



Attendance Policy

Oakfield Short Stay School – **Primary and
Secondary**

DATE:	May 2026
REVIEW DATE:	May 2027
PERSON RESPONSIBLE:	Mrs Victoria Edward and Mr Kevin Curtis
RATIFIED BY:	

Intent Statement

High attendance supports young people to learn, grow and succeed so they become remarkable now, and in the future

At Oakfield School, we understand that regular and punctual attendance is vital in supporting student progress with their academic education and well-being, to enable them to develop effective relationships to support students to become self-reflective so they can learn the skills to self-actualise. It is our key priority to promote high attendance and reduce absence as we understand that attendance is the fundamental building block to student success at Oakfield which will support the students now, and in the future.

We understand that often students have experienced turbulence and faced several barriers that have prevented them thriving within their previous school and therefore the start of their journey with us can often be difficult as we try to break the cycle of poor attendance. The school will rigorously monitor attendance ensuring personalised interventions are put in place if attendance falls to an unacceptable level. We will always endeavour to support parents/carers to break down any barriers in which they may be facing in getting their child into school.

High Attendance is Important

- Statistics show a direct link between educational achievement and absence levels.
- Regular attenders make better progress, both socially and academically.
- Regular attenders find school routines, school work and friendships easier to maintain.
- Regular attenders find learning more satisfying.
- Regular attenders find transition points easier to manage.

Policy Aims:

The aim of Oakfield Short Stay attendance policy is to enable the school to provide a consistent practice that encourages and facilitates the regular attendance of all pupils. Oakfield Short Stay School takes a whole-school approach to maintaining excellent attendance and it is the joint responsibility of parents/carers, pupils and all staff members to ensure that children are attending school as we know that high attendance supports young people to learn, grow and succeed so they become remarkable now, and in the future (**Working together to improve school attendance, DfE August, 2024**). Therefore, this policy clearly explains the role and responsibilities for all stakeholders within the Oakfield school community. We endeavour to work with families to make sure that any problems or circumstances which may lead or be leading to poor attendance are given the right attention and appropriate support.

Legislation and guidance

This policy meets the requirements of the school attendance guidance from the Department for Education (DfE) and refers to the DfE's statutory guidance on school attendance parental responsibility measures. These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

- Part 6 of The Education Act 1996
- Part 3 of The Education Act 2002
- The Children Act 1989
- The Crime and Disorder Act 1998
- The Anti-Social Behaviour Act 2003
- Part 7 of The Education and Inspections Act 2006
- The Sentencing Act 2020
- The School Attendance (Pupil Registration) (England) Regulations 2024
- The Education (Parenting Contracts and Parenting Orders) (England) Regulations 2007
- The Education (Penalty Notices) (England) Regulations 2007 as amended
- The Education (Information about Individual Pupils) (England) Regulations 2013
- The Children and Young Persons Acts 1933 and 1963
- The Equality Act 2010
- Summary of responsibilities where a mental health issue is affecting attendance (Feb 2023)
- Working Together to Improve School Attendance (19th August 2024)

Relevant government guidance:

- Children missing education
- Keeping children safe in education and working together to safeguard children
- Special educational needs and disability code of practice: 0 to 25 years
- Elective home education
- Alternative provision: statutory guidance for local authorities
- Exclusion from maintained schools, academies and pupil referral units in England
- Supporting pupils at school with medical conditions
- Arranging education for children who cannot attend school because of health needs
- Promoting and supporting mental health and wellbeing in schools and colleges
- Preventing and tackling bullying
- Providing remote education

Roles and Responsibilities

The name and contact details of the Senior Attendance Champion within the school - the senior leader responsible for the strategic approach to attendance in our school is:

Mr Kevin Curtis

Kevin.curtis@leics.gov.uk

0116 305 7981

Oakfield School believes that excellent attendance can only be achieved if it is viewed as a shared responsibility of the school staff, Management Committee, Parents/Carers, students and the wider school community.

