Queen Elizabeth Grammar School
Attendance Policy
Publication Date: October 2025

Changing Lives Learning Trust

INCLUSION · RESPECT · RESILIENCE · ASPIRATION

ATTENDANCE POLICY

DOCUMENT CONTROL

Author/Contact	David Marchant Tel: 01768 864621 Email: secretary@qegs.cumbria.scu.uk	
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1. AIMS

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

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

We will also promote and support punctuality in attending lessons.

2. LEGISLATION AND GUIDANCE

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

- Part 6 of the Education Act 1996
- Part 3 of the Education Act 2002
- Part 7 of the Education and Inspections Act 2006
- The Education (Pupil Registration) (England) Regulations 2006 (and 2010, 2011, 2013, and 2016 amendments)
- The School Attendance (Pupil Registration) (England) Regulations 2024
- The Education (Penalty Notices) (England) (Amendment) Regulations 2013 and the 2024 amendment

https://www.legislation.gov.uk/uksi/2013/757/regulation/2/madeIt also refers to:

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

3. ROLES AND RESPONSIBILITIES

3.1 The governing board

The governing board is responsible for:

- Setting high expectations of all school leaders, staff, pupils and parents
- Making sure school leaders fulfil expectations and statutory duties, including:
    - Making sure the school records attendance accurately in the register, and shares the required information with the DfE and local authority
    - Making sure the school works effectively with local partners to help remove barriers to attendance, and keeps them informed regarding specific pupils, where appropriate

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

3.2 The headteacher

The headteacher is responsible for:

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

3.3 The designated senior leader responsible for attendance

The designated senior leader is responsible for:

- Leading, championing and improving attendance across the school
- Setting a clear vision for improving and maintaining good attendance
- Evaluating and monitoring expectations and processes
- Having a strong grasp of absence data and oversight of absence data analysis
- Regularly monitoring and evaluating progress in attendance
- Establishing and maintaining effective systems for tackling absence, and making sure they are followed by all staff
- Liaising with pupils, parents/carers and external agencies, where needed
- Building close and productive relationships with parents to discuss and tackle attendance issues
- Creating intervention or reintegration plans in partnership with pupils and their parents/carers
- Delivering targeted intervention and support to pupils and families

3.4 The attendance officer

The school attendance officer is responsible for:

- Monitoring and analysing attendance data (see section 7)
- Benchmarking attendance data to identify areas of focus for improvement
- Providing regular attendance reports to school staff and reporting concerns about attendance to the designated senior leader responsible for attendance, and the headteacher
- Working with the local authority attendance team to tackle persistent absence
- Co-ordinating home visits where a child has not been seen by a professional for a period of 5 school days

The attendance officer can be contacted via attendance@qegs.cumbria.sch.uk

3.5 Class teachers/form tutors

Staff are responsible for recording attendance for both morning (form tutors) and afternoon (class teachers) sessions on a daily basis, using the correct codes (see Appendix 1), and submitting this information to the school office within 10 minutes of the session starting.

3.6 School office staff

School office staff will:

- Take calls from parents/carers about absence on a day-to-day basis and record it on the school system
- Take messages from parents/carers and pass these on to the head of year, where appropriate, Heads of Year will then get in touch with the parent/carers to provide more detailed support on attendance

3.7 Parents

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

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

Parents are expected to:

- Make sure their child attends every day on time
- Call the school to report their child's absence before 8.30am on the day of the absence (and each subsequent day of absence), and advise when they are expected to return
- Provide the school with more than 1 emergency contact number for their child
- Ensure that, where possible, appointments for their child are made outside of the school day
- Keep to any attendance contracts that they make with the school and/or local authority
- Seek support, where necessary, for maintaining good attendance, by contacting the Local Authority

3.8 Pupils

Pupils are expected to:

- Attend school every day, on time and every timetabled lesson.

4. RECORDING ATTENDANCE

4.1 Attendance register

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

We will take our attendance register at the start of the first session of each school day and once during the second session. It will mark, using the appropriate national attendance and absence codes from the School Attendance (Pupil Registration) (England) Regulations 2024, whether every pupil is:

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

Any amendment to the attendance register will include:

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

See Appendix 14 for the DfE attendance codes.

