance.
- Recognising improved attendance.
- Supporting and signposting pupils and their families to appropriate services if required.
- Proactively managing lateness and being alert to patterns of late arrival.

We will also support parent/carers to perform their legal duty to ensure their children of compulsory school age attend regularly, and we will promote and support punctuality in attendance to lessons.

Good attendance is essential to the learning, achievement and well-being of all pupils, and particularly for those pupils with SEND and/or from disadvantaged backgrounds, looked after children and for those who have had previously disrupted education.

The Trust will promote excellent attendance. However, percentage targets will not be used as a substitute for individual consideration of attendance patterns and barriers. Attendance will be discussed in terms that help families understand the amount of education missed and its impact.

2.0 Legislation and Guidance

This policy has regard to the following legislation and statutory guidance, as applicable:

- Education Act 1996, including sections 7 and 444.
- Education Act 2002.
- Education and Inspections Act 2006.
- Anti-social Behaviour Act 2003.
- School Attendance (Pupil Registration) (England) Regulations 2024.
- Education (Penalty Notices) (England) Regulations 2007, as amended.
- Education (Parenting Contracts and Parenting Orders) (England) Regulations 2007.
- Equality Act 2010.
- Children Act 1989.
- Children and Young Persons Acts 1933 and 1963.
- Sentencing Act 2020.
- Working together to improve school attendance – DfE statutory guidance, July 2026.
- Children missing education – statutory guidance.
- Keeping children safe in education – current edition.
- Supporting pupils at school with medical conditions.
- Arranging education for children who cannot attend school because of health needs.
- Providing remote education.
- Elective home education.

The Trust will also have regard to the relevant Birmingham City Council attendance procedures and Local Code of Conduct for issuing penalty notices. Where local procedures change, the school will update its practice accordingly.

3.0 Roles and Responsibilities

3.1 Board of Trustees / Local Governing Body

- Recognise the importance of attendance and promote it across the school's ethos and policies.
- Ensure leaders fulfil statutory duties and that the school has an effective attendance policy.
- Regularly review attendance data, including trends, key pupil groups and individual pupils who require support.
- Challenge leaders where attendance is not improving and support the development of effective strategies.
- Ensure staff receive appropriate attendance training.
- Ensure attendance is considered alongside safeguarding, behaviour, SEND, wellbeing and wider school improvement.

3.2 Head Teacher

- Ensure this policy is implemented consistently.
- Maintain a strong whole-school culture of attendance.
- Oversee the accurate operation of the admission and attendance registers.
- Monitor attendance and punctuality and report to the governing body and Trust.
- Ensure appropriate support and, where necessary, legal intervention is considered on an individual case-by-case basis.
- Ensure safeguarding concerns arising from attendance are acted upon promptly.

3.3 Strategic Attendance Lead and Attendance Champion

Razia Ali is the Strategic Attendance Lead for Leigh Trust and Clair Hollis is the Attendance Champion for Wyndcliffe Primary School. Through their roles, they will:

- Coordinate the school's attendance strategy.
- Monitor attendance at individual, group and whole-school level.
- Identify emerging patterns and pupils requiring support.
- Coordinate the graduated response to attendance concerns.
- Work with pupils, parents/carers and partner agencies to identify and remove barriers.
- Maintain appropriate records of attendance support and interventions.
- Work with the local authority School Attendance Support Team where required.
- Advise the headteacher on formal and legal attendance interventions.
- Provide regular attendance information to staff and governors/trustees.

3.4 Attendance Lead

Farhana Zafir is the Attendance Lead for Wyndcliffe Primary School.

Through their role, they will:

- Maintain daily attendance processes and follow up unexplained absence.
- Ensure attendance information is recorded accurately on the school's MIS.
- Contact parents/carers regarding unexplained absence and attendance concerns.
- Maintain appropriate records of communications, support and interventions.
- Support the Attendance Champion with attendance analysis and reporting.
- Escalate safeguarding or attendance concerns to the appropriate member of staff.

3.5 Designated Safeguarding Lead

The DSL is Clair Hollis. All attendance concerns will be considered within the school's safeguarding procedures. Unexplained or prolonged absence may indicate that a pupil is at risk of harm, neglect, exploitation or other safeguarding concerns.

3.6 SENDCo

The SENDCo is Rubina Begum. Attendance concerns involving SEND pupils will be considered alongside the pupil's needs, provision, reasonable adjustments and any EHCP requirements.

3.7 Class Teachers and All Staff

Through their role, they will:

- Record attendance accurately and at the required time.
- Promote the benefits of regular attendance and punctuality.
- Notice and report emerging concerns about attendance or engagement.
- Build positive relationships with pupils and families.
- Support agreed attendance strategies.

