

Attendance Policy

Policy Monitoring, Evaluation and Review

This policy is effective for all academies within The Mead Educational Trust, the Teaching School, the SCITT and all other activities under the control of the Trust and reporting to the Trust Board.

Version:	2
Date created:	15.06.22
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Ratified by:	Executive Board
Date ratified:	8.7.22
Review date:	Sept 2024

Revision History:

Version	Date	Author	Summary of Changes:
1	12/09/2022	E.T	Personalised by JWh to North Mead Primary Academy
2	Sept 2023	JWh	Change in process to reflect changes to LA EWO traded services.

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Attendance Policy

1. Introduction

North Mead Primary Academy recognises that pupils will only benefit fully from their education if they attend school regularly and on time. Regular attendance is critical if our pupils are to be successful and benefit from the opportunities presented to them. Attendance will be maximised through an effective partnership between pupils, their parents/carers and the school. This policy should be read in conjunction with the North Mead Primary Academy Attendance Strategy.

The Mead Trust will ensure that this partnership and associated actions are undertaken rigorously, monitoring and evaluating action and impact through regular analysis of data and review of practice.

2. Principles

To manage and improve attendance effectively we will:

- Develop and maintain a whole school culture that promotes the benefits of high attendance
- Have a clear school attendance policy which all leaders, staff, pupils and parents understand
- Accurately complete admission and attendance registers and have effective day to day processes in place to follow-up absence
- Regularly analyse attendance and absence data to identify pupils or cohorts that require support with their attendance and put effective strategies in place
- Build strong relationships with families, listen to and understand barriers to attendance and work with families to remove them
- Support pupils with medical conditions or special educational needs and disabilities
- Share information and work collaboratively with other schools in the area, local authorities and other partners when absence is at risk of becoming persistent or severe.

3. Aims and Objectives

3.1. Although parents/carers have the legal responsibility for ensuring their child's good attendance, the Principal and Local Academy Councillors (Governors) at our school, work together with other professionals and agencies to ensure that all pupils are encouraged and supported to develop good attendance habits.

3.2 We are committed to meeting our obligations with regards to school attendance by:

- Ensuring every pupil has access to full-time education to which they are entitled
- Providing an environment for pupils in which they feel valued and safe.
- Promoting a culture across the school which identifies the importance of regular and punctual attendance.
- Developing positive and consistent communication between home and school
- Rewarding good attendance and punctuality.
- Closely monitoring the attendance of every child,

- Acting early to address patterns of absence
- Enabling parents/carers to play an active role in resolving attendance issues.
- Setting targets for improvement to improve the attendance of the whole school
- Offering tiered support in order to improve the attendance of identified pupils
- Working in partnership with pupils, parents, staff and the Education Welfare Service so that all pupils realise their potential
- Showing understanding of our community's religious and cultural beliefs and the significance of religious observance to our pupils

3.2 This attendance policy ensures that all staff and Local Academy Councillors in our school are fully aware of and clear about the actions necessary to promote good attendance

