Langley Green Primary School

Attendance Policy

This policy is based on the statutory guidance from the Department for Education [DfE] Working together to improve school attendance - GOV.UK (www.gov.uk)

Policy Consultation & Review

This policy is available on our school website and is available on request from the school office. We also inform parents about this policy when their children join our school and regularly thereafter.

This policy will be reviewed in full by the Governing Board on at least an annual basis. This policy was last reviewed and agreed by the Governing Board on 10th November 2026.

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1. Introduction/Aim

At Langley Green Primary School improving school attendance is a shared responsibility, and a priority that underpins every child's right to learn, thrive and achieve. We value the attendance of all pupils. Missing out on lessons leaves children vulnerable to falling behind and can put them at risk of wider harm. We monitor every child's attendance and have many incentives in place to encourage and improve attendance. As set out in this policy, we will work with families to identify the reasons for poor attendance and try to resolve any difficulties at the earliest opportunity possible.

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

- Promote a positive and welcoming environment in which pupils feel safe, secure, and valued.
- Promote strong attendance to support pupils' achievement by maintaining the highest possible standards of attendance and punctuality.
- Acknowledge the vital role all staff play in encouraging and sustaining good attendance.
- Establish a clear system for monitoring and responding to pupil absence, taking prompt action to address emerging patterns.
- Build and maintain positive relationships with families to ensure pupils receive the support they need to attend school regularly.
- Encourage effective support structures and champion multi-agency collaboration to improve attendance outcomes.
- Ensure parents understand their legal responsibilities and that all children can access the education to which they are entitled.

2. Legal Framework

This policy is based on the statutory guidance of the Working together to improve school attendance from the Department for Education (DfE).
It also reflects the following legislation:

- Education Act 1996
- Education and Inspections Act 2006
- School Attendance (Pupil Registration) Regulations 2024
- Equality Act 2010
- Keeping Children Safe in Education (KCSiE 2026)

The government expects all schools to:

- Have a clear school attendance policy on the school website which all staff, pupils and parents understand.
- Develop and maintain a whole school culture that promotes the benefits of good attendance.
- Accurately complete admission and attendance registers.
- Have robust daily processes to follow up absence. Regularly monitor data to identify patterns and trends and understand which pupils and pupil cohorts to focus on.
- Have a dedicated senior leader with overall responsibility for championing and improving attendance.

The government expects all local authorities to:

- Have a strategic approach to improving attendance for the whole area and make it a key focus of all frontline council services.
- Work with schools in their area to remove barriers to attendance.
- Provide each school with a named point of contact [Dedicated Schools Team link worker] to offer support to families who are experiencing attendance issues.
- Offer opportunities for all schools in the area to share effective practice.

The government expects all parents to:

- Ensure their child attends every day the school is open except when a statutory reason applies.
- Notify the school as soon as possible when their child has to be unexpectedly absent (e.g. sickness).
- Only request leave of absence in exceptional circumstances and do so with good notice.
- Book any medical appointments outside of the school day where possible.

A "parent" is defined as:

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

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

3. Roles and Responsibilities

At Langley Green Primary School, we believe that improving school attendance is everyone's business. It is a shared responsibility by governors, all school staff, parents, pupils, the wider school community and multi-agency partners. We aim to always work in partnership with our parents. In addition, we appoint two Pupil Attendance Champions in each KS2 class.

Working together to improve school attendance states this should include:

- The name and contact details of the school's Attendance Lead.
- Information and contact details of the school staff who pupils and parents should contact about attendance on a day-to-day basis (such as the class teacher, attendance officer etc. and for more detailed support on attendance.

Role	Name	Contact details
Headteacher	Mrs A Wallis	01293 525675
Attendance Lead	Mrs A Wallis	01293 525675
Attendance Administrators	Mrs C Padfield/Mrs C Tullett	01293 525675
Named Governor for Attendance	Mr M Sudan	

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

- Supporting the school to prioritise attendance, and work together with leaders to set the whole school culture on attendance and belonging.
- Ensuring school leaders fulfil expectations and statutory duties.
- Using data to understand patterns of attendance, compare with similar schools, identify areas of progress and where greater focus is needed.
- Ensuring all school staff receive adequate training on attendance and that relevant staff have access to opportunities to share and learn from good practice in other schools.
- Reviewing the school's Attendance Policy on at least an annual basis, ensuring that the required resources are available to fully implement the policy, which is published and publicised regularly so that it is easily accessible to pupils, parents and staff.

