Pupil Attendance Policy

1. Introduction & Background

Holbeach Primary School recognises that positive behaviour and good attendance are essential for pupils to get the most of their school experience, including their attainment, wellbeing, and wider life chances.

The law entitles every child of compulsory school age to an efficient, full-time education suitable to their age, aptitude, and any special educational need they may have. It is the legal responsibility of every parent to make sure their child receives that education either by attendance at a school or by education otherwise than at a school.

Where parents decide to have their child registered at school, they have an additional legal duty to ensure their child attends that school regularly, on time. This means their child must attend every day that the school is open, except in a small number of allowable circumstances such as being too ill to attend or being given permission for an absence in an exceptional circumstance from the school.

The Department for Education (DfE) has produced statutory guidance for maintained schools, academies, independent schools, and local authorities. It is called "Working together to improve school attendance" and it includes a National Framework in relation to absence and the use of legal sanctions.

Our School Attendance Policy reflects the requirements and principles of that guidance and refers to the DfE's statutory guidance on school attendance parental responsibility measures.

These documents are contained within 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, 2024 amendments)
- The Education (Penalty Notices) (England) (Amendment) Regulations 2024

This policy is written with the above guidance in mind and underpins our school ethos to:

- promote children's welfare and safeguarding.
- ensure every pupil has access to the full-time education to which they are entitled.
- ensure that pupils succeed whilst at school.
- ensure that pupils have access to the widest possible range of opportunities at school, and when they leave school.

This policy has been developed in consultation with school governors, teachers, local Head teacher Associations, the local authority and parents and carers. It seeks to ensure that all parties are aware and informed of the school's expectations and commitment to support parents and pupils to promote, monitor pupil attendance.

In addition, all schools follow the DfE's statutory safeguarding guidance, Keeping Children Safe in Education, which emphasises the importance of understanding the potential vulnerabilities of children who are missing or absent from education. https://www.gov.uk/government/publications/keeping-children-safe-in-education--2

We are committed to meeting our obligation with regards to school attendance through our whole-school culture and ethos that values good attendance. Our policy aims to raise and maintain levels of attendance by:

- Promoting a positive and welcoming atmosphere in which pupils feel safe, secure, valued, and belong.
- Raising and maintaining a whole school awareness of the importance of good attendance and punctuality.
- Ensuring that attendance is monitored effectively and reasons for absences are recorded promptly and consistently.
- Acting early to address patterns of absence including persistent and severe absence and support families to address and overcome difficulties preventing regular attendance at school.
- Building strong relationships with families to ensure pupils have the support in place to attend school confidently, happily, and ready to achieve their full potential.

For our children to gain the greatest benefit from their education it is vital that they attend regularly and be at school, on time, every day the school is open unless the reason for the absence is unavoidable. It is a rule of this school that pupils must attend every day, unless there are exceptional circumstances, and it is the headteacher, not the parent, who can authorise the absence.

2. Promoting regular attendance

At Holbeach Primary School, we believe in developing good patterns of attendance and set high expectations for the attendance and punctuality for all our pupils from the outset. It is a central part of our school's vision, values, ethos, and day to day life. We recognise the strong connections between attendance, attainment, safeguarding and wellbeing.

The name and contact details of the Senior Attendance Champion (the senior leader responsible for the strategic approach to attendance in our school) is:

Mr Tom Bulpitt (Headteacher)
t.bulpitt@holbeach.lewisham.sch.uk

The name and contact details of the school staff member pupils and parents should contact about attendance on a day-to-day basis is:

Miss Tricia Abbott (School Attendance Officer)
p.abbott@holbeach.lewisham.sch.uk

Helping to create a pattern of regular attendance is the responsibility of parents, pupils, and all members of school staff.

3. Roles and Responsibilities

To help us all to focus on this, the school will:

- Submit a daily attendance return to the Department of Education (DfE), in line with the legal expectations placed on all schools.
- Build strong relationships and work jointly with families.
- Give parents/carers details on attendance in our newsletters.
- Promote the benefits of high attendance.

- Accurately complete admission and attendance registers and have effective day to day processes in place to follow-up absence as required by law.
- Reward improving attendance, with each case being viewed independently.
- Report to parents/carers regularly on their child's attendance and the impact on their progress.
- Contact parents/carers should their child's attendance fall below the school's target for attendance.
- Work with local authority services to support parents and children and overcome barriers that would otherwise result in absence from school.

Parents/carers will:
- Make sure their child attends every day and on time.
- Call the school to report their child's absence before 9am on the day of the absence (and each subsequent day of absence), advise of the reason for absence (including symptoms if unwell) and when they are expected to return.
- Provide the school with more than two emergency contact numbers for their child.
- Ensure that, where possible, appointments for their child are made outside of the school day.

Pupils are expected to:
- Attend school every day and on time.

4. Understanding types of absence

Any absence affects the routine of a child's schooling and regular absence will seriously affect their learning journey and ability to progress. Any pupil's absence or late arrival disrupts teaching routines and so may affect the learning of others in the same class.

Ensuring a child's regular attendance at school is a parental responsibility and allowing absence from school, without a good reason, creates an offence in law and may result in prosecution.

Every half-day absence from school must be classified by the school (not by the parent), as either authorised or unauthorised. This is why information about the cause of any absence is always required. Each half-day is known as a 'session'.

Authorised absences are morning or afternoon sessions away from school for a genuine reason such as illness (although you may be asked to provide medical evidence for your child before this can be authorised), medical or dental appointments which unavoidably fall in school time, emergencies, or other unavoidable cause.

