St George's C of E Primary School

Attendance Policy

St George's C of E School

School's theological-rooted Christian Vision

At St George's CE Primary school our vision is that every child upholds the Christian values with them in their daily lives. Our children strive to be confident, kind, thoughtful and selfless. You can see our vision come to life when walking through our school and in our classrooms. Our school motto is 'Jesus colours our love, our life, our learning'. We strive to live out this vision in everything we do in school to allow children to enjoy the fullness of life and enable them to flourish in the world in which they live.

Our vision is rooted in the Gospel of John and in particular chapter 10 'I have come that they may have life and have it to the full.' Our vision is rooted in the principle of Jesus' teaching that we must use his teaching to allow children to live life to the full and be able to flourish in their life within and beyond school. Our school vision encompasses our 6 Christian values (compassion, love, truthfulness, thankfulness, forgiveness and hope)

September 2024

Policy adopted:- September 2024

Policy to be reviewed:- September 2027

Signed on behalf of Governing Body:- G.James

Signed by the Headteacher:- A Seddon

Document history

Produced by:	A Seddon
Date reviewed:	**Comments:**
September 2024	New policy

Contact Details

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

Name Mrs Alison Seddon

Contact Details 01942 813069

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

Name School administration team

Contact Details 01942 813069 office@st-georges.bolton.sch.uk

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

Name Mrs Jacqui Goodwin – Pastoral Manager

Contact Details 01942 813069

We are committed to ensuring that systems and processes are in place regarding promoting attendance and would encourage parents to make contact with school as soon as possible if they have any concerns about their child.

Introduction and Aims

St George's C of E Primary School recognises the importance of good attendance and the impact it has on children's progress, attainment, enjoyment of learning and relationships within school. Good attendance helps children to realise their potential and ensures they are motivated, confident, and able to enjoy a diverse range of curricular opportunities and experiences. Children must attend school every day during term time unless an exceptional circumstance applies.

Our school policy promotes good attendance, which is recognised and rewarded as an achievement. The school monitors attendance to ensure quick and early intervention if a problem is identified. We recognise that whole school preventative and proactive approaches are key to promoting the children's wellbeing and attendance.

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

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

We will also promote and support punctuality in attending lessons. This Policy is based on the premise of equal opportunities for all.

Legislation and guidance

This policy is based on the Department for Education's (DfE's) statutory guidance on working together to improve school attendance (applies from 19 August 2024) and school attendance parental responsibility measures. The guidance is based on the following pieces of legislation, which set out the legal powers and duties that govern school attendance:

- Part 6 of the Education Act 1996
- Part 3 of the Education Act 2002
- Part 7 of the Education and Inspections Act 2006
- The Education (Pupil Registration) (England) Regulations 2006 (and 2010, 2011, 2013, and 2016 amendments)
- The Education (Penalty Notices) (England) (Amendment) Regulations 2013

It also refers to:

- School census guidance
- Keeping Children Safe in Education
- Mental health issues affecting a pupil's attendance: guidance for schools

School commitment

Everyone in school is committed to promoting the importance of good attendance and punctuality. We will support pupils and parents to achieve good attendance and punctuality, and we will work closely with parents where absence is a cause for concern. St George's C of E Primary School strives for 100% attendance for all pupils. The whole school attendance target is **97%.** We are committed to promoting a positive and welcoming atmosphere in which all pupils feel safe, secure, and valued. We will ensure that attendance is monitored effectively and reasons for absences are recorded promptly and consistently. We will work with all pupils and their parents to maximise attendance and where necessary, we will put in place additional support and adjustments. If required we will engage additional support from wider services and external partners, making timely referrals.

Roles and responsibilities

The governing board

The governing board is responsible for:

