



# Transform Trust Attendance Policy

**September 2023**

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## 1. Mission Statement

**Regular and punctual attendance is an essential prerequisite to effective learning. At Ravensdale Junior School we aim to develop an ethos which demonstrates to children, parents/carers and the wider community how much we value good attendance and punctuality. We expect all children to attend school every day.**

## 2. Aims and Expectations

We are committed to meeting our obligation with regards to school attendance through our whole-school culture and ethos that values good attendance, including:

- Promoting good attendance.
- Reducing absence, including persistent and severe absence.
- Ensuring every child 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 ensure children have the support in place to attend school.

We will also promote and support punctuality in attending lessons.

### **Transform Trust schools will:**

- Achieve 96+% total school attendance, apart for those children with chronic health issues as identified by a specialist (0.6% unauthorised and 3.4% authorised). Schools over 96% to agree a specific target.
- Create an ethos in which good attendance and punctuality are recognised as the norm and valued by the whole school community.
- Work in partnership so that all children realise their potential unhindered by unnecessary absence.
- Implement the Transform procedures for identifying, reporting and reviewing attendance and persistent lateness.
- Implement the Transform protocols for following up on non-attendance.
- Report half termly, termly and annual attendance data.
- Set quantifiable next steps to improve attendance and to review the impact of these regularly with the Headteacher and the Trust's Attendance Lead - CEO.
- Appoint a designated Senior Leader for Attendance
- Appoint an Attendance Officer if whole school annual return (September to May 31<sup>st</sup>) is below 95%.

## 3. Legislation and Guidance

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

- 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 \(and 2010, 2011, 2013, 2016 amendments\)](#)

- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)

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

#### **4. Legal Responsibility**

The parent/carer of a child of compulsory school age is required by law to ensure that the child attends the school at which he/she is registered. Should a parent/carer fail to ensure that his/her child attends that school then the parent/carer is guilty of an offence. When a child of compulsory school age is absent from school, the attendance register must indicate whether the absence is authorised or unauthorised and the appropriate register code will be used.

#### **5. Roles and responsibilities**

All members of school have a responsibility for attendance. The following includes a more specific list of responsibilities, which role specific (attendance) individuals have:

##### **a. The governing board**

The governing board is responsible for:

- Promoting the importance of school attendance across the school's policies and ethos.
- Making sure school leaders fulfil expectations and statutory duties.
- Regularly reviewing and challenging attendance data.
- Monitoring attendance figures for the whole school.
- Making sure staff receive adequate training on attendance.
- Holding the headteacher to account for the implementation of this policy.

##### **b. The Headteacher**

The headteacher is responsible for:

- Ensures the attendance policy is followed by staff, taking relevant and appropriate action where it is not.
- Supporting staff with monitoring the attendance of individual children.
- Monitoring school-level absence data and reporting it to governors including authorised and unauthorised attendance.
- Monitoring the impact of any implemented attendance strategies.
- Responsible for ensuring data is submitted on time (Friday after any holiday).
- Contact families where concerns are raised, meeting as appropriate.
- Liaising with other professionals.
- Making referral to EWO and issue fixed-penalty notices, where necessary (final sign off).
- Process any applications for any holiday/special leave.
- Identify, implement and monitor any strategies to address poor attendance and celebrate excellent attendance.
- Ensure attendance and punctuality is high profile in school through assemblies and other activities.
- Communicate regularly with parents about the importance of bringing children to school each day and on time.

#### **c. The designated Senior Leader responsible for attendance**

The designated Senior Leader is responsible for:

- Leading attendance across the school.
- Offering a clear vision for attendance improvement.
- Providing regular attendance reports to school staff and reporting concerns about attendance to the Headteacher.
- Evaluating and monitoring expectations and processes.
- Having an oversight of data analysis.
- Devising specific strategies to address areas of poor attendance identified through data.
- Arranging calls and meetings with parents to discuss attendance issues.
- Identifying and delivering targeted intervention and support to children and families.

The designated senior leader responsible for attendance is Zoe Cannon and can be contacted via 01332 512373.