Unauthorised absences are those which the school does not consider reasonable and for which no 'leave' has been granted. This type of absence can lead to the school referring to the Local Authority for penalty notices and/or legal proceedings.

Unauthorised absence includes;
- Parents/carers keeping children off school unnecessarily e.g., because they had a late night or for non-infectious illness or injury that would not affect their ability to learn in school.
- Absences which have not been properly explained.
- Children who arrive at school after the close of registration (9.30am) are marked using a 'U'. This indicates that they are in school for safeguarding purposes, however, is counted as an absence for the session.
- Shopping trips.
- Looking after other children or children accompanying siblings or parents to medical appointments.
- Their own or family birthdays.
- Holidays taken during term time, or absences not deemed 'for exceptional purposes' by the headteacher, including any arranged by other family members or friends.

- Day trips/outings.
- Other leave of absence in term time which has not been agreed.

(Please note; the list above is not exhaustive)

5. Persistent absenteeism (PA) and Severe absenteeism (SA)

A pupil is defined by the Government as a 'persistent absentee' when they miss 10% or more schooling across the school year for any reason; this can be authorised or unauthorised absence. Absence at this level will cause considerable damage to any pupil's education and we need the full support and co-operation of parents to resolve this. All pupils who have attendance levels of 90% or below is a persistent absentee.

A pupil who has missed 50% or more schooling is defined by the Government as 'severely absent'. Pupils within this cohort may find it more difficult to be in school or face bigger barriers to their regular attendance and, as such, are likely to need more intensive support.

When a pupil is severely absent, Holbeach Primary School will refer to the local authority for multi-disciplinary support. This may include a referral to children's social care under the category of Educational Neglect, where appropriate.

6. Absence procedures

The name and contact details of the school staff member that pupils and parents should contact with any queries that they have bout about pupil attendance and the absence procedures on a day-to-day basis is:

Miss Tricia Abbott (School Attendance Officer)
p.abbott@holbeach.lewisham.sch.uk

If a child is absent from school the parent must follow these procedures:

- Contact the school before 9am on every day that a child is absent.
    - Preferably, parents and carers would use the **Arbor Parent Portal** to report the absence.
    - Alternatively, the school has an answer phone available to leave a message if nobody is available to take your call, or you may call into school personally and speak to the office staff.
    - Parents can also email Miss Abbott (Attendance Officer) at the admin@holbeach.lewisham.sch.uk address
- Ensure that you have clearly provided a reason for the absence (including the symptoms if unwell) whichever of the ways you have chosen to notify the school.
- Please be aware that, if you leave a voicemail to report your child's absence or send an email, you may receive a call from the school so that we may discuss the absence before deciding as to whether the absence is to be recorded as authorised.
- Await confirmation from the school as to whether the absence will be authorised or not.
- If a child's absence is due to illness and it has lasted more than 3 consecutive days, parents and carers should seek advice from a medical practitioner (e.g. GP) and provide the school with the evidence of this advice.
- Ensure that your child returns to school as soon as possible and that you have provided any medical evidence, if requested, to support the absence.

We monitor and review all pupils' absence, and the reasons that are given, thoroughly.

Medical evidence may also be requested where your child is having multiple periods of absence which are reported as being due to medical reasons. When determining whether a child is too ill to attend school, both parents and school staff can consider the advice contained within the NHS Guidance on School Absence and Childhood Illness and the Department for Education Working together to Improve School Attendance statutory guidance.

If your child is absent, we will:

- Telephone or text you on the first, and every subsequent day of absence, if we have not heard from you. However, it is your responsibility to contact us (see above). If we are unable to contact parents by telephone, we will telephone emergency contact numbers, send letters home and a home visit may be made, in the interests of safeguarding.
- A referral will be made to Local Authority if no contact has been made with parents by the 10th day of absence (or sooner if deemed appropriate), at which point your child will be reported as a child "missing from education" or CME.

If absences continue, we will:

- Write to you if your child's attendance is below 95% and/or causing concern, and/or where punctuality is a concern.
- Write to you for a second time if there is no improvement in attendance level after the first letter.
- Arrange a Team Around the Family meeting with you (if there is still nor improvement in attendance levels) so that you may discuss the situation with our or Attendance Officer and the Local Authority Welfare Officer. *Please note that this meeting always seeks to identify the support that the family need to bring about an improvement in the attendance.*
- Create a personalised action/support plan, such as an attendance contract, to address any barriers to attendance and make clear each person's role in improving the attendance patterns of your child.
- Offer signposting support to other agencies or services, if appropriate.
- Refer the matter to the Local Authority for relevant legal action if attendance does not improve and parents or carers are not engaging with the support offered to them.

7. Lateness

Poor punctuality is not acceptable and can sometimes lead to irregular school attendance patterns. Good timekeeping is a vital life skill which will help children as they progress through their school life and out into the wider world.

Pupils who arrive late disrupt lessons and, if a child misses the start of the day, they can feel unsettled and embarrassed and risk missing vital work and important messages from their class teacher. When a child arrives to school after the registers have closed, the absence is unauthorized, and a referral may be made to the local authority for statutory action.

