St Columba C of E Primary School
Attendance Policy

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Section 1
Rationale and statement of intent
Diocese of Chichester Academy Trust seek to ensure that all of the pupils attending academies within the trust, receive a full-time education, which maximises opportunities for each pupil to realise their true potential.

Good attendance is important because:
- statistics show a direct link between under-achievement and absence below 95%
- regular attenders make better progress, both socially and academically
- regular attenders find school routines, school work and friendships easier to cope with
- regular attenders find learning more satisfying
- regular attenders are more successful in transferring between primary school, secondary school, and higher education, employment or training

St Columba C. of E Primary School will strive to provide a welcoming, caring, Christian environment, whereby each member of the School community, feels wanted and secure.

All School staff will work with pupils and their families to ensure that we:
- promote good attendance and reduce absence, including persistent absence
- ensure every child has access to a full-time education
- act early to address patterns of absence
- consistently strive to achieve a goal of 100% attendance for every child

These principles align to St Columba C. of E. Primary School’s overall aims and principles for teaching and learning, curriculum delivery and safeguarding duties. Every opportunity will be used to convey to pupils and parents the importance of regular and punctual attendance. Parents must perform their legal duty by ensuring children of compulsory school age attend regularly and assist with pupils being punctual to their lessons.

In order to meet our principles, St Columba C. of E. Primary School will establish an effective and efficient system of communication with pupil, parents and appropriate agencies to provide mutual information, advice and support. This policy is start of this process and applies to the whole school community.

At St Columba C. of E. Primary School, the Deputy Headteacher will take overall responsibility for co-ordinating, implementing and monitoring this policy and will delegate responsibility to the HSLW, Caroline martin.

This policy has links to other School policies including: Home School agreement, admissions, anti-bullying, child protection and safeguarding, exclusion, SEND, teaching and learning and behaviour.

Section 2
2.1 Promoting good attendance and punctuality
The foundation of good attendance is a strong partnership between the school, parents and the child. The level of attendance and punctuality expected from all our pupils in included in St Columba C. of E. Primary School’s Home School Agreement, which parents must sign
following their child’s admission to our School. It is very important, therefore, that you make sure your child attends regularly and this policy sets out how together we will achieve this. To help us all to focus on this we will:

- set an attendance target for whole school attendance which is in line with national expectations for whole school attendance;
- display whole school and each classes’ attendance weekly on the website;
- work in partnership with parents to provide support, advice and guidance;
- recognise the needs of the individual pupil when planning reintegration following significant periods of absence;
- signpost parents to services and agencies where applicable;
- use our systematic approach to improve individual attendance setting targets where necessary;
- celebrate attendance and punctuality through our reward system.

**Rewarding good attendance**

- The School seeks to reward good attendance. At the end of every half term, children with attendance of between 95 and 100% will receive a mention in Celebration Worship. All those with attendance at 100% will receive a certificate and be publically recognised in a School worship.
- At the end of every term, every child who has not received any late marks will receive a certificate. They will also be entered into a draw and a pupil from each year group selected at random from the draw, to receive a book.
- Classes will be awarded certificate for the highest percentage attendance and best punctuality record that week.
- Where attendance has been an issue and has improved, a child may receive an individual reward.
- At the end of the academic year, children with 100% attendance will be rewarded with a book in worship.

**2.2 Roles and responsibilities**

Parents, schools, trusts and Local Authorities (LA’s) share legal responsibility for educational attendance. Parents are responsible for making sure that their child of compulsory school age, receives a suitable full-time education. This can be regular attendance at school, at alternative provision, or otherwise (e.g. the parent can choose to educate their child at home). A child reaches compulsory school age on or after their fifth birthday. If they turn five between 1 January and 31 March, they are of compulsory school age on 31 March; if they turn five between 1 April and 31 August they are of compulsory school age on 31 August. If they turn five between 1 September and 31 December, then they are of compulsory school age on 31 December.

A child who is registered at a school or School must attend regularly and punctually.

