



Northern Lights
LEARNING TRUST

Northern Lights Learning Trust



Hart Primary School
ATTENDANCE POLICY

Reviewed:	Summer 2024
Next Review Date:	Summer 2025
Person in Charge:	CEO
Governance:	Chair of Board and LGB

The quality of relationships between all members of school staff and pupils, and the relationship with parents and carers is the area that is most commonly associated with the ethos of the schools in our Trust. It is expressed in the terms of sharing and caring.

In the Church schools in our Trust, we follow the teachings of

Matthew 22:39 'Love your neighbour as yourself'

John 15:17 'This is my commandment: love each other'.

In the none Church schools in our Trust we follow the spiritual ethos of treating others as we would ask to be treated and to care for others with kindness.

In our schools we believe every pupil is an individual who is valued for who they are. We have a series of overlapping networks of relationships, which includes governors, staff, children, parents, church members, and members of the community which the school seeks to serve. Our pastoral work will strive to meet the significant challenge to create and maintain such networks, including in our Church schools in ways which reflect the Gospel. Those who are in leadership roles, which includes all who have a particular responsibility, ensure that by their personal example they set the highest standards expected.

It is from this premise that both Christian and spiritual love will pervade all aspects of life at Northern Lights Learning Trust. It will influence how we reward and teach discipline. It will affect how we value work and the achievements of pupils and staff. It will be seen in the way in which the school environments are created and cared for, in the way in which the needs of pupils, parents, and community are met, and in the way in which teaching and non-teaching staff work together effectively as a team.

Pastoral care pervades all aspects of school life and therefore will be reflected in the way the schools are organised and the policies are written and implemented.

Attendance Policy

Northern Lights and all academies that are part of the Trust are committed to meeting our obligation with regards to school attendance through our whole-school culture and ethos. We fully believe that good attendance is central to raising standards in education and ensuring all pupils can fulfil their potential and, we have a culture of ‘attendance is everyone’s business’. Pupils need to attend school regularly to benefit from their education. Missing out on lessons leaves children vulnerable to falling behind. Children with poor attendance tend to achieve less in both Primary and Secondary school. For these reasons, the Trust will proactively work in partnership with all parents/carers to promote and secure good attendance and overcome any barriers through proactive, strong partnership working and a supportive environment.

AIMS

As a Trust, we aim to:

- Promote good attendance
- Reduce absence, including persistent and severe absence
- Ensure every pupil has access to full-time education, which they are entitled to
- Act early to address patterns of absence and support families in any barriers that are identified
- Ensure all pupils are punctual to lessons
- Build strong and trusting relationships with families and ensure support is given if needed

Attendance is categorised below



Attendance

2024/2025

At Hart we are committed to the best attendance each pupil is able to achieve. We all work to the Northern Lights way of doing our best to be in every day.

	%	AUTUMN	AUTUMN & SPRING	AUTUMN, SPRING & SUMMER	IMPACT ON LEARNING
BLUE	98 - 100%	up to 1 day missed	up to 2.5 days missed	up to 3.5 days missed	Minimum impact on learning
GREEN	96 - 97%	up to 2.5 days missed	up to 5 days missed	up to 7.5 days missed	Some impact on learning
YELLOW	90 - 95%	up to 7 days missed	up to 13.5 days missed	up to 19 days missed	Impact on learning. Aim to improve with our support
AMBER	80 - 89%	up to 14 days missed	up to 27 days missed	up to 38 days missed	Impact on learning. Attendance needs to improve. School are here to support.
RED	79% & Below	up to 14.5+ days missed	up to 27.5+ days missed	up to 38.5+ days missed	Significant impact on learning. Attendance must improve. School support provided.

The above table shows days missed within each colour band. This links with our attendance approach. The amount of days that are missed will vary depending on the term in the academic year.






Working together to improve attendance

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 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](#)
- [KCSIE \(2024\)](#)

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

The Education Act 1996 places a legal obligation on the Local Authority to provide education suitable to a child's age, aptitude and ability and to any special educational needs they may have. Section 444 states that:

“The parent/carer of a child of compulsory school age registered at school and failing to attend regularly is guilty of an offence punishable by law”.