Management Committee

As part of our whole-school approach to maintaining high attendance, the management committee will:

- Review the school's attendance policy and practice, to ensure that all provisions are in place to allow school staff, parents/carers to implement this policy effectively.
- Ensure that all legislation regarding attendance is complied with and that up-to-date guidelines are communicated to parents/carers, students and staff.
- Take time at meetings to regularly review and discuss attendance issues that have arisen.
- Ensure that the school is implementing effective means of recording attendance and organising that data, including for children who are educated off-site.
- Ensure that senior leaders make the necessary referrals to the local authority and other relevant agencies in individual cases of non-attendance.

Executive Headteacher

As part of our whole-school approach to maintaining high attendance, the Executive Headteacher will:

- Ensure the implementation of and regularly monitoring of this policy at the school.
- Coordinate with the management committee to assess the effectiveness of the policy and to ensure an annual review of the policy.
- Monitor the school-level absence data alongside the Secondary attendance lead and reporting it to the Management Committee.
- Issue fixed-penalty notices, where necessary to students who are single registered with Oakfield School.

Secondary Attendance, Behaviour, Pastoral and Belonging Lead (Senior Attendance Champion)

As part of our whole-school approach to maintaining high attendance, the Secondary Attendance, Behaviour, Pastoral and Belonging Lead will:

- Establish and maintain effective system for recording and reporting attendance data and tackling absence, ensuring these are followed by staff.
- Ensure this policy is implemented and regularly monitored across the school.
- Ensure there is a whole school approach which reinforces good school attendance.
- Attend the Termly Targeted Support Meeting with the local authority attendance team.
- Ensure that all staff are aware of the Attendance Policy and adequately trained to implement the policy and address issues/remove barriers which are impacting upon student attendance;
- Monitoring school-level absence data alongside the Executive Headteacher and reporting it to the Management Committee.
- Ensure that all staff are up to date with the school's attendance process, legislation and government guidance, and that staff are fully trained to recognise and deal with attendance issues.
- Ensure attendance is a key part of the Quality Assurance visits which will be carried out twice an academic year across sites, to assess the culture of attendance which will inform site specific next steps.
- Ensure that legislation and government guidance on attendance is complied with and that they (the leadership team) are up to date with any legislative changes and how to implement them.

School Leadership Team

As part of our whole-school approach to maintaining high attendance, the Senior Leadership Team will:

- Be active in their approach to promoting good attendance to pupils and their parents/carers, which includes forming positive relationships with families
- Ensure that the sites teaching and learning experiences encourage regular attendance and that pupils are taught the value of high attendance for their own progression and achievement.
- Develop and engage with multi-agency relationships to help with poor attendance and support families who are having difficulties getting their child to attend school.

- Promote high expectations for students in terms of attendance and create a wide range of opportunities to promote and celebrate positive attendance ensuring these successes are shared with parents/carers.
- Foster a supportive school environment where relationships among students and staff reflect a positive and respectful culture.

School Attendance Officers

As part of our whole-school approach to maintaining high attendance, the School Attendance Officers will:

- Analyse attendance data and identify patterns of poor attendance so they understand the barriers to school attendance.
- Support young people and families to overcome the barriers that impact upon their attendance.
- Undertake targeted interventions with students with identified patterns of poor attendance.
- Actively promote high attendance and the positive benefits around this
- Communicate with parents/carers via sending letters to the families of pupils that have been frequently absent.
- Work with the local authority to tackle persistent absence including attending the Termly Targeted Support meeting with the Local Authority Attendance Team
- Arranges calls and meetings with parents/carers to discuss attendance issues
- Work with other agencies to improve attendance and support pupils and their families

Site Admin Staff

As part of our whole-school approach to maintaining high attendance, Site admin staff will:

- Site admin staff are expected to contact parents and carers about any unexplained absence and record it promptly on Arbor. This includes students who are educated offsite.
- Liaise with site leads and attendance officers when there is a concern regarding a student's attendance and/or welfare.
- Share attendance regularly with the lead school for students who are dual registered.