All schools/academies are required to keep an admissions and attendance register on which, at the start of the first session of each school day and once during the second session the school must record whether every pupil is: present, attending an approved educational activity, absent or unable to attend due to exceptional circumstances. The School will follow up any absences to:

- ascertain the reason;
- ensure the proper safeguarding action is taken;
- identify whether the absence is approved or not;
- identify the correct code to use before entering it on to the school’s electronic register, and management information system.
Rates of absence must be reported to parents through their child’s report and St Columba C. of E. Primary School will also publish attendance and absence rates against the latest national statistics, on the School website [www.stcolumba.hants.sch.uk](http://www.stcolumba.hants.sch.uk).

Educational partners such as LA’s and Trusts, must ensure that parents are fulfilling their statutory obligations regarding their children’s education.

**Pupils**

Pupils will be encouraged to recognise the importance of good attendance and punctuality, at an age appropriate level, by attending school every day unless they are ill or have an authorised absence. Pupils will arrive on time and go to all their registrations and lessons on time.

**Parents**


It is an expectation that parents will support the school with their child in aiming for 100% attendance each year, including avoiding taking their child out of school for non-urgent medical and dental appointments and only requesting leave of absence if it is for exceptional circumstances.

Parents have an obligation to inform the School before 9 a.m. if their child is unable to attend either in person, by phone, text, email or letter. If a parent does not supply a reason; the School will contact them by phone or text. Parents will be made aware of actions which the School will take to follow up absences through this policy. Parents will be asked to supply the School with at least one emergency contact number, in order to enquire about a pupil’s absence. It is the responsibility of the parent to keep this number up to date.

**Classroom staff**

Teachers will ensure that all pupils are registered accurately and in line with this policy. They will promote and reward good attendance at all appropriate opportunities and liaise with senior leaders on matters of attendance and punctuality. Teachers will also communicate any concerns or underlying problems that may account for a child’s absence and support pupils with absence to engage with their learning once they are back in school.

**The Local Governing Body and Trust**

The Local Governing Body and Trust Board will be kept informed on issues related to attendance and absence on half termly basis. This will include information around specific groups of pupils but no individual pupil will ever be identified. The Trust has a key role to play in analysing attendance data and disseminating information on the promotion of positive attendance to staff, pupils and parents.

**The Local Authority**

Local Authorities and all schools have legal powers to use parenting contracts, parenting orders and penalty notices to address poor attendance and behaviour in school. Local authorities also have other powers to enforce school attendance where this becomes problematic, including the power to prosecute parents who fail to comply with a school attendance order, or fail to ensure their child’s regular attendance at school.
Section 3

3.1 Recording attendance

Authorised and unauthorised absence
The law requires that all schools and academies must show the difference between authorised and unauthorised absence. **ONLY THE SCHOOL CAN AUTHORISE A PUPILS’ ABSENCE.**

- All possible support will be given to parents to help ensure that their child does attend the School regularly through the implementation of this policy, discussion with class teachers, Headteacher de and offers of support e.g. Early Help Hub, information leaflets etc.
- If authorisation for absence is requested for a pupil (there must be exceptional circumstances), parents are asked to complete a Leave of Absence Request Form (Appendix 1).
- Absence from the School may only be authorised at the discretion of the Headteacher using the parameters of this policy and authorisation will only be given in exceptional circumstances.
- The national codes enable schools to record and monitor attendance and absence in a consistent way which complies with regulations. They are also used for collecting statistics through the School Census System. The codes and explanations can be found here from page 8: https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/361008/Advice_on_school_attendance_sept_2018.pdf
- Attendance for each child is tracked using SIMS – the school information management system and analysed using 3BM reporting system. The Office staff are responsible for recording children’s attendance and absence and for making contact with parents. The Deputy Headteacher and HSLW oversees this and tracks attendance and absence monthly providing summative reports to both the Headteacher and Trust Board.
- Attendance letters will be sent out to parents each half term.