4.0 Attendance Expectations and School Procedures

4.1 Attendance Register

The school will maintain an electronic admission register and attendance register. The attendance register will be taken at the beginning of each morning session and once during each afternoon session, at the same time for all pupils.

The attendance register must remain open for no longer than 30 minutes. Wyndcliffe Primary School pupils are expected to arrive by 8:45am. The school's published session times determine the start of each session.

The school will use the national attendance and absence codes in the School Attendance (Pupil Registration) (England) Regulations 2024 and current DfE guidance – see appendix

Every entry in the attendance register is a legal record. Attendance records will be retained for six years from the date the entry was made. Amendments will show the original entry, amended entry, reason, date of amendment and name of the person making the amendment.

4.2 Reporting Absence

Parents/carers should notify the school on the first day of an unplanned absence, giving the reason and expected duration where known. For illness, notification should be made by 9:00am or as soon as reasonably practicable.

The school's current attendance contact number is: 01214644241. Parents/carers should use the school's published reporting arrangements and provide updated information if the absence continues.

If no reason for absence has been provided, the school will make contact on the first day of absence and will continue to follow up unexplained absence as appropriate. Safeguarding considerations may require contact with additional agencies or a home visit.

Where the reason for absence is not established at the time the register closes, code N may be used. The reason should be established and the register amended as soon as possible and no later than five school days after the session. If the reason remains unknown after five school days, code O should be used.

4.3 Medical and Dental Appointments

Parents/carers should make medical and dental appointments outside school hours wherever reasonably possible. Where this is not possible, the pupil should attend school for as much of the session as possible and be absent for the minimum time necessary.

Where the circumstances meet the requirements for leave of absence, the appropriate code will be used. A pupil who is present at registration and subsequently leaves school for an appointment does not have an absence recorded for that session.

Medical evidence will not be routinely requested. The DfE states that medical evidence should only be needed in a minority of cases. The school may request reasonable evidence where there is genuine and reasonable doubt about the authenticity of illness, or where evidence is needed to understand prolonged or repeated health-related absence, identify appropriate support or make reasonable adjustments. The school will not impose blanket requirements for medical evidence. The school will only authorise a medical absence (code M) if the circumstances are unavoidable.

4.4 Lateness and Punctuality

The 1996 Education Act requires that every pupil should attend school and be on time. It is better to be late than not to be in school at all, BUT persistent lateness to school does have a significant impact on a child's learning and overall attainment, as outlined below:

Pupil is late to school 5 minutes each day = 3.4 days of learning lost during the academic year
Pupil is late to school 10 minutes each day = 6.9 days of learning lost during the academic year
Pupil is late to school 15 minutes each day = 10.3 days of learning lost during the academic year
Pupil is late to school 20 minutes each day = 13.8 days of learning lost during the academic year
Pupil is late to school 30 minutes each day = 20.7 days of learning lost during the academic year

Pupils are expected to arrive by 8:45am and be ready to learn. The register will be taken at the start of the morning session and will remain open for no more than 30 minutes. See appendix 2

If you are aware your child will be arriving late, please send them with a note explaining the circumstances or contact the school by telephone or email.

A pupil who arrives late but before the register has closed will be marked as late, using the appropriate code (L).
A pupil who arrives after the register has closed will be marked as absent, using the appropriate code (U).
Patterns of late arrival will be recorded, monitored and challenged by the school.

Pupil punctuality at Wyndcliffe Primary School is carefully monitored by our Attendance Team. If pupils are persistently late to school following the closure of the register, then unauthorised absence procedures will apply. Parents/carers will be regularly informed about their child's punctuality to school and will be required to attend a formal meeting with a member of the attendance/pastoral team should lateness become a concern.

5.0 Following up Absence and Safeguarding

Absence can be a symptom of wider issues. The school will therefore combine attendance monitoring with safeguarding, pastoral, SEND, behaviour and wellbeing systems.

- All unexplained absence will be followed up promptly.
- Where absence continues without explanation, further contact will be made to ensure the pupil is safe and to establish when they are expected to return.
- Where appropriate, the school will contact social workers and other professionals involved with the pupil.
- Where a pupil's absence suggests a safeguarding risk, the DSL will act in accordance with safeguarding procedures.
- Where necessary, the school may undertake a safe-and-well visit or involve the local authority, children's social care or police.
- The school will work with the local authority on children missing education procedures where a pupil may meet the relevant criteria.

A pupil who has not attended for five days without confirmation from parents/carers may be subject to enhanced safeguarding and welfare checks, depending on the circumstances. This is a school safeguarding procedure and does not replace the statutory attendance and children missing education processes.

6.0 Authorised and Unauthorised Absence

Only the school can determine whether an absence is recorded as authorised. A parent/carer explaining an absence does not, by itself, make the absence authorised.

