

HOLY SOULS RC PRIMARY SCHOOL

Pride in our achievements



Vision Statement

Holy Souls School is a Catholic School where we share our life in Christ in the growing knowledge that Jesus loves us. Our school is a place where everyone is able to feel welcomed, valued, secure, loved and happy. Everyone who comes into our school will be treated with respect. We remember that Jesus said, 'Treat others as you would like them to treat you'

Attendance and Punctuality Policy

Date Agreed by Committee: 21/05/2026

Date Ratified by FGB: 07/07/2026

Annual Review

Statement of Intent

The aim at Holy Souls RC Primary School is that pupils enjoy learning, experience success and realise their full potential. This policy reflects the values, philosophy and Mission Statement of Holy Souls R.C. Primary School in relation to Attendance. It is consistent with the school's agreed aims and objectives and sets out a framework within which teaching and support staff can operate.

Any absence affects the pattern of a child's schooling and regular absence may seriously affect their learning. The Department of Education (DfE) defines a pupil as a 'persistent absentee' when they miss 10% or more schooling across the school year, for whatever reason.

We are committed to:

-  Promoting and modelling high attendance and its benefits.
-  Ensuring equality and fairness for all.
-  Ensuring this attendance policy is clear and easily understood by staff, pupils and parents.
-  Intervening early and working with other agencies to ensure the health and safety of our pupils.
-  Building strong relationships with families to overcome barriers to attendance.
-  Working collaboratively with other schools in the area, as well as other agencies.
-  Ensuring parents follow the framework set in section 7 of the Education Act 1996, which states that the parent of every child of compulsory school age shall cause them to receive efficient full-time education suitable to their age, ability and aptitude, and to any SEND they may have, either by regular attendance at school or otherwise.
-  Regularly monitoring and analysing attendance and absence data to identify pupils or cohorts that require more support.

The member of staff in school that parents/carers should contact with regards to attendance on a day-to-day basis is Mrs Woodridge, and can be contact via office@holysouls.blackburn.sch.uk or 01254 249892.

The senior leader responsible for the strategic approach to attendance in our school is Mrs Ellison, Headteacher.

Mission Statement

"To love one another as I have loved you," is at the heart of our Mission Statement. Holy Souls School is a place where we share our life in Christ, in the growing knowledge that Jesus loves us. Our school is a place where everyone is able to feel welcomed, valued, secure, loved and happy. Everyone who comes into our school will be treated with respect and valued as a unique member of our school family.

We continue to strengthen links between school, home and parish and offer support and understanding to families, especially at times of difficulties. Through these aims the school hopes to encourage all children to develop their maximum potential by attending school regularly.

Legislation and Guidance

This policy meets the requirements of the [working together to improve school attendance](#) from the Department for Education (DfE), and refers to the DfE's statutory guidance on [school attendance parental responsibility measures](#)

These documents are drawn from legislation setting out the legal powers and duties that govern school attendance including:

-  Part 6 of [The Education Act 1996](#)
-  Part 3 of [The Education Act 2002](#)

Roles and Responsibilities

The governing board has overall responsibility for:

-  Monitoring the implementation of this policy and all relevant procedures across the school.
-  Promoting the importance of good attendance through the school's ethos and policies.
-  Making sure staff receive adequate training on attendance.
-  Working with the SLT to set goals for attendance and providing support and challenge around delivery against those goals.
-  Ensuring that this policy, as written, does not discriminate on any grounds, including, but not limited to, ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
-  Having regard to KCSIE when making arrangements to safeguard and promote the welfare of children.
-  Holding the Headteacher to account for the implementation of this policy.
-  Use data to understand patterns of attendance, compare with other local schools, identify areas of progress and where greater focus is needed.
-  Repeatedly evaluating the effectiveness of their schools' processes and improvement efforts to ensure they are meeting the needs of pupils as experiences and barriers to attendance evolve.
-  Ensuring high aspirations are maintained for all pupils, but that processes and support are adapted to individual needs of particular pupils. This includes those with long term illnesses, special educational needs and disabilities, pupils with a social worker and pupils from cohorts with historically lower attendance such as those eligible for free school meals.
-  Setting high expectations of all leaders, staff, pupils and parents.