We recognise and fully support that every pupil has a right to a full-time education and high attendance expectations will be set for all pupils. However, our policy and procedures account for specific needs of pupils and pupil cohorts. Our policy is applied fairly and consistently and we will always consider individual needs of pupils and their families who have specific barriers to attendance. We have considered our obligations under the Equality Act 2010 and the UN Convention on the Rights of the Child.

ROLES AND RESPONSIBILITIES

The Trust delegates responsibility for managing school attendance to the Local Governing Body. The Trust board will monitor attendance and provide challenge and support as required.

- Promoting the importance of school attendance across the school's policies and ethos
- Making sure school leaders fulfill expectations and statutory duties
- Regularly reviewing and challenging attendance data
- Monitoring attendance figures for the whole school and across the Trust
- Making sure staff receive adequate training on attendance
- Holding the Headteacher/Head of School to account for the implementation of this policy

Northern Lights supports their responsibility by having an identified person to oversee attendance on a strategic level across the Trust schools (Carole Bradley - Director of Inclusion). Each school also has an identified Governor that supports the monitoring of attendance across the individual school (Colin Reid).

At Hart Primary School, we recognise that improving school attendance is a school leadership issue and therefore we have a designated senior leader (Sara McLaren) with overall responsibility for championing and improving attendance. We fully understand that absence is a symptom and that improving pupil's attendance is part of improving a pupil's overall welfare. We will achieve this by:

- Prioritising attendance in strategies on attainment, behaviour, bullying, special educational needs support and supporting pupils with medical conditions or disabilities
- Prioritising potential safeguarding and escalating these concerns swiftly following all safeguarding procedures

The **Head of School** is responsible for:

- Implementation of this policy at school level
- Monitoring school-level absence data, inclusive of ensuring next steps and plans are implemented to improve attendance and reporting it to governors
- Supporting staff with monitoring the attendance of individual pupils and identified next steps
- Monitoring the impact of any implemented attendance strategies
- Issuing fixed-penalty notices, where necessary and appropriate
- Working in partnership with external agencies to improve attendance
- Securing and promoting strong, trusting relationships with parents/carers by identifying barriers and removing where possible

The **designated attendance lead** (S McLaren) within each school is responsible for:

- Leading attendance across the school
- Offering a clear vision for attendance improvement
- Evaluating and monitoring expectations and processes
- Providing professional development/training for all staff linked to 'attendance is everyone's responsibility'
- Having an oversight of data analysis and forensically analysing for patterns etc. to make improvements and demonstrating impact
- Devising specific strategies to address areas of poor attendance identified through data
- Arranging calls and meetings with parents to discuss attendance issues sharing clear plans and strategies to secure improvements
- Delivering targeted intervention and support to pupils and families
- Liaising with the Local Authority and additional multi-agencies where necessary
- Monitoring and analysing attendance data and providing support for next steps
- Benchmarking attendance data to identify areas of focus for improvement
- Providing regular attendance reports to school staff and reporting concerns about attendance to the designated senior leader responsible for attendance and the Head of School
- Working with education attendance officers to tackle persistent absence

The designated attendance lead at Hart Primary School is Sara McLaren and can be contacted via 01429 273283.

The **class teacher** is responsible for:

- Recording attendance on a daily basis
- Using the correct codes, and submitting this information on the school system – Scholarpack - every morning and afternoon after registration
- Supporting the whole school and attendance champion in raising the profile of attendance, working in partnership with parents/carers and being proactive if patterns etc. are noticed by liaising with attendance champion
- Building positive, trusting relationships with parents/carers and pupils

School admin staff are responsible for:

- Taking calls from parents/carers about absence on a day-to-day basis and record it accurately on the school system
- Recording absence messages left on the school automated service every day
- Transferring calls from parents/carers to relevant personnel in order to provide them with more detailed support on attendance
- Following the First Day Response procedures in a timely manner

Parents/carers are expected to:

- Ensure their child/children attend school regularly and punctually fulfilling their legal responsibility
- Ensure that they contact the school by telephoning 01429 273283 by 8.45am on the day of absence and each subsequent day of absence, advising when they are expected to return
- Provide the school with more than 1 emergency contact number for their child
- Ensure that, where possible, appointments for their child are made outside of the school day