4. Legislation and guidance

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

Part 6 of The Education Act 1996

Part 3 of The Education Act 2002

Part 7 of The Education and Inspections Act 2006

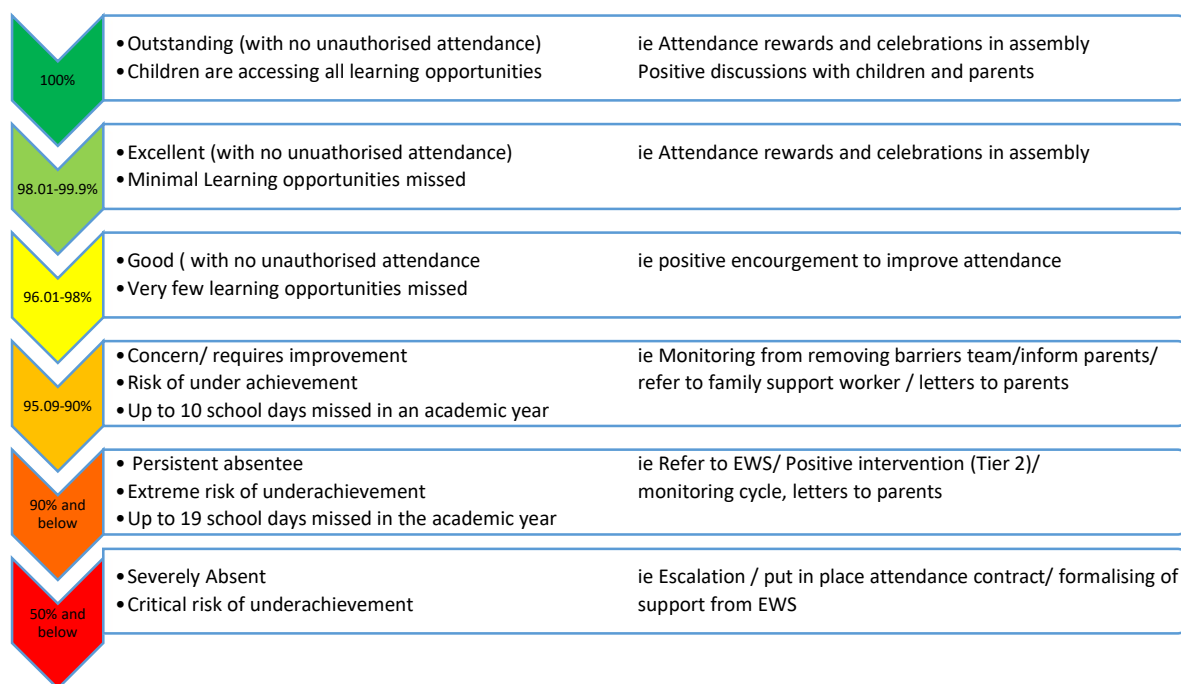
The Education (Pupil Registration) (England) Regulations 2006 (and 2010, 2011, 2013, 2016 amendments)

The Education (Penalty Notices) (England) (Amendment) Regulations 2013

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

5. Attendance Bands

At **North Mead Primary Academy**, we strive for all children to achieve their full academic potential and aim for 100% attendance. Our classification of the different attendance bands are as follows:



6. Daily Routines

6.1 Daily routines for children

External school gates are opened at 8:30 daily when staff are present manning each entrance. Staff on duty will welcome pupils to enter the school grounds and children make their way to classrooms.

Children arriving before 8:30 must be supervised by their parents at the school gates.

External school gates will be closed promptly at 8:55 as part of our safeguarding protocols. Any families arriving at school after this time will be required to make their way to main reception accessed from Gipsy Lane. These children will then enter via main reception where they will be signed in by a member of the office team.

The school offers a breakfast club facility daily for families who require this. The breakfast club runs from 8:00 and is run daily by school staff. Following breakfast club, children are escorted to their drop off points where they join their classes.

6.2 Daily routines for parents

Parents are expected and encouraged to promote strong attendance habits with their children.

If a pupil is unwell and unable to attend school, parents should call the school before the school day to inform them of this.

Parents are able to either speak to a member of staff in the office from 8:00am daily or are able to leave a voicemail on our phone system at any time. The office team will record reasons given for absence on our attendance register and contact parents, where appropriate, to follow up reasons for absence.

Parents are able to contact the school office to discuss reasons for absence throughout the school day and the school will be able to signpost/offer advice wherever possible.

7. The Attendance Register

The law makes it clear that schools must take the attendance register at the start of the first session of each school day and once during the second session. On each occasion the school must record whether each pupil is:

- Present.
- Absent.
- Attending an approved educational activity; or,
- Unable to attend due to exceptional circumstances.

7.1 Present at School

Pupils are marked present if they are in school when the register is taken.

- Our pupils must arrive by 8:55am on each school day.
- Our morning register is taken from 8:30 and will be kept open until 9:00am.
- Our afternoon register is taken at 13:00 and closes at 13:05.

8. Punctuality

It is the duty of parents to ensure that children attend school on time. This encourages habits of good timekeeping and lessens classroom disruption.

External school gates will be closed promptly at 8:55 as part of our safeguarding protocols. Any families arriving at school after this time will be required to make their way to main reception accessed from Gipsy Lane. These children will then enter via main reception where they will be signed in by a member of the office team. Lateness will be recorded in Bromcom as follows:

A pupil who arrives late but before the register has closed will be marked as late (L) – which counts as present

A pupil who arrives late after the registers close will be marked as absent. If the pupil is late arriving due to a valid reason the absence will be authorised.

If the pupil is late for no good reason, they will be marked with the unauthorised lateness code 'Late after registers close' (U).