- Setting high expectations of all school leaders, staff, pupils and parents
- Making sure school leaders fulfil expectations and statutory duties, including:
    - Making sure the school records attendance accurately in the register, and shares the required information with the DfE and local authority
    - Making sure the school works effectively with local partners to help remove barriers to attendance, and keeps them informed regarding specific pupils, where appropriate
- Recognising and promoting the importance of school attendance across the school's policies and ethos
- Making sure the school's attendance management processes are delivered effectively, and that consistent support is provided for pupils who need it most by prioritising staff and resources
- Making sure the school has high aspirations for all pupils, but adapts processes and support to pupils' individual needs
- Regularly reviewing and challenging attendance data and helping school leaders focus improvement efforts on individual pupils or cohorts who need it most
- Working with school leaders to set goals or areas of focus for attendance and providing support and challenge
- Monitoring attendance figures for the whole school and repeatedly evaluating the effectiveness of the school's processes and improvement efforts to make sure they are meeting pupils needs
- Where the school is struggling with attendance, working with school leaders to develop a comprehensive action plan to improve attendance
- Making sure all staff receive adequate training on attendance as part of the regular continued professional development offer, so that staff understand:
    - The importance of good attendance
    - That absence is almost always a symptom of wider issues
    - The school's legal requirements for keeping registers
    - The school's strategies and procedures for tracking, following up on and improving attendance, including working with partners and keeping them informed regarding specific pupils, where appropriate
- Making sure dedicated training is provided to staff with a specific attendance function in their role, including in interpreting and analysing attendance data

- The link governor for monitoring pupil attendance and holding the headteacher to account for the implementation of this policy is Pauline Rowley.

The headteacher

The headteacher is responsible for:

- The implementation of this policy at the school
- Monitoring school-level absence data and reporting it to governors
- Supporting staff with monitoring the attendance of individual pupils
- Monitoring the impact of any implemented attendance strategies
- Issuing fixed-penalty notices, where necessary, and/or authorising Mrs Goodwin, the Pastoral Manager to be able to do so
- Working with the parents of pupils with special educational needs and/or disabilities (SEND) to develop specific support approaches for attendance for pupils with SEND, including where school transport is regularly being missed, and where pupils with SEND face in-school barriers
- Communicating with the local authority when a pupil with an education, health and care (EHC) plan has falling attendance, or where there are barriers to attendance that relate to the pupil's needs
- Communicating the school's high expectations for attendance and punctuality regularly to pupils and parents through all available channels

The pastoral manager

The pastoral manager is responsible for:

- Monitoring and analysing attendance data (see section 7)
- Benchmarking attendance data to identify areas of focus for improvement
- Providing regular attendance reports to school staff and reporting concerns about attendance to the headteacher

- Liaise with the headteacher when to issue fixed-penalty notices

The pastoral manager is Jacqui Goodwin and can be contacted via email:- goodwinj@st-geoerges.bolton.sch.uk

The class teacher

Class teachers are responsible for recording attendance for both morning and afternoon sessions on a daily basis, using the correct codes (see Appendix 1), and submitting this information to the school office by 9:00am and 1:35pm each day.

School office staff

School office staff will:

- Take calls from parents/carer about absence on a day-to-day basis and record it on the school system
- Transfer calls from parents/carers to the pastoral manager where appropriate, in order to provide them with more detailed support on attendance

Parents

Where this policy refers to a parent, it refers to the adult the school and/or local authority decides is most appropriate to work with, including:

- All natural parents, whether they are married or not
- All those who have parental responsibility for a child or young person
- Those who have day-to-day responsibility for the child (i.e. lives with and looks after them)

Parents are expected to:

- Make sure their child attends every day on time by 8:45am
- Call the school to report their child's absence before 8:30am on the day of the absence, giving full details of the reason for absence and each subsequent day of absence. They should advise when they are expected to return
- Provide the school with more than 1 emergency contact number for their child
- Ensure that, where possible, appointments for their child are made outside of the school day
- Seek support, where necessary, for maintaining good attendance, by contacting the pastoral manager, , who can be contacted via email :- office@st-georges.bolton.sch.uk

Pupils

- Attend school every day, on time by 8:45am

Recording attendance

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

We will take our attendance register at the start of each school day and at the start of the afternoon session after lunch break has ended. We will mark, using the appropriate national attendance and absence codes from the School Attendance (Pupil Registration) (England) Regulations 2024, whether every pupil is:

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

Any amendment to the attendance register will include:

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

See Appendix 1 for the DfE attendance codes.

We will also record:

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

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

The school day starts at 8:45am and ends at 3:15pm. The nursery school day starts at 8:30am and ends at 3:30pm.

Pupils must arrive in school by 8:45am on each school day.

The register for the first session will be taken at 8:45am. The register for the second session will be taken at 12:45pm in EYFS, 1:20pm in KS1 and 1:30pm in KS2.

Procedure

Children are expected to attend school regularly, unless there is good reason for absence.