3.2 Lateness/punctuality

Pupils who are consistently late are disrupting not only their own education but also that of other pupils. Ongoing repeated lateness is considered as unauthorised absence and will be subject to legal action. See Section 6.

- The doors open at 8.35 and registration begins at 8.45am. Children arriving between 8.45 amd 9.00 am will be marked late (L). The register closes each morning at 9:00 a.m. and pupils will begin to be marked as unauthorised late and therefore their attendance classified as unauthorised (Code U) from this time.
- Pupils who arrive late are signed in by the office staff.
- For each pupil, the number of minutes late and the reason, will be recorded on the School electronic registration system.
- Where lateness occurs on a regular basis, the HSLW contacts the parent and arranges a meeting to discuss strategies for improvement and how the school can support them.
- If a pupil is frequently arriving late, the parent is committing an offence by failing to ensure that the child is receiving full time education and the parent may therefore be issued with a penalty notice or prosecuted under the Education Act 1996, Section 444.
• If a pupil is late due to a medical appointment, they will receive an authorised absence (Code M). Please be advised that, where possible, doctors and dentist appointments are to be made outside of school hours or during school holidays.

• Please collect your child promptly at the end of the school day. Where late collection is persistent and/or significantly late, the School is obliged to take any uncollected pupil to a place of safety and share concerns, as necessary with other agencies.

3.3  What to do if my child is absent?
A child not attending school is considered a safeguarding matter. That is why information about the cause of any absence is always required.

First day absence
Parents should telephone, text or email the School on the first day of absence as soon as possible, but before 9:00 a.m.
Parents should continue to telephone, text or email the School on every day of absence until the child returns to the School.
If the School does not know why the child is away, they will make contact with the parent to confirm the reason for the absence.

Third day absence
If a child remains absent for three days with no communication from the parent, then the HSLW will call at the home to clarify the reason for the absence. Please note: If your child is not seen and contact has not been established with any of the named parents/carers, after three days of absence the School is required to start child missing in education procedures as set down by Hampshire County Council guidance. We will make all reasonable enquiries to establish contact with parents and the child, including making enquiries to known friends and wider family.

Ten days’ absence
Please note: We have a legal duty to report the absence of any pupil who is absent without an explanation for 10 consecutive days. If the child is not seen and contact has not been established with the named parent then the local authority is notified that the child is at risk of missing. Children’s Services staff will visit the last known address and alert key services to locate the child. So help us to help you and your child by making sure we always have an up-to-date contact number. Parents will receive regular reminders of this in the School newsletter throughout the year.

Continued or ongoing absence
If your child misses 10% (three weeks) or more schooling across the school year, for whatever reason, they are defined as persistent absentees. Absence for whatever reason, disadvantages a child by creating gaps in his or her learning. Research shows these gaps effect attainment when attendance falls below 95%. As such, we monitor all absence thoroughly and all attendance data is shared with the Local Authority and the Department for Education.
Persistent Absenteeism (PA) will be identified via the weekly monitoring undertaken by the HSLW - Home School Link Worker. Parents will be written to informing them that their child is a PA and will be invited to attend a meeting to discuss the reasons for the non-attendance, strategies to improve attendance, signposted to agencies who may be able to help if necessary for example – school health, Early Help Hub. A time limited target is agreed for improvement and a review date meeting is agreed. This meeting is minuted and attached to CPOMS.
Section 4

Request for leave of absence
As parents, you have a legal responsibility to ensure your child’s regular attendance at the School. You can only allow your child to miss school if they are either too ill to go in or you have received advance permission from the School for a leave of absence.
Parents wishing to apply for leave of absence need to complete the form in Appendix 1 and return it to the School office at least a month in advance of the requested time and before making any travel arrangements.
Applications for leave of absence will only be granted in exceptional circumstances and the number of days given will be determined by the Headteacher possibly, in consultation with other services/settings. A ‘standard’ family holiday in term time will never be classified as exceptional circumstances.
Where a pupil’s absence is unauthorised, such as where a child is taken on holiday during term time without the school's permission, currently the Education (Penalty Notices) (England) Regulations 2007 Amended, set out that each parent can be fined £60 if it is paid within 21 days, rising to £120 if paid within 28 days. Full payment discharges the parent from any prosecution.
The Headteacher will consider the request and respond within five working days using Section D on the back of the Leave of Absence form.