The school will use the national attendance codes and will consider the individual circumstances of each absence.

6.1 Illness

Illness, including physical and mental health-related illness, is recorded using code I where the pupil is unable to attend because of illness. Parents should notify the school on the first day of illness.

6.2 Unauthorised Absence

Unauthorised absence is recorded where the school has not granted leave of absence and the absence does not meet an authorised or unavoidable reason under the attendance regulations. Each case will be considered according to the circumstances and the national attendance coding rules.

The circumstances noted below is not an exhaustive list, and may include:

- A pupil not attending school to go shopping for school clothes.
- A pupil not attending school as it is her birthday or the birthday of a family member.
- A pupil not attending school as the family have gone to the airport to meet a visiting relative.
- A pupil not attending school due to attending a hospital appointment for another family member.
- A pupil not attending school due to the fact the family returned late in the previous evening from a family holiday or event in another part of the country.
- A pupil not attending school as they are looking after younger siblings.
- A pupil not attending school as a sibling is unwell.
- A pupil attends a medical appointment in the morning but then fails to return to school for afternoon lessons.

Code G	The school has not granted a leave of absence, and the pupil is absent for the purpose of a holiday.
Code N	Reason not yet established (within 5 days of a reason not being established)
Code O	Where no reason for absence is established or the school is not satisfied that the reason given is one that would be recorded using one of the codes statistically classified as authorised.
Code U	Where a pupil has arrived late after the register has closed but before the end of session.

However, the Headteacher will take specific circumstances into account and use their discretion to determine if an absence is to be unauthorised. It is important that parents/carers notify the school in advance of an absence, and where possible, seek the Headteacher's authorisation.

7.0 Medical and Health-related Absence

The Trust recognises that some pupils experience health conditions, anxiety, SEND or other circumstances that can create barriers to attendance. The attendance ambition for these pupils remains high, but support and reasonable adjustments may be needed.

- Work with the pupil and family to understand the barrier.
- Consider reasonable adjustments and adaptations to school practice where appropriate.
- Work with health professionals, the local authority and other agencies where necessary.
- Consider a time-limited phased return where appropriate.
- Consider a temporary part-time timetable only in very exceptional circumstances and in line with DfE guidance.
- Ensure any part-time timetable has parental agreement, a clear purpose, review dates and a proposed end date.

- Ensure any EHCP or other statutory provision is considered when planning attendance support.

Remote education should only be used as a last resort, where reasonable adjustments have been considered and as part of a wider plan to support the pupil's return to school.

8.0 Persistent and Severe Absence

Each school will identify pupils at risk of poor attendance before absence becomes entrenched. Persistent absence is absence at a level of 10% or more of possible sessions. Severe absence refers to pupils missing 50% or more of school.

Persistent and severe absence are important indicators, but the school will not wait for a pupil to reach these thresholds before offering support. Attendance data will be reviewed at individual, cohort, year-group and whole-school levels.

- Identify pupils at risk early.
- Understand the reasons for absence.
- Agree support and attendance improvement actions with pupils and families.
- Review the impact of support.
- Escalate support where necessary.
- Work with the local authority and other partners when additional help is required.
- Consider formal or legal intervention where appropriate and proportionate.

9.0 Attendance Support and Intervention

Each school will use a graduated approach. The exact response will depend on the individual circumstances, the level and pattern of absence, safeguarding considerations and the barriers identified. See appendix 4

- Universal: whole-school attendance culture, clear expectations, positive relationships, punctuality routines and regular communication with families.
- Early intervention: conversations with pupils and parents, attendance information, identification of barriers and targeted support.
- Targeted support: attendance plans, pastoral support, SEND support, reasonable adjustments, Early Help and/or other partner involvement.
- Formal support: where voluntary support has not worked or has not been engaged with, an attendance contract may be considered.
- Legal intervention: where appropriate, the school/local authority may consider an Education Supervision Order, parenting order, penalty notice or prosecution, depending on the circumstances. See appendix 7

An attendance contract is a formal written agreement intended to secure engagement with support. It is not legally binding and is not a punitive tool. Parents cannot be compelled to enter an attendance contract.

10.0 Legal Intervention and Penalty Notices

Schools are legally bound to escalate persistent absenteeism to their Local Authority which can result in a penalty notice being issued to parents / carers via the relevant local authority for the unauthorised absence of their child from school. Attendance legal intervention is only applicable to pupils of compulsory school age and must be considered on an individual case-by-case basis.

10.1 National Threshold

Schools must consider whether a penalty notice is appropriate where a pupil reaches the national threshold of 10 sessions of unauthorised absence in a rolling period of 10 school weeks. The sessions can be consecutive or non-consecutive and may be a combination of unauthorised absence, including arriving late after the register has closed.