Teachers and support staff

As part of our whole-school approach to maintaining high attendance, teachers and support staff will:

- Be active in their approach to promoting good attendance to pupils and their parents/carers, which includes forming positive relationships with families.

- Ensure that students are registered accurately via Arbor and that attendance is taken during timetabled lessons.
- Ensure that the school's teaching and learning experiences encourage regular attendance and that pupils are taught the value of high attendance for their own personal progression and achievement
- Communicate any concerns or underlying problems that may account for a student's absence so that school can support and put in place the right measures and arrange meetings with parents/carers to discuss attendance issues;
- Work with other agencies to improve attendance and support pupils and their families;

Parents and Carers

As part of our whole-school approach to maintaining high attendance, we request that parents/carers will:

- Engage with their children's education – support their learning and take an interest in what they have been doing at school.
- Promote the value of good education and the importance of regular school attendance at home.
- Encourage and support their children's aspirations.
- Follow the set school procedure for reporting the absence of their child from school.
- Do everything they can to prevent unnecessary school absences, such as making medical and dental appointments outside school hours.
- Use the school as a support when they or their child are having difficulties, and work to form a positive relationship with the school so that there is easy communication when a problem arises.
- Keep the school informed of any circumstances which may affect their child's attendance.
- Not take their children out of school for holidays during term time. If parents/carers would like to make a special request for this, they may do so to the headteacher Richard Doyle – Richard.doyle@leics.gov.uk
- Inform the school in advance of any proposed change of address for their child(ren) along with the name of the parent/guardian with whom the child shall live

Pupils

As part of our whole-school approach to maintaining high attendance, we request that pupils will:

- Pupils are expected to attend school regularly and to arrive punctually at school by their designated starting time and to the start of lessons;

- Be aware of the school's attendance rules, and when and what they are required to attend. This will be communicated to them through the school staff, parents and the school timetable
- Speak to a member of staff if they are experiencing difficulties at school or at home which may impact on their attendance

Categories of Absence and Procedure for Reporting Absences

Absences will be treated as unauthorised unless a satisfactory explanation for the pupil's absence is given to the school. Parents/carers cannot authorise absences.

Staff should make it clear on the school register when taking attendance whether a child's absence is authorised or unauthorised. Where staff have concerns regarding absences, they should follow the school's safeguarding procedures.

When a child is to be absent from school without prior permission, parents/carers should inform the school by telephone on the first day of absence and let them know what date they expect the child to return.

If a child is absent from school for 10 consecutive days with no explanation the family will be referred as a Child Missing in Education (CME) case for the Local Authority to investigate.

Understanding Types of Absences

Authorised Absence

- Authorised absence is absence with permission from the Head Teacher, Site lead and/or Admin officer/ Attendance Officer. This includes absence for which a satisfactory explanation has been provided, e.g. ill health;
- The school may authorise absence if the following circumstances;

1. Personal Illness (excessive or extended absences will require medical evidence)
2. Medical Appointment (Copy of appointment to be seen and copied)
3. Family bereavement
4. Conditions rendering attendance impossible or hazardous to a child's health and safety
5. Religious observation (1 Day limitation Apply)
6. A travelling child's absence

Unauthorised Absence

- Unauthorised Absence is absence without permission from the Head Teacher, Site lead and/or Admin officer/Attendance Officer. This includes all unexplained or unjustified absences.