There are two types of absence:

- Authorised (where the school approves a pupil absence)
- Unauthorised (where school will not approve the absence)

The school has a duty to safeguard all pupils. If a child is absent, the parents/carers must inform the school on the first day of absence and each following day of absence, stating the reason. Parents/Carers should phone school on the morning of the first day of absence and each following day of absence unless it has been agreed by school that this is not necessary if the absence is or likely to be long term. Parents should call Mrs Karen Finch/Admin team who is responsible for the day-to-day monitoring of attendance and will work with the pastoral team and wider staff to support attendance.

In the event a child is absent from school and the parent/carer has not notified the School of the absence, the School office will contact home on the first day of absence. If no contact is established or the reason for absence is not accepted, the absence will be deemed unauthorised. Should contact be established later with the parent and a reason for absence is provided, the School may amend this to authorised if they are satisfied with the reason given.

Communication between Parents/Carers and School

Communication between parents/carers and the school is extremely important as this enables us to ensure that children are supported and feel settled in school. If your child is absent, you must inform the school immediately in line with the procedure as outlined.

As a school we recognise that building respectful relationships with families and working in collaboration is essential to ensuring the best outcomes for children/young people. We require all parents to actively support the work of the school, including promoting attendance and engagement. We are committed to ensuring that systems and processes are in place with regards to promoting attendance and would encourage parents to make contact if they have concerns about their child.

In the event there is a persistent lack of engagement by parents, we may seek to secure engagement and school attendance through formal legal procedures.

Absence monitoring

School robustly monitors and analyses attendance data to promptly identify and address possible concerns. This allows for early interventions to support the child/family's underlying needs.

This monitoring will include:

- Daily monitoring.
- Weekly attendance code analysis
- Weekly analysis of types of persistent absence
- Specific cohort and group monitoring – particularly for vulnerable groups i.e. children with a social worker

Absence monitoring allows the School to use data to identify individuals who need support and to work towards reducing persistent and severe absence.

Early Identification and Intervention: assess, plan, do review.

Every pupil has a right to a full-time education and St George's sets high attendance expectations for all pupils. St George's will consider the individual needs of pupils and their families who have specific barriers to attendance.

For any child / young person who is absent from school, it is essential to fully understand the reasons for this so that targeted, evidence-based interventions and support can be put into place. All staff have a part to play in promoting attendance. We recognise the importance of ensuring that key members of staff from across the school, including class teachers, attendance, pastoral and SEND staff work in collaboration to consider and identify the holistic needs of the child/young person and to overcome barriers to attendance. In accordance with the principles of early intervention, a graduated approach of assess, plan, do and review will be followed, utilising a range of school-based resources, evidence-based interventions and seeking advice and support from external services at an appropriate stage, where required.

Appropriate assessments will be important to help understand the underlying reasons that may be contributing to attendance difficulties. This may be an assessment that focuses on the individual child's needs and will include the views of the child/young person as well as parents/carers and identify strengths (what is working well) and needs (what is working less well).

Assessments undertaken may identify that a child/young person is experiencing underlying emotional based needs that are contributing to non-attendance. As a school we will access appropriate guidance to support the early identification and intervention of children/young people who may struggle to cope in school/attend school.

Information from assessments will inform a SMART (Specific, Measurable, Achievable, Realistic, Targets) action plan with focussed targets developed in partnership with families, and other services as appropriate. For example, Start Well and Social Care may have a part to play in the delivery of support and intervention to promote engagement and attendance. SMART plans should be personalised to effectively meet a child / young person's needs and improve attendance and wellbeing outcomes.

Regular reviews of support and attendance plans are essential to monitor the impact of interventions and to adjust these accordingly. If, despite targeted support and intervention, attendance and wellbeing concerns persist, we may seek further advice and support from external services including mental health services, specialist teaching and education services.

Medical absence

Absence due to sickness must be reported to the school by phone on the first day of absence. The school must be kept informed during longer periods of absence. School will contact parents during the first day if no satisfactory reason for absence has been received.

It is usually appropriate for parents and carers to send their children to school with mild respiratory illnesses. This would include general cold symptoms: a minor cough, runny nose, or sore throat. However, children should not be sent to school if they have a temperature of 38°C or above. Please read this link for further information Is my child too ill for school? - NHS (www.nhs.uk)

If a medical absence is likely to be ongoing or long term, we will offer support in accordance with the school's and Local Authority's policies relating to children with health needs. As a school we need to plan how children can access education during periods of long-term absence and how and when the child will return to school. School will make reasonable adjustments for pupils where necessary and appropriate.