We will also record:

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

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

The school day starts at 8.50 and ends at 15.45.

Pupils must arrive in school by 8.50 on each school day.

The register for the first session will be taken at 8.50 and will be kept open until 9.00. The register for the second session will be taken at the start of lesson 4 and will be kept open for 15 minutes.

4.2 Unplanned absence

The pupil's parent must notify the school of the reason for the absence on the first day of an unplanned absence by 8.30am or as soon as practically possible, by logging an absence on ParentMail.

We will mark absence due to physical or mental illness as authorised, unless the school has a genuine concern about the authenticity of the illness.

Where the absence is longer than 5 days, or there are doubts about the authenticity of the illness, the school will ask for 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 will be notified of this in advance.

4.3 Planned absence

Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent notifies the school in advance of the appointment. Parents should log this on ParentMail.

However, we encourage parents 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.

The pupil's parent must also apply for other types of term-time absence as far in advance as possible of the requested absence. Go to section 5 to find out which term-time absences the school can authorise.

4.4 Lateness and punctuality

A pupil who arrives late:

- Before the register has closed will be marked as late, using the appropriate code
- After the register has closed will be marked as absent, using the appropriate code

4.5 Following up unexplained absence

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

- Call the pupil's parent on the morning of the first day of unexplained absence to ascertain the reason. If the school cannot reach any of the pupil's emergency contacts, the school may visit home or contact other agencies (especially if there is a concern)
- 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 session(s) for which the pupil was absent
- Call the parent on each day that the absence continues without explanation, to make sure proper safeguarding action is taken where necessary. If absence continues, the school will consider involving an education welfare officer
- Where relevant, report the unexplained absence to the pupil's youth offending team officer
- Where appropriate, offer support to the pupil and/or their parents to improve attendance
- Identify whether the pupil needs support from wider partners, as quickly as possible, and make the necessary referrals
- Where support is not appropriate, not successful, or not engaged with: issue a notice to improve, penalty notice or other legal intervention (see section 5.2 below), as appropriate.

4.6 Reporting to parents

The school will regularly inform parents (see definition of 'parent', as used in this policy, in section 3.7 above) about their child's attendance and absence levels e.g. on school reports.

5. AUTHORISED AND UNAUTHORISED ABSENCE

5.1 Approval for term-time absence

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

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

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

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

We define 'exceptional circumstances' as a key event which cannot be planned for or easily changed e.g. funeral].

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

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

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

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

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

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

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

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

5.2 Sanctions

Our school will make use of the full range of potential sanctions – including, but not limited to, those listed below – to tackle poor attendance. Decisions will be made on an individual, case-by-case basis.

Penalty notices

The headteacher (or someone authorised by them), local authority or the police can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age, by issuing a penalty notice.

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

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

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

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

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

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

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

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

A penalty notice may also be issued where parents allow their child to be present in a public place during school hours without reasonable justification, during the first 5 days of a suspension or exclusion (where the school has notified the parents that the pupil must not be present in a public place on that day). These penalty notices are not included in the National Framework, not subject to the same considerations about support being provided, and do not count towards the limit as part of the escalation process.

In these cases, the parent must pay £60 within 21 days, or £120.

Notices to improve

If the national threshold has been met and support is appropriate, but parents do not engage with offers of support, the school may offer a notice to improve to give parents a final chance to engage with support.

Notices to improve will be issued in line with processes set out in the local code of conduct for the local authority area in which the pupil attends school.

They will include:

- Details of the pupil's attendance record and of the offences
- The benefits of regular attendance and the duty of parents under section 7 of the Education Act 1996
- Details of the support provided so far
- Opportunities for further support, or to access previously provided support that was not engaged with
- A clear warning that a penalty notice may be issued if attendance doesn't improve within the improvement period, along with details of what sufficient improvement looks like, which will be decided on a case-by-case basis
- A clear timeframe of between 3 and 6 weeks for the improvement period
- The grounds on which a penalty notice may be issued before the end of the improvement period

6. STRATEGIES FOR PROMOTING ATTENDANCE

School will celebrate good attendance through certificates, notice board displays and assemblies.