The headteacher is responsible for:

-  The day-to-day implementation and management of this policy and all relevant procedures across the school.
-  Monitoring school-level absence data and reporting it to governors.
-  Supporting staff with monitoring the attendance of individual pupils.
-  Ensuring that every pupil has access to full-time education and will act as early as possible to address patterns of absence.
-  Requesting fixed penalty notices, where necessary.
-  Leading attendance across the school.
-  Offering a clear vision for attendance improvement.
-  Liaising with other agencies working with pupils and their families to support attendance, for example, where a young person has a social worker or is otherwise vulnerable.
-  Enforcing attendance through statutory interventions, in cases of persistent poor attendance where other supports have not succeeded.
-  Where out of school barriers are identified, signpost and support access to any required services in the first instance and act as lead practitioner if attendance is the only issue and/or the local threshold for formal early help is not met.
-  Reporting to the Governing Body the attendance figures and progress to achieving the set targets.

-  Building and modelling respectful relationships with staff, pupils and families to secure their trust and engagement. Making sure there is a welcoming and positive culture across the school.

Teaching staff are responsible for:

-  Following this policy and emphasising with pupils the importance of punctuality and good attendance.
-  Ensuring this policy is implemented fairly and consistently.
-  Ensuring the effective whole school culture of high attendance is underpinned by setting an example of punctuality and good attendance.
-  Using their professional judgement and knowledge of individual pupils to inform decisions as to whether any welfare concerns should be escalated.
-  Where designated, taking the attendance register accurately at the relevant times during the school day.
-  Promote rewards and celebrate progress but continue to outline sanctions.
-  Promote the next lesson and the sequence of the lesson to motivate pupils to be in the classroom.
-  Consider the individual needs and vulnerabilities of pupils.

The school office administrator is responsible for:

-  The overall strategic approach to attendance in school.
-  Following up on incidents of persistent poor attendance.
-  Monitoring attendance and the impact of interventions
-  Informing the LA of any pupil being deleted from the school roll and also admissions onto the school roll.
-  Leading a compassionate approach when listening to parents and pupils regarding barriers to attendance.
-  Arranging calls and meeting with parents to discuss attendance issues.
-  Taking calls from parents/listen to voicemails from parents about absence on a day-to-day basis and record it on the school system.
-  Conduct first day messages to ascertain the whereabouts of a child who is absent.
-  Completing paperwork relevant to the role such as: Child Missing in Education (CME), in-year transfers, deletion from role etc.
-  Working with the Inclusion Officer, and Senior Leader responsible for attendance, to tackle persistent absence.
-  Reporting concerns about attendance to the headteacher.
-  Supporting the headteacher in leading attendance across the school.

Pupils are responsible for:

-  Attending their lessons and any agreed activities when at school.
-  Arriving punctually to lessons when at school.
-  Following any support provided by the school to improve attendance.

Parents are responsible for:

-  Providing accurate and up-to-date contact details.
-  Providing the school with more than one emergency contact number.
-  Updating the school if their details change, either via the school office or using the parent app.
-  The attendance of their children and that they are punctual every day.
-  Promoting good attendance with their children.
-  Proactively engaging with any attendance support offered by the school and the LA.

-  Notifying the school as soon as possible when their child has to be unexpectedly absent, preferably before 8.30am or when reasonably possible, and each subsequent day of absence and advise when they are expected to return.
-  Requesting leave of absence only in exceptional circumstances, and in advance.
-  Booking any medical appointments around school where possible.
-  Following any family-based support implemented by the school to improve attendance.

Inclusion Officer is responsible for:

-  The role of the inclusion officer is to work in partnership with school through termly meetings to monitor impact of attendance strategies. When the final stage of the attendance escalation plan has been reached, it is the responsibility of the inclusion officer to utilise legal powers to enforce school attendance.

Definitions

Absence:

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

Authorised Absence:

-  An absence for sickness for which the school has granted leave.
-  Medical or dental appointments which unavoidably fall during school time, for which the school has granted leave.
-  Religious or cultural observances for which the school has granted leave
-  An absence due to a family emergency.

Unauthorised Absence:

-  Parents keeping children off school unnecessarily or without reason.
-  Truancy before or during the school day.
-  Absences which have never been properly explained.
-  Arrival at school after the register has closed.
-  Absence due to shopping, looking after other children or birthdays.
-  Absence due to day trips and holidays in term-time which have not been agreed.
-  Leaving school for no reason during the day.

