



Nursery Hill Primary

Attendance and Punctuality Policy

Status of policy – Statutory/Non-Statutory

DATE REVIEWED: November 2025

DATE APPROVED: November 2025

By

NEXT REVIEW DATE: November 2026

Signed: Phil Johnson **Vice Chair of Governors**

Signed: Sarah Jeans **Headteacher**

Introduction

At Nursery Hill Primary School, our mission is to develop well-rounded, confident, and responsible individuals who aspire to achieve their full potential. We are committed to providing a welcoming, happy, safe, and supportive learning environment where every child is known, valued, and celebrated. We want all children to develop a lifelong love of learning, and good attendance plays a vital role in helping them achieve this.

Our values underpin everything we do, including our approach to attendance:

- **Respect** - We value learning and respect the importance of being in school.
- **Kindness & Empathy** - We work with families with understanding and care.
- **Perseverance & Resilience** - We help children and families overcome attendance challenges.
- **Tolerance & Cooperation** - We work together positively and embrace differences.
- **Positivity** - We celebrate improvements and promote a positive culture around attendance.

Our Attendance Policy sets out what we expect in school to support every child in attending regularly. Coming to school each day helps children:

- Enjoy learning and school life
- Build friendships and social skills
- Make good progress in all subjects
- Develop positive habits for the future

At primary age, daily routines - like coming to school on time each morning - are especially important.

We expect good attendance from all pupils and we work closely with families **in line with our values** to ensure children attend as often as possible, feel safe, and thrive.

Aims/Objectives

We will always encourage pupils to strive for 100% attendance, however, we do understand that this is not always possible and have therefore set a school attendance target of **96%** for the academic year 2025/2026. To support this, we will aim to:

- Improve the overall percentage of pupils at school.
- Make attendance and punctuality a priority for all those associated with the school including pupils, parents, teachers and governors.
- Develop a framework which defines agreed roles and responsibilities and promotes consistency in carrying out designated tasks.
- Provide support, advice and guidance to parents and pupils.
- Further develop positive and consistent communication between home and school.
- Implement a system of rewards and interventions.
- Promote effective partnerships with the Warwickshire Attendance Service (WAS) and with other services and agencies.
- Recognise the needs of the individual pupil when planning reintegration following significant periods of absence.
- Develop a systematic approach to gathering and analysing attendance related data

Background

All children of compulsory school age are entitled to a full-time education that suits their age, abilities, and any special educational needs. Once a child is on roll at a school, parents/carers are legally responsible for ensuring they attend regularly.

This means children must attend school every day the school is open unless:

- they are too unwell to attend, or
- the school has authorised an absence in advance.

School plays a key role in helping families understand the importance of good attendance.

Effective schools:

- promote the benefits of regular attendance from the earliest stages
- communicate expectations clearly and kindly
- build strong, trusting relationships with families
- use attendance data to identify concerns early
- work with the local authority and other agencies when extra support is needed

Children are more likely to attend regularly when they feel safe, happy, and cared for. A welcoming and nurturing environment helps children enjoy learning, make friendships, and develop confidence.

We recognise that some children face challenges that make attending school more difficult. Therefore, we work closely with families and external services to remove barriers and provide early, targeted support. Attendance improvement should not be approached in isolation; it sits alongside pastoral care, SEND support, behaviour guidance, and mental wellbeing.

Nursery Hill Primary School is expected to use available resources - including Pupil Premium funding - to support children who have, or are at risk of developing, attendance difficulties.

Attendance is a key priority for Nursery Hill Primary School. We monitor attendance patterns across the school and ensure that this policy is applied consistently.

Scope and Application

In line with *Working Together to Improve School Attendance*, this policy applies every child that attends Nursery Hill Primary School

This policy applies to:

- the whole school
- the Early Years Foundation Stage (EYFS)
- The Lodge

It sets out the school's statutory responsibilities for recording pupil attendance and absence and explains how we meet these duties and where early attendance habits are especially important.

Legislation and Guidance

This policy is written in accordance with the Department for Education (DfE) guidance *Working Together to Improve School Attendance*, and follows the DfE's statutory guidance on parental responsibility measures.