#### **d. The Attendance Officer**

The school Attendance Officer is responsible for:

##### **Daily:**

- Contact individual schools to ascertain caseload i.e. home visits required.
- Late gate for each designated school.
- Details of all home visits to be recorded as per policy.
- Home visits to be considered where no reason for absence has been received.
- Arrange meetings with all parents requesting absence from school for their children.
- Wear appropriate identification.
- Develop positive relationships with parents so that they are an approachable point of contact if parents are struggling to bring children to school/on time.

##### **Weekly:**

- Monitoring and analysing attendance data.
- Early intervention in the Foundation Unit, visits with incentives and rewards and to build positive relationships with parents from entry to school.
- Attend an assembly for each designated school to promote positive attendance and punctuality.
- Prepare evidence/case files for EWO to support further.

##### **Action Half-termly:**

- Attend half termly meetings with the Headteacher where actions/decisions are made regarding attendance/monitoring list.

The Attendance Officer is Becky Hunt and can be contacted via 01332 512373.

#### e. Class Teacher

Class teachers are responsible for recording attendance on a daily basis, using the correct codes, and submitting this information to the school office. They will:

- Maintain a daily register as per the law.
- Keep an overview of class and individual attendance looking particularly for poor overall attendance, anomalies in patterns of attendance and/or unusual explanations for attendance offered.
- Pass on all relevant information shared by parents/carers ensuring logged according to policy
- Report on attendance at half termly Pupil Progress meetings.
- Provide background information for referrals.
- Emphasise with the children the importance of good attendance.
- To role model good attendance and punctuality.
- Follow up absences and lates with immediate requests for explanation where none is recorded.
- Discuss attendance at parent's evenings/consultations.
- Establish good relationships with parents so that early support can be offered to ensure children have good attendance and punctuality at school.

#### f. School Attendance Administration staff

School administrative staff will:

- Collate and record attendance information using Scholarpack by completion of daily registers using appropriate codes.
- Take and record messages from parents related to absence.
- Make first point of contact by phone by **9.30am** to parents/carers of absent children, recording as per policy.
- Follow-up text by **10.30am** for absent children, as per policy.
- Record details of children who arrive late or leave the premises.
- Ensure all registers are complete and no missing marks or unexplained absence remain.
- To ensure records prior to census are complete so that attendance is accurately reported.
- To collate, maintain and update attendance data on relevant information management system.
- To provide regular updates to staff on attendance.
- Complete a report on attendance of any children below 95% and 50% for action by Head/Attendance Lead.
- Any child below 95% and 50% to send weekly report to either the Attendance Officer or the designated Senior Leader for attendance.
- Prepare and submit online referral form to EWO regarding families identified for legal action, assisted by either the Attendance Officer; the designated Senior Leader for attendance or the Headteacher.
- Order and prepare relevant certificates/rewards etc.
- Contact Attendance Officer or designated Senior Leader for attendance with details of home visits as a result of no reason for absence from parents/carers or if named on the monitoring list.
- Notify the Attendance Officer or designated Senior Leader of other safeguarding reasons

which may be applicable and may result in a home visit.

#### g. Parents/Carers

- Parents have a legal duty to ensure that their child attends school regularly and arrives on time. Full attendance is essential to the all-round development of a child and they should be allowed to take full advantage of educational opportunities available to them by law. Poor attendance undermines their education and, sometimes, puts children at risk. The school will share the attendance percentage with parents at each parent consultation meeting and more frequently where there are concerns.
- It is the **parents' responsibility** to contact the school on the **first day** their child is absent. This is a **safeguarding matter** so that all parties know that your child is safe.
- Provide the school with at least two emergency contact numbers for their child.
- Children are expected to arrive by (*insert time i.e. 8:50am*). All children who **arrive late must report to the school office** where they are registered, their meal requirements noted and the reason for lateness is recorded.

#### h. Children

Children are expected to attend school every day on time.

