



# **Attendance and Punctuality Policy**

## **Autumn 2025**

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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 statutory guidance on [Working together to improve school attendance](#) from the Department for Education (DfE). We aim to achieve this through our whole-school culture and ethos that values good attendance, which includes:

- 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
- Promote and support punctuality

### 2. Legislation and guidance

This policy is based on the DfE's statutory guidance on [Working together to improve school attendance](#) 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 2023
- Part 7 of the [Education and Inspections Act 2006](#)
- [The School Attendance \(Pupil Registration\) \(England\) Regulations 2024](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)
- The [Equality Act 2010](#)

It also refers to:

- [School census guidance](#)

### 3. Roles and responsibilities

Name of Staff Member	Roles and Responsibilities	Contact Details
Mrs Rowlett	Attendance Champion	<a href="mailto:admin@southglade.nottingham.sch.uk">admin@southglade.nottingham.sch.uk</a>  0115 9155763
Mr Wilkinson	Attendance Team	
Mrs Main		
Mrs Finnie		
Miss Burrows		
Mrs Rowlett	Safeguarding Leader (DSL)	
Mrs Thomas	Head Teacher	
Mr Cotterill	Governor for School Attendance	

#### 3.1 The governing board

The governing board is responsible for:

- Setting high expectations of all school leaders, staff, pupils and parents/carers
- Making sure school leaders fulfil expectations, statutory duties and comply with the law on school attendance, 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
- Holding the headteacher to account for the implementation of this policy
- Making sure all staff receive adequate training and professional learning 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
  - All 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

### **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
- Issuing penalty notices, where necessary, and/or authorising the deputy headteacher to be able to do so
- Working with the parents/carers 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
- Communicating 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/carers through all available channels
- Sharing information from the school register with the local authority, including:
- Notifying the local authority when a pupil's name is added to or deleted from the school admission register outside of standard transition times
- Providing the local authority with the details of pupils who fail to attend school regularly, or who have been marked with an unauthorised absence for a continuous period of 10 school days
- Providing the local authority with the details of pupils who the school believes will miss 15 days consecutively or cumulatively because of sickness

### **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/carers to discuss and tackle attendance issues
- Creating improvement plans in partnership with pupils and their parents/carers
- Delivering and coordinating targeted intervention and support to pupils and families
- Monitoring and analysing attendance data (see section 9)
- Benchmarking attendance data to identify areas of focus for improvement
- Providing regular attendance reports to school staff and reporting concerns about attendance to the headteacher
- Working with education welfare officers to tackle persistent absence

The designated senior leader responsible for attendance is Mrs. J Rowlett and she can be contacted via the school office on 0115 9155763.

### 3.4 Class Teachers

Class teachers are responsible for recording attendance for both morning and afternoon sessions on a daily basis, using the correct codes (see Appendix 1). They are also responsible for promoting the benefits of good attendance in class and for recognising improvements.

### 3.5 Parents/Carers

Parents and carers are expected to:

- Make sure their child attends everyday on time. School starts at 8.45am.
- Call the school to report their child's absence on **each day** of the absence
- 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 plans that they make with the school and/or local authority
- Seek support, if needed, to ensure good attendance is maintained
- Engage with school and promote the benefits of regular attendance

### 3.6 Pupils

Pupils are expected to:

- Attend school every day, on time. Be here, Be ready, Be Brilliant!

## 4. Recording attendance

### 4.1 Attendance register

We keep an electronic attendance register and this is checked regularly by our attendance lead. The register is completed at the start of each morning and again in the afternoon, using the appropriate national attendance and absence codes from the School Attendance (Pupil Registration) (England) Regulations 2024. See appendix 1 for list of codes.

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 8.45am and ends at 3.15pm.

Registration takes place each morning at 8.45 am and each afternoon at 1.00pm or 1.30 pm depending on year group. Class teachers will enter a present mark (/). If no mark is entered the pupil will be recorded as an N mark. The morning register is closed at 9.15am.

Any communication received regarding absence or an appointment will be recorded in the register and will be checked by the attendance team. This will be shared with the local authority where appropriate.

Any child who arrives after 8.50am must enter school via the school office.