Exceptional Circumstances:
The fundamental principles for defining ‘exceptional’ are rare, significant or unavoidable, which means the event could not reasonably be scheduled at another time. The Headteacher must decide based on the individual circumstances, whether or not to authorise absence as exceptional circumstances and in doing so will consider a range of factors. A parent’s definition of exceptional circumstances may differ to those of the Headteacher but the decision remains that of the Headteacher.
These circumstances will never include financial factors, experiences for the child, seasonal work patterns or weather etc.
A standard family ‘holiday’ in term time will never be classed as exceptional circumstance and will always be refused by the School.
If exceptional circumstances are awarded by the Headteacher, the full duration of the leave may still not be authorised. E.g. 1 day may be approved for a family wedding but days off for travel to/from the wedding may not be.
The Headteacher’s decision on exceptional circumstances is final.

Section 5

Understanding types of absence – authorised and unauthorised
It is for the School to determine whether absence can be authorised or not and whether to accept the reasons given by a parent for their child’s absence.
**Authorised absence** is when the School has accepted the explanation offered as satisfactory justification for the absence or given approval in advance for such an absence. If no explanation is received, absences cannot be authorised.
**Unauthorised absence** is when the school has not received a reason for absence or has not approved a child’s leave of absence from school after a parent’s request. This includes:
- parents giving their children permission to be off school unnecessarily, such as for shopping, birthdays or to look after siblings
• truancy before or during the school day
• absences which have not been explained

The School can change an authorised absence to unauthorised and vice versa, if new information is presented. An example of this would be where a parent has stated that their child is unwell but on return to school there is evidence that the child has been on holiday.

Information on national attendance codes used by the School, can be found in Appendix 2 or by following this link:


The following attendance codes are used to record authorised absence: B, C, D, E, H, I, J, M, P, R, S, T, V, W
The following attendance codes are used to record unauthorised absence: G, N, O, U
The following codes are used for administrative purposes: X, Y, Z, #

Section 6

Penalty Notices for non-attendance and other legal measures

In education law, parents are committing an offence if they fail to ensure the regular attendance of their child of compulsory school age at the School at which the child is registered, unless the absence has been authorised by the School.

Legal measures for tackling persistent absence or lateness

St Columba C. of E. Primary School, DCAT and Hampshire County Council will use the full range of legal measures to secure good attendance. Legal measures will only be considered when there is unauthorised absence and:

1  The child or family do not require the support from any agency to improve the attendance
2  The child has 10 or more sessions of unauthorised absence and parents are complicit in the child’s absence.

The following legal measures will be used for pupils of compulsory school age who are registered at a school:

• parenting contracts set at Education Planning Meetings
• parenting orders
• Penalty Notices
• Education Supervision Orders
• prosecution

Where a child has unauthorised absence the School must enforce Hampshire County Council’s Code of Conduct: issuing Penalty Notices for unauthorised absence from schools or follow its guidance on other legal measures for non-attendance. The Code of conduct is a statutory document that ensures that powers for legal sanctions are applied consistently and fairly across all schools and academies and their families within the authority. A copy is available from
Penalty Notices for non-attendance – Hampshire’s *Code of Conduct*

The *Code of Conduct* states that:

Hampshire County Council will issue a Penalty Notice for any unauthorised absence where the pupil has been:

- absent for 10 or more half-day sessions (five school days) of unauthorised absence during any 100 possible school sessions – these do not need to be consecutive (codes G, U or O on the register)
- persistently late (coded U) for up to 10 sessions (five days) after the register has closed
- persistently late before the close of the register (coded L), but the School has met with parents and has clearly communicated that they will categorise as unauthorised any further lateness (code O), and where the threshold of 10 sessions (five days) has been met
- absent for any public examinations of which dates are published in advance
- absent for any formal school assessments, tests or examinations where the dates have been published in advance, unless the issuing of a Penalty Notice would conflict with other intervention strategies in place or other sanctions already being processed.