The school will not authorise absence in the following circumstances;

1. No explanation is offered by the parent/carer
2. The explanation offered is unsatisfactory (e.g. shopping, minding the house, etc.)
3. Leave of absence which are taken without the school's prior consent or knowledge and/or are in excess of the time agreed by the school.
4. Specials occasions, such as birthdays or events/concerts/sporting events
5. Minding siblings
6. Parent/carer or sibling illness that does not impact upon the child attending school
7. Family holidays in term time

- Unauthorised absence from school is considered truancy. This can take the form of absence from school for complete days, lateness and absenteeism from individual lessons. Each of these is as serious as the other, but the strategies effecting change may need to be different;
- When parents are unaware of such absences there may be significant danger to a young person's safety as it is likely that their whereabouts are unknown by a responsible adult;
- Unfortunately, there may be occasions when truancy is condoned by parents. If such collusion occurs it is the duty of the Site Lead/Attendance Officer to work with the pupil and family to change their attitudes towards school, thus encouraging full attendance.

Illness (I code)

- In most cases, absences for illness which are reported by following the school's absence reporting procedures will be authorised. That is unless the school has a genuine concern about the authenticity of the illness. This concern might arise from repeated or unexplained periods of sporadic or sustained absence, where there are no known underlying medical conditions preventing pupils from attending school.
- We recognise that some pupils face more complex barriers to attendance. This can include pupils who have long term physical or mental health conditions or who have special educational needs and disabilities (SEND). Their right to an education is the same as any other pupil and therefore the attendance ambition for these pupils

should be the same as it is for any other pupil, but additional support can be discussed and identified.

- If support has been offered and the school remains unsatisfied about the frequency, duration or authenticity of illnesses, the absence may be recorded as unauthorised to formalise support with other agencies.

Pupils taken ill during the school day (I Code)

- If a pupil falls ill during the school day and it is felt they are not well enough to be in school and should go home, this will be agreed with an appropriately authorised member of school staff. In such circumstances the school will notify parent/carers before the student is permitted to leave the school site ensuring that an agreement is in place on how the student will travel home.
- It is the responsibility of the reception team to record the details of any pupils who are sent home due to illness during the school day and to make an accurate recording of these on the attendance register.

Medical/Dental Appointments (M Code)

- Parents are encouraged to book routine dental, doctors or optician appointments outside of school hours wherever possible. Where this is not possible, parents are to seek the school's agreement in advance of the appointment and ensure the pupil should only be out of school for the minimum amount of time necessary for the appointment.
- It is not acceptable for a pupil to miss a whole day's schooling for an appointment, unless necessary, in which case the school will need an explanation as to why this is.
- Where your child has been absent due to attending a medical appointment, the school must receive the evidence in order for this to be approved. The evidence can be either a letter or an appointment card (screenshots of these may be appropriate as long as it clearly states the pupils name).

Religious Observance (R Code)

- Our school acknowledges the multi-faith nature of our school community and recognises that, on some occasions, religious festivals may fall outside of school holidays or weekends.
- Should a day exclusively set apart for religious observance fall upon a school day, then the school will authorise a single day for religious observance in accordance with the law. In order for a day to be authorised, parents are asked to communicate the request in advance to avoid the school having to call to follow up absence during the observance.

- In these circumstances, the school will authorise up to one day of absence for the specific date exclusively set apart for religious observance by the religious body to which the parent belongs. Where more than one festival/observance falls within an academic year, we ask that parents consider arrangements carefully to minimise the potential impact upon their child's learning.
- We remind parents that pupils should attend school as usual for all other days during weeks where there is a single day of religious observance. Should any additional days be taken that would require leave of absence this is granted at the school's discretion and only headteachers can authorise such absence.

Traveller Absence (T Code)

- The school will authorise the absence of a Traveller pupil of no fixed abode who is unable to attend school because they are travelling with their parent who is engaged in a trade or business of such a nature as to require him/her to travel from place to place.
- This is subject to certain limits, depending on the child's age and number of sessions absent. The school will discuss cases individually with Traveller parents as necessary. Parents should let the school know of their plans as far in advance as possible. Authorised Traveller absence will be recorded appropriately in the register.
- Children from Gypsy, Roma and Traveller communities whose families do not travel for occupational purposes are expected to register at school and attend as normal. They are subject to the same rules as other children in terms of the requirement to attend school regularly.