It is based on the following legislation, which outlines the legal duties and powers relating to school attendance:

- *Working Together to Improve School Attendance* (DfE, 2024)
- Education (Independent School Standards) Regulations 2014
- Statutory Framework for the Early Years Foundation Stage (DfE, 2021)
- Education and Skills Act 2008
- Children Act 1989
- Childcare Act 2006
- Education (Pupil Registration) Regulations 2006
- Equality Act 2010
- Data Protection Act 2018 and UK GDPR

This policy also takes account of the following DfE guidance and advice:

- Summary table of responsibilities for school attendance (DfE, 2024)
- *Keeping Children Safe in Education* (DfE, 2025)
- *Children Missing Education* (DfE, 2024)
- *Supporting Pupils with Medical Conditions at School* (DfE, 2015)
- *Behaviour in Schools* (DfE, 2024)
- *Providing Remote Education* (DfE, 2024)
- *School Suspensions and Permanent Exclusions* (DfE, 2024)
- *SEND Code of Practice 0–25* (DfE, 2024)

Other relevant policies include:

- Child Protection and Safeguarding Policy
- SEND Policy

Attendance work also links closely to safeguarding, behaviour, alternative provision, and elective home education.

Publication and Availability

This policy is published on the school website and can be requested as a hard copy from the school office.

The school can provide this policy in large print or alternative formats where required.

The Importance of Good Attendance

Nursery Hill Primary School recognises the vital role attendance plays in a child's early development. Establishing good routines from the start helps children:

- develop positive learning habits
- build confidence and friendships
- make strong academic progress
- feel settled, safe, and secure

Good attendance is part of our whole-school culture and is closely linked to our work on:

- safeguarding
- behaviour and emotional regulation
- SEND support
- medical needs
- wellbeing
- support for disadvantaged pupils

Children missing education may be a warning sign of wider safeguarding concerns, so attendance is monitored with great care.

Statutory Duty of Schools:

Under The Education (Pupil Registration) (England) Regulations 2006, the Governing Body is responsible for making sure the school keeps an attendance register that records which pupils are present or absent at the start of both the morning and the afternoon sessions of the school day. This register will also indicate whether an absence was authorised or unauthorised.

An entry must be made on the attendance register for all pupils of compulsory school age who are on the school's admission roll. We follow Department for Education (DfE) guidance when coding attendance for Nursery children. In line with the Charlie Taylor report on Improving Attendance (2012), we monitor the attendance of our children and aim to support parents in improving attendance where there is a concern.

Parent / Carer Responsibilities for School Attendance

Under Section 576 of the Education Act 1996, the term '*parent*' includes:

- Any person with parental responsibility for a child, **or**
- Any person who has care of a child.

Parents/carers **are legally responsible** for ensuring their child receives a suitable full-time education from age **5 to 16**, which for most families means:

- Ensuring the child attends school regularly
- Ensuring the child arrives on time each day

Parents/carers are expected to:

- **Ensure their child attends school every day and arrives on time**
- **Contact school as early as possible** on each day of absence to explain why their child is not attending
- **Only request leave of absence in exceptional circumstances**
- **Schedule routine medical or dental appointments outside of school hours** whenever possible
- **Provide any evidence requested by the school** (such as appointment cards or prescriptions) when absences are related to illness, where appropriate
- **Work with the school** to support good attendance if concerns arise.

Legal Intervention

If all voluntary support has been offered but attendance does not improve, or if there is an unauthorised absence such as a term-time holiday, the Local Authority may use legal intervention.

This may include: penalty notices - Section 23 of the Anti-Social Behaviour Act 2003 introduced new powers for designated Local Education Officers, Head teachers and the police to issue penalty notices for unauthorised absence from school. The Education (Penalty Notices) (England) Regulations 2004 came into force on 27 February 2004. Penalty notices must be issued in a manner which conforms to all requirements of the Human Rights Act and all relevant Equal Opportunities Legislation. To this aim the Local Authority has a Code of Conduct in relation to issuing Penalty Notices.

Prosecution - Under the Education Act 1996, the Local Authority has a statutory responsibility to ensure that parents secure education for children of compulsory school age and where necessary, use legal enforcement. If a child of compulsory school age fails to regularly attend the school which he/she is registered at, then the parent/guardian is guilty of an offence under section 444 of the Education Act 1996. Failure to pay the Penalty Notice may result in a prosecution under Section 444 of the Education Act 1996 for failing to ensure a pupil's attendance at school.

How to Report an Absence:

If a child is absent for any reason, the school should be informed by the parent/carer (not family friends or siblings) on the first day of absence and provide the school with an expected date of return and reason for absence.

Any absences for which the school have received no explanation or when the school has reason to doubt the offered explanation will be recorded as an unauthorised absence.