The Headteacher will:

- Actively promote the importance and value of good attendance to pupils and their families.
- Communicate attendance expectations to parents.
- Make sure all staff know the importance of good attendance and receive the training and professional development required.
- Monitor the implementation and effectiveness of the Attendance Policy and ensure that it is reviewed annually.
- Regularly monitor and analyse attendance and absence data to identify pupils or cohorts that require support with their attendance, implement effective strategies and review the impact.
- Share information and work collaboratively with the local authorities, and other partners where a pupil's absence is at risk of becoming persistent or severe.

The Attendance lead will:

- Promote and maintain positive relationships with pupils and parents.
- Use data to analyse the attendance of different groups and implement early intervention strategies.

- Oversee the school's attendance management.

All staff will:

- Promote good attendance in interactions with pupils and parents.
- Work to foster a sense of belonging with all pupils.
- Build positive relationships with pupils and families.

All teaching staff will:

- Accurately record attendance.
- Monitor attendance within their class.
- Play a vital role in promoting good attendance by noticing patterns of absence, speaking with pupils and raising concerns early.

All office staff will:

- Record reasons for absence.
- Follow up unexplained absence.
- Maintain accurate attendance records.

Here at Langley Green Primary School we treat school attendance as a vital safeguarding issue, not just a pastoral or administrative matter. We expect pupils to achieve attendance of 96% or above wherever possible.

We request that parents:

- Ensure their child attends school every day and arrives on time.
- Report any instance of absence by 9.30am on the first day and every day thereafter, if applicable.
- Inform the school of the reason for absence and the expected date of return, following this with a note wherever possible for example medical evidence.
- Avoid unnecessary absences; for example, by making medical and dental appointments outside of school hours.
- Ask the school for help if their child is experiencing difficulties with any aspect of their schoolwork or home and family life.
- Inform the school of any change in circumstances that may impact negatively on their child's attendance.
- Attend all meetings requested to discuss attendance issues.
- Work with the school to improve their child's attendance where necessary.

We request that pupils:

- Speak to a trusted adult if they are experiencing issues with their attendance.
- Attend all lessons on time and ready to learn.
- Follow the school procedure if they arrive late. This will help the school to monitor attendance and keep accurate records for the child's individual attendance. This is also vital for health and safety in the event of a school evacuation.

4. Categorising Absence and Attendance

When marking our registers, we will apply the national codes as outlined and regulated by the Department for Education guidance to accurately record and report attendance [Appendix 5].

4.1 Leave of Absence

Generally, the DfE does not consider a need or desire for a holiday or other absence for the purpose of leisure and recreation to be an exceptional circumstance. Leave of absence should **not** be granted for a pupil to take part in protest activity during school hours.

All absences associated with a holiday or other absence for the purpose of leisure and recreation during term time will be marked as unauthorised within the register. Any parents who remove their child from school for the sole purpose of a holiday or other absence for the purpose of leisure and recreation will be referred to the Local Authority and be issued with a fixed penalty notice fine or referred to the Local Authority to consider prosecution.

We believe that children need to be in school for all sessions so that they can make the most progress possible. However, we do understand that there are times where a parent may legitimately request leave of absence for a child due to 'exceptional circumstances.'

At Langley Green Primary School leave of absence is only granted at the discretion of the Headteacher and shall not be granted unless there are 'exceptional circumstances.' We will respond to all applications for leave of absence in writing within one week.

Parents wishing to apply for leave of absence during term time must apply in writing to the Headteacher at least a month before the planned leave (see Appendix 1). If a written request for leave of absence is not completed and the leave is taken without a request being submitted, the leave will not be considered by the Headteacher, and it will be marked as unauthorised. The school will treat each application individually and discuss with you the circumstances of the application before a decision is made. Retrospective requests will not be considered and therefore will result in the absence being categorised as unauthorised.