Persistent Absence (PA):

-  Missing 10% or more of schooling across the year for any reason.

Missing Education:

-  Not registered at a school and not receiving suitable education in a setting other than a school.

Attendance Expectations

The school has high expectations for pupils' attendance and punctuality, and ensures that these expectations are communicated regularly to parents and pupils.

Pupils will be expected to attend school punctually every day and they are required to be at school for the full day.

The school gates open at 8.35am and the school day starts at 8.45am. Pupils will be in their classrooms, ready to begin lessons at this time.

Registers will be taken as follows throughout the school day:

-  The morning register is taken at 8.45am
-  Children arriving after 8.45am are required to come into school via the school office and parents must provide a reason as to why their child/ren are late by using the Inventory sign-in system in the main entrance to school.
-  Children arriving after the register and up to 8.55am will be recorded as late (L). See appendix 1 for the DfE attendance codes.
-  At 8.55am 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 in school (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.
-  The afternoon register is taken at 1pm in KS2 and 12.50pm in KS1. Pupils will receive a mark of absence if there is no reason for them to be absent already on the system.

Lateness and punctuality

We expect parents and staff to encourage good punctuality by being good role models to our children. If your child has a persistent lateness record, a letter will be sent home to address the number of late marks cumulated, and punctuality will be monitored over the course of the next couple of weeks. If there is no improvement a letter will be sent for a meeting with parents. This meeting is to ascertain if you are having any difficulties getting your child to school on time, and could school offer any assistance or support.

Absence procedures

Parents will be required to contact the school office either in person, via telephone (leaving a message on the absence line) or in-app messaging on Arbor, before 8.30am, or when reasonably possible, on the first day of their child's absence, and each subsequent day of absence and advise when they are expected to return.

Holy Souls RC Primary School - 01254 249892

We will mark absence due to illness as authorised unless the school has a genuine concern about the authenticity of the illness. If the authenticity of the illness is in doubt, the school may ask the pupil's parent/carer to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence.

The school will not request medical evidence in most circumstance where a pupil is absent due to illness; however, the school reserves the right to request supporting evidence where there is a genuine and reasonable doubt about the authenticity of the illness.

Attending a medical or dental appointment will be counted as authorised, as long as the pupil's parent/carer notifies the school in advance of the appointment.

However, we encourage parents/carers to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary, and parents must sign their children out of school and when they return, sign them back in on the schools Inventory system.

Where a pupil is absent, and their parent has not contacted the school by 9am to report the absence, administrative staff will in-app message/email the parent as soon as practicable on the first day that they do not attend school.

The school will always follow up any absences in order to:

-  Ascertain the reason for the absence.

-  Ensure the proper safeguarding action is being taken.
-  Identify whether the absence is authorised or not.
-  Identify the correct code to use to enter the data onto the school census system.

Vulnerable pupils - Individual cases will be looked at, and if there is a cause for concern a home visit will take place by the safeguarding team.

During the home visit they will observe anything suspicious, or a cause for concern. If deemed appropriate, these concerns will be passed onto external agencies for support.

If school has been unsuccessful in ascertaining the whereabouts of a child, the police may be contacted and a welfare check requested.

In the case of persistent absentees (PA) these will be highlighted to the headteacher and a telephone call made to parents. The school will inform the LA, on termly basis, of the details of pupils who fail to attend regularly, or who have missed 10 school days or more without authorisation.

Pupils' attendance is monitored closely in school. Any pupils under 85% attendance are looked into and if necessary, a letter is sent home if no adequate reason for their drop in attendance has been acquired for a formal meeting with the headteacher.

Children Missing in Education (CME)

In accordance with Keeping Children Safe in Education 2023, all staff are aware that if children go missing, this can be a warning sign of a range of safeguarding possibilities. Holy Souls RC Primary School knows that early intervention is key to identifying any risk and to prevent the risk of a child going missing in the future.