Wherever possible, parents are expected to make routine appointments such as dental or medical, outside of school time and/or in school holidays.

Categories of Absence:

There are two categories of absence:

- (i) Authorised (approved)
- (ii) Unauthorised (not approved)

Absences can only be authorised by the Head teacher (or designated member of staff).

Authorised Absence

An absence is classified as authorised when a child has been away from school for a legitimate reason and the school has received notification from a parent. For example, if the child has been unwell and the parents telephones the school to explain the absence and follows up in writing.

Only the school can authorise an absence, parents **do not** have this authority.

Consequently, not all absences supported by parents will be classified as authorised. For example, if a parent takes a child out of school to go shopping during school hours, this will not mean it is an authorised absence.

Unauthorised Absence

An absence is classified as unauthorised when a child is away from school without the permission of the school. Therefore, an absence can be unauthorised even if the child is absent with the support of a parent i.e. Leave of Absence for the purpose of a family holiday.

A child arriving after the close of registers without good reason and truancy will also be classified as an unauthorised absence.

When Absence is Permitted

Absence will normally be authorised only when:

1. The child is too ill to attend school
 - o Illness must be reported by the parent/carer
 - o Schools must authorise illness-related absences
 - o Ongoing or frequent illness may require discussion with school to arrange additional support
2. Leave of absence has been requested and approved in advance
 - o Only granted in exceptional circumstances
 - o The school decides:
 - o Whether the request is exceptional
 - o How many days can be authorised
3. Religious observance
 - o Limited to days set apart exclusively by the religious body (not family choice)
 - o Only applies where parents are expected by their faith to refrain from work on that day

Medical Evidence

In most cases, parents do not need a doctor's letter for illness-related absence.

Evidence may be requested when:

- Illness is frequent or persistent, to help the school assess support needed
- The school has reason to believe a child is not genuinely ill

Acceptable evidence includes:

- Appointment cards
- NHS App records
- Prescriptions
- Notes from previous medical consultations

A lack of written evidence should not prevent a legitimate medical absence from being authorised, if the child is clearly unable to attend.

Appointments

To minimise learning disruption:

- Routine appointments should be made outside school hours where reasonably possible
- If this is unavoidable:
 - Parents should notify the school in advance
 - Children should attend school before/after the appointment where possible

Punctuality:

When pupils arrive late, they miss out on essential instructions given at the beginning of the lesson. This can significantly reduce achievement, regardless of academic ability. Your child may also feel awkward arriving to the classroom where everyone else is settled.

Furthermore, when one pupil arrives late, it disrupts the entire class and the teacher, therefore everyone's education is compromised. Punctuality is vitally important and is a life skill that reaches into employment in later life. Pupils who are persistently late are disrupting not only their own education but also that of others. 10 minutes of lateness a day is equal to 31 hours of education being lost per academic year.

AM Session PM Session Registration 8.45am 1.00pm

Close of Register (unauthorised late) 9:00am 1.30pm

The school day officially starts at 8.45am, when the register is taken. If a child arrives after 8.45am and before 9.00am they will be marked as late, and receive an 'L' code. If a child arrives in school after 9.15am, registration will have closed and the child will receive a 'U' code, which is an unauthorised absence mark.

All pupils arriving late to school must sign in at the school office and reasons for lateness are required for the school records.

Where persistent lateness gives cause for concern, a Punctuality Letter will be sent to notify a child's parents / carers of the lateness and offering them the opportunity to discuss this. If punctuality remains of concern, the child / parents may be invited to a meeting to discuss this, to enable the reasons for lateness to be understood. If appropriate, a Punctuality Action Plan will be put in place.

Where the total attendance of a child whose punctuality is of concern falls below the whole school attendance target, the Staged Approach of this policy will have precedence.

Persistent and Severe Absence

The strongest attendance improvement happens through everyday good practice and early support for families.

Nursery Hill Primary School must have clear strategies for children at risk of:

Persistent Absence (PA)

Missing 10% or more of school (attendance at or below 90%).

Severe Absence (SA)

Missing 50% or more of school.

Children in these categories require close monitoring and timely intervention. Nursery Hill Primary School must share relevant information with local partners so support can be provided quickly and effectively.

Responsibility Statement

Nursery Hill Primary School holds overall responsibility for this policy.