A fixed penalty notice [FPN] request or a referral for prosecution may be submitted to the Local Authority should:

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

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

4.2 Medical Appointments and absence due to illness

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

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

Where a child has an emerging a pattern of non-attendance, we will discuss the reasons for absence with the child's parent. We will invite parents to attend a support meeting as an appropriate early intervention strategy. As part of this support, we may invite our Dedicated Schools Attendance Officer to work along with the family.

Where a pupil has a verified and chronic health condition, we will aim to work with parents to ensure children have access to education and provide appropriate support in line with Supporting pupils at school with medical conditions and West Sussex's policies regarding supporting children with health issues, Supporting children with ongoing health needs. We will also consider whether an Individual Healthcare Plan is required.

4.3 Pupil Absence for the purposes of Religious Observance

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

For religious observance, if a religious body sets apart a single day for a religious observance and the parent applies for more than one day, the school may only record one day using this code; the rest of the time would need a leave of absence, and this is granted at the school's discretion.
Working together to improve school attendance - GOV.UK (www.gov.uk) page 86

4.4 Parent travelling for occupational purposes

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

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

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

4.5 Unauthorised Absence

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

- Holidays taken during term time, not deemed 'for exceptional purposes' by the headteacher, including any arranged by other family members or friends.
- Shopping trips or day trips.
- The pupil's or a family member's birthday.
- A refusal to attend school on health grounds but where the pupil is considered well enough to attend [see Appendix 3 for NHS guidance]
- Absences taken without the authorisation of the school.
- Absences which have not been properly explained.
- Children who arrive at school after the close of registration are marked using a 'U' code. This indicates that they are in school for safeguarding purposes, however, is counted as an absence for the session.
- Looking after other children or children accompanying siblings or parents to medical appointments.
- Other leave of absence in term time which has not been agreed.

5. Our Procedures

5.1 Register Keeping and Recording

The Education (Pupil Registration) (England) Regulations 2006, as amended in 2024 regulations, require schools to take an attendance register twice a day, once at the start of the morning session and then again during the afternoon session.
For the purpose of this policy, the school defines:

"Absence" as:

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

"Regular" attendance as:

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

Timings:

- The school day begins at 8.45am. Gates open at 8.30am.
- Pupils are expected to arrive by 8.45am.
- The morning register is taken at 8.50am and closes at 9am.
- The afternoon register is taken at 1pm.
- The afternoon register will close at 1.05pm.

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

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

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

Reporting to parents

The school will regularly inform parents about their child's attendance and absence levels via reports, parents' evenings and meet the teacher days.

We understand that attendance may be more complex for some families and barriers to attendance go beyond the school gate. As such, we will communicate with parents about school attendance in a supportive manner by:

- Setting clear expectations of good attendance.
- Building positive relationships with families.
- Using supportive language and working collaboratively with families.
- Sharing clear and relevant facts about the impact of missed lessons on pupil outcomes.
- Outlining the benefits of regular school attendance.
- Recognising efforts and improvements with attendance.
- Supporting families to access further advice and guidance when required.

5.2 Late Arrival at School

The school day begins at 8.45am and all pupils are expected to arrive on time every day. We advise all parents to ensure their child is on site prior to this time to assist with a smooth transition to lessons/first lesson of the day/tutor time. All pupils arriving after registration are required to report to the main office [with their parents – if accompanied by parents to school] to give a reason for lateness. If their arrival is before 9.30am it will be recorded as late - L code (Late before the close of register).

The school register will officially close 30 minutes after the school day begins. All pupils arriving on or after this time will be marked as having an unauthorised absence for the session - U code otherwise referred to as

'Late after the close of register'. This is classified as an unauthorised absence for the session. The school will work with parents to address any patterns or repeated instances of late arrival.