Reaching the threshold does not mean that a penalty notice must automatically be issued. The school must consider whether support is appropriate, whether support has been provided or engaged with, whether a penalty notice is likely to change parental behaviour, whether another legal intervention would be more appropriate, and any relevant Equality Act 2010 considerations.

10.2 Notice to Improve

Where the national threshold has been met, support is appropriate, but support has not been engaged with or has not worked, a Notice to Improve should usually be used before a penalty notice. A Notice to Improve normally provides a clear improvement period of between 3 and 6 weeks and explains the support available, the required improvement and the potential consequences of continued unauthorised absence.

10.3 Penalty Notice Amounts

For attendance-related offences under the national framework:

- First penalty notice for a particular pupil/parent: £160, reduced to £80 if paid within 21 days.
- Second penalty notice to the same parent for the same pupil within 3 years: £160, with no discounted rate.
- Only two penalty notices can be issued to the same parent for the same pupil within a rolling three-year period.
- Where the threshold is met for a third or subsequent time within that three-year period, alternative action should be considered, often prosecution or another legal intervention.

Penalty notices are issued in line with the Education (Penalty Notices) (England) Regulations 2007, as amended, and the relevant Birmingham City Council Local Code of Conduct.

A separate penalty notice framework applies to a child being present in a public place during the first five days of a fixed-period or permanent exclusion. Under the July 2026 DfE guidance, these notices are not part of the National Framework and are charged at £120, reduced to £60 if paid within 21 days.

10.4 Term-time Leave and Exceptional Circumstances

Leave of absence during term time is not an entitlement. Schools should restrict leave to the circumstances set out in regulation 11 of the School Attendance (Pupil Registration) (England) Regulations 2024.

A leave of absence may be granted for exceptional circumstances at the school's discretion. Each request will be considered individually, taking account of the specific facts, circumstances and relevant background. The school will not operate a blanket policy that automatically grants leave for particular events or circumstances.

A request for exceptional leave should be made in advance by the parent with whom the pupil normally lives. Leave cannot be authorised retrospectively.

The DfE states that a need or desire for a holiday or other absence for leisure and recreation is generally not an exceptional circumstance. Parents/carers should therefore not expect holidays in term time to be authorised.

Where leave is not granted and the pupil is absent for the purpose of a holiday, code G will normally be used. Where the circumstances meet the national threshold and other conditions are satisfied, a penalty notice may be considered. See appendix 5 and 6

The school will determine the length of any authorised leave and may consider the pupil's attendance, safeguarding, educational needs and the timing and duration of the requested absence.

11.0 Attendance Monitoring, Data and Governance

The Attendance Officer will monitor attendance daily. The school will undertake regular individual and cohort-level analysis, going beyond headline percentages to identify patterns, emerging concerns and barriers.

- Individual pupil attendance and punctuality.
- Year-group and cohort patterns.
- Pupils with SEND or EHCPs.
- Pupils with social workers or who are looked-after.
- Young carers.

- Pupils eligible for free school meals.
- Other groups identified through the school's own data and context.
- Patterns by day, session and attendance code.

Attendance data will be benchmarked where appropriate against local, regional and national information. The impact of attendance strategies will be evaluated and reported to the governing body and Trust.

The school will meet statutory data-sharing and attendance-return requirements to the local authority and Department for Education.

12.0 Elective Home Education

Parents have a legal duty to ensure that their child of compulsory school age receives an efficient, full-time education suitable to the child's age, ability and any special educational needs. This does not necessarily have to be at school.

A parent wishing to electively home educate a child should inform the school in writing. The school will follow current DfE and local authority procedures, including notifying the local authority where required and considering safeguarding and whether the child is receiving suitable education.

A child subject to a School Attendance Order cannot simply be removed from the school roll for elective home education without the relevant legal requirements being met.

13.0 Children Missing in Education

The school will follow current children missing education statutory guidance and Birmingham City Council procedures. Where a pupil fails to return from an absence or where the school has reason to believe a pupil may no longer be receiving suitable education, reasonable enquiries and appropriate referrals will be made.

Deletion from the admission register will only take place where one of the lawful grounds in the School Attendance (Pupil Registration) (England) Regulations 2024 applies.

14.0 Equality, SEND and Reasonable Adjustments

The schools will have regard to the Equality Act 2010 and the individual needs of pupils when implementing this policy. High expectations apply to all pupils, but support and processes will be adapted where necessary.

- Consider reasonable adjustments for disabled pupils.
- Work with parents and pupils to identify barriers linked to SEND or health needs.

- Consider transport, uniform, routines, access to support and other in-school barriers.
- Work with the local authority where an EHCP needs to be reviewed.
- Ensure attendance support does not unlawfully discriminate against a pupil.