7. SUPPORTING PUPILS WHO ARE ABSENT OR RETURNING TO SCHOOL

7.1 Pupils absent due to complex barriers to attendance

School will work with the student, parents and other agencies to support students to return to school.

7.2 Pupils absent due to mental or physical ill health or SEND

School will work with the student, parents and other agencies to support students to return to school.

Where a pupil has an education health and care (EHC) plan and their attendance falls, or the school becomes aware of barriers to attendance that related to the pupil's needs, the school will inform the local authority.

7.3 Pupils returning to school after a lengthy or unavoidable period of absence

School will work with the student, parents and other agencies to support students to return to school.

8. ATTENDANCE MONITORING

Reports are generated regularly and considered by the school's SLT and the Governors.

8.1 Monitoring attendance

The school will monitor attendance and absence data (including punctuality) half-termly, termly and yearly across the school and at an individual pupil, year group and cohort level.

Specific pupil information will be shared with the DfE on request.

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 benchmark its attendance data at whole school, year group and cohort level against local, regional, and national levels to identify areas of focus for improvement, and share this with the governing board.

8.2 Analysing attendance

The school will:

- Analyse attendance and absence data regularly to identify pupils, groups or cohorts that need additional support with their attendance, and
- Identify pupils whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severe absence
- Conduct thorough analysis of half-termly, termly, and full-year data to identify patterns and trends
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns

8.3 Using data to improve attendance

The school will:

- Develop targeted actions to address patterns of absence (of all severities) of individual pupils, groups or cohorts that it has identified via data analysis
- Provide targeted support to the pupils it has identified whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severed absence, and their families (see section 8.4 below)
- Provide regular attendance reports to relevant staff to facilitate discussions with pupils and families, and to the governing board and school leaders (including special educational needs co-ordinators, designated safeguarding leads and pupil premium leads)
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies
- Share information and work collaboratively with other schools in the area, local authorities and other partners where a pupil’s absence is at risk of becoming persistent or severe, including keeping them informed regarding specific pupils, where appropriate

8.4 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. Reducing persistent and severe absence is central to the school’s strategy for improving attendance.

The school will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Consider potential safeguarding issues and, where suspected or present, address them in line with Keeping Children Safe in Education

- Hold regular meetings with the parents of pupils who the school (and/or local authority) considers to be vulnerable or at risk of persistent or severe absence, or who are persistently or severely absent, to:
    - Discuss attendance and engagement at school
    - Listen, and understand barriers to attendance
    - Explain the help that is available
    - Explain the potential consequences of, and sanctions for, persistent and severe absence
    - Review any existing actions or interventions
- Provide access to wider support services to remove the barriers to attendance, in conjunction with the local authority, where relevant
- Consider alternative support that could be put in place to remove any barriers to attendance and re-engage these pupils. In doing so, the school will sensitively consider some of the reasons for absence
- Implement sanctions, where necessary (see section 5.2, above)

9. LINKS WITH OTHER POLICIES

This policy links to the following policies:

- Child protection and safeguarding policy
- Behaviour policy

APPENDICIES:

Appendix 1	Unexplained Absence Letter
Appendix 2	Punctuality Letter
Appendix 3	Under 96% Attendance Letter
Appendix 4	Under 95% Request for Medical Evidence Letter
Appendix 5	Invitation to Attendance Improvement Meeting Letter
Appendix 6	Failure to Attend Meeting Letter
Appendix 7	Referral to School Liaison Officer Letter
Appendix 8	Application Form for Leave of Absence
Appendix 9	Authorisation for Leave
Appendix 10	Authorisation for Special Event
Appendix 11	Leave Unauthorised
Appendix 12	Leave Cited as Other Absence
Appendix 13	Leave not Requested in Advance
Appendix 14	Absence Codes

APPENDIX 1 UNEXPLAINED ABSENCE LETTER

«addressee»

«address_block»

«date_of_printing

» Dear «salutation»,

I am writing to you as I have concerns over «chosen_forename»'s absences on the following dates:

«periods_of_absence»

I tried to make contact on the above date(s), unfortunately I have not received any information from you as of yet. Please could I ask you to contact me as soon as possible to let me know why your child was absent from school in order to have «chosen_forename»'s records updated. «He__She» currently has «total_unexplained_sessions» unexplained absences this academic year, this includes both morning and afternoon sessions.