The times of the start and close of the school day for all pupils at Holbeach Primary School are:
The gates on Doggett Road open at 8:50am and registration starts at:

- Nursery = 8:45am (parents and carers use the gate on Nelgarde road for the Nursery)
- Reception to Year 6= 9.00am

Registration closes: 9.30am

At the end of the school day, the same gates open at:

- Nursery = 3:15pm
- Reception to Year 6 = 3.20pm

How we manage lateness:

- The school day starts at 9.00am and registers are taken at the times above.
- Children arriving after 9:00am are required to come into school via the school office on Nelgarde Road. They must sign into our inventory system and provide a reason for their lateness, which is recorded. If a pupil has not signed in at the school office, they may be recorded as absent and an absence text will be sent to parents/carers.
- At 9.30am the registers will be closed. In accordance with the Regulations, if your child arrives after that time, they will receive a mark that shows them to be on site – 'U', but this will not count as a present mark, and it will mean that they have an unauthorised absence.

- The school may contact parents/carers regarding punctuality concerns.
- **If a child is collected after 3:30pm then a late collection charge will be payable (see our Charging and Remissions Policy for more details).**

Unauthorised lateness could result in the school referring to the Local Authority for sanctions and/or legal proceedings. If your child has a persistent lateness record, you may be asked to meet with Miss Tricia Abbott (Attendance Officer), but you can approach us at any time if you are having difficulties getting your child to school on time.

We expect parents and staff to encourage good punctuality by being good role models to our children

8. Understanding barriers to attendance

Whilst any child may occasionally have time off school because they are too unwell to attend, sometimes they can be reluctant to attend school. Any barriers preventing regular attendance are best resolved between the school, the parents, and the child. If a parent thinks their child is reluctant to attend school, then we will work with that family to understand the root problem and provide any necessary support. We can use outside agencies to help with this, such as the School Nurse, Mental Health and Emotional Wellbeing support services, a Child and Family Support Worker or the relevant Local Authority team/s.

Where outside agencies are supporting the family, you may be invited to attend a Team Around the Family meeting (TAF) to consider what is working well and what needs to improve. An individual support plan will be agreed and subsequently reviewed.

Some pupils face greater barriers to attendance than their peers. These can include pupils who suffer from long-term medical conditions or who have special educational needs and disabilities, or other vulnerabilities. High expectations of attendance remain in place for these pupils; however, we will work with families and pupils to support improved attendance whilst being mindful of the additional barriers faced. We can discuss reasonable adjustments and additional support from external partners, where appropriate.

Under the DfE's statutory guidance, schools are required to submit a sickness return to the Local Authority for all pupils who have missed/are likely to miss 15 or more school days (consecutive or cumulative) due to medical reasons/illness.

The name and contact details of the school staff member pupils and parents should contact for more detailed support on attendance:

Miss Tricia Abbott (School Attendance Officer)
p.abbott@holbeach.lewisham.sch.uk

9. Local authority attendance support services

Holbeach Primary School work very closely with the Local Authority attendance specialists who work strategically by offering support to schools, to reduce persistent absence and improve overall attendance. Currently, Holbeach is supported by **Laura Annansingh (Local Authority Attendance Officer).**

Parents are expected to work with the school and local authority to address any attendance concerns. Parents should proactively engage with the support offered, aiming to resolve any problems together. This is nearly always successful. If difficulties cannot be resolved in this way, the school may consider more formal support and/or refer the child to the Local Authority.

If attendance does not improve, legal action may be taken in the form of a Penalty Notice or prosecution in the Magistrates Court.

By law all children of compulsory school age must receive an appropriate full-time education (Education Act 1996). Parents have a legal duty to ensure their child attends school regularly at the school at which they are registered.

Parents may be recognised differently under education law, then under family law. Section 576 of the Education Act 1996 states that a 'parent', in relation to a child or young person, includes any person who is not a parent (from which can be inferred 'biological parent') but who has parental responsibility, or who has care of the child.

A person typically has care of a child or young person if they are the person with whom the child lives, either full or part time and who looks after the child, irrespective of what their biological or legal relationship is with the child.

10. Separated parents

Anyone who is a parent, as recognised under education law, can participate in their child's education. Holbeach Primary School treat all parents equally, unless a court order limits a parent's ability to make educational decisions, participate in school life or receive information about their child. Parents can seek confirmation on the rights of sharing pupil information in regards to education via the Understanding and dealing with issues relating to parental responsibility - GOV.UK (www.gov.uk) .

Parents are responsible for the attendance of their children, whether they live together or separately. All parents, as defined by section 576 of the Education Act 1996, will be held accountable for their child's attendance at Holbeach Primary School. It is expected that parents work together in the best interest of the child to support regular and punctual attendance to school.

It is the responsibility of the parents to inform Holbeach Primary School when there is a change in family circumstances. The school needs to be kept up to date with contact details, arrangements for collecting children and emergencies.

11. National Framework for Penalty Notices

There is now a single consistent national threshold for when a penalty notice must be considered by all schools in England, of 10 sessions (usually equivalent to five school days) of unauthorised absence within a rolling 10 school week period. The 10 sessions of absence do not have to be consecutive and can be made up of a combination of any type of unauthorised absence (G, O and/or U coded within the school's registers). The 10-school week period can span different terms, school years or education settings.

Sanctions may include issuing each parent (for each child) with a Penalty Notice for £160, reduced to £80 if paid within 21 days (for the first offence). A second Penalty Notice issued within a three-year period will result in a fine of £160 per parent, per child. If a third offence is committed the matter may be referred to the local authority for consideration of prosecution via the Magistrates Court. If prosecution is instigated for irregular school attendance, each parent may receive a fine of up to £2500 and/or up to three months in prison. If a parent is found guilty in court, they will receive a criminal conviction.

12. Holidays in term time

There is no entitlement in law for pupils to take time off during the term to go on holiday or to have any other absence for the purpose of leisure or recreation, or to take part in protest activity in school hours. In addition, the Supreme Court has ruled that the definition of regular school attendance is "in accordance with the rules prescribed by the school."