In line with the Equality Act 2010, the school must have due regard to the need to:

- eliminate discrimination
- advance equality of opportunity
- foster good relations
- Provide a warm and welcoming atmosphere
- Provide a safe learning environment
- Provide an empathetic response to any child's or parent's concerns

The school recognises that improving attendance is a leadership priority and has appointed a leader within the school to champion and oversee attendance.

The school is responsible for implementing this policy and for ensuring the Attendance Strategy Framework and Safeguarding Attendance Process are followed.

Governors

We expect that Governors will:

- Ensure that the importance and value of good attendance is promoted within school, including pupils, parents and staff
- Annually review the school's Attendance and Punctuality Policy
- Identify a Governor with responsibility for monitoring attendance.
- Require the Head teacher/Attendance Lead to report on attendance and punctuality at termly Governing body meetings
- Ensure that the school comply with The Education (Pupil Registration)(England) Regulations 2006 and appropriate amendments, DfE coding guidance and other related legislation
- Attend and assist staff in meetings with parents where appropriate
- Consider, on an annual basis, if the school would benefit from a subscription to the Attendance, Compliance and Enforcement Service

Attendance Champion

This leader is responsible for:

- promoting a whole-school culture of good attendance
- setting the school's vision and expectations for attendance
- monitoring attendance data regularly
- ensuring timely support is put in place
- communicating clearly with staff, pupils, and families

- ensuring attendance is discussed regularly at SLT meetings
- maintaining the attendance plan

Named staff in are responsible for day-to-day monitoring, first-day calling, supporting families, and promoting good attendance and punctuality across the school.

- Follow the school's attendance policy and communicate high expectations clearly to pupils and families.
- Take attendance registers **accurately and on time**, every morning and afternoon.
- Record attendance data daily, using the correct codes in line with statutory guidance.
- Seek reasons for absence and offer support, advice, or signposting where appropriate.
- Follow up on any unexplained absences promptly, including absences during the school day.
- Escalate ongoing or unexplained absences to the Attendance Champion.
- Be alert to early patterns of concern — including frequent absences, lateness, or declining attendance.
- Inform the Attendance Champion of any known future absences (e.g. planned medical procedures).
- Address lateness consistently and sensitively, reinforcing the importance of punctuality.
- Discuss attendance concerns with pupils and parents, using supportive, solution-focused language.
- Apply the school's graduated approach to attendance intervention consistently

All Staff Must

- Understand that good attendance is everyone's responsibility.
- Promote attendance positively through daily interactions and consistent messaging.
- Recognise that attendance links closely with safeguarding, wellbeing, and learning.
- Work collaboratively with colleagues to remove barriers to attendance.
- Receive appropriate training and regular updates to support them in fulfilling their attendance role effectively.

Expectations & Responsibilities of School

Nursery Hill Primary School must:

- Build a whole-school culture that values and promotes regular attendance.
- Ensure the attendance policy is understood by staff, pupils, and families.
- Keep accurate daily attendance registers and follow up absence promptly.
- Monitor attendance patterns closely and put early support in place where concerns arise.
- Work in partnership with families, listening carefully to any barriers to attendance.
- Share information appropriately with local authority partners, especially where absence may become persistent or severe.
- promote the importance of attendance across the school
- appoint a leader as the Attendance Champion
- ensure suitable resources are available to support attendance work
- ensure leaders understand their statutory duties
- monitor attendance data across academies
- share effective practice across the school
- work with leaders to identify areas for improvement
- monitor the impact of attendance strategies
- Work in partnership with parents to identify barriers and agree appropriate support
- Make **reasonable adjustments** to reduce barriers to attendance, which may include:
 - Adapted routines, transitions, or timetables

- Uniform flexibility
- Reduced movement around the school
- Supported access to lunchtime or breaks
- Adjustments to transport arrangements
- Provide **pastoral and emotional support**, including time-limited phased returns where appropriate (for example, when anxiety affects attendance)
- Involve other professionals and services where needed, including:
 - The Local Authority
 - Health services
 - Educational Psychology
 - Specialist SEND or medical teams
- Ensure attendance support forms part of:
 - **Individual Healthcare Plans** (for physical or mental health needs)
 - **Education, Health and Care Plans (EHCPs)** where applicable
- Ensure any provision outlined in an EHCP is accessed and reviewed if attendance issues arise
- If a child with an EHCP is absent for **more than 15 days**, the school will inform **SENDAR** (Special Educational Needs and Disability Assessment and Review service) to ensure:
 - The Local Authority is aware
 - Additional advice or intervention can be considered
 - The child's entitlement to provision is protected