### 4.2 Unplanned absence

Parents/Carers must notify the school of the reason for the absence on the first day of an unplanned absence or as soon as practically possible, by calling the school office on 0115 9155763. If we do not receive any contact regarding an absence we will make a phone call home. If we are unable to make contact, we may conduct a home visit.

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 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.

### 4.3 Planned absence

Parents/ Carers should try and arrange medical appointments outside of school hours. When this is not possible we may ask for proof of the appointment before authorising the absence. Details of appointments should be shared with the school office or a member of the attendance team.

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, for example if the appointment is at 10am the child should come to school before, be collected and return again afterwards.

The pupil's parent/carer must also apply for other types of term-time absence as far in advance as possible of the requested absence. See section 5.

#### 4.4 Lateness and punctuality

A pupil who arrives late before the register has closed at 9.15am will be marked as late, using the L code.

If a pupil arrives after the register has closed at 9.15am they will be marked as late using a U code.

Please note that this is class as an absent and will impact on overall attendance.

School will write to parents/carers of children who arrive late 3 times or more in a two-week period.

If no improvement is seen following this letter a meeting may be requested.

#### 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 conduct a home visit.
- 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
- Where relevant, report the unexplained absence to other agencies involved such as social workers or family help workers or the Children Missing in Education team.
- 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 school will consider a referral to Education Welfare services.

Parents can view their child's attendance report on Arbor. Attendance levels will also be discussed at parents evenings.

## 5. Authorised absence

### 5.1 Approval for term-time absence

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 for employment or for admission to another educational institution
- 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.

As a leave of absence will only be granted in exceptional circumstances, family holidays do not constitute an exceptional circumstance. Working together to improve school attendance states "the DfE does not consider a need or desire for a holiday or other absence for the purpose of leisure and recreation to be an exceptional circumstance".

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 least 20 days prior to the absence. Request forms can be collected from and returned to reception. The headteacher may require evidence to support any request for leave of absence. The school will inform parent/carers in writing, within 10 days, whether the leave has been authorised.

## 5.2 Other reasons for authorised 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 for religious observance
- Parent(s) travelling for occupational purposes – a pupil is a mobile child if their parent is travelling in the course of their trade or business and the pupil is travelling with them. In these circumstances a pupil will be considered as a mobile child, provided they are of compulsory school age and have no fixed abode and whose parent is in a trade or business that requires them to travel from place to place
- If the pupil is currently suspended or excluded from school (and no alternative provision has been made)

## 5.3 Absences from the school site (which are not classified as absences)

The headteacher will allow pupils to be absent from the school site for certain educational activities, or to attend other schools or settings. These are not classified as absences. Reasons 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
- 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

## 6. Strategies for promoting attendance

We want all of our pupils to succeed and develop their skills. To do this, pupils need to avoid missing lessons and days of school as much as possible.

At Southglade Primary School we have a tiered approach to attendance as outlined below. The aim of this is to identify child who are at risk of becoming persistent absentees at the earliest point possible.

### Tier 1- Universal Whole School Strategies

- School will regularly promote the benefit of good attendance in assemblies and in class
- Children will be recognised for good or improved attendance

- Promote the benefits of punctuality to children and parents
- All children will be greeted at their classroom door by teacher or teaching assistant
- Staff will recognise any barriers early and work with parents and carers to prevent these from causing attendance concerns
- Share attendance research, campaigns and updates via Marvellous Me and the website
- School will write to parents when we are concerned about the number of days their child/children is absent (over 3 days per half term)

### **Tier 2- Targeted Individualised Support**

**(Child at risk of becoming a persistent absentee- 10 days absence or more than 3 days per half term)**

- School will use data to identify children at risk of becoming persistent absentees. Our attendance team meet weekly.
- We will write to parents where punctuality is a concern.
- School will meet with parents and carers to develop an individual attendance plan which is then reviewed after a 2 week period.
- We will identify and implement any support needed, for example family support, ELSA sessions, SENCO support, reward charts or daily responsibilities.
- Monitor attendance and review impact of the support in place
- Celebrate successes and recognise achievements

### **Tier 3- Intensive/High Need Strategies**

**(Children who have missed 14-19 days or above)**

- School will monitor and review daily attendance through individual attendance plans and meetings with parents
- Celebrate successes and recognise achievements
- Liaise with external support agencies such as EWO Complex Case, MHST, CAMHS, social care.
- Consider whether a referral to Education Welfare Services is needed and communicate this to parents and carers.