Please be aware of the significant impact that absence from school has on the progress and development of a child and as such the school needs to ensure that the correct support is in place for your child.

Please could you respond with a reason for each date provided above either by completing the slip below for your child to return to their Form Tutor, or by emailing me at attendance@qegs.cumbria.sch.uk or call 01768 864621 to leave me a message. I will then update their attendance records but please be advised that it's the School's decision whether the absence will be authorised.

Many thanks in advance,

Attendance Officer

Please return to The Form Tutor

The reason for «chosen_forename» «chosen_surname»'s absence on:

……
……

……
……

……
……

Signed: _____Parent/Guardian Date:_____

APPENDIX 2 PUNCTUALITY LETTER

«addressee»

«address_block»

Dear «salutation»,

Re: «chosen_forename» «chosen_surname»'s punctuality to school

I write in order to draw your attention to your child's punctuality record for this academic year. Our records show that «chosen_forename» has been late to school on «total_lates_both» occasions which is a cause for concern. Five or more incidents of late arrival to school in any one academic year causes us significant concern.

Your daughter/son should arrive in school by 8:50 am. Good punctuality is an essential part of preparing them for the demands of future life outside of school such as university and employment.

We always refer to student attendance and punctuality records when replying to applications for further education and employment references, therefore good attendance and punctuality is essential. These records can play an effective part in this process reflecting a student is reliable and committed.

If there is a reason that your child cannot arrive in school on time, please do not hesitate to contact me so that we can work together to overcome the issue.

I hope to see an improvement in «chosen_forename»'s punctuality for the remainder of this year and for the rest of «his_her» school career.

Yours sincerely

Attendance Officer

APPENDIX 3 UNDER 96% ATTENDANCE LETTER

«addressee»

«address_block»

Dear «salutation»

Attendance – «chosen_forename» «chosen_surname» - «reg»

I am writing to you as «chosen_forename»'s attendance this year has been recorded at «percentage_attendance»%.

The government expectation for good attendance at school is at least 96% and any student with less than this is missing over 2 whole weeks of learning over the course of the academic year. At Queen Elizabeth Grammar School we are committed to improving achievement and monitor the attendance of all of our pupils. The greater the attendance, the greater the achievement!

Any pupil whose attendance falls below 96% is monitored daily and I'm sure you will agree that your child must attend school regularly to ensure that the maximum benefit is obtained from the education provided. I hope that we can work together to see your child's attendance improve and move above the target laid out for good attendance. If there are on-going concerns then please do contact me to discuss what further support might be needed.

Please contact me via email at attendance@qegs.cumbria.sch.uk or call 01768 864621 or send me a Parent Mail to discuss any problems there may be that affect your child's attendance.

Yours sincerely

Attendance Officer

APPENDIX 4 UNDER 95% REQUEST FOR MEDICAL EVIDENCE LETTER

«addressee»

«address_block»

Dear «salutation»

Attendance – «chosen_forename» «chosen_surname» - «reg»

Despite our previous correspondence, «chosen_forename»'s attendance has continued to fall. At present «his_her» percentage currently stands at «percentage_attendance»% and this will have an impact on her/his education.

So far this academic year they have had «total_of_specified_codes» sessions away from school due to illness or for medical appointments (each school day is made up of two sessions). Further absences due to illness will need to be supported by some form of medical evidence. This can include appointment cards, test results, prescriptions, hospital letters or even dated prescription labels. Without this evidence any further time off for illness will be recorded as unauthorised.