The School Attendance (Pupil Registration) (England) Regulations 2024 set out the statutory requirements for schools. All references to family holidays and extended leave (irrespective of

reason) have been removed. The amendments specify that headteachers may not grant any leave of absence during term time unless there are "exceptional circumstances" and they do not have any discretion to authorise more than ten days of absence each academic year.

It is a rule of this school that a leave of absence shall not be granted in term time unless there are reasons considered to be exceptional by the headteacher, irrespective of the child's overall attendance. Only the headteacher or his designate (not the local authority) may authorise such a request and all Term Time Leave Requests must be made in writing, in advance, on the prescribed form provided by the school (see Appendix D).

Where a parent removes a child after their application for leave was refused or where no Term Time Leave Request Form was submitted to the school, the absence will be recorded as unauthorised. It is then very likely that penalty notices will be requested, in line with the National Framework and Lewisham Code of Conduct, in respect of each parent believed to have allowed the absence.

At Holbeach Primary School 'exceptional circumstances' will be interpreted as events that are "rare, significant, unavoidable and short".

By 'unavoidable' we mean an event that could not reasonably be scheduled at another time, outside of school term time, regardless of who has planned or paid for the holiday or absence (including grandparents or other family or friends).

The headteacher/attendance officer may discuss the leave of absence request with other education settings and/or the local authority to determine any exceptional circumstances. If a Term Time Leave Request is authorised, the school will not provide work for children to do during their absence. Parents are however advised to read with their children and encourage them to write a diary while they are away.

Where the headteacher declines a parental Term Time Leave Request, but parents take their children out of school, the absence will be unauthorised and Holbeach Primary School will request the local authority impose a penalty notice to parents.

In cases where parents do not seek permission for absence and fail to advise the school when the children will return or fail to return on the date advised, the child's name may be removed from the school's admission register in accordance with The School Attendance (Pupil Registration) (England) Regulations 2024 (legislation.gov.uk)

If a request must be made for unavoidable leave during term time, parents must complete the Term Time Leave request form that can be obtained from the school office or from the school's website.

Requests for half days and early collection should be made via email and will be passed to the headteacher, for consideration. You should expect a response within 5 working days with a decision as to whether your request has been authorised.

Term Time Leave Requests will not be authorised for pupils with less than 96% attendance or pupils whose attendance will drop to 90% or below due to the absence being requested.

Leave during term time will not be granted more than once in an academic year.

13. Deletion from roll

For any pupil leaving Holbeach Primary School (other than at the end of year 6) parents/carers are required to complete a 'Pupils Moving from School' form which can be obtained from the school office or from the school's website.

This form provides school with the following information:

- Child's name and class,

- Child's current address,
- The date on which they are leaving
- Confirmation of any new home address,
- Confirmation of the name of new school and the address of the new school.

This information is essential to ensure that we know the whereabouts and may appropriately safeguard all of our pupils, even those who leave us.

It is crucial that parents keep school updated with current addresses and contact details for the pupil and key family members, in case of emergency. Under Pupil Regulations 2006 and 2024, all schools are now legally required to notify their Local Authority of every new entry to the admission register within five days of the pupil being enrolled. In addition to this, every deletion from the school register must also be notified to the Local Authority, as soon as the ground for deletion has been met in relation to that pupil, and in any event no later than the time at which the pupil's name is deleted from the register. This duty does not apply when a pupil's name is removed from the admission register at a standard transition point – when the pupil has completed the final year of education normally provided by that school. It is important therefore parents inform the school if they intend to remove their child from roll as soon as the decision is made to do so.

14. Absence data

We use data to monitor, identify and support individual pupils or groups of pupils when their attendance needs to improve, and schools are required to submit pupil attendance data to the Department for Education daily Education (Information about Individual Pupils) (England) (Amendment) Regulations 2024. Persistently and severely absent pupils are tracked and monitored carefully. We also combine this with academic tracking, as increased absence affects attainment.

We share information and work collaboratively with other schools in the area, local authorities, and other partners, when absence is at risk of becoming persistent or severe.

15. Absence codes

Parents will be regularly provided with the attendance information of their children.

In accordance with the School Attendance (Pupil Registration) (England) Regulations 2024 a pupil should be recorded as present or absent in the Attendance Register.

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 admissions register at the time (exception boarder) Full information contained in the School Attendance (Pupil Registration) (England) Regulations 2024 and the Statutory Attendance Guidance Working Together to Improve Attendance 2024

The codes used by Holbeach Primary School will be:

Attending the school		
/ \	Present at the school / = morning session \ = afternoon session	Physically present in school at registration
L	Late arrival before the register is closed	The pupil was absent when the register started being taken but arrives before the register is closed.
K	Attending education provision arranged by the local authority	The nature of the provision must also be recorded. Code K can only be used if the child is present at the provision.
V	Attending an educational visit or trip	The pupil is attending a place, other than the school or any other school at which they are a registered pupil, for an educational visit or trip.

