



OAK LODGE PRIMARY SCHOOL

ATTENDANCE POLICY

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1. Aims

Our school aims to meet its obligations with regards to school attendance by:

- Setting high expectations of attendance and punctuality of all pupils
- Promoting good attendance and reducing absence, including persistent and severe absence
- Ensuring every pupil has access to full-time education to which they are entitled
- Acting early to address patterns of absence

We will also support parents and carers to perform their legal duty to ensure their children of compulsory school age attend regularly and will promote and support punctuality in attending lessons. Regular and punctual attendance is crucial for a child's future life chances and establishes a positive work ethic early in life and pupils will be expected to aim to achieve 100% attendance.

The school staff, governors and trustees believe that all pupils benefit from regular school attendance and therefore will encourage and support all parents and carers in ensuring their children maximise their educational opportunities through regular attendance, and that any difficulties or patterns of lateness or absence that impact upon attendance are identified and acted upon promptly.

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 Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)

This policy also refers to:

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

This policy complies with our funding agreement and articles of association.

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
- Holding the Headteacher to account for the implementation of this policy

The link governor for attendance is Mr Ashforth.

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 fixed-penalty notices, where necessary, and/or authorising the Local Authority Education Welfare Officer (EWO) to be able to do so
- Working 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/or 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 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

The designated senior leader responsible for attendance is Mrs Lowton and can be contacted via the email oaklodge@mslt.org.uk

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 education welfare officers to tackle persistent absence
- Senior Attendance Champion (authorised by the Headteacher) supported by Mrs Jackson the Family Worker and Mrs Yardley the School Business Administrator when to issue fixed-penalty notices

3.5 School staff

The school staff has a legal requirement to ensure that the register is taken a.m. and p.m. and will keep regular and accurate records of all attendance. School staff are responsible for submitting this information to the school office (see page 10 for timings).

Attendance will be monitored by school office staff who will attempt to make contact with parents/carers whose child fails to attend school with no reasonable explanation being given.

Members of the school's Inclusion Team will continue to promote and encourage good attendance and ensure that the school provides a safe and welcoming environment and atmosphere for the children. Any irregular and unjustified patterns of attendance, or frequent late arrivals, will be referred

to the school's Education Welfare Officer and parents/carers may be asked to meet with the EWO and Head Teacher to discuss their child's attendance.

3.6 School Administration staff

School Administration staff will:

- Take calls from parents/carers about absence on a day-to-day basis and record it on the school system
- Transfer calls from parents/carers to the Family Worker, in order to provide them with more detailed support on attendance

3.7 Parents and Carers

Where this policy refers to a parent or carer, 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/Carers should ensure their children attend school regularly and on time and be aware of their legal responsibilities. It is important that children arrive at school punctually, prepared for the school day.

It is the parents' / carers' responsibility to contact the school on the morning of each day of absence before **8.45 a.m.** giving the reason for the absence and an estimation of how long the child is likely to be away from school. If the child does not return to school within 5 consecutive days, then the school will need medical evidence either in the form of an appointment card, doctor's certificate or a photocopy of the prescription in order to authorise the absence.

Missing registration for a medical or dental appointment can be counted as an authorised absence; advance notice is required for authorising these absences.

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 school does not expect a child to be absent all day for an AM or PM appointment but instead should be collected or returned to school before or after the appointment. Evidence of the appointment should also be given to the school. The absence will be recorded as authorised only upon receipt of medical evidence.

Applications for other types of absence in term time must also be made in advance.

If contact is not made by the parent/carer when a pupil does not attend school, they will be contacted by the school office. If there is no response to this, the Educational Welfare Officer (EWO) will try to make contact to ascertain the reasons for absence.

Any absence that is not explained by an email or phone message will be classed as unauthorised. All children's absence will be monitored by the school and Education Welfare Officer.

Parents and carers are expected to provide the school with **more than 1** emergency contact number for their child.