To ensure we have the appropriate pathway of support we will follow our 'Early identification' model and implement an individual plan tailored to a child's medical needs to enable access to suitable education.

Absences due to Medical Appointments

We request that where possible, any dental, GP and other medical appointments are made outside of school time. If it is imperative that such an appointment must be arranged to take place in school time, we request that details of the same are provided to us as soon as possible.

Lateness and punctuality

School begins at the following times for each year group and all pupils are expected to be in school for registration at that time:

Year Group	Morning start time	Afternoon start time
Nursery	8.30am	12.30 pm
Reception	8.45 am	12.45pm
Year 1	8.45am	1.20 pm
Year 2	8.45am	1.20 pm
Year 3	8.45 am	1.30 pm
Year 4	8.45 am	1.30 pm
Year 5	8.45 am	1.30 pm
Year 6	8.45 am	1.30 pm

- Register taken in line with the start times listed above for each year group
- Registers close at: 30 minutes after the start times above for each year group

Any child who arrives after the gates are closed must enter the school by the main entrance and report to the school reception to sign in.

- If pupils are not in class when the register is taken, they will be coded as 'N'
- If pupils arrive after registers close, they will be coded as U

Children who are consistently late for school are disrupting not only their own education, but also that of other children. Where persistent lateness gives cause for concern, parents/carers will be invited to a meeting to resolve the issues. If there is no improvement following this meeting, further action will be taken which may include referral to external agencies.

You may approach the school at any time for support and advice if you are having difficulty getting your child to school on time or maintaining regular attendance.

Authorised and Unauthorised absence

An absence may be coded as 'unauthorised' if:

- no reason for absence has been given.
- reason for absence is deemed insufficient by School.
- a request for a leave of absence has been unauthorised.

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

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

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

A leave of absence is granted at the headteacher's discretion, including the length of time the pupil is authorised to be absent for.

In considering whether any 'exceptional circumstances' apply, the Headteacher will consider if the reasons are **rare**, **significant**, **unavoidable,** and **short**. The Headteacher will also take into consideration the factors listed below:

- can the event for which leave of absence is requested be reasonably taken during school holidays?
- levels of attendance and unauthorised absence over the last 12 months
- any leave of absence taken previously
- whether the leave is during the exam period, controlled exam periods or will result in not meeting assessment deadline
- age and year group of the pupil

Leave of absence will not be granted for a pupil to take part in protest activity during school hours.

As a leave of absence will only be granted in exceptional circumstances, it is unlikely a leave of absence will be granted for the purposes of a family holiday.

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

Any request should be submitted as soon as it is anticipated and, where possible, at least 4 weeks before the absence, and in accordance with any leave of absence request form, accessible via the school office. The headteacher may require evidence to support any request for leave of absence.

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

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

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

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

Penalty notices

The headteacher or the pastoral care manager, local authority or the police can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age, by issuing a penalty notice.

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

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

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

A penalty notice may also be issued where parents allow their child to be present in a public place during school hours without reasonable justification, during the first 5 days of a suspension or exclusion (where the school has notified the parents that the pupil must not be present in a public place on that day).

Each parent who is liable for the pupil's offence(s) can be issued with a penalty notice, but this will usually only be the parent/parents who allowed the absence.

The payment must be made directly to the local authority, regardless of who issues the notice. If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

If issued with a **first** penalty notice, the parent must pay £80 within 21 days, or £160 within 28 days.

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

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

Religious observance

We recognise that some pupils may need to participate in days of religious observance.

Where a day of religious observance:

- falls during school time and;
- has been exclusively set apart for religious observance by the religious body to which the pupil belongs

We ask that parents/carers notify St George's C of E Primary School in writing in advance where absence is required due to a religious observance.

Enforced school closure

If St George's C of E Primary Schooll was forced to close for a period, we have the facility to operate an online virtual school. In such circumstances, children are expected to engage with ALL activities when work is set. Procedures for online learning will be sent to parents as and when required.

Monitoring arrangements

This policy will be reviewed annually as a minimum by the Headteacher. At every review, the policy will be approved by the Governing board.