Summary

- Registers in class close promptly at 9:00am
- Late registration code (L) between 9:00-9:20am
- Unauthorised lateness code (U) given after 9:20am leading to an unauthorised absence for the morning session.
- If a pupil leaves the school premises after registration for an appointment, they must be signed out of school by an appropriate adult.
- The Senior Leaders with responsibility for attendance will meet with parents of those children who are frequently late to school to investigate reasons and suggest solutions to enable more punctual attendance. These children may also be referred to the EWO.

9. Following up absence

Where any child we expect to attend school does not attend, or stops attending, the school will:

- Follow up on their absence with their parent/carer to ascertain the reason, by making a telephone call to contact 1 on the child's record
- Ensure proper safeguarding action is taken where necessary
- Identify whether the absence is approved or not
- Identify the correct attendance code to use

10. Following up Unexplained Absences

Where no contact has been made with the school, the school will contact parents by telephone to try and establish the reason for a child's absence.

When we establish the reason for the absence, we will mark it as authorised or unauthorised depending on the reason for the absence.

If we are unable to establish the reason for absence by the end of the first day of absence, we will mark the absence as unauthorised, using the O code.

If we are concerned about a pupil's absence and are unable to contact the parent/s, we may contact the pupil's emergency contacts and/or other professionals or contacts of the family who we reasonably expect may be able to advise us of the pupil's whereabouts. If we are still unable to reach a family member, a home visit will be made by school staff.

11. First Day of Absence Response

If the school has not been informed as to the reason for a child's absence, then they will contact the person allocated as priority 1 on the child's emergency details by 9:30 daily. The school will prioritise those children considered vulnerable e.g. Looked After Children; children subject to Child Protection Plans; children open to Social Care as a Child in Need; children who have previously been reported missing; primary aged pupils who make their own way to school.

Parents will be asked to supply details of at least three people who can be contacted in an emergency, and these details will be reviewed twice a year through parents' evenings and/or newsletter reminders. If the school is unable to contact any of the emergency numbers provided, and is concerned for the welfare of the pupil, we may make a home visit, request the EWO make a home visit, or request a Welfare Check from the police.

12. Recording Information on Attendance and Reasons for Absence

The school will record reasons for absence using the school data system Bromcom. Office staff will include as much detail as needed. If a phone call is made home, then the time and details of the phone call and any details of messages left will be recorded.

Any amendment to the attendance register will include

- The original entry
- The amended entry
- The date on which the amendment was made
- The initial of the person who made the amendment

See appendix 1 for the DfE attendance codes.

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

13. Authorised Absence

'Authorised absence' means that the school has either given approval in advance for a pupil of compulsory school age to be away from the school, or has accepted an explanation offered afterwards as justification for absence

Illness

Absences for illness which are reported by following the school's absence reporting procedures are likely but not guaranteed to be authorised.

If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised.

Where a pupil has a high level and/or frequency of absence, the school will require medical evidence in order to authorise any future illness absences. If this is the case, the school will make the parent/s aware of this expectation in advance.

The reporting of absence due to illness remains the responsibility of the parent. Absences due to illness which have not been reported to the school by the parent on the first day of absence may not be authorised.

Parents should telephone the school by 9:00am on the first day of absence. If a child is absent for more than one day, the parent should contact the school each day to provide an update on the child's condition, unless otherwise agreed by the school.

It is the responsibility of our office team to record absences from the absence line and make an accurate recording of these on the attendance register.

Pupils taken ill during the school day (I Code)

If a pupil needs to be sent home due to illness, this should be by agreement with the Assistant Principal, Vice Principal or Principal. In such circumstances, the pupil must be collected from the school office by a parent or another authorised adult and signed out in the 'signing out' book. No pupil will be allowed to leave the school site without parental confirmation.

It is the responsibility of office staff to record any children who are sent home during the school day and to make an accurate recording of these on the attendance register.

Medical/Dental Appointments (M Code)

Parents should make appointments outside of school hours wherever possible. Where appointments during school time are essential, the pupil should only be out of school for the minimum amount of time necessary for the appointment. It is not acceptable for a child to miss a whole day's schooling for an appointment, unless absolutely necessary, in which case the school will need an explanation as to why this is.

If a pupil must attend a medical appointment during the school day, they must be collected from the school office by the parent or another authorised adult and signed out in the 'signing out' book. No pupil will be allowed to leave the school site without parental confirmation.