The school recognises that some pupils face greater challenges to attending regularly. We will:

- Build strong, trusting relationships with pupils and families
- Identify and remove attendance barriers wherever possible
- Make reasonable adjustments for pupils with SEND or disabilities

Support may include:

- Additional pastoral check-ins
- Adjusted start/finish times or routines
- Supported transitions between activities or classes
- Break or lunchtime support
- Part-time or phased returns (time-limited and monitored)

Where barriers fall outside the school's control, we will:

- Work with families and external partners
- Make Early Help or other referrals if appropriate

We will always aim to support pupils whose attendance is affected by health or SEND needs ensuring they remain included, supported, and able to access their education in the most appropriate way

Pupil Responsibilities

In primary school, pupils are encouraged to develop good attendance habits early. They are supported to:

- Attend school every day, on time.
- Attend all lessons punctually.
- Stay on the school site and in lessons unless given permission to leave.
- Cooperate with attendance routines, such as lining up promptly for registration.
- Understand that unexplained absences will be followed up.

Where a child's attendance or punctuality declines, the school will take supportive action, which may include:

- Working with families to understand and reduce barriers.
- Regular communication with parents/carers.
- Liaison with safeguarding or other support agencies.
- Referral to the local authority when absence becomes persistent or severe.

If pupils are finding school difficult, they should speak to their class teacher, a teaching assistant, or a member of the pastoral/safeguarding team. Conversations will be handled sensitively.

- Work in partnership with parents to identify barriers and agree appropriate support
- Make **reasonable adjustments** to reduce barriers to attendance, which may include:
 - Adapted routines, transitions, or timetables
 - Uniform flexibility
 - Reduced movement around the school
 - Supported access to lunchtime or breaks
 - Adjustments to transport arrangements
- Provide **pastoral and emotional support**, including time-limited phased returns where appropriate (for example, when anxiety affects attendance)
- Involve other professionals and services where needed, including:
 - The Local Authority
 - Health services
 - Educational Psychology
 - Specialist SEND or medical teams
- Ensure attendance support forms part of:
 - **Individual Healthcare Plans** (for physical or mental health needs)
 - **Education, Health and Care Plans (EHCPs)** where applicable
- Ensure any provision outlined in an EHCP is accessed and reviewed if attendance issues arise

Graduated Response to Attendance

Our approach helps us spot concerns early and work supportively with families.

Stage 1 – Early Absence Letter

Attendance falls below 96% and/or periods of absence that are unauthorised:

A friendly phone call home to check on the child, share expectations, and offer help if needed.

Stage 2 – Letter 2 & Early Conversation

Where no improvement is made:

A supportive letter plus a light-touch conversation with the child in school when they return.

Stage 3 – Letter 3 & Pastoral Meeting

Continued decline in attendance and/or unauthorised absences:

A final informal letter and a more detailed conversation with parents/carers to understand any barriers. Early Help may be offered.

Stage 4 – Referral Made to Warwickshire Attendance Team

No improvements made and/or unauthorised absences:

A formal letter is issued and the case may be discussed with the Local Authority. Home visits and further support may be arranged.

Leave of Absence (including Family Holidays)

Under the Education (Pupil Registration) (England) Regulations 2006, amended 2013, headteachers **may not grant leave of absence during term time unless they are satisfied there are exceptional circumstances** relating to the application.

Exceptional Circumstances

The DfE **does not consider family holidays, travel, or absences for leisure and recreation to be exceptional circumstances.**

Each request is reviewed individually, taking into account:

- The specific reasons given
- Supporting evidence (where appropriate)
- The context of the pupil and family circumstances

A leave of absence is granted **entirely at the discretion of the school**, and where agreed, the school will determine how many days may be authorised.

Legal Position

The Supreme Court ruling in **Platt v Isle of Wight (2017)** confirmed that “*regular attendance*” means children must attend **every day they are required to do so**.

Therefore, any unauthorised term-time absence, including for holidays, may lead to legal action under **Section 444 of the Education Act 1996**.

Applying for Leave of Absence

- Requests **must be made in advance** and by the **resident parent** (the parent with whom the child normally lives).
- Parents should provide sufficient information for the headteacher to consider the request fully.
- The school may request supporting evidence if needed.
- If no response is received, it is the parent’s responsibility to confirm whether the leave has been authorised.

Leave of absence **cannot** be authorised retrospectively.