- Contact school with any problems or concerns, which may affect their child's attendance. Thus, allowing school to support and work in partnership
- To attend any meetings arranged in school to support and improve attendance/punctuality
- To update contact details i.e. change in telephone numbers, address, contacts

Pupils are expected to:

- Attend school every day on time
- Be ready for learning
- Inform a member of staff of any problem or reason that may prevent them for attending school

RECORDING ATTENDANCE

Across all schools, a 'First Day Response' procedure will be implemented. This will follow the outlined procedure below:

1. If any child is not registered as present after the beginning of the school day (8.45am) a list will be made
2. Staff will listen to any voice recording messages linked to the designated absence line
3. A visual check in school will be carried out in case register codes have been submitted in error
4. Phone call made to parents/carers to confirm reason of absence and to discuss procedures and provide support for families if needed
5. If no contact is made following the phone call, a message should be recorded on Scholarpack around no contact.
6. The school will decide if other emergency contacts are to be contacted in order to ascertain reason for absence and safeguarding of child/children
7. If there is still no contact or reason given then the individual school in most cases will carry out a home visit and liaise with other stakeholders if involved.
8. If at any point an individual school has any concerns around the absence then they should follow their safeguarding procedures.

Attendance register

Each school will keep an attendance register, and place all pupils onto this register. Attendance registers will be taken at the start of each school day (8.45am) and the start of the afternoon session (1pm) once during the second session.

An electronic registration system is used (Scholarpack) in each class. Pupils are marked as being present using the following code: / (am) \ (pm).

Should a pupil arrive late, but before the register closes, the following code is used. – L. It is important that pupils arrive in school on time, ready to start the school day, minimising disruption in class, when lessons have started and also alleviating stress/embarrassment to the pupil.

If a pupil arrives in school after the close of registration, the relevant absence code is marked.

Registration closes across all Northern Lights Academy schools 30 minutes after the start of the school day. For Hart Primary School, this will be 9.15am. Any pupil arriving after the close of registration will be marked as a U code – (unauthorised).

(DfE Attendance Codes can be detailed in Appendix 1)

Any amendment to the attendance register will include:

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

See appendix 1 for the DfE attendance codes.

Attendance will also be recorded via the DfE portal as statutorily required.

We will also record for pupils of compulsory school age whether the absence is authorised or not. The nature of the activity if a pupil is attending an approved educational activity and the nature of circumstances where a pupil is unable to attend due to exceptional circumstances. We will keep every entry on the attendance register for 6 years after the date on which the entry was made.

UNPLANNED ABSENCE

Each school 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. *We will not ask for medical evidence unnecessarily.*

If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents/carers will be notified of this in advance. The school will also not authorise the absence if the pupil is subject to an attendance plan and medical evidence is required as part of the plan. (Parents/carers will already be aware of this when a plan is put in place).

Following up unexplained absence

Where any pupil we expect to attend school does not attend, or stops attending, without reason, the school will:

As explained above the school will first follow – 'First Day Response' procedures. However, if the school cannot reach any of the pupil's emergency contacts, the school may make a home visit, involve an external Local Authority attendance officer or involve other agencies such as social care/police

The school will also:

- Identify whether the absence is approved or not
- Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than 5 working days after the absence
- Call the parent/carer on each day that the absence continues without explanation to ensure proper safeguarding action is taken where necessary.

PLANNED ABSENCE

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.

We ask parents/carers to notify school in advance of the appointment by telephone or informing the main school office in person. Parents/carers must bring copies of appointment cards where possible.

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.

AUTHORISED AND UNAUTHORISED ABSENCE

Granting leaves of absence

At Hart Primary School, we will grant leave of absence when a pupil needs to be absent from school with permission following the DfE guidance of *Working Together to Improve Attendance 2024*. We will restrict leaves of absence to the specific circumstances set out in regulation 11 of the School Attendance (Pupil Registration) (England) Regulations 2024. 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.