Exclusions (E Code)

- If the school decides to suspend a pupil due to their behaviour, this will be recorded as an Exclusion (E Code). The school will follow the current DfE's statutory guidance on exclusions.
- The school will notify the parent/carer of the suspension. If the pupil is a Looked After Child, the school will notify the pupil's carer, social worker and Virtual School. In other instances, where a pupil is open to Children's Social Care for any reason, the school will also inform their allocated social worker.
- See Oakfield School's Suspension and Exclusion Policy for full details.

Promoting High Attendance and Incentives

At Oakfield School, we recognise the importance of building good habits of attendance we have high expectations for our students. We understand that high attendance supports young people to learn, grow and succeed so they become remarkable now, and in the future. We actively promote the highest levels of attendance for all our students, and we

use a variety of weekly, termly and annual awards to promote good attendance and punctuality.

- Monthly attend rewards which are site specific for those students who have consistently high attendance.
- The students set a half termly/termly attendance target based on their attendance at their previous school or their current attendance. If students achieve their attendance target, they are entered into a special prize draw
- Additional house points are awarded for the house team (site) with the highest attendance
- The behaviour for learning – Steps to Remarkable system is underpinned by attendance. Poor attendance impacts upon students achieving Steps during each lesson.

Absence Procedure:

- Parents/carers duty is to ensure that their child of compulsory school age attends regularly at the school where the child is a registered pupil.
- If a child is ill, or it is known they will be absent then the parent/carer is to notify the site admin/site lead and notify the school of the child's absence, the reason and when the child is to be expected back in school.
- Parent/carers should contact the school on the first and each subsequent day of absence, unless a definite date of return is known.
- If the school has not been notified by parents/carers then a member of staff will contact parents/carers regarding the student's absence.
- If the school is unable to make contact with parents/carers during the school day then the absence will be marked as unauthorised.

Single Registered Students

If there is no contact with home on the third consecutive day, then site admins will inform the attendance officer team, and this will initiate a welfare visit to the student's home. If students are considered vulnerable and/or open to social care on CIN, CP or LAC and no contact is made then the site admin will notify the social worker and/or any other relevant agencies and a home visit may be required to be carried out.

A home visit will also be needed after 4 days of absence for students who are ill (without medical evidence), or they are not attending due to other issues e.g. anxieties, academic disengagement, family challenges or social pressures. Site admins will make attendance officers aware when a student who is single registered has not attended for 4 consecutive school days.

Dual Registered Students

If there is no contact with home on the third consecutive school day, then site admins will liaise with the main school to see if the student has been seen by a professional since the first absence. If the student has not been seen by a professional or no attempts to make a welfare visit have been made by the main school then site admins will inform the attendance officer team, and this will initiate a welfare visit to the student's home. If students are considered vulnerable and/or open to social care on CIN, CP or LAC and no contact is made then the site admin will notify the social worker, or any other relevant agencies and a home visit may be required to be carried out.

If a student has not attended for 4 consecutive school days due to illness (without medical evidence), or they are not attending due to other issues e.g. anxieties, academic disengagement, family challenges or social pressures then the site admin will liaise with the main school to see if the student has been seen by a professional since the first absence. If the student has not been seen by a professional or no attempts to make a welfare visit have been made by the main school then site admins will inform the attendance officer team, and this will initiate a welfare visit to the student's home.