School is updated annually on the procedures which are to be taken in the case of a Child Missing in Education. School is required to inform the local authority about the details of:

-  All children who are believed to have moved out of the Blackburn with Darwen (BwD) geographical area after the school has undertaken reasonable enquiries (to be completed within 10 school days) and the child's whereabouts have still not been confirmed.
-  Children who have been absent without the school's permission for a continued period of 10 days.
-  Children who have failed to return to school for 10 days beyond the expected return date following a leave of absence period.
-  Children who have relocated abroad.
-  All Gypsy, Romany Traveller children who school believes have gone travelling without securing prior agreement and/or confirming a return date.
-  Children who are withdrawn from school, but parents are unwilling or unable to say where or how their child will continue to be educated.

In a case of CME, the school needs to make reasonable enquires and the administrative staff must:

-  Obtain as much information as possible from parents before relocation.
-  Maintain contact with parents following relocation.
-  Confirm admission with the receiving school.
-  Make a home visit if possible.
-  Make general enquiries amongst friendship groups.
-  Establish contact with all named people on the child's record.

An online CME form will be completed which will be directly sent to the LA CME Team.

Circumstances when a CME notification is not required:

-  Those children who move out of the BwD area and their whereabouts have been

confirmed - these children will be reported to the Local Authority using a 'Deletion from School Roll Notification' form.

 In 'truancy' cases where a child's unauthorised absence has already been formally referred to the Inclusion Officer.

Children with long-term medical or mental health needs whose absence has been verified by a health professional.

Exclusions

If the school decides to send a pupil home due to their behaviour, this will be recorded as an exclusion. The school will follow the current DfE guidance.

Any exclusion must be agreed by the Headteacher. The school will notify the parent/carer of the exclusion. If the pupil is a Looked After Child, the school will notify the pupil's carer and social worker. In other instances, where a pupil is open to Children's Social Care for any reason, the school will also inform their allocated social worker.

The pupil must be collected from the school office by the parent or another authorised adult, and signed out on our Inventory signing in/out system. No pupil will be allowed to leave the school premises without a parent or other authorised adult.

Approved Educational Activity (AEA)

When pupils are attending educational activities off the school site that have been approved by the school, the register will be marked to show this is the case.

If a pupil is attending an alternative education provider such as another school, or Pupil Referral Unit, for part or all of their education, we will mark the sessions which the pupil attends the alternative setting as code B (off-site educational activity). The school expects that alternative provider (AP) to notify us of any absences by individual pupils, to ensure we become aware of any attendance concerns as soon as possible and take follow up action as necessary. Attendance updates will be provided on a daily basis, or more frequently if agreed with the alternative setting.

Any attendance concerns will be followed up by us in conjunction with the AP.

Pupils on Part-time Timetables

Pupils are entitled to a full-time education, suitable to their age, ability and aptitude, and any special educational needs or disabilities that they may have.

If, for any reason, our school is unable to provide a pupil with a full-time education due to the pupil's needs, we will work with the pupil, parent/carer and other agencies where appropriate, to come up with a mutually convenient arrangement. Any part-time timetables will be for the shortest amount of time possible, whilst arrangements are made to support the pupil's return to a full-time timetable.

Persistent Absentees (PA)

Persistent Absence is when a pupil misses 10% or more of their schooling across the school year for whatever reason, authorised and unauthorised (including illness, exclusion, holiday etc). absence at this level will damage any pupil's educational prospects and we expect parents' fullest support and co-operation to address this.

School monitors all absences, therefore, any pupil who falls into the category of persistent absentee are monitored closely, and parents informed if attendance does not improve promptly.

Where absence becomes persistent, school will put additional targeted support in place to remove any barriers. Where necessary this includes working with partners. Where there is a lack of

engagement, hold more formal conversations with parents and be clear about the potential need for legal intervention in future.

Reporting to parents/carers

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

-  letters for attendance that meet threshold/ trigger points.
-  letters/texts when attendance has improved.
-  informal and formal meetings when a child's attendance continues to drop.
-  Arbor parent app informs parents their child/ren's attendance/absence levels daily.

Attendance register

The school uses Arbor MIS to keep attendance registers to ensure they are as accurate as possible and can be easily analysed and shared with the appropriate authorities.

Designated staff take our attendance register at the start of the first session of each school day and once during the second session. See appendix 1 for the DfE national attendance codes. This register will record whether the pupils are:

-  Present
-  Absent
-  Attending an approved education visit
-  Unable to attend due to exceptional circumstance

When the school has planned in advance to be fully or partially closed, the code # will be used for the relevant pupils who are absent. This code will also be used to record year groups who are not due to attend because the school has set different term dates for different years, e.g., inset days.