		Arranged by or on behalf of the school and supervised by a member of school staff. The visit or trip must take place during the session for which it is recorded. Code V can only be used if the pupil is present at the visit.
P	Participating in a sporting activity	P code can only be used if the pupil is present at the activity. The sporting activity must take place during the session for which it is recorded. The place is somewhere other than the school, another school where the pupil is registered, or a place where educational provision has been arranged for the pupil by a local authority under section 19(1) of the Education Act 1996 or sections 42(2) or 61(1) of the Children and Families Act 2014. The activity is of an educational nature. The school has approved the pupil's attendance at the place for the activity; and the activity is supervised by a person considered by the school to have the appropriate skills, training, experience, and knowledge to ensure that the activity takes place safely and fulfils the educational purpose for which the pupil's attendance has been approved.
W	Attending work experience	W code can only be used if the pupil is present at the activity under arrangements by school or LA in session for which it is recorded, the place is somewhere other than the school, another school where the pupil is registered, or a place where educational provision has been arranged for the pupil by a local authority undersection 19(1) of the Education Act 1996 or sections 42(2) or 61(1) of the Children and Families Act 2014. The activity is of an educational nature. The school has approved the pupil's attendance at the place for the activity; and the activity is supervised by a person considered by the school to have the appropriate skills, training, experience, and knowledge to ensure that the activity takes place safely and fulfils the educational purpose for which the pupil's attendance has been approved.
B	Attending any other approved educational activity	B code can only be used if the pupil is present at the activity under arrangements by school or LA in session for which it is recorded. Remote education cannot be coded B as the pupil is not present. The place is somewhere other than the school, another school where the pupil is registered, or a place where educational provision has been arranged for the pupil by a local authority under section 19(1) of the Education Act 1996 or sections 42(2) or 61(1) of the Children and Families Act 2014. The activity is of an educational nature, the school has approved the pupil's attendance at the place for the activity; and the activity is supervised by a person considered by the school to have the appropriate skills, training, experience, and knowledge to ensure that the

		activity takes place safely and fulfils the educational purpose for which the pupil's attendance has been approved.
D	Dual registered at another school	The school at which the pupil is scheduled to attend must record the pupil's attendance and absence with the relevant code. Code D may only be used by either school for a session where the pupil is scheduled to attend the other school at which they are registered. Schools should ensure that they have in place arrangements whereby all unexpected and unexplained absences are promptly followed up.
Absent – Leave of absence		
C1	Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad.	Performance licence issued by LA or Body of Persons. Approval issued by LA or Justice of peace has given licence for pupil to go abroad for performance or regulated purpose
M	Leave of absence for the purpose of attending a medical or dental appointment	Agreement in advance. Application by parent child normally lives with. Minimum time necessary. Where pupil is absent at registration.
J1	Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution	Agreement in Advance. Application by parent child normally lives with.
S	Leave of absence for the purpose of studying for a public examination	
X	Non-compulsory school age pupil not required to attend school	For part time attendance. Absence for timetabled sessions to use appropriate code and not X. X should only be used for session not expected to attend.
C2	Leave of absence for a compulsory school age pupil subject to a part-time timetable	Exceptional circumstances. if the school and a parent who the pupil normally lives with have agreed that, for exceptional reasons, the pupil should temporarily receive reduced education (part time)
C	Leave of absence exceptional circumstances Leave of absence for exceptional circumstance	Exceptional circumstances. School discretion. Generally, a need or desire for holiday other absence for the purpose of leisure and recreation **would not** constitute an exceptional circumstance.
Absent – other authorised reasons		
T	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 help ensure continuity of education for pupils, when their parent(s) is travelling for occupational purposes in England, it is expected that the pupil should attend a school where their parent(s) is travelling and be dual registered at that school and their main school.

R	Religious observance	The pupil is absent on a day that is exclusively set apart for religious observance by the religious body the parent(s) belong to (not the parents themselves)
I	Illness (not medical or dental appointment)	The pupil is unable to attend due to illness (both physical and mental health related). Schools should advise parents to notify them on the first day the child is unable to attend due to illness
E	Suspended or permanently excluded with no alternative provision made Suspended or permanently excluded and no alternative provision made	The pupil is suspended from school or permanently excluded from school, but their name is still entered in the admission register, and no alternative provision has been made for the pupil to continue their education.
Absent – unable to attend school because of unavoidable causes		
Q	Unable to attend the school because of a lack of access arrangements	There is a lack of access arrangements for a pupil whose home is in England if— (a) a local authority have a duty to make travel arrangements in relation to the pupil under section 508B(1) of the 1996 Act for the purpose of facilitating the pupil's attendance at the school and have failed to discharge that duty; (b) a local authority have a duty to make travel arrangements in relation to the pupil because of section 508E(2)(c) of the 1996 Act(14) for the purpose of facilitating the pupil's attendance at the school and have failed to discharge that duty; or (c) the school is an independent school that is not a qualifying school and— (i) the school is not within walking distance of the pupil's home; (ii) no suitable arrangements have been made by a local authority for boarding accommodation for the pupil at or near the school; and (iii) no suitable arrangements have been made by a local authority for enabling the pupil to become a registered pupil at a qualifying school nearer to their home.
Y1	Unable to attend due to transport normally provided not being available	The pupil is unable to attend because the school is not within walking distance of their home and the transport to and from the school that is normally provided for the pupil by the school or local authority is not available.
Y2	Unable to attend due to widespread disruption to travel	The pupil is unable to attend the school because of widespread disruption to travel caused by a local, national, or international emergency.
Y3	Unable to attend due to part of the school premises being closed	Part of the school premises is unavoidably out of use and the pupil is one of those that the school considers cannot practicably be accommodated in those part of the premises that remain in use.
Y4	Unable to attend due to the whole school site being unexpectedly closed	Where a school was planned to be open for a session, but the school is closed unexpectedly (e.g., due to adverse weather), the attendance register is not taken as usual because there is no school session. Instead, not a possible attendance every pupil listed in the admission register at the time must be marked with code Y4 to record the fact that the school is closed.
Y5	Unable to attend as pupil is in criminal justice detention	The pupil is unable to attend the school because they are: • in police detention, • remanded to