## **7. Addressing Concerning Attendance**

As noted above we will make use of the full range of support to tackle low attendance. Decisions will be made on an individual, case-by-case basis.

### **7.1 Attendance improvement plans**

An attendance plan is a formal written agreement between a parent and the school to address irregular attendance at school. An attendance contract is not legally binding, but it provides a more formal route where there are repeated absences.

Where an attendance plan would be an appropriate form of support, the school will arrange a meeting with the parent (and pupil if they are old enough to understand) to discuss how we can work in partnership to improve the pupil's attendance. The plan will be reviewed by a member of the attendance team once the review date has been reached.

Where parents fail to engage with an agreed attendance plan or there have been further absences, the school may seek an alternative course of action. In the first instance, this will include discussions with the parents/carers to review and determine whether the attendance contract remains useful. Where there is further non-compliance following these discussions, the school may take further action which may involve contacting Education Welfare Services for advice.

### **7.2 Education supervision order**

In cases where voluntary early help plans and attendance plans have been unsuccessful, we may work with the local authority to issue an education supervision order. If an education supervision order is considered, the local authority will inform the parent(s) in writing and will set up a meeting.

An education supervision order is a formal intervention but **not** criminal prosecution.

An education supervision order initially lasts for 1 year, but it can be extended within the last 3 months for a period of up to 3 years at a time.

In cases where parents persistently fail to meet the directions given under the education supervision order, they may be liable to a fine of up to £1,000 upon conviction.

### 7.3 Notice 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.

A notice 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.

It 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, or prosecution considered, 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

### 7.4 Penalty notices

The headteacher (or a deputy headteacher, authorised by the headteacher), 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 requesting a penalty notice.

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. More information can be found in appendix 2.

## **8. Supporting pupils who are absent or returning to school**

### **8.1 Pupils absent due to complex barriers to attendance**

If the school becomes aware of barriers that relate to the pupil's needs, we will inform the local authority if we are concerned that a child has missed or is likely to miss 15 days of school during the academic year.

### **8.2 Pupils absent due to mental or physical ill health**

If school and parents are in agreement that a child is too unwell to attend school due to a physical or mental health illness they will be recorded as ill on the register. Referrals to other agencies such as MHST or CAMHS may be considered.

### **8.3 Pupils absent due to other barriers to attendance**

We recognise that there may be other barriers to attendance which can impact children these may include, but are not limited to,

- Being disadvantaged
- Having a special education need or difficulty
- Being known or previously known to social care
- Having caring responsibilities

As a school we consider attendance on an individual basis and we will make reasonable adjustments as required. We adapt a multi agency approach to managing attendance concerns and any support implemented will be reviewed in a timely manner. For many families this will involve a multi agency report. Where there are attendance and safeguarding concern we will record attendance updates on our electronic safeguarding system- My Concern. Where a pupil has an education health and care (EHC) plan and their attendance falls, the school will inform the child's case worker at the local authority.

### **8.4 Pupils returning to school after a lengthy or unavoidable period of absence**

We endeavor to keep in touch with parents during long periods of absence so that we are aware of when a child will return. When pupils are absent for long periods we will ensure that they are warmly greeted upon their return and that the attendance is communicated to their parents/carers.

### **8.5 Prolonged absence for children in EYFS**

In cases of prolonged absence, or when a child is absent without notification, we will attempt to contact the child's parents and alternative emergency contacts. We will also conduct home visits as we do for statutory school-aged pupils.

When deciding whether a child's absence should be considered prolonged, we will consider the:

- Patterns and trends in the child's absences and their personal circumstances

- Vulnerability of the child and their parents, as well as the circumstances of their home life

## **9. Attendance monitoring**

### **9.1 Monitoring attendance**

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

The school has granted the DfE access to its management information system so that data can be accessed regularly and securely.

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.

### **9.2 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

### **9.3 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 we have identified whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severe absence, and their families
- Provide regular attendance reports to class teachers to facilitate discussions with pupils and families, and to the governing board and school leaders (including special educational needs co-ordinator, designated safeguarding lead and pupil premium lead)
- 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

### **9.4 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 7, above)

## **10. Monitoring arrangements**

This policy will be reviewed as guidance from the local authority and/or DfE is updated, and as a minimum annually by Mrs. J Rowlett. At every review, the policy will be approved by the full governing board.