Exceptional Circumstances

The Head of School will only grant other leave of absence to a pupil during term time if they consider there to be 'exceptional circumstances'. It is important to note that Changes have been made to the Attendance regulations in the Education (Pupil Registration) (England) (Amendment) Regulations. These changes make it clear that Headteachers/Head of School may not grant any other leave of absence during term-time unless there are exceptional circumstances.

A leave of absence is granted at the Head of School discretion, including the length of time the pupil is authorised to be absent for. Each application will be considered individually taking into account the specific facts and circumstances and relevant background context behind the request.

Northern Lights Learning Trust define 'exceptional circumstances' as 'unusual' or 'rare' and each request will be considered individually, taking into account the specific facts, circumstances and context behind the request.

Exceptional Circumstances could include:

1. Service personnel returning from a tour of duty abroad where it is evidenced the individual will not be in receipt of any leave in the near future that coincides with school holidays.
2. Where an absence from school is recommended by a health professional as part of a parent or child's rehabilitation from a medical or emotional issue
3. When a family needs to spend time together to support each other during a terminal illness or death of a family member (compassionate grounds).

Evidence would be required.

Circumstances that are NOT considered exceptional include:

1. Parents' employment restrictions
2. Visiting family and friends who have different school holidays
3. Availability of cheap holidays and cheap travel arrangements
4. Celebrations of birthdays etc.

Any request should be submitted as soon as it is anticipated and, where possible, at least 2 weeks before the absence, and in accordance with any leave of absence request form (See Appendix 2), accessible via the school office and website.

PLEASE NOTE: Head of School may require evidence to support any request for leave of absence.

The absence request will then be processed and a decision letter will be sent out. Any absence, which has not been agreed in advance by the Headteacher/Head of School, is marked as unauthorised absence.

LEGAL SANCTIONS

Northern Lights Learning Trust are committed to supporting all our families in overcoming any barriers to attendance. Where this is not successful, or is not engaged with, and/or are not appropriate (e.g. an unauthorised holiday in term time) the individual school or local authority can fine parents/carers via a penalty notice for the unauthorised absence of their child from school, where the child is of compulsory

school age. The law protects pupils' right to education and provides a range of legal interventions to formalise attendance improvement.

A penalty notice can be issued to parents/carers as an alternative to prosecution where they have failed to ensure that their child of compulsory school age regularly attends school or, in certain cases, at a place where alternative provision is provided. A penalty notice can be issued to each parent/carer liable for the offence or offences.

At Northern Lights we fully understand that Penalty notices must be issued in line with the Education (Penalty Notices) (England) Regulations 2007, as amended and can only be issued by a headteacher or someone authorised by them, a local authority officer or the police. They must also be issued in line with Local Codes of Conduct which are drawn up and maintained by each local authority.

- 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.

Important Legal Information – New from 19th August 2024

The Government has introduced a single National threshold for when a penalty notice must be considered by all schools in England. This threshold is **10 sessions (usually equivalent to 5 school days)** of unauthorised absence within a rolling 10 week period. These sessions do not have to be consecutive and can be made up of a combination of any type of unauthorised absence. The period of 10 school weeks can span different terms or school years.

WHEN MAY A PENALTY NOTICE FOR ABSENCE BE APPROPRIATE?

When a school becomes aware that the National threshold has been met, they must consider whether a Penalty Notice can and should be issued or not. The National threshold has been met when:

- A pupil has been recorded as absent for **10 sessions (usually equivalent to 5 school days)** within 10 school weeks, with one of, or a combination of the following codes
- **Code G** (the pupil is absent without authorisation for the purpose of leave in term time)
- **Code O** (none of the other rows of Table 3 in regulation 10(3) of the School Attendance (Pupil Registration) (England) Regulations 2024 applies) and
- **Code U** (the pupil attended after the taking of the register ended but before the end of the session, where no other code applies)

Hartlepool Borough Council will consider issuing Penalty Notices within the National framework in the following circumstances:

Ongoing unauthorised absence - When:

- a pupil has had a minimum of 10 sessions of unauthorised absence within a period of 10 school weeks;
- a school has offered support in relation to school attendance and;
- despite the support offered by the school, there has been little improvement in the pupil's attendance; or a notice to improve has been issued but there has not been the required improvement over a six-week period.