Pupils taken ill during the school day

If a pupil needs to be sent home due to illness the school will contact the parent/carer by telephone and asked to collect their child. The pupil must be collected at the main school office by a parent or another authorised adult, and signed out on our Inventory signing in/out system. No pupil will be allowed to leave the school site without a parent or other authorised adult.

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

Notification's school must submit to the local authority

Admissions

All schools must notify the local authority within five days of adding a pupil's name to the school roll. This duty does not apply to those children added to the school roll at the start of the school's youngest year unless the local authority also requests for such information.

Leavers

All schools must notify the local authority when a pupil's names is to be deleted from the school roll under any of the grounds prescribed in Regulation 9 of [The School Attendance Regulations 2024](#), as soon as the ground for removal is met and not later than the time at which the pupil's name is removed from the school roll. This duty does not apply where the pupil's name is removed after they have completed the school's final year, unless the local authority requests for such information to be provided. Where a school notifies a local authority that a pupil's name is to be

deleted from the school roll, the school completes the deletion to roll form from the local authority which has all information required.

Absence

Schools are required to submit 10 days (20 sessions) **unauthorised** absence data to the LA, in accordance with the 'Working Together to Improve School Attendance' guidance. Providing the local authority with the names and addresses of all pupils of compulsory school age who fail to attend school regularly or have been absent for a continuous period of ten school days where their absence has been recorded with one or more of the codes statistically classified as unauthorised (G, N, O, and/or U). Local authorities must agree the frequency that attendance returns are to be provided with all schools in their area. This should be no less frequently than once per calendar month.

The DFE's 'Working Together to Improve School attendance' guidance requires all schools to provide a sickness return to the LA for all compulsory school age pupils who have been recorded with code I (illness). This alert should be made either when a pupil has had *15 days of continuous (or cumulative) absence for illness or where the school believes that they will miss 15 days because of this.*

Only one return is required for a continuous period of sickness in a school year. This is to help the school and local authority to agree any provision needed to ensure continuity of education for pupils who cannot attend because of health needs. This is in line with the statutory guidance on arranging [Education for children with health needs who cannot attend school - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/guidance/education-for-children-with-health-needs-who-cannot-attend-school) (Section 19 duties).

Authorised and unauthorised absence

The law does not grant parents the automatic right to take their child/ren out of school during term time.

The headteacher will only grant a pupil leave of absence in 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.

All requests for leave during term time will be considered on an individual basis and the pupil's previous attendance record will be taken into account. It should be noted that authorised absences also affect a child's overall attendance.

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 discretionary leave of absence request form, available from the main entrance to school/website. The headteacher may require evidence to support any request for leave of absence. See appendix 2 for 'discretionary leave of absence'

Valid reasons for **authorised absence** may include:

-  Illness and medical/dental appointments, although we strongly encourage that these are made outside of the school day.
-  Religious observance - where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents belong. If necessary, the school will seek advice from the parent's religious body to confirm whether the day is set apart.
-  Mobile pupils 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 mobile 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.

Requests for leave will not be granted in the following circumstances:

-  Immediately before and during statutory assessment periods.
-  Where a pupil's authorised absence record is already above 10% for any reason.

If a family decides to take Discretionary Leave of Absence without authorisation and the child does not return to school by the 21st day, the child may be removed from roll.

Penalty Notices and Legal Intervention

Legal interventions may be sought if providing support to improve attendance is not appropriate (e.g., for an unauthorised holiday in term time), or has not been successful or engaged with.

We may request that the local authority issue penalty notices for unauthorised absences that include:

-  Leave of absence which is taken without prior request being made.
-  Leave taken after a request has been declined.
-  Days taken in excess of an agreed period of leave, without good reason.
-  Other unauthorised absence that meets the required threshold, including sessions marked as late after the register has closed (code U).