### 6. Recording Attendance – Attendance Register

We are required by law to call attendance registers twice daily - once at the start of the morning session and again during the afternoon session.

In considering attendance levels, the register is of paramount importance. Registers are legal documents. Should the parents/carers of a persistent non-attender be prosecuted by the Local Authority, then the information which the register contains will be the main source of evidence presented to the court. The regulatory requirements placed on schools with regard to the keeping of registers are to be found in [The Education and Inspections Act 2006 The Education \(Pupil Registration\) \(England\) Regulations 2006 \(and 2010, 2011, 2013, 2016 amendments\)](#).

We will place all children onto this register. It will mark whether every child 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 name and position of the person who made the amendment  
(See Appendix 3 for the Department of Education's attendance codes).

We will also record:

- For children of compulsory school age whether the absence is authorised or not.
- The nature of the activity if a child is attending an approved educational activity.
- The nature of circumstances where a child is unable to attend due to exceptional circumstances.

We will keep every entry on the attendance register for 3 years after the date on which the entry was made.

Children must arrive in school on time on each school day.

## 7. Illness and Medical Appointments

We will mark absence due to illness as authorised unless the school has a genuine concern about the authenticity of the illness. If the authenticity of the illness is in doubt, the school may ask the child's parent/carer to provide 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/carers will be notified of this in advance.

- When a child is unwell, parents should contact the school **before 9am** on the **first day** of absence informing the school of the reason for absence.
- When a child is absent, the class teacher will record the absence in the register. As part of our Safeguarding Procedures, the school office will endeavour to contact the parent or carer and other emergency contacts if **no message** has been received regarding the reason for the absence to check on the safety of the child.
- Every effort should be made to arrange **medical appointments outside school hours**.
- An **appointment card or verification** by the doctor/dentist/hospital is required.
- If it is necessary for a child to be out of school for this reason, the child should be **returned to school directly** after the appointment.
- If a child is absent due to **vomiting**, they should not return to school for the next 48 hours after the last bout of sickness. This is to reduce the risk of infection to other children and adults at school.
- For more than three days of absence the school will contact parents to find out why the child was absent.
- Where **medical certificates** are not provided for absence greater than five days, this will be recorded on the school's system.

## 8. Punctuality

Once the doors are closed children must enter school via the school office. School staff will operate a daily "late gate". Any child who comes into school late will be marked as late in the attendance record. Records are kept of those children who are late, this is documented on the electronic register for each child. Registers should close 20 mins after the start of the school day in Derby (as recommended by the Education Welfare Services). Children who arrive after 9.15am will result in a U code.

Up to this point the L code should be used but after the close of register then this should be changed

to a U code. Registers should close in the afternoon after 20 minutes of the start of the afternoon session for all schools.

Children who have attended a dentist or doctor's appointment and subsequently come to school late, before the session has closed will receive a late mark and a comment entered. If they don't return before the end of the session the absence will be recorded as a medical absence (Attendance code M).

Persistent incidents of lateness parents/carers will be advised of the concerns and the school will provide children who are persistently late miss a significant amount of learning. Where there have been opportunities for parents/carers to seek support and advice to address these issues. Schools should be proactive in supporting parents ensure their children arrive on time and should support parents in addressing this issue.

Where a child is persistently late and has accrued sufficient 'U codes' in the register a referral may be made to the Education Welfare Service, who may in turn issue a Penalty Notice.

**It is the responsibility of the Headteacher to monitor attendance and punctuality. Transform Trust in conjunction with the Headteacher set attendance targets annually and are kept informed on attendance figures.**