Legal measures for absence taken when the Headteacher has declined parents request for leave of absence

Where a pupil has unauthorised absence due to either:

1. non-approval of a parent request for leave of absence or
2. a holiday that has been taken without permission

and the unauthorised absence (coded G) is for 10 or more sessions (five days) in any 100 possible school sessions/10 week period then a Penalty Notice for non-attendance will be issued.

If a child has other types of unauthorised absence (coded O and U) and the family or child do not require any agency support to improve the attendance then a single Penalty Notice is issued for either:

1. 10 sessions (five days) of unauthorised absence or lateness in any 100 possible school sessions/10 week school period
2. one or more sessions of unauthorised absence during a public exam, formal school assessment of testing where dates are published in advance.

Parents will be warned of the likelihood of a Penalty Notice being issued for unauthorised absence via a letter, through the leave of absence request form, or through this policy and the School website [www.stcolumbapprimary.co.uk](http://www.stcolumbapprimary.co.uk). The Penalty Notice is a fine that is issued to each parent who condoned (or was responsible for the child) during the period of unauthorised absence for which the fine has been issued. For each case of unauthorised absence the School or Hampshire County Council will decide whether a Penalty Notice is issued to one or more parents/carers for each child. NB: This could mean four Penalty Notices for a family with two siblings both with unauthorised absence for holiday, i.e. one Penalty Notice for each child to each parent.
Each Penalty Notice carries a fine of £60 if paid within 21 days of the Penalty Notice being posted. If the fine is not paid within 21 days the penalty is automatically increased to £120 if paid within 28 days. If the fine remains unpaid Hampshire County Council will consider prosecution for the non-attendance. If convicted, there are a number of possible sentences, including a fine of up to £1000 (under section 444 (1) of the Education Act 1996 or a fine of up to £2,500 and/or a period of up to three months imprisonment under section 444 (1A) of the Education Act 1996. Payment methods are detailed on the Penalty Notices themselves. Penalties are to be paid to Hampshire County Council and revenue resulting from payment of penalties is used by the County Council to help cover the costs of issuing Penalty Notices and/or the cost of prosecuting recipients who do not pay. There is no statutory right of appeal. Once a penalty notice has been issued, it can only be withdrawn if it is shown that it was issued in error.

Please note: If you pay the Penalty Notice and your child has further unauthorised absences, additional legal action will be taken. For example, in the event that a Penalty Notice has previously been served to you due to unauthorised holiday, should your child have any future unauthorised leave this will result in further legal action for you, such as prosecution or an Education Supervision Order.

For further information parents/carers can request a leaflet from their school and should visit Hampshire County Council’s website at:


Hampshire’s Attendance Legal Panels (ALPs)

Hampshire County Council will, through its ALPs, carry out its responsibility to act on behalf of its schools under Section 443: failure to comply with school attendance order and Section 444: failure to secure regular attendance at school of registered pupil; of the Education Act 1996. In addition, the County Council’s Legal Intervention Team will also process Education Supervision Orders – Section 447 Education Act 1996; and School attendance orders – Section 437 Education Act 1996.

Each county district has developed an Attendance Legal Panel (ALP) chaired by the district manager of the Children and Families branch. The other members are a headteacher representative from the secondary and primary sectors, the Early Help Hub manager, legal intervention court officers and a representative from the Education and Inclusion branch. For the three districts which are combined district council areas, it may be appropriate to have two secondary and two primary headteachers.

Aims

The purpose of the panel is to consider if it is appropriate to pursue legal action on cases presented by schools and to ensure that the evidence provided is robust and unambiguous enough to be presented in court. The panels will be scheduled at least 11 times during the year (there is no panel during August) to a schedule that meets the needs of the district.