On 19th August 2024 new penalty notice arrangements came into force, with changes to the cost of a penalty notice and to the thresholds at which penalty notices may be requested by school. The DfE now requires that schools must consider if a penalty notice is appropriate when thresholds are met. The changes are:

-  Penalty notices issued for offences that take place after 19th August 2024 will be charged at £160 per parent per child. This will reduce to £80 if paid within 21 days.
-  Any second penalty notices issued to the same parent, for the same child, within a rolling 3-year period will be issued at the rate of £160 to be paid within 28 days, with no option for a discounted rate.
-  The threshold at which a penalty notice must be considered is set at 10 sessions (equivalent to 5 days) of unauthorised absence within a rolling 10-school week period. This may include absences as a result of arriving late after the register closes (code U on the register). The 10 school weeks may span different terms or school years.
-  A maximum of 2 penalty notices may be issued to a parent for the same child within a rolling 3-year period, so at the 3rd (or subsequent) offence(s) another course of action will need to be considered (such as prosecution or one of the other attendance legal interventions).

Penalty notices can be issued by a headteacher, the local authority or the police.

The decision on whether or not to issue a penalty notice may take into account:

-  The number of unauthorised absences occurring within a rolling academic year.
-  One-off instances of irregular attendance, such as holidays taken in term time without permission.
-  Where an excluded pupil is found in a public place during school hours without a justifiable reason.

If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

Education Supervision Order

An education supervision order (ESO) is a formal legal intervention once all voluntary support has been exhausted. ESOs are made through the Family or High Court. They give the local authority

a formal role in advising, helping and directing the pupil and parent(s) to ensure the pupil receives an efficient, full-time, suitable education. For the duration of the ESO, the parent's duties to secure the child's education and regular attendance are superseded by a duty to comply with any directions given by the local authority under the ESO.

Education supervision orders initially last for one year. The local authority will notify parents in writing of the intention to proceed to an ESO, and will set up a meeting to discuss it with the parent. Where parents persistently fail to comply with the directions given under the ESO, they may be guilty of an offence. Local authorities can prosecute in the Magistrates Court for persistent non-compliance with the Order and parents (upon conviction) will be liable to a fine of up to £1,000.

Strategies for promoting attendance

We actively encourage and promote good attendance throughout school.

We treat attendance as everyone's responsibility.

Some of the strategies we use for rewarding and improving attendance include:

- Celebrating class half termly attendance winners during celebration worship. The winners receive a treat from the headteacher and the news is shared on the school newsletter attendance display.
- Sharing weekly attendance on the school newsletter.
- Having a clear display for attendance at the main entrance to school.
- Leaders meet and greet children in the yard at the start of the day, and teachers meet and greet children at classroom doors. We do this to ensure that all children get a positive interaction at the start of the day.
- Planning engaging lessons, and ensuring there are many wider opportunities planned for the children such as a range of trips and visits, special themed days in school and outside agencies.

Monitoring and Analysing Attendance

The school will:

-  Monitor the attendance and absence data weekly at a class and school level.
-  Monitor attendance and absence data half-termly, termly and yearly at an individual pupil level, and group level (pupil premium, SEND, FSM)
-  Conduct daily/weekly/fortnightly or monthly check as appropriate on a pupil who is causing concern and has been escalated.

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

Analysing attendance

The school will:

-  Analyse attendance and absence data regularly to identify pupils or cohorts that need additional support with their attendance, and use this analysis to provide targeted support to these pupils and their families.

- 🏆 Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns.

Using data to improve attendance

The school will:

- 🏆 Extract regular attendance reports to facilitate discussions with pupils and families.
- 🏆 Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies.
- 🏆 Send attendance data to the local authority at the end of each month with regards to pupil's

Monitoring and review

This policy will be reviewed as guidance from the local authority of DfE is updated, and annually by the administrative staff with responsibility for attendance.

Appendix 1 – Department for Education (DfE) Attendance Codes

Attending the school	
/ \	Present at the school / = morning session \ = afternoon session
L	Late arrival before the register is closed
K	Attending education provision arranged by the local authority
V	Attending an educational visit or trip
P	Participating in a sporting activity
W	Attending work experience
B	Attending any other approved educational activity
D	Dual registered at another school
Absent – Leave of absence	
C1	Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad.
M	Leave of absence for the purpose of attending a medical or dental appointment
J1	Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution
S	Leave of absence for the purpose of studying for a public examination
X	Non-compulsory school age pupil not required to attend school
C2	Leave of absence for a compulsory school age pupil subject to a part-time timetable
C	Leave of absence for exceptional circumstance
Absent – other authorised reasons	
T	Parent travelling for occupational purposes
R	Religious observance
I	Illness (not medical or dental appointment)
E	Suspended or permanently excluded and no alternative provision made
Absent – unable to attend school because of unavoidable causes	
Q	Unable to attend the school because of a lack of access arrangements
Y1	Unable to attend due to transport normally provided not being 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
Y5	Unable to attend as pupil is in criminal justice detention
Y6	Unable to attend in accordance with public health guidance or law
Y7	Unable to attend because of any other unavoidable cause
Absent – unauthorised absence	
G	Holiday not granted by the school
N	Reason for absence not yet established
O	Absent in other or unknown circumstances
U	Arrived in school after registration closed
Administrative Codes	
Z	Prospective pupil not on admission register
#	Planned whole school closure