### **Late collection of pupils**

We understand that there may be occasions where collecting your child late is unavoidable. If you are going to be late, you must call the office at your earliest convenience to inform us. We are aware that there can be valid reasons or emergencies where parents/carers will be delayed, which we will take into consideration and each late collection will be looked at on an individual basis. All parents/carers should be onsite to collect their child/children when school ends at 3.30pm. Children who are not collected by 3.45pm will be taken into our after-school club, where they will be supervised by school staff. On the first late collection, there will be no charge for the child's supervision and the late collection will be recorded in the school office. For every further late collection, there will be a charge of £5 for every fifteen minutes, per child, to contribute towards the cost to the school for supervision. This will apply with or without notification to the school of the late collection and this charge is expected to be paid on collection of your child/children. In line with the school's Safeguarding and Child Protection Policy, if a child has not been collected by 4.15pm, safeguarding procedures will commence. This means that the school will log the issue on our safeguarding management system and a referral will be made to Derby City Children's Social care and to the police, if necessary. Further attempts to contact parents will be made by school staff, to advise them of this. It is the responsibility of parents/carers to ensure this information is communicated to all members of your family and after school providers who may have responsibility for collecting your child/children.



## 9. Reporting to Parents/Carers

The school will regularly inform parents/carers about their child's attendance and absence levels:

- Half-termly reports.
- Termly reports
- End of year annual report.

## 10. Authorised and Unauthorised Absence

There is no entitlement in law for any leave of absence from school in term time.

### a. Leave of Absence

Any applications for leave of absence must be made in advance using the 'Leave Request' form and any request can only be authorised where School accepts there are 'exceptional circumstances'.

At Ravensdale Junior School, when considering such requests, we consider the following:

- circumstances of the request
- purpose of the leave
- length of the proposed leave
- the child's general absence/attendance record going back 12 months
- any attempts made to mitigate the length of absence
- the proximity of SATs
- general welfare of the child

If the school is informed or suspect that a family has been on holiday whilst suggesting to the school another reason of absence this will be unauthorised. It will be up to the family to prove that they have not taken a family vacation.

Where parents/carers take children out of school without authorisation legal action may be taken.

Parents/carers risk losing their child's place on the School Roll if the child does not return to School on the agreed date of return and re-admission cannot be guaranteed as defined in legislation.

***Surely 1 or 2 days absent a week doesn't seem much but this is how it is..***

If your child misses...	That equals...	Which is...	And over 13 years of schooling that's...
1 day per fortnight	20 days per year	4 weeks per year	Nearly 1 ½ years
1 day per week	40 days per year	8 weeks per year	Over 2 ½ years
2 days per week	80 days per year	16 weeks per year	Over 5 years
3 days per week	120 days per year	24 weeks per year	Nearly 8 years

***If your child is late 10 minutes a day - surely that won't matter or affect my child..***

Only missing just..	That equals..	Which is...	Over 13 years of schooling that's...
10 minutes per day	50 minutes per week	Nearly 1 ½ weeks per year	Nearly ½ a year
20 minutes per day	1hour 40minutes per week	Over 2 ½ weeks per year	Nearly 1 year
30 minutes per day	Half a day per week	4 weeks per year	Nearly 1 ½ years
1 hour per day	1 day per week	8 weeks per year	Over 2 ½ years

#### **b. Authorised Absence**

Authorised absence is where the school has either given approval in advance for the child to be absent or where an explanation offered afterwards has been accepted as satisfactory justification for absence.

Absence may generally be authorised for the following reasons:

- illness, medical or dental appointments;
- days of religious observance; (with exception of *{insert school name}* who plan inset days for religious observance);
- exclusion;
- traveller child travelling for the purposes of parents' employment;
- 'exceptional' occasions (the nature of such occasions will be determined by school on an individual basis).

#### **c. Unauthorised Absence**

Unauthorised absence is where no explanation has been given for the child's absence or where the explanation offered is considered by the school to be unacceptable. Absence should **not** be authorised in the following circumstances:

- no explanation is offered by the parent/carer;
- the explanation offered is unsatisfactory (e.g. shopping, minding the house, etc);
- family holidays (unless granted under 'exceptional' circumstances).

#### **d. Persistent Absence**

Persistent absence (or PA) is absence of 10% or more. An individual child is deemed to be a persistent absentee, therefore, if his/her attendance is less than 90% (regardless of whether or not the absences have been authorised).