It is the responsibility of parents and carers to keep to any attendance records that made with the school and/or local authority and to seek support, where necessary, for maintaining good attendance, by contacting the class teacher in the first instance, who can be contacted via the school office email:

oaklodge@mslt.org

3.8. Separated Parents/carers

When parents/carers are separated, and both retain parental responsibility for the child(ren), any leave of absence request forms signed by one parent must be accompanied by a letter of consent from the other parent/carer. If there is no letter of consent from the other parent, then the school will contact that parent to ensure they are aware of the request.

3.9 Pupils

Pupils are expected to:

- Aim to attend school every day, on time

4. School procedures

4.1 Attendance register

By law, all schools (except those where all pupils are boarders) are required to keep an attendance register, and all pupils must be placed on this register. We will keep an electronic attendance register, and place all pupils on the register.

The attendance register will be taken at the start of the first session of each school day and once during the second session. It will mark 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 1 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

Every entry in the attendance register will be preserved for **3 years** after the date on which the entry was made.

Lessons start at 8.55 a.m. If a child misses' registration they will be marked 'Late' (L) in the register. If they arrive after the start of the school day, pupils **must** report to the school office to sign in.

If a child arrives late at school and does not sign in, the school office will follow the usual procedure for students who are absent without a reason, and will phone the primary contact to try to ascertain their whereabouts.

If they arrive after the closure of registration at 9.25 a.m., they will be marked as (U), and the lateness will be recorded as an unauthorised absence for the morning session.

The start of the afternoon session is 1.00 p.m. for EYFS and KS1 and 1.15 p.m. for KS2. As in the mornings, attendance after this time will be marked as 'late' (L) and if the arrival is later than 30 minutes after afternoon registration has closed, children will again be marked as (U), an unauthorised absence for the afternoon session.

5. Lateness and punctuality

A pupil who arrives late but before the register has closed will be marked as late, using the appropriate code.

A pupil who arrives after the register has closed will be marked as absent, using the appropriate code.

Where there are patterns or regular recorded late marks, the school will contact the parents/carers and work together to reduce the incidents. Targets will be set to improve punctuality.

6. Following up absence

The school will follow up any absences to ascertain the reason, ensure proper safeguarding action is taken where necessary, identify whether the absence is approved or not and identify the correct attendance code to use.

When a pupil does not attend school, the school will respond in the following manner:

- On the first day of absence if an email, text or telephone call has not been received by 9 a.m., the school will endeavour to contact one of the adults with parental responsibility adhering to the following procedure:
 1. Sending a text to both parent/carers with parental responsibility enquiring reason for absence. If no contact is made:
 2. Telephone call to both parent/carers enquiring reason for absence in priority order and voicemail left if no answer. If no contact is made by 12 noon:
 3. Text will be sent to those adults with parental responsibility advising that the school will be contacting extended family members/listed emergency contacts, to seek an explanation for the absence and finally:
 4. If no confirmation for the reason for absence can be obtained, the school will contact the Child Missing Education Officer at the London Borough of Bromley, which may result in the

Education Welfare Officer (EWO) carrying out a safeguarding visit and if there is still no contact, the police may be called.

7. Reporting to parents

Details of pupil's attendance will be reported to parents and carers termly.

8. Authorised and unauthorised absence

Granting approval for term-time absence

Head Teachers may not grant any leave of absence to pupils during term time unless they consider there to be 'exceptional circumstances'. For the purpose of this policy, we define exceptional circumstances as bereavement of an immediate family member or holidays for service personnel where these are prescribed by the employer.

The school requests that parents complete a request for term-time absence form and on receipt the school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request (Appendix 2). A leave of absence is granted entirely at the Head Teacher's discretion.

Valid reasons for **authorised absence** include:

- Illness (including mental-health illness) and medical/dental appointments
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parent(s)/ carer(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) / carer(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
- 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

Unauthorised absence

Persistent non-attendance including unauthorised holiday leave and/or lateness that cannot be justified in law could result in legal proceedings or consideration could be given to the issuing of a fixed penalty notice in accordance with the Local Authority's Penalty Notice protocol. In addition, the

school will support the Education Welfare Officer in prosecutions brought under Section 444 Education Act 1996.