Unauthorised Leave in Term Time - When:

- a pupil has been taken on an unauthorised "leave of absence" (code G) from school or a place of alternative educational provision for minimum of 10 continuous sessions (five days) and;
- the school have followed the relevant procedures and referred to the Local Authority in order for, a Penalty Notice to be considered.

- Where a request for a leave of absence has not been completed by parent/carer, and school have reason to believe that the child was taken on an unauthorised holiday in term time, the onus is on the parent/carer to provide evidence to the School to the contrary, to avoid a Penalty Notice being considered.

Suspended Child in a Public Place - When:

- a child of compulsory school age is suspended on disciplinary grounds, the parent of that child, provided they have been served with Notice under Section 104 of the act, must ensure that the child is not present in a public place during school hours during the first five days of that exclusion without reasonable justification. Where parents fail to ensure their child is not in a public place under these circumstances, a Penalty Notice may be issued.

(Penalty Notices regarding absence from school - Guidance for parents from Hartlepool Borough Council can be found in Appendix 3)

Northern Lights Learning Trust will support the individual schools in their decisions if the following have been taken into account:

- Documented proactive, early support has been in place and no improvements have been made
- A pupil attendance is below the 90% threshold and attendance support procedures are already in place such as an attendance contract, Fast Track, etc.
- The number of unauthorised absences occurring within a rolling academic year is concerning and impacting on the pupil's education
- One-off instances of irregular attendance, such as holidays taken in term time without permission, inclusive of re-occurring
- Where an excluded pupil is found in a public place during school hours without a justifiable reason

STRATEGIES FOR PROMOTING ATTENDANCE

Hart Primary School are committed to promote attendance and will do so in the following ways:

- Have a prominent display in the school hall which celebrates good attendance.
- Providing parents with half-termly updates on their child's attendance and how this impacts their learning potential.
- Ongoing support for those parents who are persistent and severe persistent absentees.
- Celebrating attendance on half-termly newsletters.
- Awarding each child with a 'In to Win' raffle ticket each day when they arrive at school which will enter them into a weekly prize raffle, giving each child a new opportunity to succeed each day.
- Celebrating class attendance each week in assembly. Each class whose attendance is 96%+ will receive a star. Once a class receives 4 stars in a given half term, they will be awarded an extra playtime.
- Awarding the house team with the highest attendance each week with 10 house points to promote a joint responsibility for attendance.

ATTENDANCE MONITORING

At Hart Primary School, we will monitor attendance on a daily basis after the register has closed. If parents have not contacted the school, then a call will be made by office staff to ascertain the reason for absence. Each Monday, the Designated Attendance Lead will monitor the attendance of children that week and will identify and monitor the attendance of any child who is a persistent or severe persistent absentee. A proactive approach will also be taken each Monday to identify any children who may be at risk of entering the next stage of attendance, and appropriate contact with parents will be made in order to support our pupils and families and address any barriers that are causing the absences.

Monitoring attendance

All schools within Northern Lights Learning Trust will report and record their data through the DfE attendance portal.

The school will:

- Monitor attendance and absence regularly to enable a proactive approach to improvements in attendance. (Analysis and monitoring of data, weekly, half-termly, termly and yearly across the school and at an individual pupil level)
- Identify whether or not there are particular groups of children whose absences may be a cause for concern

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 local governing body and the board of Trustees.

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 in line with procedures and the staged approach
- 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:

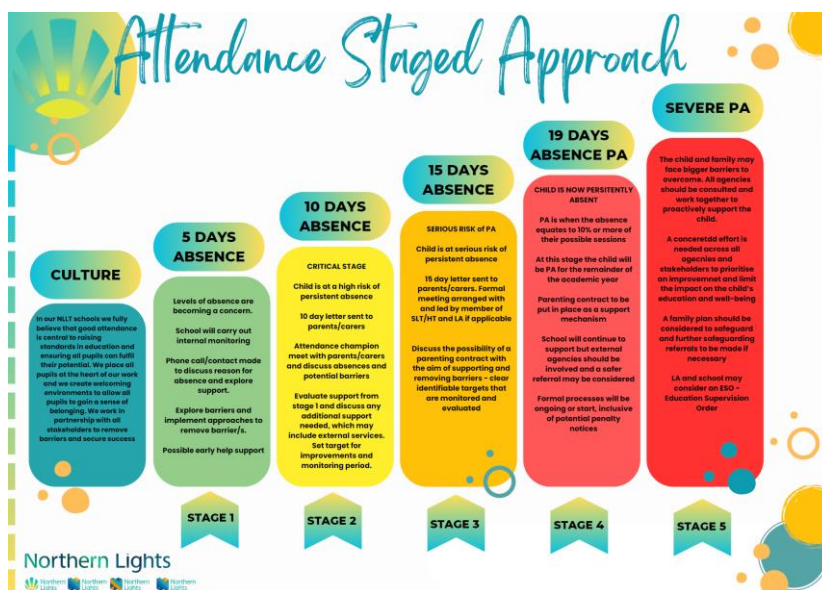
- Provide regular attendance reports to class teachers, and other school leaders, to facilitate discussions with pupils and families
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies

Reducing persistent and severe absence

Persistent absence is where a pupil misses 10% or more of school, and severe absence is where a pupil misses 50% or more of school.

The school will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Hold regular meetings with the parents/carers of pupils who the school (and/or local authority) considers to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement at school
- Provide access to wider support services to remove the barriers to attendance
- Follow our staged approach to continually engage with parents and carers to support and remove any barriers in partnership, forming strong, trusted relationships:



Lateness after school

There may be occasions when children are not collected from school. If this situation were to arise, we will carry out the following:

- If parents/carers do not arrive at the expected time, a phone call will be made after 10 minutes to all available contact numbers
- If no contact is made the child/children will be taken to a member of the SLT (Senior Leadership) to wait for contact.
- If after 20 minutes we still have had no response from parents/carers then school would contact the Local Attendance Team. The team would then visit the child's home and school.
- The decision to contact Emergency Duty Social Care will be made if all other avenues of contacting parents/carers has failed.

REPORTING TO PARENTS/CARERS

The school will regularly inform parents about their child's attendance and absence levels through a half termly attendance letter. The letter, which will be delivered via email on the last day of each half term, will inform the parents of the percentage attendance, the number of days absence and how this may have an impact on learning. In addition, a child's attendance across the year will also be reported in end-of-year reports.

Should parents wish to discuss the contents of these letters, then they should contact our Attendance Lead, Mrs McLaren, in the first instance.

MONITORING ARRANGEMENTS

This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum annually.

Appendix 1 – DfE Attendance Codes

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	Pupil is at a supervised off-site educational activity approved by the school
K	Attending education provision arranged by the Local Authority	The pupil is attending a place, other than the school or any other school at which they are a registered pupil, for educational provision arranged by a local authority under section 19(1) of the Education Act 1996 (exceptional provision of education), section 42(2), or 61(1) of the Children and Families Act 2014 (special educational provision off site)
V	Attending an educational visit or trip	The pupil is attending a place, other than the school or any other school at which they are a registered pupil, for an educational visit or trip arranged by or on behalf of the school and supervised by a member of school staff. The visit or trip must take place during the session for which it is recorded.
P	Sporting activity	Pupil is participating in a supervised sporting activity approved by the school
W	Attending work experience	Pupil is attending a place for an approved educational activity that is work experience provided under arrangements made by the local authority or school as part of the pupil's education.
D	Dual registered	Pupil is attending a session at another setting where they are also registered
C	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances
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 (see additional detail under regulation 11(2))
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 in line with paragraphs 67 – 70.
M	Leave of absence for the purpose of attending a medical or dental appointment	Pupil is at a medical or dental appointment and the appointment could not have been made out of school hours
G	Holiday not granted by the school	The school has not granted a leave of absence and the pupil is absent for the purpose of a holiday. A school cannot grant a leave of absence retrospectively. If the parent did not apply in advance, leave of absence should not be granted
N	Reason for absence not yet established	When the reason for absence has not yet been established before the register closes, the absence must be recorded with Code N Where absence is recorded as code N (reason not yet established) in the attendance register, the correct absence code should be entered as soon as the reason is ascertained, but no more than 5 school days after the session (regulation 10(7) to (9)). Code N must not therefore be left on the pupil's attendance record indefinitely; if a reason for absence cannot be established within 5 school days, schools must amend the pupil's record to Code O
O	Absent in other or unknown circumstances	Where no reason for absence is established or the school is not satisfied that the reason given is one that would be recorded using one of the codes statistically classified as authorised.
U	Arrived in school after	Where a pupil has arrived late after the register has closed but