#### **e. Severe Persistent Absence**

Severe persistent absence (or SPA) is absence of 50% or more. An individual child is deemed to be a severe persistent absentee, therefore, if their attendance is less than 50% (regardless of whether or not the absences have been authorised).

#### **f. Absence for Religious Reasons**

The Local Authority has agreed with Religious Leaders and the Standing Advisory Council for Religious Education (SACRE) that one day for each religious festival (no more than three days in any one academic year), should be counted as authorised absence. This will be marked as 'R' in the register.

#### **g. Approved Educational Activity**

Children who are educated off site, dual registered, or who are engaged in supervised educational activities away from school premises, need not be marked as absent, and will be recorded appropriately (Code B, D or V). This means that children attending educational visits, or approved sporting activities can be counted as statistically 'present'. The nature of the activity must, however, be recorded by use of appropriate code. This is important in order to ensure that an accurate record of those children physically present on site at any given time is instantly available.

### **11. Legal Sanctions**

The school or Local Authority can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age.

#### **a. Penalty Notices**

Where children accrue sufficient unauthorised absences school (including persistent late arrival) may make a referral to the Education Welfare Service, this may include holidays/absence which have been attached to a school inset day or bank holiday.

The law gives powers to the Local Authority and other designated bodies to issue Penalty Notices where a parent/carer is considered able but unwilling to ensure their child's school attendance. Reducing absences from school is a key priority nationally and locally because missing school damages a child's attainment levels, disrupts school routines and the learning of others.

Parents/carers commit an offence if a child fails to attend school and those absences are classed as unauthorised. A Penalty Notice is an alternative to prosecution, which does not require an appearance in court unless the fine is unpaid after 28 days.

Full payment of the Penalty Notice means that parents/carers can avoid being prosecuted and convicted. Penalty notices are issued per parent per child at £120. However, if paid within 21 days the cost is £60.

The Education Welfare Service may also consider other options, such as taking further legal action.

**If issued with a fine, or a Penalty Notice, each parent must pay £60 within 21 days or this will increase to £120 if paid within the 28<sup>th</sup> day. The payment must be made directly to the Local Authority.**

Penalty notices can be issued by a headteacher, the Local Authority or the Police. The decision on whether or not to issue a penalty notice make take into account:

- The number of unauthorised absences occurring within a rolling academic year;
- One-off instances of irregular attendance, such as holidays taken in term time without permission;
- Where an excluded child is found in a public place, the Local Authority can decide whether to prosecute or withdraw the notice.

Prior to a referral for a penalty notice to be issued there should be evidence of the following for a successful prosecution to take place:

- a minuted meeting with parents to advise of concerns regarding attendance;
- one home visit;
- a letter to say that a referral to the Education Welfare Officer (EWO) will be made;
- evidence of support offered by school in supporting parents with attendance and punctuality.

## **12. Children Missing Education**

It is the duty of both the Education Welfare Service and school to collaborate in finding the child before deleting them from the register. The school **must** complete all required checks (admissions, housing, social care, school health, NCAT) and home visits before deleting the child from the school register and completing the CME referral form.

## **13. Attendance incentives**

Good attendance is rewarded in a variety of ways at Ravensdale Junior School, using a mixture of individual, class and whole school incentives. These incentives might include:

- Sharing weekly attendance percentages for each class, along with weekly winners with parents and children via assemblies, newsletters, dojo, attendance boards etc.
- Opportunities for the best attendance the previous week to be celebrated.
- The class with the highest weekly attendance % will receive a treat.
- The class with the best percentage for the half term will receive a class treat.

## **14. Monitoring Attendance**

Child-level absence data will be collected each term and published at national and Local Authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics. The school will compare attendance data to the national average, and share this with the Trust and local governing body.

Children's attendance will be monitored regularly and at least half termly within school. Each term

attendance reports should be submitted to the designated Senior Leader for Attendance and Headteacher with identified next steps to improve attendance. These actions should be reviewed regularly and should include quantifiable outcomes to show the impact of any actions taken. Regular meetings should be held between the designated Senior Leader for Attendance and/or Headteacher and the Attendance lead/officer so that whole school next steps can be planned and will be supported.