5.3 Expected absence procedure for parents:

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

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

- The first day calling procedures will be activated for all pupils who are not in school after close of register at 9.30am and where no reason for absence is known.
- If there is still no contact made from the pupil's parents, a text message will be sent. Following this, if there is still no contact from the parent a further telephone call home will be made. If no response is received an email will be sent and the child's named emergency contacts will be telephoned.
- For safeguarding purposes, a home visit may be conducted if the school is unable to get hold of a parent due to their child's absence.
- School will contact the parent if a pupil leaves the school without permission.

In certain circumstances the school may also:

- Write to the parents of a pupil to highlight attendance or punctuality issues and suggest ways to improve attendance.
- Invite parents to discuss how school can support the family to make improvement.
- Investigate barriers to school attendance and work collaboratively with families on this issue.
- Refer to Dedicated Schools Team [DST] link worker for support, guidance, and advice.
- Refer to the Local Authority for joint enquiries to be made to establish the whereabouts of the child through West Sussex - Integrated Front Door [IFD]
- Refer to the Local Authority to consider issuing a penalty notice or to consider prosecution when all other interventions have failed, or an unauthorised leave of absence has been taken.
- Refer the matter to an appropriate external agency for multi-agency support, such as implementing a Family Support Plan or consulting with the Children's Social Care or the police, where there are safeguarding concerns.

5.4 Attendance Recognition & Interventions

Supporting regular attendance:

- The school is committed to making sure every pupil feels welcome, included, respected, and valued as an important part of the school community.
- The school will work closely with families, communicate regularly, and provide support to help improve attendance.
- The school will use attendance data to identify pupils who need support and provide targeted help to improve their attendance.
- The school will regularly review attendance data to identify pupils or groups with low attendance and provide the right support to help improve it.
- The school will identify pupils with persistent or severe absence early, work with families, and provide support to improve attendance.
- The school will help families access support services to remove barriers to attendance and will work with the local authority when additional formal support is needed.
- Our attendance target is 96% or above for all pupils.
- Attendance is monitored regularly and shared with staff, parents, and pupils through meetings, letters, reports, and other school communications.
- Attendance concerns will be discussed with parents as early as possible using a tiered approach, starting with the class teacher, then the attendance team, with support plans put in place if needed.

Langley Green Primary School Attendance Rewards

Each week

Class of the Week trophy	Three trophies are awarded in Friday assembly to the classes with the highest percentage for the week in EYFS, KS1 and KS2. (If over 95%). In addition every child receives a great attendance sticker.	
Attendance wristbands/Ice pops	Bands are awarded in Friday assembly to any class who have achieved 100% for the week. Every child also receives an ice pop and great attendance sticker.	
Class Monitoring Charts	Class teachers use attendance information to place children on the correct band. Children are encouraged to aim to get to the next band. Small prizes/ improved attendance slap bands are awarded when a child moves to the next banding level.	

Each term

Bronze or Silver Attendance Certificate	Certificate and badge awarded for 100% for each term One term = bronze Two terms = silver Three terms = gold	
In to Win 100% draw	Any 100% children each term are put in to a prize draw (Board games/vouchers etc. 3 prizes awarded).	 
100% award for the term	Autumn – Pizza and film. Spring – Easter Egg. Summer – Ice cream van.	  

At the end of the year

Gold Certificate and 100% slap band awarded.	Gold certificate and badge awarded for 100% for the whole academic year. 100% slap band awarded	
Class of the Year trophy	Trophy awarded to the class with the highest overall attendance for the year.	

In addition – In to Win – 100% for the week raffle – introduced when necessary if whole school figure or year group figures need a boost.

Monitor and Analyse attendance

The school will:

- Monitor and analyse weekly attendance patterns and trends and use this data to deliver intervention and support in a targeted way to pupils and families. This will look at individual pupils, classes and year groups (including their punctuality) across the school.
- Use this analysis to further explore attendance patterns, provide regular attendance reports to class teachers or tutors/senior leaders to facilitate discussions with pupils and their families.
- Compare attendance data (at whole school, year group/cohort level) against similar schools [DfE reports] and national levels to identify areas of focus for improvement.
- Devise specific strategies to address areas of poor attendance identified through data.
- Monitor the impact of school wide attendance initiatives and use the findings to evaluate approaches or inform future strategies.
- Provide data and reports to support the monitoring work of the board or governing body and local authority when appropriate.
- Work collaboratively with the Local Authority and external agencies to evaluate reasons for absence and implement strategies to support families to minimise instances of their child's absence.