Advance notice is required for medical or dental appointments, unless it's an emergency appointment, and must be supported by providing the school with a copy of the appointment card or letter – only then will the absence be authorised.

Religious Observance (R Code)

Our school acknowledges the multi-faith nature of the school community and recognises that on some occasions, religious festivals may fall outside of school holidays or weekends. In accordance with the law, the school will authorise one day's absence for a day exclusively set apart for religious observance by the religious body to which the parent belongs. Should any additional days be taken, these will be recorded in the register as unauthorised absence. If necessary, the school will seek advice from the parents' religious body, to confirm whether the day is set apart.

Traveller Absence

The school will authorise the absence of a Traveller pupil of no fixed abode who is unable to attend school because they are travelling with their parent who is engaged in a trade or business of such a nature as to require him to travel from place to place.

This is subject to certain limits, depending on the child's age and number of sessions absent. The school will discuss cases individually with Traveller parents as necessary. Parents should let the school know of their plans as far in advance as possible. Authorised Traveller absence will be recorded appropriately in the register.

To help ensure continuity of education for Traveller children, wherever possible, the child should attend school elsewhere when their family is travelling for occupational purposes. In which case the child will be dual registered at that school and this school, which is their 'main' school.

Children from Gypsy, Roma and Traveller communities whose families do not travel for occupational purposes are expected to register at school and attend as normal. They are subject to the same rules as other children in terms of the requirement to attend school regularly.

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's statutory guidance on exclusions. Only the Principal can exclude a pupil.

The school will notify the parent of the exclusion. If the pupil is a Looked After Child, the school will notify the pupil's carer, social worker and Virtual School. 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.

See TMET Exclusions Policy for full details.

14. Roles and responsibilities

Good attendance is a foundation for success, and we believe that supporting and promoting good attendance is a whole school responsibility. The Academy Council, Principal and Staff in partnership with parents, have a duty to promote full attendance at North Mead Primary Academy

Key staff

Senior leader with responsibility for attendance: Mr James Wharin (0116 2661809)

Attendance Officer with responsibility for attendance: Miss Bland (0116 2661809)

All staff at North Mead Primary Academy recognise the role they play in promoting good attendance:

- Class teachers are responsible for recording attendance on a daily basis and submitting this information to the school office.

- Office staff are the front line in highlighting the daily absence of identified vulnerable children to the Attendance Officer so that actions can be followed up in a timely manner.
- The Principal and DSLs ensure that the office staff are aware of vulnerable children to monitor their daily absence and punctuality. If there is no reason given or there is reason to think that a child may be at risk, then a DSL will contact children's social care or the police to do a welfare check.
- The Principal is responsible for:
 - Implementation of this policy at the school
 - Ensure the monitoring school-level absence data and reporting it to the Academy Council
 - Authorising the issue of fixed-penalty notices, where necessary
- The Designated Safeguarding Lead (DSL) will ensure the Early Help process will be instigated for families with issues that impact on attendance and support put in place to improve attendance. This may be in conjunction with other professionals.
- The DSL regularly checks attendance data for children on CIN (Child in Need) or CP (Child Protection) plans and takes appropriate action based on any concern. Regular liaison with parents will include the implementation of timely action plans and regular meetings to review progress against targets.
- The Vice Principal (Mr Wharin) & Attendance Officer (Miss Bland) carry out a number of roles; including:
 - Monitoring attendance data: school wide and at individual pupil level.
 - Reporting concerns about attendance at removing barriers meetings (meeting of DSLs).
 - Arranging calls and meetings with parents to discuss attendance issues.
 - Co-ordinating requests for Term-time Leave of Absence and advising the Principal as requested.
 - Following up action-plans for pupils with low attendance.
 - Timely liaison with home – this may be through letter, phone call or email.
 - Referral to outside agencies
 - Working with the education welfare officer (EWO) to tackle persistent absence and advise the Principal when to issue fixed-penalty notices.
- The academy council is responsible for monitoring attendance figures for the whole school on at least a termly basis through scrutiny of attendance data included in the Principal's report. It also holds the Principal to account for the implementation of this policy.

15. Promoting good attendance and Incentives

At North Mead Primary Academy, we recognise the importance of building good habits of attendance and support pupils in doing so. One of our basic principles is to celebrate success. Good attendance is fundamental to a successful and fulfilling school experience. We actively promote attendance for all our pupils, and we use a variety of in school systems to promote good attendance and punctuality.