		youth detention, awaiting trial, or sentencing, or • detained under a sentence of detention. A pupil's absence should be recorded under code Y7 (Unable to attend because of any other unavoidable cause) if they are unable to attend because they are serving a community based (i.e., non-detained) part of a sentence of detention, referral order, or youth rehabilitation order that requires them to be absent during the school day
Y6	Unable to attend in accordance with public health guidance or law	The pupil's travel to or attendance at the school would be: • contrary to any guidance relating to the incidence or transmission of infection or disease published by the Secretary of State for Health and Social Care (or the equivalent in Scotland, Wales, and Northern Ireland), or • prohibited by any legislation relating to the incidence or transmission of infection or disease.
Y7	Unable to attend because of any other unavoidable cause	This code should be used only where something in the nature of an emergency has prevented the pupil from attending the session in question. The unavoidable cause must be something that affects the pupil, not the parent. The fact that a parent has done all they can to secure the attendance of the pupil at school does not, in itself, mean the pupil has been prevented by unavoidable cause. Schools must also record the nature of the unavoidable cause.
Absent – unauthorised absence		
G	Holiday not granted by the school	The school has not granted a leave of absence and the pupil is absent for the purpose of a holiday. A school cannot grant a leave of absence retrospectively. If the parent did not apply in advance, leave of absence should not be granted.
N	Reason for absence not yet established	Where absence is recorded as code N (reason not yet established) in the attendance register, the correct absence code should be entered as soon as the reason is ascertained, but no more than 5 school days after the session (regulation 10(7) to (9)). Code N must not therefore be left on the pupil's attendance record indefinitely; if a reason for absence cannot be established within 5 school days, schools must amend the pupil's record to Code O
O	Absent in other or unknown circumstances	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.
U	Arrived after registration closed	Where a pupil has arrived late after the register has closed but before the end of session. Unauthorised absence should actively discourage late arrival, be alert to patterns of late arrival and seek an explanation from the parent. All schools are expected to set out in their attendance policy the length of time the register will be open, after which a pupil will be marked as

		absent. This should be the same for every session and not longer than 30 minutes.
Administrative Codes		
Z	Prospective pupil not on admission register	Prospective pupil not on admission register
#	Planned whole school closure	Planned whole school closure

16. Monitoring arrangements

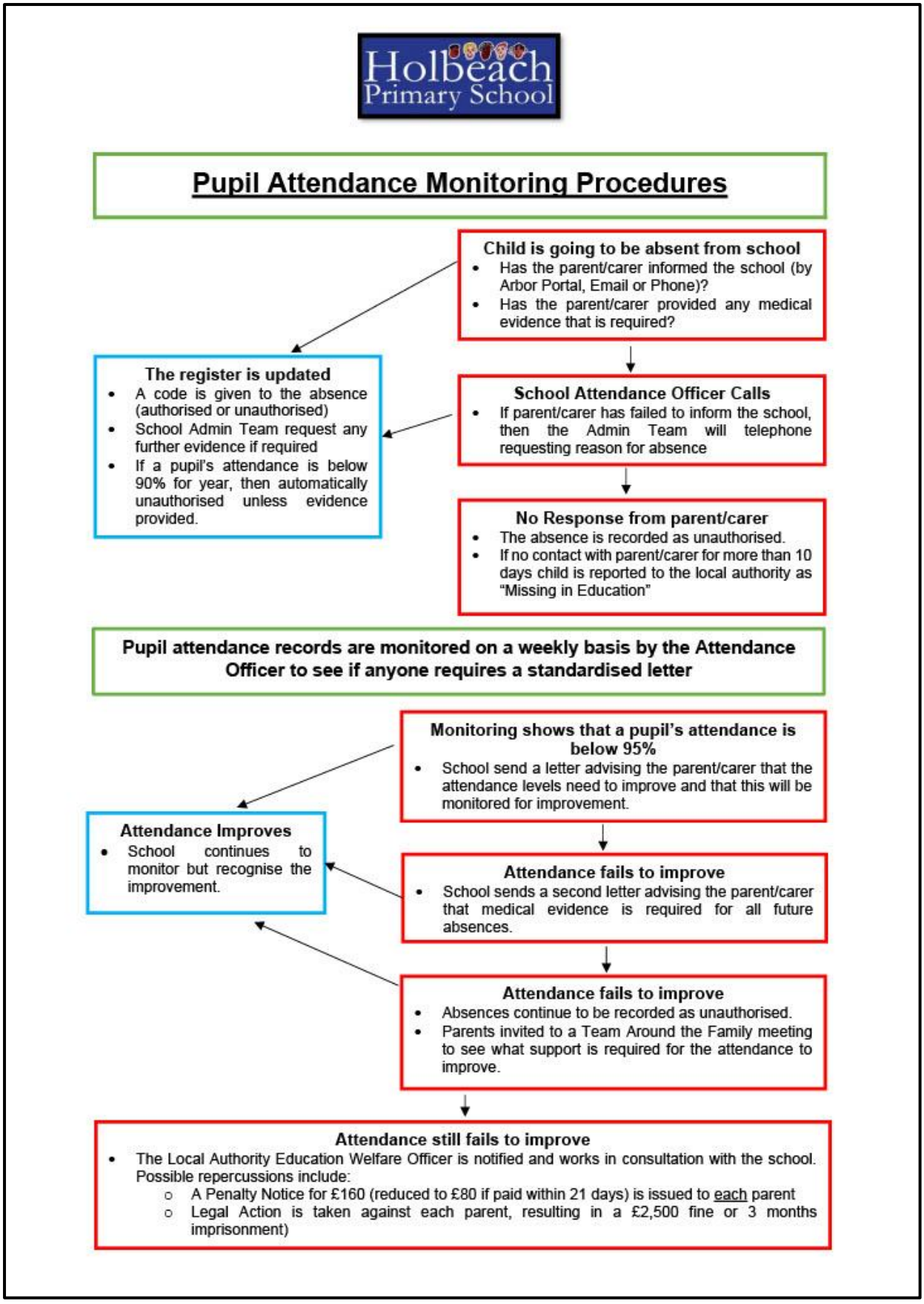
This policy will be reviewed as guidance from the local authority or DfE is updated, and every two years (as a minimum) by the Headteacher, the Attendance Officer and supported by the Local Authority. At every review, the policy will be approved by the full governing board.