5.5 Support Systems

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

We also recognise that some pupils are more likely to require additional support to achieve good attendance. The school will implement a range of strategies to support improved attendance based on the individual needs and circumstances of the child.
Strategies we may use to support you include:

- Holistic Support - We will work with families to understand and remove barriers to attendance (e.g., minor ailments, medical conditions, SEND, or bullying).
- Early Intervention - Rather than waiting for absence to become severe, we will use data to monitor patterns, conduct regular reviews, and implement joint action plans with parents.
- Clear Communication - We will use positive, clear, and consistent messaging to set expectations and celebrate attendance improvements.
- Collaboration - If your child is struggling to attend, parents should reach out to the school's senior leader responsible for attendance to establish what help and adjustments can be put in place.

To plan the correct support, we will always invite parents and pupils to attend a meeting to discuss the concerns and devise a plan to support the child's regular attendance. Support offered to families will be child-centred and planned in discussion and agreement with both parents and pupils.

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

At Langley Green Primary School, we will investigate any pupils whose data suggests that they are becoming persistently absent (PA) and will not wait until attendance is below 90%.

- Persistent absence (PA) is when a child misses 10% or more of schooling across the year for any reason.
- Severe absence (SA) is when a child misses 50% or more of schooling across the year for any reason.

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

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

The attendance of all pupils at our school are monitored to identify children who are PA, or are on track to becoming PA. Where emerging concerns are identified we will initiate appropriate and timely interventions as outlined in the section above. Referrals may also be made to external agencies for targeted support. West Sussex - Integrated Front Door [IFD]

If parents fail to engage with support and their child continues to have unsatisfactory attendance/ punctuality, a request may be made to the Local Authority to pursue legal proceedings through a fixed penalty notice [FPN].

6. Related Policies

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

- Safeguarding and child protection.
- Medical needs.
- Admissions.
- Anti-bullying.
- Exclusion.
- Special educational needs.
- Teaching and learning.
- Behaviour.

7. Statutory Framework

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

- Working together to improve school attendance, DfE (2024)
- Children missing education, DfE (2025)
- Keeping children safe in education, DfE (2026)
- Working together to safeguard children, DfE (2026)
- A guide for schools on communicating with parents about attendance, DfE [2026]

8. Appendices

The following pages contain appendices relevant to this policy.

Appendix 1: Leave of absence request form
Request to authorise absence from school due to exceptional circumstances

LANGLEY GREEN PRIMARY SCHOOL

PLEASE BE AWARE

If your child is away for 5 days or more you may incur a FIXED PENTALTY FINE or be taken DIRECTLY TO COURT

PARENTAL REQUEST TO SCHOOL TO AUTHORISE AN ABSENCE IN EXCEPTIONAL CIRCUMSTANCES

Children's Names	
Date of birth	
Year Group	
Class	
Relationship to child	
Address	
Phone number	
Dates your child will be absent from school	

Absences will only be authorised if this request is made in advance of the dates your child will be absent from school and if the circumstances of the absence are exceptional. There is no entitlement to take a child out of school for a family holiday.

The law states that parents must ensure their children regularly attend school to receive their education. The head teacher can only authorise absence in exceptional circumstances. Exceptional is likely to be rare, significant, unavoidable and short.

Whether the absence is exceptional is at the head teacher's discretion based on their assessment of the situation and can vary from school to school. A weeks' absence for holiday and weeks' absence for illness would give an attendance figure below 95%. The government expectation for attendance is 96%.

The head teacher will consider the reasons for your absence request. You may be asked to provide evidence to support your request. Please note that having already booked a holiday will not be considered as a good reason for term time absence. In relation to 'unavoidable' absence, the head teacher will consider whether the event could have reasonably been scheduled at another time. Issues of cost will not be considered as an exceptional reason.

If you wish for this absence to be authorised, you will need to fully explain (together with evidence) why the circumstances of this absence are exceptional.

Explanation:

Declaration

I confirm that the information I have given on this form is true.