If a family proceeds with an unauthorised absence and this is a holiday, evidence of travel will be requested and the school will send a letter to parents/carers stating the expected return date and details of the proceedings should the children not return on this date.

9. 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

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).

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

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

10. Strategies for promoting attendance

At Oak Lodge Primary School, we celebrate good attendance by:

Teacher recognition

Sharing facts on poor school attendance with parents and carers via the school newsletter termly.

Setting targets with families to improve punctuality and attendance.

Referral to the school Wellbeing and Inclusion Team as appropriate.

Signposting and working with Outside Agencies to support families where needs (eg Early Help).

11. Supporting pupils who are absent or returning to school

11.1 Pupils absent due to complex barriers to attendance

At Oak Lodge Primary School, staff and families work together to remove barriers impacting poor punctuality or absence. These include:

- Morning nurture 'Meet and Greet'
- Access to the Family Worker
- Introduction to the Early Help process

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

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.

Oak Lodge Primary School will work with the families to support access to education, working with Bromley Gateway Panel to access adaptive teaching and learning in certain cases via:

<https://www.bromley.gov.uk/educationgatewaypanel>

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

Where a pupil returns to school following a lengthy or unavoidable absence, a meeting / telephone call with the parent would be made initially. Decisions would be made to support the child, which may include (this list is not exhaustive):

- Entering via an alternative entrance or time
- Meeting peers to enter school
- A reduced timetable
- A healthcare or wellbeing plan
- Alternative play and lunch arrangements

12. Attendance monitoring

12.1 Monitoring attendance

The school will monitor the attendance levels of all pupils on a weekly basis. Where children have an attendance between 95% & 93% the school will monitor the pattern and reasons for the absence.

Where a child's absence is below 95% the school will issue a first letter informing parents/carers that their child's absence will be carefully monitored.

If there is no improvement in the child's attendance, or the absence rate continues to rise, then a second letter will be issued instructing that all future absences must be verified/authorised by a medical professional that the child is not well enough to attend school or, they will be unauthorised.

If there continues to be cause for concern, a third letter will be sent informing parents/carers that their case has been passed to the Education Welfare Officer (EWO) and parents/carers may be asked to attend a meeting to discuss their child's attendance.

Where the absence is below 90%, the Education Welfare Officer will become involved and they too will continue to monitor the absences, and liaise with the family. Parents/carers may also be asked to attend a meeting to discuss their child's attendance.

The school has granted the DfE access to its management information system so the 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.

12.2 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

12.3 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 severe absence, and their families (see section below)
- 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-ordinators, designated safeguarding leads and pupil premium/enrichment 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

12.4 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)

13. Monitoring arrangements

This policy will be reviewed annually by the Head Teacher. At every review, the policy will be shared with the Governing Body

14. Links with other policies

This policy is linked to our:

- Child protection and safeguarding policy
- Behaviour & Relationship Policy

Appendix 1: attendance codes

The following codes are taken from the DfE's guidance on school attendance. 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: <ul style="list-style-type: none"> • In police detention • Remanded to youth detention, awaiting trial or sentencing, or • Detained under a sentence of detention
Y6	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

Appendix 2:



OAK LODGE PRIMARY SCHOOL

REQUEST FOR LEAVE OF ABSENCE DURING TERM TIME

Taking your child out of school during term time is detrimental to your child's educational progress. There is no entitlement to parents to take their child out of school during term time. All leave will be recorded as unauthorised holiday. However, you may apply to the school for leave of absence if there are exceptional circumstances to be considered by the Headteacher.

Name of Child/Children	Child/Children's Class
Dates of absence requested:	
Reason for requesting absence:	
Parent/Carers Contact Details	
Parent/Carer's Name: _____	
Relation to Child: _____	
Mobile Phone Number: _____	
Email address _____	
If another parent has responsibility for your child then it is your responsibility to ensure that they agree with this request.	
<i>I / we confirm that both parents with parental responsibility agree to this request. If both parents are unable to sign the form, then an e-mail is acceptable proof from the parent who is unable to sign the form.</i>	
Signature(s)	Date