15.0 Review and Links with Other Policies

This policy will be reviewed at least every two years and sooner where statutory guidance, regulations or local authority procedures change. The school will seek appropriate views from pupils and parents when updating the policy.

This policy is linked to:

- Safeguarding and Child Protection Policy
- SEND Policy
- Behaviour Policy
- Children Missing Education procedures
- Home Visit Policy
- Medical Conditions Policy
- Exclusion/Suspension Policy
- Leigh Trust attendance procedures
- Birmingham City Council attendance procedures and Local Code of Conduct

Appendix 1: Attendance Codes

The following codes reflect the DfE attendance codes in the July 2026 Working together to improve school attendance statutory guidance and the School Attendance (Pupil Registration) (England) Regulations 2024. Staff should refer to the current DfE guidance where a situation is unusual or more than one code may appear relevant.

Code	Meaning	Statistical classification
/	Present at school – morning session	Attending
\	Present at school – afternoon session	Attending
L	Late arrival before the register closes	Attending
B	Attending any other approved educational activity	Approved educational activity
D	Dual registered at another school	Not a possible attendance
K	Attending education provision arranged by the local authority	Approved educational activity
P	Participating in an approved sporting activity	Approved educational activity
V	Attending an educational visit or trip	Approved educational activity
W	Attending work experience	Approved educational activity
C1	Leave of absence for regulated performance or employment abroad	Authorised absence
C2	Leave of absence for a compulsory school-age pupil subject to a part-time timetable	Authorised absence

Code	Meaning	Statistical classification
M	Leave of absence for medical or dental appointment	Authorised absence
J1	Leave of absence for interview for employment or another educational institution	Authorised absence
S	Leave of absence for study for a public examination	Authorised absence
X	Non-compulsory school-age pupil not required to attend	Not a possible attendance
C	Leave of absence for exceptional circumstances	Authorised absence
T	Parent travelling for occupational purposes	Authorised absence
R	Religious observance	Authorised absence
I	Illness (not medical/dental appointment)	Authorised absence
E	Suspended or permanently excluded	Authorised absence
Q	Unable to attend because of lack of access arrangements	Not a possible attendance
Y1	Unable to attend because normally provided transport is unavailable	Not a possible attendance
Y2	Unable to attend because of widespread disruption to travel	Not a possible attendance
Y3	Unable to attend because part of the school premises is closed	Not a possible attendance

Code	Meaning	Statistical classification
Y4	Unable to attend because the whole school site is unexpectedly closed	Not a possible attendance
Y5	Unable to attend because the pupil is in criminal justice detention	Not a possible attendance
Y6	Unable to attend in accordance with public health guidance or law	Not a possible attendance
Y7	Unable to attend because of another unavoidable cause	Not a possible attendance
G	Holiday not granted by the school	Unauthorised absence
N	Reason for absence not yet established	Unauthorised absence
O	Absent in other or unknown circumstances	Unauthorised absence
U	Arrived after registration closed	Unauthorised absence
Z	Prospective pupil not on admission register	Administrative
#	Planned whole-school closure	Administrative