Every week during the Friday Celebration assembly, we present every class with 96%+ attendance a sticker medal and place a sticker on the school attendance place.

Children with 100% attendance for the whole academic year, receive a special attendance badge for their school lanyard.

On occasions, additional attendance incentives are run for individual pupils, classes and cohorts in order to promote strong attendance patterns.

16. Safeguarding and Attendance

At North Mead Primary Academy, it is our legal responsibility to ensure that every child is safe and receives a suitable education. We will monitor trends and patterns of absence for all pupils as a part of our standard procedures. However, we are aware that sudden or gradual changes in a pupil's attendance may indicate additional or more extreme safeguarding issues. In line with government guidance Keeping Children Safe in Education, we will investigate and report any suspected safeguarding cases to the relevant authorities. As part of our safeguarding duty and our standard procedures, we will inform the Local Authority and/or the Police of the details of any pupil who is absent from school when the school cannot establish their whereabouts and is concerned for the pupil's welfare.

If we have not received a reasonable explanation for a child's absence; have reasonable grounds to doubt an explanation received; or have been unable to contact a parent or carer to explain an absence, a 'safe and well' check will be carried out at the child's home address. This will be undertaken by a school DSL accompanied by another member of staff; or by the Education Welfare Officer (EWO); or member of the Police.

For Pupils with a social worker, we will inform the social worker if there any unexplained absences and if their name is to be deleted from the School register.

17. Children Missing Education (CME)

No child should be removed from the school roll without consultation between the Vice Principal, Principal and in the case of CME the Education Welfare Officer.

Where a child is missing from education, Local Authority guidance will be followed, by completing a Child Missing Education referral for the following circumstances:

- the whereabouts of the child is unknown and the school has failed to locate him/her.
- the family has notified the school that they are leaving the area, but no Common Transfer Form (pupil file) has been requested by another school.

18. Support for pupils with medical conditions or special educational needs and disabilities

We are committed to supporting pupils, and families of pupils, with a medical condition or special educational needs or disabilities to maximise their attendance.

The North Mead Removing Barriers team will work with families and pupils to identify and address any barrier to attendance. Where required, we will put in place additional support and adjustments. This support may come from external partners, through timely referrals.

We will proactively and regularly monitor data for such groups, including at Trust and Academy Council level to ensure attendance for these groups is maintained and maximised.

19. Tracking and monitoring attendance

19.1 Data & Monitoring

In order to support good attendance, we will monitor attendance on a regular basis through a range of measures

Attendance data will be generated, analysed and actioned in order to ensure that effective intervention strategies are implemented as a matter of routine. This data will be used to:

- Track the attendance of individual pupils
- Identify pupils who need support
- Monitor and evaluate those children identified as being in need of intervention and support
- Conduct thorough analysis of half-termly, termly and full year data
- Identify whether or not there are particular groups of children whose absences may be a cause for concern
- Devise strategies based on the data
- Benchmark against local, regional and national levels

19.2 Attendance monitoring

The Attendance Officer monitors attendance data at a pupil level to identify patterns and barriers to attendance. The Attendance Officer at our school monitors pupil absence on a daily, weekly and termly basis. Observing attendance is a whole staff responsibility: communication is key. The Attendance Officer communicates with the office team, teachers and key staff around individual pupils to ensure targeted and specific children's attendance is monitored. The Attendance Officer also communicates regularly with the Vice Principal, Removing Barriers Team and WLT to discuss and plan for the removal of barriers to attendance.

In the case of a pattern of unauthorised absence developing, a phone call to parents, or a face-to-face meeting will be held. Parents will be informed of the possible consequences of poor attendance and support will be offered to resolve any barriers. At the school's discretion, a panel meeting with an EWO may also be organised.

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 Academy Council on a termly basis.

19.4 The Trust reviews attendance through the academy data dashboard. Directors of Education of each phase will review the overall attendance reported for each Academy, reporting to the Education Committee on four occasions each academic year.

20. Reporting to parents

Parents are able to view their child's attendance daily through our school communications app (Bromcom). In addition, attendance is discussed with all parents at parents' evenings in the Autumn and Spring term. At the end of the school year, parents receive a written report which includes their child's attendance.

For children where there is an attendance concern, regular communication will take place in person, via telephone conversation and in written form.