If Leave Is Refused

If the request is declined:

- The child is expected to attend school on those dates.
- Any absence will be recorded as **unauthorised**.
- Days taken immediately before or after the requested dates may also be treated as part of the unauthorised leave.

Unauthorised Leave of Absence & Penalty Notices

All unauthorised leave of absence will be referred to the **Warwickshire Attendance Service**.

Penalty Notices are issued in line with the **Warwickshire County Council Code of Conduct** and are issued **per parent, per child**.

Updated Penalty Notice Framework – From 1 September 2024

First Leave of Absence Offence (per parent, per child)

- £160 within 28 days

- Reduced to £80 if paid within 21 days

Second Offence within 3 years

- £160 within 28 days
- *No reduced amount*

Payment arrangements will not be offered.

If unpaid after 28 days, the matter is referred to **Warwickshire County Council Legal Services** for prosecution.

Third Offence within 3 years

- No Penalty Notice issued
- Case referred directly for **criminal prosecution** under Section 444 Education Act 1996

Registers

In accordance with DfE requirements, attendance registers are taken:

- at the start of the morning session
- during the afternoon session

Each time, the register must record whether the child is:

- present
- at an approved educational activity
- absent
- unable to attend due to exceptional circumstances

Nursery Hill Primary School must ensure:

- registers are accurate and up to date
- registration closes at clearly defined times
- DfE attendance codes are used correctly
- absence is followed up promptly, including contacting parents early in the day

Working in Partnership with Families

To ensure support is well targeted, parents are encouraged to:

- Share medical or professional information (e.g. diagnoses, reports, treatment letters)
- Work openly with the school to co-produce support plans
- Attend review meetings and planning discussions
- Help the school understand what strategies or environments best support their child

Information Sharing

Attendance information will only be shared when there is a lawful basis to do so.

The school follows government guidance on attendance, safeguarding and children missing education when sharing information with:

- parents/carers
- Warwickshire Attendance Service
- the local authority
- health and safeguarding partners

Record Keeping and Confidentiality

All attendance records are kept in line with the school's policies for record retention and destruction. Any personal data collected under this policy is handled according to data protection law.

The school's privacy notices explain how personal data is used and can be found on the school website.

Admission Register

In line with the Education (Pupil Registration) (England) Regulations 2006 (as amended), the school must:

- Keep an up-to-date admission register of all pupils on roll.
- Inform the local authority whenever a child joins or leaves the school at a point other than the usual times of year (for example, outside Reception or Year 6 transitions).

The admission register includes important information such as each child's name, address, parent/carer details, and the school they last attended.

The school **will not remove a child from roll** unless it meets the legal requirements to do so—for example, after a permanent exclusion or when a family has formally moved and the child has started at a new school.

The school will never encourage a parent to remove a child for the school's convenience.

When the school informs the local authority that a child is leaving the roll, the following information will be provided:

- The child's full name
- The full name and address of any parent/carer the child lives with
- At least one telephone number for any parent/carer the child lives with
- If relevant, the name and address of the parent/carer the child is moving to live with and the date they will move
- The name of the new school the child will attend and the expected start date
- The regulation under which the child's name is being removed from the roll

Attendance Register

The school records and monitors attendance for all pupils of compulsory school age in line with statutory requirements.

We use the national attendance codes so that attendance is recorded consistently and in compliance with regulations.

We take the register **twice a day**:

1. **Morning registration**
2. **Afternoon registration**

The register shows whether each child is:

- Present
- Absent
- Attending approved off-site educational activity (e.g., a specialist appointment)
- Unable to attend due to exceptional circumstances

Recording Absence

Absence must be recorded using national codes. These include:

- Authorised absence
- Illness
- Medical or dental appointments
- Religious observance
- Traveller absence
- Exclusion (while still on roll)
- Holiday (only if authorised)

Authorised Absence

Parents should request authorised absence in writing and with good notice.

Only **exceptional circumstances** will be authorised, in line with government guidance.

The Headteacher decides:

- Whether the reason is exceptional
- The length of authorised absence (if granted)

Religious observance days will normally be authorised if the day is set apart by the family's religious body. Parents should request this in advance.

Unauthorised Absence

Unauthorised absence will be used when:

- A holiday has not been authorised
- No explanation for absence has been given
- A child arrives after registers close without a valid reason
- There is frequent illness without medical evidence
- A child is absent without permission

Remote Education

If a child is well enough to learn but cannot attend school for specific reasons, the school may provide remote learning.

However, the child will still be marked as absent on the register, and separate records will be kept to support their return to school.