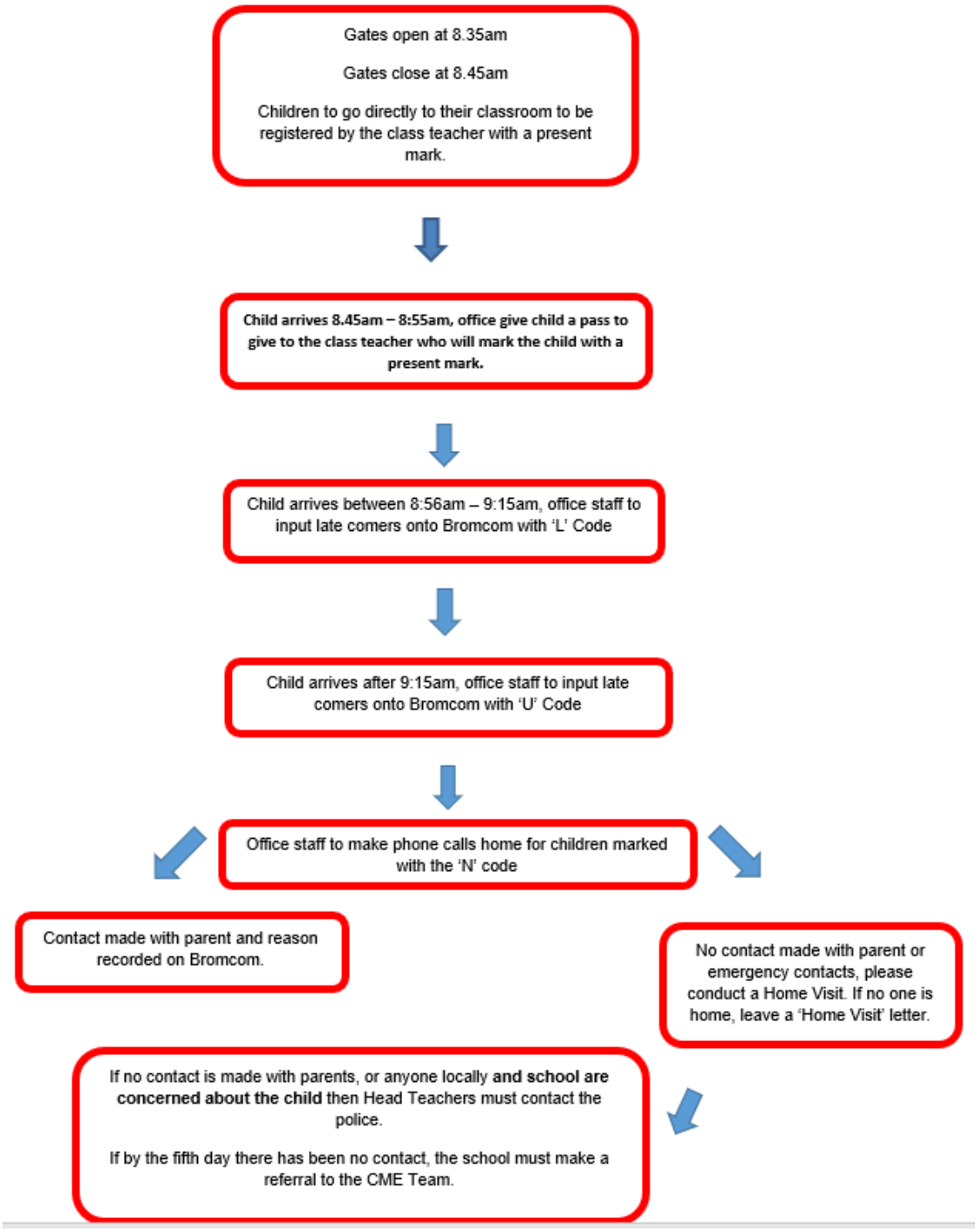
Appendix 2: Summary table of responsibilities for school attendance

Guidance for maintained schools, academies, independent schools, and local authorities

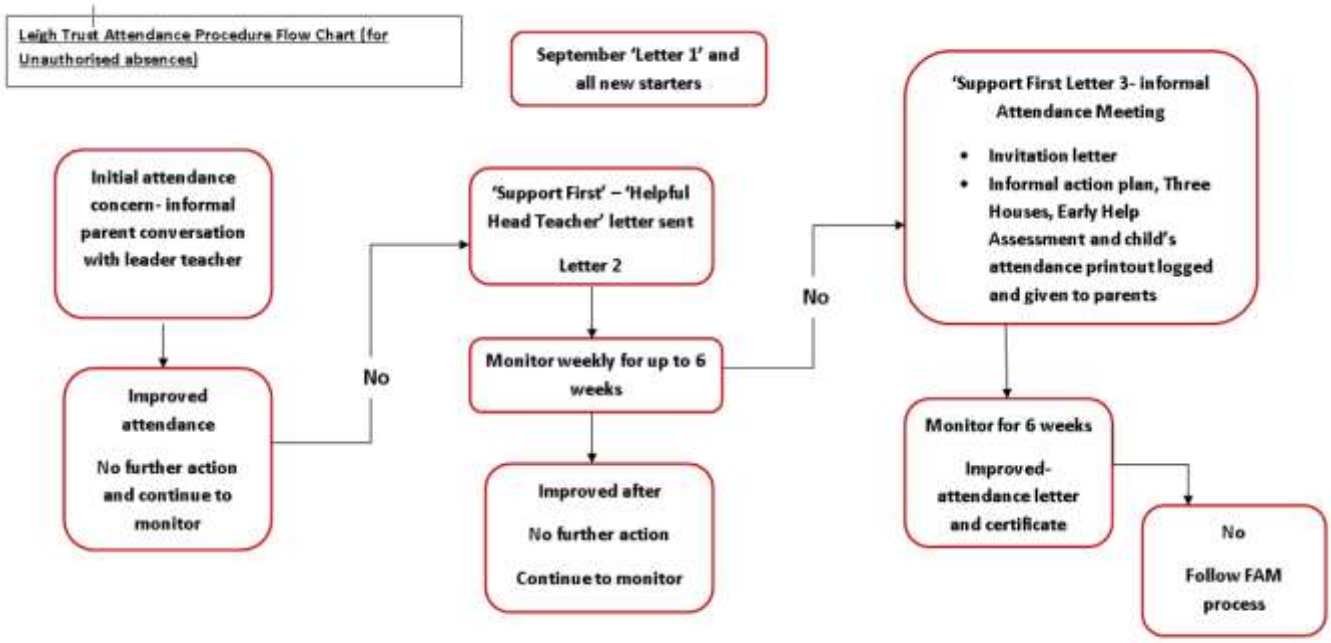
https://assets.publishing.service.gov.uk/media/66bf301e253aee7aafdbdfea/Summary_table_of_responsibilities_for_school_attendance_-_August_2024.pdf