Appendix 2 – Discretionary Leave of Absence Form

Children's Service and
Education Directorate



Inclusion Team

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APPLICATION FOR DISCRETIONARY LEAVE OF ABSENCE

Name of School _____

DfE Number _____

If you wish to request discretionary leave of absence for your child, please complete this application form and return it to the Headteacher as soon as possible and in advance of making any travel arrangements. Please note that there is no entitlement in law for parents to take their children out of school during term time without first obtaining permission from school.

All schools can grant a leave of absence when a pupil needs to be absent from school with permission. All schools are expected to restrict leaves of absence to the specific circumstances set out in regulation 11 of the School Attendance (Pupil Registration) (England) Regulations 2024 and schools maintained by a local authority and special schools not maintained by a local authority must do so. These circumstances are:

- Taking part in a regulated performance or employment abroad: in line with a licence issued by a local authority or Justice of the Peace or a body of persons approval (BOPA). (For full details please see code C1)
- Attending an interview: for entry into another educational institution or for future employment where requested in advance by a parent the pupil normally lives with.
- Study leave: for public examinations, as agreed in advance with a parent the pupil normally lives with. Please note this does not include any internal examinations such as mocks as study leave should not be granted in such cases.
- A temporary, time-limited part-time timetable: where the pupil is of compulsory school age, both the parent who the pupil normally lives with and school agree the pupil should temporarily be educated on a part-time basis for exceptional reasons and have agreed the times and dates when the pupil will be expected to attend school as part of that timetable. (For full details please see part-time timetable) 18

Exceptional circumstances: All schools can grant a leave of absence for other exceptional circumstances at their discretion. In the case of schools maintained by local authorities and special schools not maintained by local authorities, it must be requested in advance by a parent who the pupil normally lives with. Schools are then expected to consider each application individually taking into account the specific facts and circumstances and relevant background context behind the request. If a leave of absence is granted, it is for the school to determine the length of the time the pupil can be away from school.

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.

If you do take your child out of school without securing advance permission or he/she fails to return to school on the agreed due date, you are likely to be issued with a Penalty Notice under Section 444 of the Education Act 1996. Fines will be issued in accordance with the National framework for penalty notices and the local code of conduct.

The first penalty notice issued to a parent in respect of a particular pupil will be charged at £160 if paid within 28 days. This will be reduced to £80 if paid within 21 days.

A second penalty notice issued to the same parent in respect of the same pupil is charged at a flat rate of £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 issue of the first. In a case where the national threshold is met for a third time (or subsequent times) within those 3 years, alternative action should be taken instead. This will often include considering prosecution, but may include other tools such as one of the other attendance legal interventions.

EVERY SCHOOL DAY COUNTS, AND EVERY DAY IS IMPORTANT

Child's First Name	Child's Surname	D.o.B.			Year Group	Gender
						Male ☐ Female ☐

Parent (s) / Carer (s)			
First Name		First Name	
Surname		Surname	
Relationship to Child		Relationship to Child	
Address		Address	
Contact Telephone		Contact Telephone	
Email Address		Email Address	

Request Details					
Reason for Request					
Destination (City & Country)					
Date of Departure		Date due back in School		Number of missed school days	
Emergency contact in Blackburn with Darwen (inc. contact number)					
Parent/Carer's Signature		Date Request made			

School Section			
Date of meeting/conversation with parent/carers		Leave Authorised	Yes ☐ No ☐
Exceptional circumstances considered			
Head teacher's/Principal's signature		Date	

For absences of 10 days or more please forward this form prior to the child's departure to
education.welfare@blackburn.gov.uk