The panel process

When attendance levels reach 10 unauthorised absences in a 100 session period, the threshold for legal action has been reached. If prosecution is deemed appropriate then the Attendance Legal Panel referral form is completed and sent to the appropriate Early Help Hub. The referrer will then be given a time and date to attend the panel where they must present the case.
School Attendance Orders
If it appears to the local authority that a child of compulsory school age is not receiving a suitable education, either by regular attendance at the School or otherwise, then they must begin procedures for issuing a School Attendance Order under section 437 of the Education Act 1996. The order will require the child’s parents to register their child at a named school or School. If they fail to comply with the order the parent can be prosecuted.

Education Supervision Orders
The local authority must consider applying for an Education Supervision Order (ESO) before prosecuting parents under section 447 of the Education Act 1996. A local authority may apply for an ESO instead of or as well as prosecuting parents. The order is placed on the child and the local authority is appointed by the court to supervise that child’s education, either at a school or School, or at home for a specified period of time.

Parenting Contracts
A Parenting Contract is a formal, written and signed agreement between parents and either the local authority or the local governing body of a school or School and should contain:
- a statement by the parents that they agree to comply for a specified period with whatever requirements are set out in the contract, and
- a statement by the local authority or local governing body agreeing to provide support to the parents for the purpose of complying with the contract.
Parenting Contracts are agreed at Education Planning Meetings at Hampshire’s Attendance Legal Panels and can be used in cases of serious misbehaviour or irregular attendance at school or alternative provision. Parenting Contracts are voluntary, but any non-compliance will be recorded by the school/School or local authority as it may be used as evidence in court where an application is made for a Behaviour Parenting Order.

Parenting Order
Parenting Orders can only be sought if the parent is prosecuted, and is one of the ancillary orders a Magistrates’ Court can make upon the parent being convicted. The effect of a Parenting Order is that a parent is required to meet the conditions/actions set by the magistrates to improve their child’s school attendance. Typically this includes notifying the School on the first day of absence and providing medical evidence for each absence. The parent may also be ordered to attend a parenting skills course. These orders are particularly useful if the parent has younger children, as they may assist the parent to ensure regular attendance of younger children.

Section 7

7.1 What can I do to encourage my child to attend school?
Parental attitude has a key influence on a child’s school attendance and parents/carers can do much to encourage even reluctant pupils to attend.
Good school attendance habits are best started early. Children learn from those around them and you as parents/carers set the standards and expectations for your child. Showing your child the importance of attending school every day not only helps your child to settle
quickly when starting school but helps them to keep and maintain friendships and enjoy the school environment.

Be organised, have a plan, be consistent and involve your child.

You should:

- create good routines for mornings at home so that your child can arrive punctually and they are properly equipped; this will also mean your mornings can start calmly too;
- make time to encourage and show interest. Chat to them about the things they have learnt, what friends they have made and even what they had for lunch! Remember children can be tired when coming out of school, so a short chat over a snack or later that evening may produce a better result than a long list of questions;
- read all school communications;
- attend school open evenings and functions where possible;
- check your child understands the homework and that it has been completed. Support them in completing homework by creating a calm space for them to work in and set specific times during the week when homework should be done;
- share any education concerns your child or you may have with the appropriate member of school staff;
- set realistic boundaries and sanctions (do not impose boundaries that neither your child nor you will be able to keep, eg grounding a child for a month will not work, short periods will have much more effect);
- avoid absence from school wherever possible – try to make doctors and dental appointments out of school hours. Absence means your child will miss out on the academic studies and will also learn that education is not the main priority within the family. This can have a lifelong effect.

My child is trying to avoid coming to school. What should I do?

If your child is trying to avoid coming to school, you must talk to them to ascertain the reason why. Then you must speak to the teacher or Family Liaison Officer about the reason as in most cases, it is likely to be easily resolved.