	registration closed	before the end of session
#	Planned whole school closure	Whole school closure that are known and planned in advance such as: <ul style="list-style-type: none"> • Half terms • Days between terms
J1	Leave of absence for the purpose of attending and interview for employment or for admission to another educational institution	Pupil attending interview or for admission to another educational establishment
S	Leave of absence for the purpose of studying for a public examination	Leave has to be agreed in advance with parents/carers who the pupil normally lives with. (See further detail in DfE guidance)
X	Non-compulsory school age pupil not required to attend school	Pupil of non-compulsory school age is not required to attend
T	Parent travelling for occupational purposes	The pupil is a mobile child and their parent(s) is travelling in the course of their trade or business and the pupil is travelling with them. A mobile child is a child of compulsory school age who has no fixed abode and whose parent(s) is engaged in a trade or business of such a nature as to require them to travel from place to place
R	Religious observance	Pupil is taking part in a day of religious observance
I	Illness (not medical or dental)	School has been notified that a pupil will be absent due to illness
E	Suspended or permanently excluded	Pupil has been excluded but no alternative provision has been made
Q	Unable to attend school because of unavoidable cause	Unable to attend the school because of a lack of access arrangements
Y1	Unable to attend due to transport normally provided not being available	The pupil is unable to attend because the school is not within walking distance of their home and the transport to and from the school that is normally provided for the pupil by the school or local authority is not available.
Y2	Unable to attend due to widespread disruption to travel	Pupil is unable to attend school due to widespread disruption to travel caused by local, national or international emergency
Y3	Unable to attend due to part of the school premises being closed	Part of the school premises is unavoidably out of use and the pupil is one of those that the school considers cannot practically be accommodated in those part of the premises that remain in use
Y4	Unable to attend due to the whole school site being unexpectedly closed	Where a school was planned to be open for a session, but the school is closed unexpectedly, the attendance register is not taken as usual because there is no school session
Y5	Unable to attend as pupil is in criminal justice detention	The pupil is unable to attend the school because they are: <ul style="list-style-type: none"> • 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	The pupil's travel to or attendance at the school would be: <ul style="list-style-type: none"> • contrary to any guidance relating to the incidence or transmission of infection or disease published by the Secretary of State for Health and Social Care or • prohibited by any legislation relating to the incidence or transmission of infection or disease.
Y7	Unable to attend because of any other unavoidable cause	An unavoidable cause, that is not covered by one of the other 'unable to attend' codes detailed above, is preventing the pupil from attending the school
Z	Pupil not on admission register	Register set up but pupil has not yet joined the school



Hart Primary School

EXCEPTIONAL CIRCUMSTANCES LEAVE OF ABSENCE FROM SCHOOL FORM DURING TERM TIME

Important information for parents – please read before completing this form

[Working together to improve school attendance](#) advises all schools that they should only grant a leave of absence during term time in exceptional circumstances, considering each request on a case-by-case basis. If a leave of absence is granted, it is for the headteacher to determine the length of time the pupil can be away from school.

Although we recognise the value and benefits of family holidays, it is unlikely a leave of absence will be granted for a family holiday as the Government 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, as stated in our attendance policy.

Requests for leave must be made in advance, otherwise we may be unable to consider your individual circumstances and the absence will be recorded as unauthorised. Headteachers are not obligated to reconsider authorising leave if an application was not made in advance.

Our aim is for every pupil's attendance to be 100% unless there are exceptional or unavoidable reasons for absence. If you require any support with ensuring your child's attendance, please contact Mrs McLaren on 01429 273283.