## **11. Links with other policies**

This policy links to the following policies:

Child protection and Safeguarding policy

Behaviour policy

Supporting pupils with medical conditions

SEND policy

Mental Health Policy

Educational Neglect Policy (LA)

## Appendix 1: 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
<b>Attending a place other than the school</b>		
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
<b>Absent – leave of absence</b>		
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

<b>C2</b>	Part-time timetable	Pupil is not in school due to having a part-time timetable
<b>C</b>	Exceptional circumstances	Pupil has been granted a leave of absence due to exceptional circumstances
<b>Absent – other authorised reasons</b>		
<b>T</b>	Parent travelling for occupational purposes	Pupil is a 'mobile child' who is travelling with their parent(s) who are travelling for occupational purposes
<b>R</b>	Religious observance	Pupil is taking part in a day of religious observance
<b>I</b>	Illness (not medical or dental appointment)	Pupil is unable to attend due to illness (either related to physical or mental health)
<b>E</b>	Suspended or excluded	Pupil has been suspended or excluded from school and no alternative provision has been made
<b>Absent – unable to attend school because of unavoidable cause</b>		
<b>Q</b>	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
<b>Y1</b>	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
<b>Y2</b>	Widespread disruption to travel	Pupil is unable to attend because of widespread disruption to travel caused by a local, national or international emergency
<b>Y3</b>	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
<b>Y4</b>	Whole school site unexpectedly closed	Every pupil absent as the school is closed unexpectedly (e.g. due to adverse weather)
<b>Y5</b>	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
<b>Y6</b>	Public health guidance or law	Pupil's travel to or attendance at the school would be prohibited under public health guidance or law

<b>Y7</b>	Any other unavoidable cause	To be used where an unavoidable cause is not covered by the other codes
<b>Absent – unauthorised absence</b>		
<b>G</b>	Holiday not granted by the school	Pupil is absent for the purpose of a holiday, not approved by the school
<b>N</b>	Reason for absence not yet established	Reason for absence has not been established before the register closes
<b>O</b>	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
<b>U</b>	Arrived in school after registration closed	Pupil has arrived late, after the register has closed but before the end of session
<b>Administrative codes</b>		
<b>Z</b>	Prospective pupil not on admission register	Pupil has not joined school yet but has been registered
<b>#</b>	Planned whole-school closure	Whole-school closures that are known and planned in advance, including school holidays

## Appendix 2: Penalty Notice Fines

With the introduction of The National Framework for Penalty Notices, the following changes will come into force for Penalty Notice fines issued after 19<sup>th</sup> August 2024

<p><b>Per Parent, Per Child</b></p> <p>Penalty Notice fines will now be issued to each parent, for each child that was absent.</p> <p><b>For example:</b> 3 siblings absent for term time leave, would result in each parent receiving 3 separate fines.</p>	<p><b>First Offence</b></p> <p>The first time a Penalty Notice is issued for Term Time leave of irregular attendance the amount will be:</p> <p>£160 per parent, per child if paid within 28 days</p> <p>Reduced to £80 per parent, per child if paid within 21 days</p>
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### **5 consecutive days of term time leave**

Penalty Notice Fines will be issued for Term Time leave of 5 or more consecutive days, inset training days are school days and can be included in the 5 or more consecutive days where there was intent to be absent for term time leave.

### **10 sessions of unauthorised absence in a 10-week period**

Penalty Notice fines will be considered when there have been 10 sessions of unauthorised absence in a 10-week period

### **Second Offence**

**(Within 3 years)**

The second time a Penalty Notice is issued for Term Time leave or irregular attendance the amount will be £160 per parent, per child paid within 28 days

### **Third Offence and Any Further Offences (within 3 years)**

The third time an offence is committed for Term Time leave or irregular attendance a Penalty Notice will not be issued, and the case will be presented straight to the Magistrates' Court. Magistrates' fines can be up to £2500 per parent, per child

Cases found guilty in Magistrates' Court can show on the parents future DBS certificate, due to a 'failure to safeguard a child's education'.