In the occurrence of an unprecedented situation, temporary changes of this attendance policy may be implemented. The changes may be influenced by scientific guidance, government policy or school risk assessments which may take one of many forms. The plan for school attendance will be shared with parents when required. This will be communicated via social media, letters and emails or other methods that will be deemed appropriate at the time.

Links with other policies

This policy links to the following policies:

- Child protection and safeguarding policy
- Behaviour policy

Appendix 1: attendance codes

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

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

X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
C2	Part-time timetable	Pupil is not in school due to having a part-time timetable
C	Exceptional circumstances	Pupil has been granted a leave of absence due to exceptional circumstances
Absent – other authorised reasons		
T	Parent travelling for occupational purposes	Pupil is a 'mobile child' who is travelling with their parent(s) who are travelling for occupational purposes
R	Religious observance	Pupil is taking part in a day of religious observance
I	Illness (not medical or dental appointment)	Pupil is unable to attend due to illness (either related to physical or mental health)
E	Suspended or excluded	Pupil has been suspended or excluded from school and no alternative provision has been made
Absent – unable to attend school because of unavoidable cause		
Q	Lack of access arrangements	Pupil is unable to attend school because the local authority has failed to make access arrangements to enable attendance at school
Y1	Transport not available	Pupil is unable to attend because school is not within walking distance of their home and the transport normally provided is not available
Y2	Widespread disruption to travel	Pupil is unable to attend because of widespread disruption to travel caused by a local, national or international emergency
Y3	Part of school premises closed	Pupil is unable to attend because they cannot practicably be accommodated in the part of the premises that remains open
Y4	Whole school site unexpectedly closed	Every pupil absent as the school is closed unexpectedly (e.g. due to adverse weather)
Y5	Criminal justice detention	Pupil is unable to attend as they are: • In police detention • Remanded to youth detention, awaiting trial or sentencing, or • Detained under a sentence of detention

Y6	Public health guidance or law	Pupil's travel to or attendance at the school would be prohibited under public health guidance or law
Y7	Any other unavoidable cause	To be used where an unavoidable cause is not covered by the other codes
Absent – unauthorised absence		
G	Holiday not granted by the school	Pupil is absent for the purpose of a holiday, not approved by the school
N	Reason for absence not yet established	Reason for absence has not been established before the register closes
O	Absent in other or unknown circumstances	No reason for absence has been established, or the school isn't satisfied that the reason given would be recorded using one of the codes for authorised absence
U	Arrived in school after registration closed	Pupil has arrived late, after the register has closed but before the end of session
Administrative codes		
Z	Prospective pupil not on admission register	Pupil has not joined school yet but has been registered
#	Planned whole-school closure	Whole-school closures that are known and planned in advance, including school holidays

Leave of Absence During Term Time

St George's C of E School

Guidance Notes

- Please ensure this form is completed at least 1 month prior to requesting leave. Completing this form **does not** mean your request has been approved.
- The Education (Pupil Registration) Regulations 2013 states that headteachers may not grant any leave of absence during term time unless there are ***exceptional circumstances*** *(see below)*.
- If your leave of absence is either approved and you fail to ensure that your child returns to school by the agreed date or your child takes leave when your leave of absence request is not approved, then the absence will be marked as 'unauthorised' on the attendance register.

For such 'unauthorised' absence, you may be liable to be issued with a penalty notice (fine). If issued with a **first** penalty notice, the parent must pay £80 within 21 days, or £160 within 28 days.

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

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

- ***Exceptional Circumstances***: In considering whether any 'exceptional circumstances' apply the Headteacher will consider if the reasons are **rare**, **significant**, **unavoidable,** and **short**. The Headteacher will also take into consideration the factors listed below:
  - can the event for which leave of absence is requested be reasonably taken during school holidays?
  - levels of attendance and unauthorised absence over the last 12 months
  - any leave of absence taken previously
  - whether the leave is during the exam period, controlled exam periods or will result in not meeting assessment deadlines
  - age and year group of the pupil

CHILD'S DETAILS			
Surname		**First Name**	
Date of Birth		**Year Group**	
Address			
PARENT/GUARDIAN'S DETAILS			
Surname		**First Name**	
Relationship to child			
Address (if different to above)			
Telephone no.		**Mobile no.**	
Email			
DETAILS OF REQUEST FOR LEAVE			

Date of Departure		**Date of Return**	
No. of School Days Absence		**Destination**	
***Local* emergency contact name**		**Emergency contact number**	
Address resident atwhilst on leave			
Please provide details and reasons for requesting leave of absence and in particular any 'exceptional circumstances'. If necessary, please provide any documentary evidence in support of your request.			
I certify that the information provided on this form is correct. I understand that the school reserves theright to issue a penalty notice or remove my child from the school register for unauthorised leave.			
Signature		**Date**	

– FOR COMPLETION BY THE SCHOOL –

Authorised	**YES / NO**		
Exceptional Circumstances			
Signature		**Date**	
Name		**Position**	

Appendix 3: Attendance and absence data

The tables below equate percentage attendance to time missed from school.