Appendix 3: Daily Attendance Flowchart

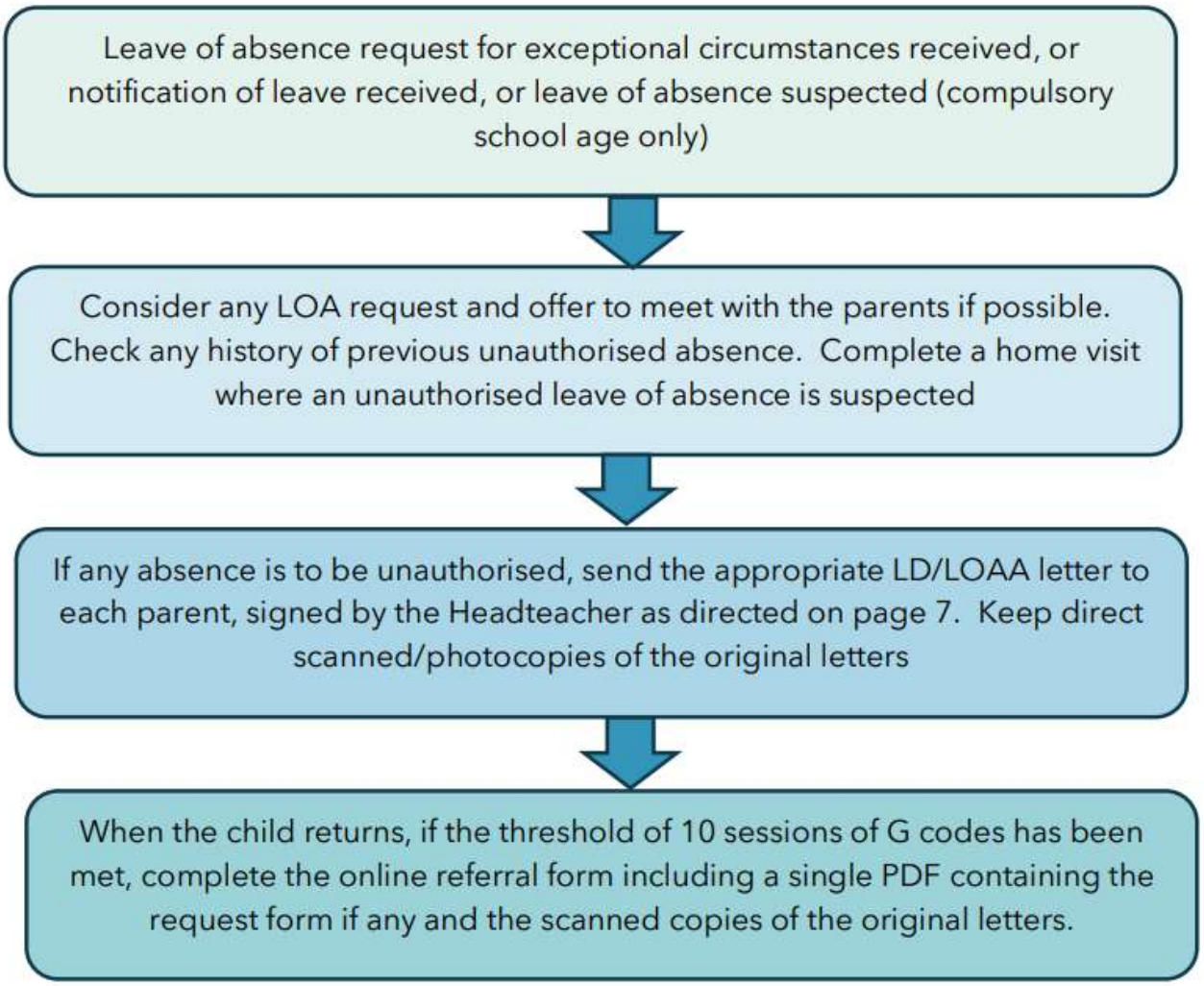
The process below will be used by staff members at our school as a guide to respond to pupil absences in the event of no parent or carer notification of their child's absence. The action noted is not exhaustive of other measures which may need to be taken.