I understand that if I do not fully complete this form, fully respond to requests for further information or that ultimately the absence is not authorised, my child's attendance will be recorded as an unauthorised absence.

I understand that any illness immediately before or after the absence period will be recorded as unauthorised **UNLESS MEDICAL EVIDENCE IS PROVIDED.**

I understand that I must ensure my child attends school regularly and that failing to do so is a criminal offence which may result in legal proceedings being taken against me, either through a Penalty Notice or by prosecution in the Magistrates' Court.

Signed:……Date:……

(Parent/Carer)

Full Name:……

Unless further information is required, a decision will be sent to you within 5 school days.

SCHOOL USE ONLY

ATTENDANCE HISTORY

Name of child	Previous days authorised absence this year	Previous sickness days this year	% Attendance to date this year	% Attendance in previous years

Child's Name:

Dates requested as absence from learning:

Has been authorised

Has not been authorised

Reason for authorised withdrawal from learning (to be highlighted):

- Exceptional attendance record above 96%
- Circumstances are deemed to be exceptional and/or unavoidable
- Compassion

Reason for non-authorised (to be highlighted):

- There is no legal entitlement to holidays during term time and this should be avoided if at all possible. They will automatically be classed as unauthorised absence.
- Previous/current requested attendance is less than 96%
- The period of absence requested exceeds that required for the 'unavoidable and exceptional event'.
- The reasons provided do not constitute 'exceptional circumstances'

SIGNED:		**DATE:**	

Appendix 2: Reply - unauthorised leave of absence request

Dear

Address

School Attendance: Education Act 1996, Section 23 Anti-Social Behaviour Act and Section 16 Crime & Disorder Act.

Your full request to take leave of absence during term time has been denied. I am sure you will appreciate how extended absence from school during term time can seriously disrupt your child's progress. I am reminding you that if you do remove your child during this period, it could potentially be a criminal offence under s444 of the Education Act 1996. On conviction, the penalty can be a fine of up to £2,500 and/or 6 months imprisonment.

If your child accrues 10 or more unauthorised absences (5 or more days) then a referral can be made to West Sussex County Council to consider what further action is appropriate. If the Council are satisfied that an offence has been committed, then you may be issued with a Fixed Penalty Notice ("FPN") (which could be issued per child, per parent) or alternatively you may not be offered a FPN and instead prosecuted in the magistrates court. Whether you are offered a fine or prosecuted is at the discretion of the County Council.

A Penalty Notice is a fine of £80 per parent per child, if paid within the first 21 days of issue, which rises to £160 if paid after 21 days but within 28 days for the first occasion. For the second occasion the same child is absent without authority the FPN is £160. For the third occasion the same child is absent without authority a FPN may not be issued and instead the case may be referred by the local authority direct to a Magistrates Court or alternative interventions may be considered. Legal action may result in a fine of up to £2,500 per parent per child and a criminal record for each parent/carer.

I remind you that there are only 190 days in the school year which means that there are 175 non-school days left for holidays, treats and shopping. It is in everybody's interest to avoid the consequences of a child's unlawful extended absence from school and so I hope that this letter gives you the opportunity to think carefully about your decision to take your child out of school during term time.

We must also make you aware that if your child does not return on DATE following the requested time off your child's school place may be at risk.

Yours sincerely

Mrs A Wallis

Headteacher

Appendix 3: Attendance Policy Quick Guide for Parents

We expect pupils to attend school 96% of the academic year.

How can I support my child's attendance and punctuality?

- Ensure your child arrives early or on time for school every day and is ready to learn. Arriving after registration is recorded as an unauthorised absence. Pupils must be in class ready to be registered by 8.50am.
- If your child appears to be only slightly unwell, send them in to school. We have staff who will contact you if their condition deteriorates [see NHS guidance overleaf]
- Book any medical appointments outside of school hours. If this is unavoidable, please book for as late in the afternoon as possible and inform the school of appointments in advance.
- Supply a copy of the appointment card or hospital letter if your child has an appointment during school hours.

What should I do if my child is not 'fit' to go into school?