The Trust also monitors individual school attendance through:

- Fortnightly collection of attendance data;
- Termly Standards Meetings – this is where the individual Headteacher’s Report is presented and discussed. The Trust Partnership Link and/or Partnership Director/CEO; along with Governors are present at these meetings.
- Termly Guardians meeting to consider individual and overall Trust attendance and any safeguarding concerns.
- The Trust’s Attendance Panel
- The Trust’s annual Partnership Review on individual schools.
- The CEO’s Report to the Trust Board.
- The CEO’s ‘Indicator of Concern’ for Governors and Trustees.

The principles of this Policy will also be applied to all Nursery and Foundation 2 children. However, schools may add an addendum to reflect their own expectations for Nursery and Foundation children’s attendance.

## **15. Monitoring and Review of this Policy**

This policy may be amended at any time to take account of changes in legislation. The normal cycle of review for this policy will be annual.

### **APPENDIX LIST**

1. Unexplained Absence Guidelines
2. Fixed-Term Penalty Notices for Holidays – Guidance for schools
3. DfE Attendance Codes

## Appendix 1 : Unexplained Absence Guidelines

**At any point if anyone is concerned about the child's well-being, the Police should be contacted and asked to conduct a safe and well check.**

### **1<sup>st</sup> Day of Unexplained Absence**

- Phone call made and text message sent to parents/carers.
- Headteacher and SLT to be notified of absence for children with safeguarding concerns.
- In addition to this a home visit by the Attendance Officer may be requested. Priority factors to consider:
  - Any children for whom there are safeguarding concerns.
  - Any absence for children with Safeguarding concerns should be logged onto MyConcern
  - Any children on the Low Attendance list.
  - Any instance where the absence seems suspect – i.e. it seems possible/likely that the absence is not illness related (e.g. birthdays, possible holiday etc).
  - Any instance where the absence may have an additional impact on the child, (e.g. child has an exam/is on a trip in the afternoon etc).
  - Any child where there is a history of unexplained absences.
  - Any child whose parent is known to have a life-limiting condition.
- If AO is unavailable it should be considered whether a visit from other school staff may be necessary.

### **2nd Day of Unexplained Absence**

- Repeat Day 1 procedures.

### **3<sup>rd</sup> Day of Unexplained Absence**

- Ensure that all contact numbers have been tried. If a number is incorrect or does not connect, new numbers MUST be chased. Each child should have at least 3 numbers to try.
- Ensure that somebody has visited the property (visit card left if no one is present). Every effort MUST be made to gain access- ask neighbours if they have seen the child.
- Email sent to all appropriate staff including Headteacher, reporting absence (although this should be done on 1<sup>st</sup> day of absence for children with safeguarding concerns).
- Memo given to Class Teacher asking that they report any relevant information to the office.
- Absence to be logged onto MyConcern if no contact made with parents/reason provided for absence (for children with safeguarding concerns this should be an update to previous logged concern from day 1).
- Transform Trust to be notified using the [cmie@transformtrust.co.uk](mailto:cmie@transformtrust.co.uk) email account.

### **Days 4-7, 8-10, 11-20 of Unexplained Absence**

- Continue to try to make contact.

### **7<sup>th</sup> Day of Unexplained Absence**

- Re-check that all contact numbers have been tried.
- A second visit to the property to be made (visit card left if no one is present).
- Email sent to all appropriate staff and Headteacher reporting that child remains absent.
- A letter to be sent (copy to be retained), requesting contact from the parents/carers and informing

them of imminent referral to Education Welfare and the potential impact.

- Concerns to be updated on MyConcern.
- Transform Trust to be updated using the [cmie@transformtrust.co.uk](mailto:cmie@transformtrust.co.uk) email account.

#### **10<sup>th</sup> Day of Unexplained Absence**

- Senior Management Team to be updated.
- Home visit to be made.
- Concerns recorded on MyConcern.
- Transform Trust to be updated using the [cmie@transformtrust.co.uk](mailto:cmie@transformtrust.co.uk) email account.