I have read the above information and wish to apply for leave of absence from school for:

Child's Full Name	Date of Birth	Class/Form

Parent/Carer Details (Please list all parents)

First Name		Surname	
Date of Birth		Relationship to the child	
Address and postcode			
Telephone number			
First Name		Surname	
Date of Birth		Relationship to child	
Address and postcode			
Telephone Number			

Siblings: Please provide the name of any siblings and the school that they attend

Child's Full Name	Date of Birth	School

Details of the absence

Date of first day of absence		Date of last day of absence	
Total number of days absent		Expected date of return to school	

Please provide the reason for this request, including any supporting evidence you may have or want to submit.

Please read the following statement and sign to indicate you understand this:

I would like to request the above absence. I understand that the school strongly advises against taking unnecessary absence during term time and accept that this may have a detrimental impact on my child/ren's progress. I understand that a penalty notice may be issued if this request is denied, and my child is absent during this period. I understand that a fine will be payable per parent, per child.

I have read and understood the Local Authorities information regarding penalty notices for absence from school and the action they may take.

Signed		Full Name		Date	
Signed		Full Name		Date	

The Headteacher will consider the application in line with the School's Attendance Policy.

OFFICE USE ONLY

Date request received by the school		Total number of days requested	
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Application form seen by Headteacher? Yes No

Child's Name		Holidays Authorised? Yes <input type="checkbox"/> No <input type="checkbox"/>
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Child's Name		Holidays Authorised? Yes <input type="checkbox"/> No <input type="checkbox"/>
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Child's Name		Holidays Authorised? Yes <input type="checkbox"/> No <input type="checkbox"/>
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Child's Name		Holidays Authorised? Yes <input type="checkbox"/> No <input type="checkbox"/>
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Reason for school's decision

In the case of a term time holiday please confirm which parent took the holiday

Current Attendance _____ %

Headteacher		Signed		Date	
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Penalty Notices regarding absence from school - Guidance for parents

Regular school attendance and parent's legal responsibilities

At Hart Primary School our aim is to collaborate with parents to ensure that all our pupils receive the most from their education and reach their full potential.

This guidance is to remind all parents about the law that requires them to ensure that their child attends school regularly. The Government is very clear that no child should miss school apart from in exceptional circumstances and schools must take steps to reduce absence to support children's attainment.

The important legal information – New from August 19th, 2024

The Government have introduced a single national threshold for when a penalty notice must be considered by all schools in England. This threshold is **10 sessions (usually equivalent to 5 school days) of unauthorised absence within a rolling 10 school week period**. These sessions do not have to be consecutive and can be made up of a combination of any type of unauthorised absence. The period of 10 school weeks can span different terms or school years.

In line with national guidance, the Local Authority (LA) retains the discretion to issue a penalty notice before the threshold is met. This might apply for example, where parents take several term time holidays below the national threshold. The LA also retains the discretion to consider going straight to prosecution where appropriate.

A maximum of 2 penalty notices per parent, per child can be issued within a rolling 3-year period. This period will start from the issue of the 1st penalty notice. The national framework also sets out the escalation process which applies to such penalty notices. If the national threshold is met for a third time (or subsequent times) within 3 years, another tool should be used. In Hartlepool, where a pupil's attendance has met the national threshold for a third time within 3 years and the parent/s have already been issued with 2 penalty notices within that period, consideration will be given to prosecution under section 444 of the Education Act 1996, which can result in a criminal conviction and a fine of up to £2,500.

A parent includes any person who is not a natural parent but who has parental responsibility for the child **or** who has care of the child, as set out in section 576 of the Education Act 1996. Penalty notices will usually be issued to the parent/s with day-to-day responsibility for the child's attendance or the parent/s who have allowed the absence (regardless of which parent has applied for a leave of absence).

The first penalty notice issued to a parent for a child will be charged at £160 to be paid within 28 days. This will be reduced to £80 if paid within 21 days. Where it is deemed appropriate to issue a second penalty notice, the second penalty notice to the same parent for the same child within 3 years of the first offence, is charged at a flat rate of £160 and is payable within 28 days. **There is no reduced sum available in this instance.**

There will be no consideration for a third penalty notice within a three period in this instance legal action will be considered.

Part payments or payment plans are not acceptable, and fines must be paid in full within 21 or 28 days, at the rate specified within the penalty notice. There is no right of appeal against a penalty notice.