'On the day' absences:
On each day your child is unfit to come to school, please report this absence using the telephone answering service – 01293 525675 to let us know. In the message you must leave your child's full name, class, year/tutor group and give the specific reason for absence. The information you give will be recorded on our official register.

Leave of Absence

There may be exceptional circumstances where you need to request a leave of absence for your child. Please use our 'Leave of absence request' form to make these types of requests. The form should be submitted one week in advance of the leave of absence, via office@lgprimary.org.uk You will receive a letter in response, to advise if the request has been approved or not approved.

What is the impact on my child of missing school?

APPENDIX 1

Every School Day Counts

100%	0 days off school	97% - 100% Good chance of success and progress
99%	Equates to 2 days off school each year	
97%	Equates to 5 days off school each year (1 WEEK)	
95%	Equates to 10 days off school each year (2 WEEKS)	
90%	Equates to 20 days off school each year (4 WEEKS)	Less chance of success. Harder to make progress
85%	Equates to 30 days off school each year (6 WEEKS)	Detrimental to success and progress

Every Minute Counts

LATENESS = LOST LEARNING

(The figures below are calculated over a school year)

5	Minutes late each day	3	days lost!
10	Minutes late each day	6.5	days lost!
15	Minutes late each day	10	days lost!
20	Minutes late each day	13	days lost!

BE AT THE CLASSROOM ON TIME AND READY TO LEARN!

Is my child too ill for school?

UK Government NHS

Does your child have a high temperature (38ºC or more)? YES Keep them off school until it goes away. NO Follow the guidance below.

Your child can usually go to school with a mild cough or cold if they are otherwise well. If you do keep your child at home, it's important to phone the school or nursery on the first day and give them the reason.

Should go in	Should go in (let the school know)	Seek treatment before returning to school	Keep them off (at first)
A cough, cold or sore throat Fine with slight cough or common cold symptoms, such as a runny nose, sore throat or headache, as long as they're otherwise well and do not have a high temperature.	**Cold sores** Encourage them not to touch the blister or kiss anyone while they have the cold sore, or to share things like cups and towels.	**Impetigo** They'll need treatment from a pharmacist or GP, often with antibiotics. Keep them off school until all the sores have crusted over and healed, or for 48 hours after they start antibiotic treatment. Encourage your child to wash their hands regularly and not to share things like towels and cups with other children at school.	**Ear infection** If your child has an ear infection and a high temperature or severe earache, keep them off school until they're feeling better or their high temperature goes away.
Threadworms Speak to your pharmacist, who can recommend a treatment.	**Conjunctivitis** Fine unless they are feeling very unwell. Seek advice from your pharmacist. Encourage your child not to rub their eyes and to wash their hands regularly.	**Ringworm** See your pharmacist unless it's on their scalp, in which case you should see a GP. It's fine for your child to go to school once they have started treatment.	**Measles** They'll need to see a GP. Call the GP surgery before you go in, as measles can spread to others easily. Keep your child off school for at least 4 days from when the rash first appears. They should also avoid close contact with babies and anyone who is pregnant or has a weakened immune system.
	Head lice & nits You can treat head lice and nits without seeing a GP.	**Scarlet fever** They'll need treatment with antibiotics from a GP. Otherwise they'll be infectious for 2 to 3 weeks. Your child can go back to school 24 hours after starting antibiotics.	**Vomiting & diarrhoea** Stay away from school until they have not been sick or had diarrhoea due to illness for at least 2 days (48 hours).
	Hand, foot & mouth disease If they seem well enough to go to school, there's no need to keep them off. Encourage your child to throw away any used tissues straight away and to wash their hands regularly.	**Chickenpox** Keep them off school until all the spots have crusted over. This is usually about 5 days after the spots first appeared.	
	Slapped cheek syndrome Once the rash appears, they're no longer infectious. Let the school or teacher know if you think your child has slapped cheek syndrome.		