If your child refuses to attend school, please inform the School office as soon as possible so that staff can work with you and your child to rectify this. If you remain concerned or problems persist, please arrange a meeting with the Headteacher or Vice Headteacher. You may be signposted to the Early Help Hub for intervention. The Educational Psychologist may be contacted for advice and support. Families with at least 1 child aged under 5 may also seek support through Homestart via The Oak Meadow Children’s Centre.
7.2 Leavers

If you decide to move your child to another School or school, you need to notify the school office so that your child’s records and books can be sent to the new school. St Columba staff will always contact any new school to ensure that your child is not missing from education.

If you are thinking of home educating your child, please make an appointment to discuss this with the Headteacher who will be able to signpost you to the guidance and your responsibilities as a parent.

7.3 Absence through child participation in public performances, including theatre, film or television work and modelling

Parents of a child performer can seek leave of absence from the School for their child to take part in a performance. They must contact the Headteacher to discuss the nature and frequency of the work, whether the child has a valid performance licence and whether education will be provided by the employer during any future leave of absence. It is, however, down to the Headteacher’s discretion as to whether to authorise this and they will wish to discuss with you the nature and frequency of the absence and how learning will continue if absence occurs. Any absence recorded as part of a child’s participation in a public performance is recorded as C, an authorised absence.

7.4 Absence through competing at regional, county or national level for sport

Parents of able sportsmen and women can seek leave of absence from the School for their child to take part in regional, county, national and international events and competitions. It is, however, down to the Headteacher’s discretion whether to authorise this and they will wish to discuss with you the nature and frequency of the absence and how learning will continue if absence occurs. Permission for your child to leave early or arrive late to attend coaching and training sessions is also at the discretion of the Headteacher and is not likely to be approved if it is a regular event, unless the sports club or association is providing an education tutor as part of their coaching.

7.5 Gypsy, Roma, Traveller and Showman families

Absence of a child from a Traveller family that has left the area may be authorised if the absence is for work purposes only and it is believed that the family intends to return. To ensure the continuity of learning for Traveller children, dual registration is allowed. That means that the School cannot remove a Traveller child from the school roll while they are travelling. When the Traveller is away, the home school holds the place open and records the absence as authorised through the T code. Distance learning packs for Traveller children are not an alternative to attendance at school. For further advice and guidance on attendance and Gypsy, Roma, Traveller and Showman families see Hampshire County Council guidance at: http://documents.hants.gov.uk/childrens-services/HIAS/Promotingpupilattendance
andrecordingabsence-Section6.pdf. Further support and guidance is available from Hampshire County Council’s Ethnic Minority and Traveller Achievement Service (EMTAS).

**Record preservation**

School registers are legal documents. We will ensure compliance with attendance regulations by keeping attendance records for at least three years. Computer registers will be preserved as electronic back-ups through SIMS.
Appendix 1
Request to authorise absence from school due to exceptional circumstances

Academies are only able to authorise absence from school in exceptional circumstances. In making a request for an authorised absence from school you will need to explain why the circumstances are exceptional. **Please note:** There is no general right to authorise absence for a family holiday. If you take your child out of school without permission the absence will be unauthorised and we will consider legal action.

You are advised not to make any arrangements until your request has been considered.

Section A – to the Headteacher, I wish to apply for
Child’s name: ____________________ Class: ____________________

To be authorised as absent from school (please include dates and time):
from ________________________ to ________________________ (inclusive dates)

If your child has siblings that are also applying for a leave of absence please enter their name and school below:
Child’s name(s): ____________________ School(s): ____________________

Section B
Please explain why you are applying for an authorised absence and the **circumstances** which make your **application exceptional**; and therefore the leave cannot be taken within the normal 13 weeks holiday your child has from school. If you are requesting authorisation to attend a specific event please confirm the date of the event and explain your travel arrangements. If you require additional space please continue on the other side of the page.

Section C I am the parent/carer with whom the pupil normally resides. The information I have given on this form is correct.

Signature (parent/carer): ____________________ Date: ____________________
Education (Pupil Registration) (England) Regulations 2006 have been amended (as of 1 September 2013) to prohibit the proprietor (headteacher/Headteacher) of a maintained school granting leave of absence to a pupil except where an application has been made in advance and the proprietor considers that there are exceptional circumstances relating to the application.