Table 1: Attendance over one whole school year for each pupil

Attendance	Missed Days
100%	0
98%	Less than 4 days / 8 sessions
97%	Less than 5 days / 10 sessions (school target)
95%	Less than 10 days / 20 sessions
90%	20 days / 40 sessions
85%	27 ½ days / 55 sessions
80%	37 ½ days / 75 sessions

Table 2: Attendance over 5 years for each pupil

Attendance	Missed Weeks
85-90%	19 weeks – ½ year absence from school
80%	38 weeks = 1 full year absence from school

What does 'percentage attendance' mean?

Parents/carers should be advised that the Government have categorised those pupils who have attendance of 90% and below as 'Persistent Absent' pupils (PA). The table below shows the learning time lost against percentage attendance figures.

Attendance during one school year	**Equivalent Days Missed**	**Equivalent Sessions Missed**	**Equivalent Weeks missed**	**Equivalent Lessons Missed**
95%	9 days	18 sessions	1.4 weeks	45 lessons
90%	19 days	38 sessions	3.4 weeks	95 lessons
85%	29 days	58 sessions	5.4 weeks	145 lessons
80%	36 days	72 sessions	7.1 weeks	180 lessons
75%	48 days	96 sessions	9.3 weeks	240 lessons

As of May 2022, the Department for Education have categorised those pupils who have attendance of 50% and below as 'Severely Absent' pupils. The Department for Education advise for all pupils who fall within this category to have a robust multi-agency plan and approach in place to support.

Appendix 4: Children Missing Education

Children Missing Education

5 Minute Facts

What is it?

Children Missing Education (CME) are children who are of compulsory school age who are not on a school roll and who are not receiving a suitable education by other means (e.g. privately, electively home educated (EHE) or in alternative provision).

CME is different to those children who are missing or absent from home or care. These 'missing' children and young people are amongst the most vulnerable in Bolton and therefore it is vital that practitioners in all services work together to identify and re-engage these children and young people into the appropriate education provision as quickly as possible.

What are our legal responsibilities?
The Department for Education has recently provided statutory guidance to local authorities which sets out the key principles to enable them to implement their legal duty under section Section 436A of the Education Act 1996 to make arrangements to establish (so far as it is possible to do so) the identities of children in their area who are of compulsory school age and not receiving a suitable education. In relation to children, suitable education is efficient full-time education suitable to her/his age, ability and aptitude and to any special educational needs the child may have.

The duty applies in relation to children of compulsory school age who are not on a school roll, and who are not receiving a suitable education otherwise than being at school, for example, at home, privately or in alternative provision.

The duty does not apply in relation to children who are registered at a school who are not attending regularly. Schools already have a duty to monitor attendance through the attendance register and to notify the local authorities where the attendance of individual pupils gives cause for concern.

The Children Act 2004 places a duty on all agencies to work together to promote the safeguarding and welfare of children and young people and to share information. This principle underpins this policy and there is an expectation that all agencies will work together to ensure that children and young people do not 'slip through the net' and become missing.

What do we do in Bolton?
Bolton has in place arrangements for close joint working and appropriate information sharing with other local authorities and relevant partner agencies that come into contact with children and families including Pupil and Student Services, Early Intervention Service and Connexions Service, Achievement Cohesion and Integration Service, Youth Justice Service, Social Care colleagues, Bolton NHS staff, and the Housing Directorate.

This proactive approach will help to enable us in limiting the opportunity for children and young people to become missing or 'lost'.

If you require further clarification or have any queries in relation to this area please do not hesitate to contact **Bolton Council's Children Missing Education Officer on 01204 334036.**

For more information...
www.boltonsafeguardingchildren.org.uk

All the local info I need is just a click away!
www.mylifeinbolton.org.uk

Bolton Council