#### **20<sup>th</sup> Day of Unexplained Absence**

- Senior Management Team to determine if a child is removed from roll following consultation and agreement with the Local Authority. If so:
  - Letter issued to parents/carers.
  - Transform Trust to be informed using the [cmie@transformtrust.co.uk](mailto:cmie@transformtrust.co.uk) email account.
  - CME form to be completed on the Schools Information Portal.
  - CTF to be uploaded.
  - Child to be removed from roll once agreed by Local Authority.

## Appendix 2:

### Transform Trust Fixed Term Penalty Notices for Holidays - guidance for schools

It has been agreed, through discussions at Partnership meetings with Headteachers, that schools in Transform Trust will **not** authorise term time holidays. This is in accordance to the law which states that parents do not have the right to take their child out of school for holidays during term time and can only request leave of absence due to exceptional circumstances. If a child is taken on holiday during term time without the school's authorisation this will be recorded as unauthorised absence and will result in action being taken against parents or carers.

However, leave of absence for a term time holiday can be granted for '*exceptional circumstances*' and this will be at the discretion of the Headteacher.

The Headteacher will consider and respond to each term time holiday request.

A holiday request will only be authorised once the Headteacher has considered the following:

- There are exceptional circumstances that requires the holiday is taken during term time and this will only be for a maximum of 10 school days.
- The child's attendance to date is in line with or better than national.
- The child's attendance, historically, has been in line with or better than national.
- The child is consistently at school on time.
- The child's safeguarding file has been reviewed and there are no current concerns. Where applicable, external agencies have been consulted regarding the implications of a period of absence.
- The location of the holiday in relation to the age and gender of the child has been considered and does not meet threshold of concern for safeguarding e.g. FGM locations.
- The Headteacher may want to provide school work for the child dependent on the nature of the circumstances for the holiday.



### Appendix 3: DfE's Attendance Codes

The following codes are taken from the DfE's guidance on school attendance.

Code	Definition	Scenario
/	Present (am)	Child is present at morning registration
\	Present (pm)	Child is present at afternoon registration
L	Late arrival	Child arrives late before register has closed
B	Off-site educational activity	Child is at a supervised off-site educational activity approved by the school
D	Dual registered	Child is attending a session at another setting where they are also registered
J	Interview	Child has an interview with a prospective employer/ educational establishment
P	Sporting activity	Child is participating in a supervised sporting activity approved by the school
V	Educational trip or visit	Child is on an educational visit/trip organised, or approved, by the school
W	Work experience	Child is on a work experience placement

Code	Definition	Scenario
<b>Authorised absence</b>		
C	Authorised leave of absence	Child has been granted a leave of absence due to exceptional circumstances
E	Excluded	Child has been excluded but no alternative provision has been made
H	Authorised holiday	Child has been allowed to go on holiday due to exceptional circumstances
I	Illness	School has been notified that a child will be absent due to illness
M	Medical/dental appointment	Child is at a medical or dental appointment
R	Religious observance	Child is taking part in a day of religious observance

<b>S</b>	Study leave	Year 11 pupil is on study leave during their public examinations
<b>T</b>	Gypsy, Roma and traveller absence	Child from a traveller community is travelling, as agreed with the school
<b>Unauthorised absence</b>		
<b>G</b>	Unauthorised holiday	Child is on a holiday that was not approved by the school
<b>N</b>	Reason not provided	Child is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time)
<b>O</b>	Unauthorised absence	School is not satisfied with reason for child's absence
<b>U</b>	Arrival after registration	Child arrived at school after the register closed

<b>Code</b>	<b>Definition</b>	<b>Scenario</b>
<b>X</b>	Not required to be in school	Child of non-compulsory school age is not required to attend
<b>Y</b>	Unable to attend due to exceptional circumstances	School site is closed, there is disruption to travel as a result of a local/national emergency, or child is in custody
<b>Z</b>	Child not on admission register	Register set up but child has not yet joined the school
<b>#</b>	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day