The 1996 Education Act clearly states "If any child of compulsory school age, who is a registered pupil at a school, fails to attend regularly, the parents/carers of the child shall be guilty of an offence". We recognise that there are sometimes wider concerns and would ask that you work with us to address these in order to improve his/her attendance. We recognise that this can be a complicated and challenging process and so would encourage you to arrange a time to come and discuss the issues and what we can do to support.

Please do not hesitate to contact me via email attendance@qegs.cumbria.sch.uk or call 01768 864621 to discuss any concerns you may have about your child's health that I may not be aware of. I hope that we can work together to help «chosen_forename» to feel supported in school.

Yours sincerely

Attendance Officer

APPENDIX 5 INVITATION TO AN ATTENDANCE IMPROVEMENT MEETING LETTER

«addressee»

«address_block»

Dear «salutation»

Attendance – «chosen_forename» «chosen_surname» - «reg»

Despite our previous correspondence, «chosen_forename»'s attendance has continued to fall. At present «his_her» percentage currently stands at «percentage_attendance»% and this will have an impact on your child's education.

The 1996 Education Act clearly states "If any child of compulsory school age, who is a registered pupil at a school, fails to attend regularly, the parents/carers of the child shall be guilty of an offence". Failure to ensure that your daughter attends school can result in more formal process and referral to the local authority.

Please would you attend an Attendance Improvement Meeting here at school at the following time:-

Date/Time

It is important that you and «chosen_forename» both attend so we can discuss the issues around their attendance and work together to make an improvement. If this is not convenient please contact your me at your earliest convenience to arrange a mutually convenient time to meet to discuss our next steps. If you fail to attend a meeting and «chosen_forename»'s absence continues to deteriorate a referral will be made to the Local Authority for intervention by the Attendance Officer.

I look forward to meeting you and hope that we can help «chosen_forename» to feel supported and that they can attend school.

Yours sincerely

Head of Year

APPENDIX 6 FAILURE TO ATTEND MEETING LETTER

«addressee»

«address_block»

Dear «salutation»

«chosen_forename» «chosen_surname», «reg» - «date_of_birth»

We recently invited you in to attend a meeting with the Head and you failed to arrive.

Following on from discussions with members of staff about «chosen_forename»'s low attendance, it is with regret that I have to inform you that the decision has been made by the school to refer to the Attendance Officer working for the Local Authority for further action.

As of today «chosen_forename»'s attendance stands at «percentage_attendance»% for this academic year which falls below acceptable government regulations.

Yours sincerely

Headteacher

APPENDIX 7 REFERRAL TO SCHOOL ATTENDANCE OFFICER LETTER

«addressee»

«address_block»

Dear «salutation»

«chosen_forename» «chosen_surname», «reg» - «date_of_birth»

Following on from discussions with members of staff about «chosen_forename»'s low attendance, it is with regret that I have to inform you that the decision has been made by the school to refer to the Attendance Officer working for the Local Authority for further action.

As of today «chosen_forename»'s attendance stands at «percentage_attendance»% for this academic year which falls below acceptable government regulations.

Yours sincerely

Headteacher

APPENDIX 8 APPLICATION FORM FOR LEAVE OF ABSENCE

APPLICATION FOR LEAVE OF ABSENCE DURING TERM TIME

It is at the discretion of the Headteacher, acting on behalf of the Governing Body, the Education (Pupil Registration) (England) (Amendment) Regulations 2013 as to whether leave of absence is authorised. The regulations make clear that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances relating to that application. Each case will be judged on an individual basis as outlined in guidance from the Department for Education.

Taking your child out of school during term time is detrimental to your child's learning, progress and overall achievement.

If the leave of absence is not authorised and it is taken anyway, the case will be referred to Westmorland and Furness Local Authority who may issue a Penalty Notice. The Penalty Notice gives you the opportunity to pay a penalty instead of being prosecuted for failing to secure your child's regular attendance at school. The amount of the penalty is £160 per parent, per child, to be paid within 28 days. If you pay the penalty within the time limits, no further action will be taken against you in connection with the offence i.e. your liability for the offence will be discharged.