21. Escalation of procedures

Sometimes pupils can be reluctant to attend school. We encourage parents and pupils to be open and honest with us about the reason for the pupil's absence. If a child is reluctant to attend, it is never better to cover up their absence or for a parent to give in to pressure to let the child stay at home. This can give the impression to the child that attendance does not matter and can make things worse.

As a school, we need to understand the reasons why a pupil is reluctant to attend in order to be able to support pupils and parents in the best way.

When we have concerns about the attendance of a pupil, we will do our best to make the parent/s aware of the concerns about their child's attendance and give them the opportunity to address this.

However, if parents do not make use of the support offered and improve their child's attendance to an acceptable level, this may result in legal sanctions.

21.1 Formalising support

We will support pupils and parents to address any barriers to attendance. If a pupil's absence continues to rise after contacting parents/carers, we will intensify support by engaging with the Local Authority and other local partners.

The school will use a range of strategies to engage families and support them in meeting their responsibilities regarding attendance.

22. Penalty Notices

The Penalty Notice is designed to be an early intervention.

Pupils who obtain more than 8 unauthorised absences (the equivalent of 4 full school days) in any term or 16 unauthorised absences (the equivalent of 8 full school days) over two consecutive terms may be subject to a Penalty Notice issued by the Local Authority.

If our school refers a case of poor school attendance to the Local Authority for legal sanctions, we will show that we have warned the parent/s that they are at risk of receiving a Penalty Notice or other legal sanction.

This will be evidenced via the sending of an Attendance Concern Letter, in or cases of a rapid drop in attendance, via a panel meeting with the local authority Education Welfare Officer (EWO).

We will not usually request legal sanctions from the Local Authority in cases where poor attendance is symptomatic of complex family circumstances without first exhausting our internal support systems. In such circumstances, our school will take a holistic approach to the issue and involve other agencies as necessary.

In cases where a child's attendance continues to fall even after a referral to the Local Authority, a Penalty Notice would be deemed inappropriate and court proceedings may well be actively pursued leading to prosecution.

The exception to this will be where parents fail to accept or engage with support offered by the school and/or other agencies or fail to implement the suggested changes. Again, when referring for legal sanctions, we will show that we have warned the parent/s that they are at risk of receiving a Penalty Notice or other legal sanction.

If a child has more than 10 continuous days of absence and parents are not able to provide medical evidence or a reasonable justification, action will be taken in line with the Education Welfare Service to remedy this. Parents will be appropriately challenged in line with council procedures and Safeguarding Legislation. If a child is removed from school roll in conjunction with Education Welfare Procedures, there will be no automatic entitlement to a place back at the school. Parents would be required to follow the usual in year admissions process if they wish their child to return to North Mead Primary Academy.

If our school has safeguarding concerns about a pupil who is absent, we will share information with other agencies as we deem necessary.

23. Persistent Absenteeism & Severe Absenteeism

Persistent Absentees are defined as children with an attendance percentage below 90%. This is equivalent to having one day off every two weeks. Severe Absenteeism is defined as children with an attendance of 50% or below, equivalent to missing over half of all learning opportunities. Persistent and Severe Absentees miss significant amounts of their education and are in danger of falling behind academically, socially and emotionally. These children will be monitored weekly by the Attendance Officer and fortnightly by the EWO to ensure support and strategies are put into place to help improve their attendance.

We adopt a tiered system of support so to ensure pupils facing difficulties receive the right level of support at the right time which could include working with partners and external agencies and other local schools (where siblings might attend) to offer support.

We will work in partnership with parents, but if parents fail to engage with this process, this we will hold more formal conversations and inform them about the need for legal intervention in the future.

If there are safeguarding concerns, we will intensify support through children's social care.

For Severely absent pupils, we will work with the EWO and local Authority to agree a joint approach.