Section D – for School use only.

Tick as appropriate.

☐ Request approved for ____ number of days from the dates and times ___________

☐ A personal discussion with you is requested. Please contact: ____________

☐ Request not approved as the circumstances are not considered to constitute an exceptional reason and/or the impact of this absence will affect your child’s educational progress.

PLEASE NOTE: This leave of absence form serves as a Penalty Notice Warning letter to parent/carer. Any unauthorised absence during this period of time may be subject to a penalty notice for non attendance being issued.

Headteacher: _____________________ Date: _____________________

Current attendance rate: _________

Continuation of section B (if required):
## Appendix 2

### Attendance Codes

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>/ \</td>
<td>Pupils on the admission register who are present at the start of each session</td>
</tr>
<tr>
<td>B</td>
<td>Off-site educational activity (not dual registered) at a supervised activity approved by the School.</td>
</tr>
<tr>
<td>C</td>
<td>Leave of absence authorised by the school (not covered by another appropriate code) Only exceptional occasions warrant leave of absence and each request should be viewed individually. E.g. public performances, young carers in a genuine crisis until alternative arrangements can be made, maternity leave, part-time timetable etc.</td>
</tr>
<tr>
<td>D</td>
<td>Dual registered – the school/School where the child is expected to attend is responsible for accurately recording the pupil’s attendance and chasing up non-attendance</td>
</tr>
<tr>
<td>E</td>
<td>Excluded (no alternative provision made)</td>
</tr>
<tr>
<td>G</td>
<td>Holiday not authorised by the School or in excess of the period determined by the Headteacher</td>
</tr>
<tr>
<td>H</td>
<td>Holiday authorised by the School – can be used for exceptional circumstances where the Headteacher has agreed the amount of leave authorised</td>
</tr>
<tr>
<td>I</td>
<td>Illness (not medical or dental appointments) – only authorised where written confirmation of absence received from parent. Not medical or dental appointments.</td>
</tr>
<tr>
<td>J</td>
<td>Interview</td>
</tr>
<tr>
<td>L</td>
<td>Late before registers close</td>
</tr>
<tr>
<td>M</td>
<td>Medical or dental appointments – sight of a medical card or appointment letter must be seen</td>
</tr>
<tr>
<td>N</td>
<td>No reason yet provided – this code should not be left on the register for more than 2 weeks. If no reason has been given for absence the code should be changed to O</td>
</tr>
<tr>
<td>O</td>
<td>Absent from school without authorisation – no reason given, unreasonable explanation e.g. birthday, shopping, up late, closure of a siblings school etc</td>
</tr>
<tr>
<td>P</td>
<td>Participating in a supervised sporting activity – the activity must be supervised by a person authorised in that regard by the Headteacher or the School</td>
</tr>
<tr>
<td>R</td>
<td>Religious observance - NB: days off linked to religious festivals but not set aside for religious observance must not be marked R</td>
</tr>
<tr>
<td>S</td>
<td>Study leave – should be used sparingly and only for Yr 11 pupils during mock and public examinations</td>
</tr>
<tr>
<td>T</td>
<td>Gypsy, Roma and Travellers absence -</td>
</tr>
<tr>
<td>U</td>
<td>Arrived in school after registration closed (after 9am)</td>
</tr>
<tr>
<td>V</td>
<td>Educational visit or trip supervised by the School</td>
</tr>
<tr>
<td>W</td>
<td>Work experience – work experience undertaken as part of an alternative curriculum/provision should be coded B</td>
</tr>
<tr>
<td>X</td>
<td>Not required to be in school</td>
</tr>
<tr>
<td>Y</td>
<td>Unable to attend due to exceptional circumstances</td>
</tr>
<tr>
<td>Z</td>
<td>Pupil not on admission register</td>
</tr>
<tr>
<td>#</td>
<td>Planned whole or partial school closure</td>
</tr>
</tbody>
</table>