17. Links with other policies

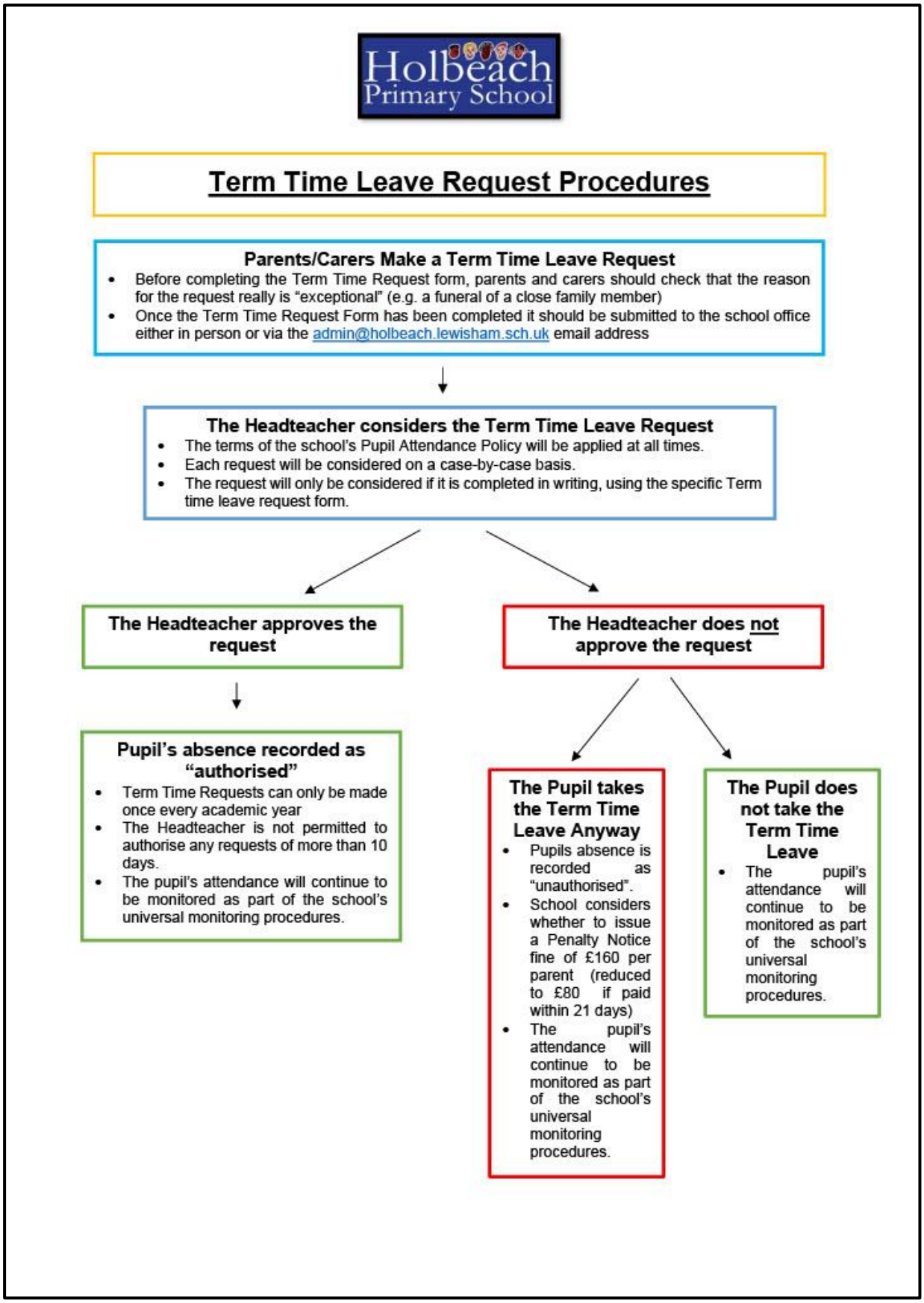
This policy links to the following policies:

- Behaviour (including Anti-Bullying) Policy
- Charging and Remissions Policy
- Safeguarding (including Child Protection) Policy
- Special Educational Needs & Disability (SEND) Policy