Feeling worried or anxious: It's normal for any of us to feel worried sometimes. We may get a tummy ache or headache, or have problems eating or sleeping. Avoidin s make a child's worries about going to school worse. If your child is struggling, please speak to ible to explore child is still struggling and it's affecting their everyday life, you should contact GP or school nurse

Appendix 4: Attendance Policy Quick Guide for Students

Roles and responsibilities:

All members of the school community at Langley Green Primary School have roles and responsibilities in promoting and ensuring good attendance and punctuality.

Role of the pupils:

Pupils have a responsibility to themselves and others to play a positive role in the life of the school and to make the most of the opportunities available.

All pupils will:

- Ensure that they attend school regularly and on time.
- Be aware of their current attendance record and targets.
- Be aware of the consequences of poor attendance or truancy.
- Arrive to lessons punctually.
- Not leave school without permission.
- Inform a trusted adult if they feel that they are being bullied or feel unhappy in school.

Appendix 5: Attendance codes

The following codes are taken from Working Together to Improve 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
B	Off-site educational activity approved by the school. Schools must also record the nature of the approved educational activity.	Examples of nature of activity • 1) Attending taster days at college • 2) Attending courses at college • 3) Attending unregistered alternative provision arranged by the school
D	Dual registered	Pupil is attending a session at another setting where they are also registered
K	Attending education provision arranged by the Local Authority Schools must also record the nature of the provision	• Attending courses at college • Attending unregistered alternative provision such as, home tutoring
P	Sporting activity	The pupil is attending a place for an approved educational activity that is a sporting activity
V	Educational visit or trip	An educational visit or trip arranged by or on behalf of the school and supervised by a member of school staff
W	Attending work experience	The pupil is attending a place for an approved educational activity that is work experience provided under arrangements made by a local authority or the school as part of the pupil's education

Code	Definition	Scenario
Absent – leave of absence		
C	Leave of absence for exceptional circumstances Generally, a need or desire for a holiday or other absence for the purpose of leisure and recreation would not constitute an exceptional circumstance	Schools must judge each application individually considering the specific facts and circumstances and relevant background context behind each request. Where a leave of absence is granted, the school will determine the number of days a pupil can be absent from school
C1	Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad	All schools can grant leaves of absence for pupils to undertake employment (paid or unpaid) during school hours
C2	Leave of absence for a compulsory school age pupil subject to a part-time timetable	All pupils of compulsory school age are entitled to a full-time education. In very exceptional circumstances, where it is in a pupil's best interests, there may be a need for a temporary part-time timetable to meet their individual needs
E	Excluded	Suspended or permanently excluded and no alternative provision made
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
J1	Interview	Attending an interview for employment or for admission to another educational institution
M	Medical appointment	Attending a medical or dental appointment
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
S	Study leave	Studying for a public examination. Must be used sparingly with revision opportunities in school
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
X	Non-compulsory school age pupil not required to attend school	

Code	Definition	Scenario
Absent - unable to attend school because of unavoidable cause		
Q	Unable to attend the school because of a lack of access arrangements	This is linked to transport not other access arrangements
Y1	Unable to attend due to transport normally provided not being available	The school is not within walking distance of the pupil's 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	
Y3	Unable to attend due to part of the school premises being closed	
Y4	Unable to attend due to the whole school site being unexpectedly closed	Adverse weather
Y5	Unable to attend as pupil is in criminal justice detention	In police detention, remanded to youth detention, awaiting trial or sentencing, or detained under a sentence of detention.
Y6	Unable to attend in accordance with public health guidance or law	
Y7	Unable to attend because of any other unavoidable cause	An emergency has prevented the pupil from attending. The unavoidable cause must be something that affects the pupil, not just the parent.

Code	Definition	Scenario
Unauthorised absence		
G	Unauthorised holiday	Holiday not granted by the school
N	Reason for absence not yet established	Pupil 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)
O	Absent in other or unknown circumstances	Where no reason for absence is established or the school is not satisfied that the reason given
U	Arrival after registration	A pupil has arrived late after the register has closed but before the end of session.

Code	Definition	Scenario
Administrative Codes		
Z	Prospective pupil not on admission register	To enable schools to set up registers in advance of pupils joining the school to ease administration burdens.
#	Planned whole school closure	Whole school closure due to half-term/bank holiday/INSET day/use of whole school as polling station