24. Unauthorised absence

Unauthorised absence is where a school is not satisfied with the reasons given for the absence. Absence will be unauthorised if a pupil is absent from school without the permission of the school. Whilst parents can provide explanations for absences, it is the school's decision whether to authorise the absence or not. Unauthorised absence includes:

- Absences which have never been properly explained
- Pupils who arrive at school too late to get a mark
- Confusion over school dates
- Shopping / birthdays / waiting at home for a washing machine to be mended, or a parcel to be delivered
- Late nights leading to lack of attendance on a subsequent day
- Long weekends and holidays in term time
- Any term time holiday
- Any absence caused by delays (e.g. change in travel arrangements / circumstances meaning a choice is made to delay flights)

25. Leave of Absence Requests – 'Exceptional Circumstances'

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

Only exceptional circumstances warrant an authorised leave of absence. The legal reference states that schools should not authorise leave of absence unless both of the following apply:

1. The Principal considers that there are exceptional circumstances relating to the application
- AND
2. An application has been made in advance by the parent

The school will consider each application individually, taking into account the specific facts and circumstances and relevant background context behind the request. The request must be made by the parent with whom the child normally lives, and permission must be sought in advance.

The school will not grant leave of absence unless there are exceptional circumstances. Where a leave of absence is granted, the school will determine the number of days the pupil can be away from school. A leave of absence is granted entirely at the Principal's discretion.

Circumstances which could be authorised include significant family emergencies or funerals. Parents must be aware that it is better for children to continue to attend school normally during difficult family times. Where these situations occur, a proportionate and minimal amount of time away from school is advised.

Parents must complete a Leave of Absence Request form which is available from the school office. The request should be submitted as soon as it is anticipated; and wherever possible, at least four weeks before the absence. Please be aware that you will be required to provide us with additional evidence in order to support your request. If we have any concerns about possible safeguarding risks such as risk of FGM or Forced Marriage, we will follow the necessary protocols.

26. Holiday Absence Policy

There is an established, proven link between good attendance and effective progress. North Mead Primary Academy wants to encourage and develop all our pupils' learning throughout their school career and holiday absence in term time can seriously jeopardise pupil progress. For this reason, pupils will not be given authorisation to take holiday leave. It is very unlikely that requests for holidays or extended leave will be authorised but if parents want the school to consider such a request, they must complete an application form which is available on the school via the school office. Family work patterns or the financial implications of going on holiday in term time would not meet the criteria of exceptional circumstances. Parents will then receive a response informing them of the school's decision. If parents/carers still take their child out of school, then the absence is deemed unauthorised and will incur a Penalty Notice (see above policy relating unauthorised absence). In cases where the school is not notified, but a holiday is suspected in term time, these will also be recorded as unauthorised and will incur a Penalty Notice. Once a Penalty Notice has been issued, it is the responsibility of the parent to provide evidence to support the reason for absence.

27. Links with other policies

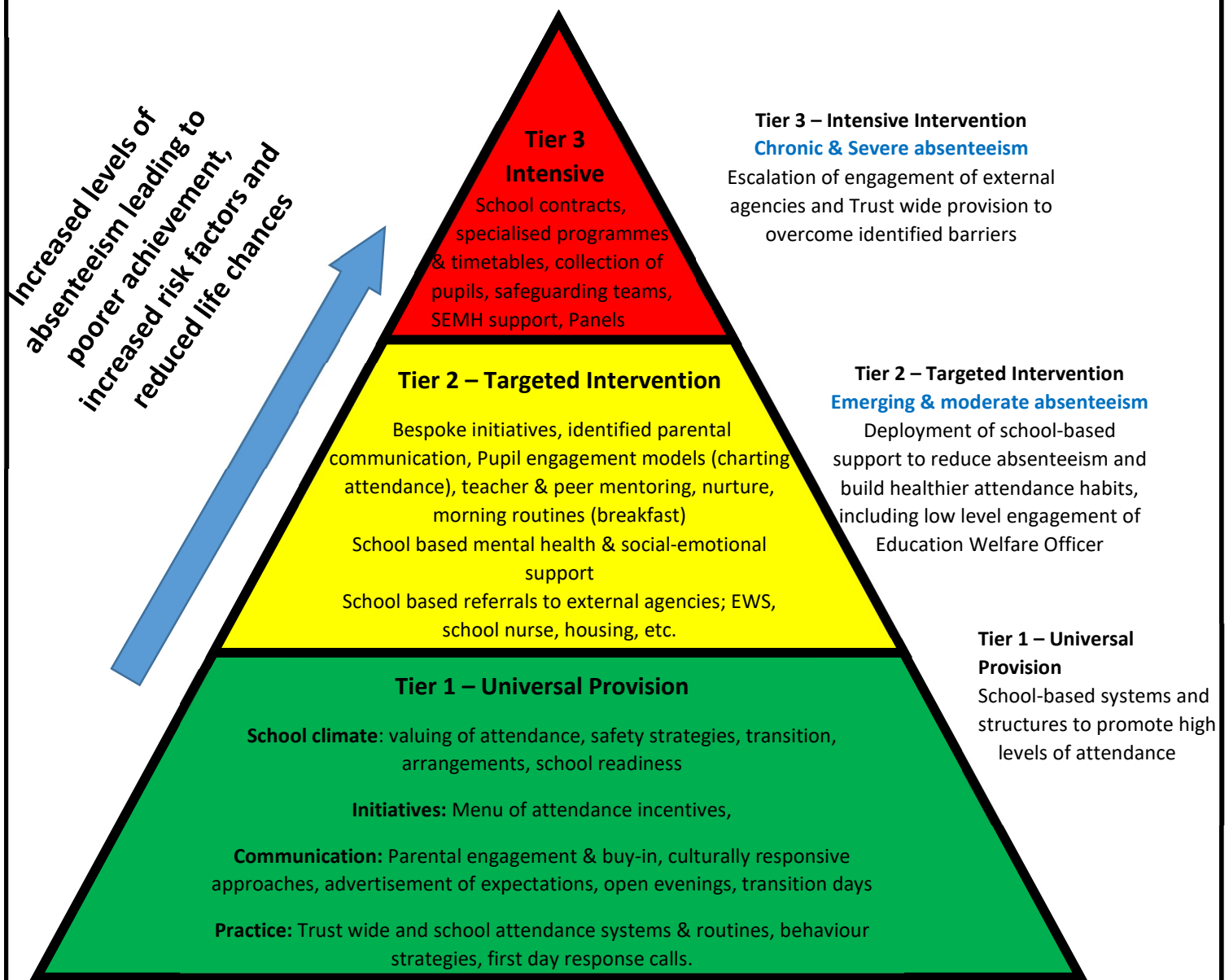
This policy links to the following policies:

- Child protection and safeguarding policy

- Behaviour policy

- Exclusion policy

TMET's Shared approach to promoting high levels of attendance



Appendix 1 – Department for Education (DfE) Attendance Codes

CODE	DESCRIPTION	MEANING	Frequency
/	Present (AM)	In school	Daily
\	Present (PM)	In school	Daily
B	Educated off site (NOT Dual registration)	Approved Education Activity	Rarely – only used with approval of SLT
C	Other Authorised Circumstances (not covered by another appropriate code/description) E.G., bereavement, home office appointment, funeral	Authorised absence	Occasional
D	Dual registration (i.e., present at another school or PRU)	Approved Education Activity	Rarely – only used with approval of SLT and written agreement
E	Excluded (no alternative provision made)	Authorised absence	Rarely – only used with approval of SLT
G	Family holiday (NOT agreed or days in excess of agreement)	Unauthorised absence	Rarely
H	Family holiday (agreed)	Authorised absence	Rarely
I	Illness (NOT medical or dental etc. appointments)	Authorised absence	Common
J	Interview Approved	Education Activity	Rarely
L	Late (before registers closed)	Present	Frequent
M	Medical/Dental appointments	Authorised absence	Frequent
N	No reason yet provided for absence	Unauthorised absence	Frequent – follow up required
O	Other unauthorised absence (not covered by other codes or descriptions)	Unauthorised absence	Frequent – follow up required
P	Approved sporting activity	Approved Education Activity	Rarely
R	Day set aside exclusively for religious observance	Authorised absence	Once a year
S	Study leave	Authorised absence	
T	Traveller absence	Authorised absence	Rarely
U	Late and arrived after the registers closed	Unauthorised absence	Frequent – follow up required
V	Educational visit or trip	Approved Education Activity	Rarely
W	Work experience (not work based training)	Approved Education	Rarely Year 10/11
X	Un-timetabled sessions for non-compulsory school age pupils	Not counted in possible attendances	Nursery children

Y	Where the school site, or part of it, is closed due to unavoidable cause; or the transport provided by the school or local authority for pupils (who do not live with walking distance) is not available; or where a local or national emergency has resulted in widespread disruption to travel which has prevented the pupil from attending school; or a pupil is detained in custody for less than four months.	Not counted in possible attendances	Rarely
Z	Pupil not yet on roll	Not counted in possible attendances	Prior to beginning at the school – in year admissions
#	School closed to all pupils	Not counted in possible attendances	INSET Days, half-term and holidays