Name of Child	
Date of Birth	
Form Group	
Date of First Day of Absence	
Date of Return	
Number of Days requested	

Reason for leave of absence to be taken during term time and details of the "exceptional circumstances" related to this application.

Signed: _____Parent/Guardian Date:_____

Print name _____

APPENDIX 9 AUTHORISATION FOR LEAVE

«addressee»

«address_block»

«date_of_printing»

Dear «salutation»

Leave of Absence Request – enter dates

«chosen_forename» «chosen_surname» - «reg»

Thank you for completing the leave of absence request form, on this occasion I believe there to be exceptional circumstances and have authorised your request.

The length of authorised leave is stated above, should you exceed his period a Penalty Notice may be requested.

It is widely recognised that regular and punctual attendance at school is both a legal requirement and is essential if children are to maximise their educational opportunities and make the progress expected. Queen Elizabeth Grammar School' Learning Agreement clearly outlines our expectation that you do not take your child out of school during term time.

The school's target for attendance is 97% which is just above the minimum national standard. It is recognised that attendance below this starts to impact upon children's learning, their progress and overall achievement

Please ensure that «chosen_forename» has seen all of «his_her» teachers prior to this period of leave to obtain work that can be completed whilst away and that upon «his_her» return all missed work is completed to the required standard and returned to staff within two weeks.

In future can you please make sure that your child's attendance remains above the government target of 96% and that any requests for leave of absence are avoided. It is highly unlikely that any further requests for leave during term time will be authorised in the future.

Yours sincerely

Headteacher

APPENDIX 10 AUTHORISATION FOR SPECIAL EVENT

«addressee»

«address_block»

«date_of_printing»

Dear «salutation»

Absence for Special Circumstances – enter event here

«chosen_forename» «chosen_surname» - «reg»

Thank you for your recent letter requesting that «chosen_forename» is granted leave from school to participate in the above event. This is an exciting opportunity for «him_her», and therefore I will authorise the absence from school on the date stated above.

May I take this opportunity to congratulate «chosen_forename» on being selected to participate in this event and I wish «him_her» an enjoyable experience.

Can you please make sure that «he_she» has seen all «his_her» teachers in advance of this absence and completes any work that is missed.

Yours sincerely

Headteacher

APPENDIX 11 LEAVE UNAUTHORISED

«addressee»

«address_block»

«date_of_printing»

Dear «salutation»

Request for leave during Term-Time - «chosen_forename» «chosen_surname», «reg»

Dates of Application: enter dates

I have received your request to take «chosen_forename» out of school for the period of time stated above. I have considered your request but I am writing to inform you that on this occasion the leave will not be authorised.

From September 2013 the Department for Education have amended the “Education (Pupil Registration) (England) Regulations 1996” removing the Head Teacher’s ability to authorise leave of absence for a family holiday. Requests for holidays in term-time will not be authorised as the regulations only allow me to authorise absences from school in “exceptional circumstances”.

Yours sincerely

Headteacher

APPENDIX 12 LEAVE CITED AS OTHER ABSENCE

«addressee»

«address_block»

«date_of_printing»

Dear «salutation»

Re: «chosen_forename»«chosen_surname», «reg»

Dates of Absence: enter dates

We believe that «chosen_forename» has been taken on holiday during term time between the dates stated above. The reason that we are led to believe this is enter reason here

This leave was not requested in advance and has not been authorised. The absence will be recorded as unauthorised and may result in a penalty notice being issued for each parent/carer with parental responsibility for «chosen_forename» unless you are able to provide us with evidence that this was not the case within 10 days.

From September 2013 the Department for Education have amended the "Education (Pupil Registration) (England) Regulations 1996" removing the Head Teacher's ability to authorise leave of absence for a family holiday. Requests for holidays in term-time will not be authorised as the regulations only allow me to authorise absences from school in "exceptional circumstances".