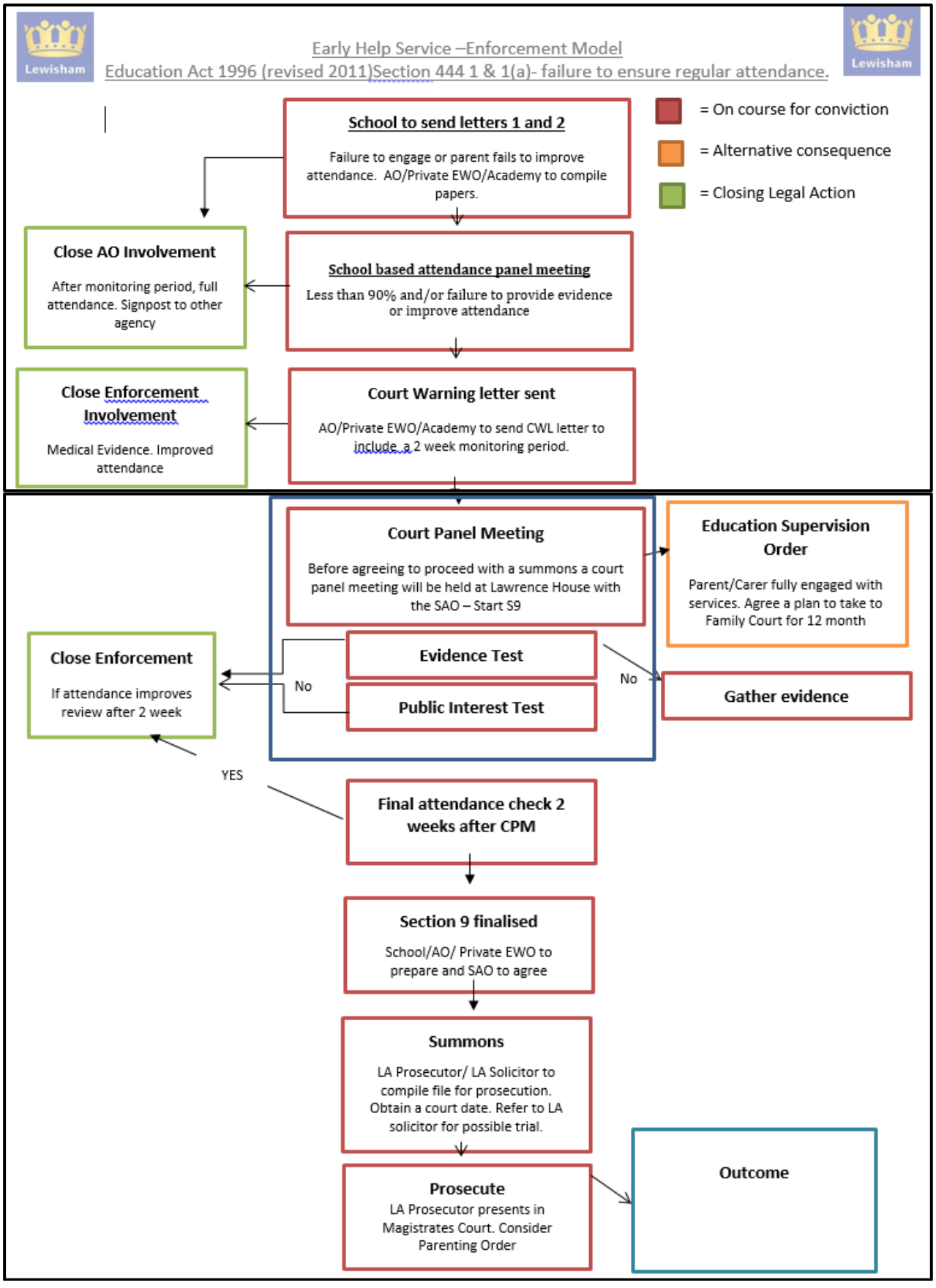
Appendix A – Holbeach Pupil Attendance Monitoring Procedures



Appendix B – Term Time Leave Request (Exceptional Circumstances) Procedures



Appendix C – Local Authority Absence Monitoring Procedures



Appendix D – Term Time Leave Request Form

Holbeach Primary School

Nelgarde Road, London SE6 4TP

Tel: 020 8690 4713 Email: admin@holbeach.lewisham.sch.uk

Web: www.holbeach.lewisham.sch.uk

Today's learners are tomorrow's leaders

Term Time Leave - Request Form

The law does not grant parents an automatic right to take their child out of school during school term time. Since September 2013, the Government have instructed schools that absence can **only** be considered under exceptional family circumstances.

A request for absence to be authorised MUST be made in advance. Before we consider authorising any absence the following points will need to be considered:

- Your child's previous attendance history
- Age of the child
- Reason for absence
- No absences for year 6 pupils will be authorised prior to the May

Child's Name:		**Class:**	
Child's Name:		**Class:**	
Child's Name:		**Class:**	

Date of First Day of Absence:		**Date of Last Day of Absence:**		**Date of Return to School:**	

Number of School Days Absent:	
Reasons for Absence (Please include as much detail as possible, using a separate page if needed):	

Signed:		**Date:**	
Name:			
Relationship to Child:			

Please email completed form with proof of travel. The school will contact you with the outcome of your request.

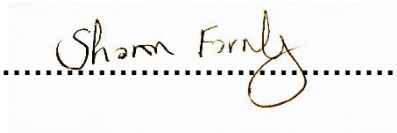
Head Teacher:
Mr Tom Bulpitt

Deputy Headteacher:
Mr Phil Morriss

Premises Manager:
Mr Derek Holmes

Pupil Attendance Policy

Chair of Governors: *Sharon Farnley* **(please print name)**

Signed:  .....

Headteacher: *Tom Bulpitt* **(please print name)**

Signed:  .....

Date of Policy: March 2026

Date of Review: March 2028