Appendix 4: Attendance Monitoring Procedures Flowchart



Appendix 5: Term-time Leave Flowchart



https://www.birmingham.gov.uk/downloads/file/5462/leave_of_absence_legal_process

Appendix 6: Term-time Leave and Penalty Notices

LeighTrust

TERM-TIME LEAVE & PENALTY NOTICES

What parents and carers need to know

1 I'm a single parent of one child and we want to go on holiday for a week



Your holiday will not be authorised and you must talk to the school before you book anything. As your child will miss 5 school days, you may be given a fixed penalty notice fine. The fine is £160 but if you pay in 21 days it will be reduced to £80.

2 For every child a penalty is given



+£160 +£160 +£160

3 Irregular Attendance

10 IN 10

If your child is absent for 10 or more sessions in 10 weeks and their absences are unauthorised, the council may consider prosecution.

10 SESSIONS = 5 SCHOOL DAYS
This is the national threshold for considering a penalty notice. The 10 sessions are counted across a rolling 10-school-week period. The 10 sessions do not have to be consecutive.

4 For a family of two parents

3 children and 2 parents = £960



+£320 +£320 +£320

5 If in any period of not more than 3 years, your child has a 2nd and 3rd leave of absence or pattern of irregular attendance...



A third penalty notice **cannot** be issued. Alternative legal action, which may include prosecution, will be considered.

BEFORE BOOKING TERM-TIME LEAVE

- Always request permission from the school before booking your holiday.
- Term-time leave can only be authorised in exceptional circumstances.
- A holiday taken without permission will normally be recorded as unauthorised absence.
- Penalty notices are charged per parent, per child.
- Speak to school if you have circumstances that may affect your child's attendance.

REMEMBER:
Regular attendance helps your child learn, grow and achieve their best.

Appendix 7: Support First Legal Action – Information for Parents



'SUPPORT FIRST' SCHOOL ATTENDANCE

LEGAL ACTION INFORMATION FOR PARENTS

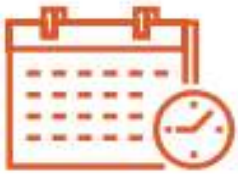
This leaflet is for only parents/carers whose child/ren's attendance has not improved following offers of support from their child's school, including a formal meeting. To avoid Legal Action being taken against you for failing to ensure your child/ren attend school regularly, you are advised of the following:

- Ensure your child attends school every day it is open, on time, escorting them into school if necessary and handing them over to a member of staff. (Please be aware your child may get an unauthorised absence mark when they arrive after registration closes).
- Contact school on the first day of every absence by 9:30am stating the reason for absence and the likely return date.
- Take your child to the doctor if unwell and provide the school with: medical appointment card with one appointment entered, letter from a professional, medication prescribed by a doctor, copy of prescription, print screen of medical notes, as well as letters concerning hospital appointments or any other relevant evidence. (The Head Teacher will not authorise medical absence without evidence).

How does your child compare?

Attendance during one school year	equals this number of days absent	which is approximately this many weeks absent	which means this number of lessons missed
95%	9 days	2 weeks	50 lessons
90%	19 days	4 weeks	100 lessons
85%	29 days	6 weeks	150 lessons





Legal outcomes in respect of poor attendance

Section 23(1) Anti-Social Behaviour Act 2007:

Penalty notices may be issued to the parent of pupils who have unauthorised absence from school for first offences. For second offences the discount of £80 will not apply. (In cases of excessive absence, or for a third or more offence, whether for ongoing absence or leave in term time, the matter may be referred straight to Court)

- The amount of the penalty is £80.
- If this is not paid within 21 days the amount rises to £160.
- If not paid within 28 days the Local Authority may prosecute under section 444(1) unless it comes to our attention that the penalty notice had been issued in error.

Section 444(1) Education Act 1996:

"If you are the parent of a child of compulsory school age who fails to attend school regularly, you are guilty of an offence."

The court can fine each parent up to £1,000 per child, order payment of the prosecution costs, impose a victim surcharge, and/or make a Parenting Order.

Section 444(1A) Education Act 1996:

"If in the above circumstances you, the parent, know that your child is failing to attend regularly at the school and fail without reasonable justification to cause him/her to attend, you are guilty of an offence."

The court can fine you up to £2,500 per child and/or sentence you to a period of imprisonment of up to 3 months, impose a victim surcharge and order payment of the prosecution costs.



Please note that Penalties and prosecutions are in respect of each parent for each child. 'Parent' also includes any person who is not a parent of the child but who has parental responsibility for the child (and applies whether or not that person lives with the child) or who has care of him/her.

Birmingham City Council

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If you are worried about your child's attendance, please speak to the school early. We will work with families to understand the reasons for absence and identify appropriate support.

Attendance contact: _____

School email: _____

The school and Trust have a legal responsibility to promote good attendance.