Yours sincerely

Headteacher

APPENDIX 13 LEAVE NOT REQUESTED IN ADVANCE

«addressee»

«addrss_block»

«date_of_printing»

Dear «salutation»

Re: «chosen_forename»«chosen_surname», «reg»

Dates of Absence: enter dates

You have informed the school that you have taken «chosen_forename» out of school during term time for a holiday, this leave was not requested in advance. I am unable to authorise leave retrospectively and therefore this absence will be recorded as unauthorised

From September 2013 the Department for Education have amended the “Education (Pupil Registration) (England) Regulations 1996” removing the Head Teacher’s ability to authorise leave of absence for a family holiday. Requests for holidays in term-time will not be authorised as the regulations only allow me to authorise absences from school in “exceptional circumstances”.

Yours sincerely

Headteacher

APPENDIX 14: ATTENDANCE CODES

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

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
****	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
Attending a place other than the school		
K	Attending education provision arranged by the local authority	Pupil is attending a place other than a school at which they are registered, for educational provision arranged by the local authority
V	Attending an educational visit or trip	Pupil is on an educational visit/trip organised or approved by the school
P	Participating in a sporting activity	Pupil is participating in a supervised sporting activity approved by the school
W	Attending work experience	Pupil is on an approved work experience placement
B	Attending any other approved educational activity	Pupil is attending a place for an approved educational activity that is not a sporting activity or work experience

D	Dual registered	Pupil is attending a session at another setting where they are also registered
Absent – leave of absence		
C1	Participating in a regulated performance or undertaking regulated employment abroad	Pupil is undertaking employment (paid or unpaid) during school hours, approved by the school
M	Medical/dental appointment	Pupil is at a medical or dental appointment
J1	Interview	Pupil has an interview with a prospective employer/educational establishment
S	Study leave	Pupil has been granted leave of absence to study for a public examination
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
C2	Part-time timetable	Pupil is not in school due to having a part-time timetable
C	Exceptional circumstances	Pupil has been granted a leave of absence due to exceptional circumstances
Absent – other authorised reasons		
T	Parent travelling for occupational purposes	Pupil is a ‘mobile child’ who is travelling with their parent(s) who are travelling for occupational purposes

R	Religious observance	Pupil is taking part in a day of religious observance
I	Illness (not medical or dental appointment)	Pupil is unable to attend due to illness (either related to physical or mental health)
E	Suspended or excluded	Pupil has been suspended or excluded from school and no alternative provision has been made
Absent – unable to attend school because of unavoidable cause		
Q	Lack of access arrangements	Pupil is unable to attend school because the local authority has failed to make access arrangements to enable attendance at school
Y1	Transport not available	Pupil is unable to attend because school is not within walking distance of their home and the transport normally provided is not available
Y2	Widespread disruption to travel	Pupil is unable to attend because of widespread disruption to travel caused by a local, national or international emergency
Y3	Part of school premises closed	Pupil is unable to attend because they cannot practicably be accommodated in the part of the premises that remains open
Y4	Whole school site unexpectedly closed	Every pupil absent as the school is closed unexpectedly (e.g. due to adverse weather)
Y5	Criminal justice detention	Pupil is unable to attend as they are:

		• In police detention • Remanded to youth detention, awaiting trial or sentencing, or • Detained under a sentence of detention
Y6	Public health guidance or law	Pupil's travel to or attendance at the school would be prohibited under public health guidance or law
Y7	Any other unavoidable cause	To be used where an unavoidable cause is not covered by the other codes
Absent – unauthorised absence		
G	Holiday not granted by the school	Pupil is absent for the purpose of a holiday, not approved by the school
N	Reason for absence not yet established	Reason for absence has not been established before the register closes
O	Absent in other or unknown circumstances	No reason for absence has been established, or the school isn't satisfied that the reason given would be recorded using one of the codes for authorised absence
U	Arrived in school after registration closed	Pupil has arrived late, after the register has closed but before the end of session
Administrative codes		
Z	Prospective pupil not on admission register	Pupil has not joined school yet but has been registered

#	Planned whole-school closure	Whole-school closures that are known and planned in advance, including school holidays