Safeguarding and Attendance

At Oakfield School it is our legal responsibility to ensure that every child is safe and receives a suitable education. We will monitor trends and patterns of absence for all students as a part of our standard procedures. However, we are aware that sudden or gradual changes in a student's attendance may indicate additional or more extreme safeguarding issues. In line with government guidance Keeping Children Safe in Education, we will investigate and report any suspected safeguarding concerns to the relevant authorities. As part of our safeguarding duty and our standard procedures, we will inform the Local Authority and/or the Police of the details of any student who is absent from school when the school cannot establish their whereabouts and are concerned for the student's welfare. If we have not received a reasonable explanation for a student's absence, have reasonable grounds to doubt an explanation received, or have been unable to contact a parent or carer to explain an absence, a 'safe and well' check will be carried out at the student's home address. For students with a social worker, we will inform the social worker if there are any unexplained absences.

Lateness and Punctuality

Oakfield school actively discourages late arrival by discussing this with students and parents/carers when it occurs without a valid reason. Due to transport and logistics, pupil registration starts at different times across site. For pupils attending full time the attendance register will be taken at the start of the school day and again in the afternoon. The morning registration period across sites begins at 9.30am and ends at 10.00am. The register will close at 10.10am, pupils arriving after the registers have closed will be recorded as late. Pupils who arrive after this time but within the registration period will be marked as late. Arrival after the close of register will be marked as unauthorised absence and coded U in line with the Department of Education guidance. This mark shows the pupil to be on site, but is legally recorded as an unauthorised absence. Pupils who are consistently late are disrupting not only

their own education but also that of the other pupils. On-going and repeated absence lates (U code) are unauthorised absences and may be subject to legal action

The school also takes the attendance register during the afternoon of each school day. If a pupil is not present at the time that the afternoon registration takes place, they will be marked absent. Any unjustifiable reason for absence will be marked as unauthorised.

Leave of Absence Requests – ‘Exceptional Circumstances’

The law does not grant parent/carers the automatic right to take their child out of school during term time. Only exceptional circumstances warrant an authorised leave of absence. The legal reference states that schools should not authorise leave of absence unless both of the following apply:

- The Headteacher considers that there are exceptional circumstances relating to the application
- An application has been made in advance by the parent/carer

Oakfield School will consider each application individually, taking into account the specific facts and circumstances, and relevant background context behind the request. The request must be made by the parent/carer with whom the child normally lives, and permission must be sought in advance. We will not grant leave of absence unless there are exceptional circumstances.

Holidays within Term Time

Oakfield School recognises the importance of high attendance and wants to encourage and develop all our students’ learning throughout their school career and holiday absence in term time can seriously jeopardise student progress. For this reason, students will not be given authorisation to take holiday leave except in exceptional circumstances. It is very unlikely that requests for holidays or extended leave will be authorised but if parents/carers want the school to consider such a request, they may do so to the headteacher Richard Doyle – Richard.doyle@leics.gov.uk via email. Parent/carers will then receive a response informing them of the school’s decision. If parents/carers still take their child out of school, then the absence is deemed unauthorised and is likely to incur a Penalty Notice. If the school suspects that a student or family have taken unauthorised term-time leave without notification, they will follow safeguarding procedures to locate the child; including, a home visit and referral to the Local Authority Attendance team. If parents are unable to provide sufficient evidence that a holiday was not taken, then the absence will be recorded as unauthorised and a Penalty Notice may be issued.

Formalising support

We will support pupils and parents/carers to address any in-school barriers which are impacting upon attendance; however, if a pupil’s absence continues to rise after support from tutor teams, onsite staff and attendance officers then we will intensify our support. Where attendance does

not improve, or earlier support is not engaged with, we will engage with the Local Authority and other local partners to support families with out of school barriers. The school will use a range of strategies to engage families and support them in meeting their responsibilities regarding attendance. This could include Attendance Contracts, the issuing of a Notice to Improve, the engagement of social care or other external agencies.

Penalty Notices

The Penalty Notice is designed to be an early intervention and alternative to prosecution where parents have failed to ensure that their child of compulsory school age regularly attends the school where they have chosen for them to be registered or, in certain cases, at a place where alternative provision is provided. Penalty notices are used where a student's absence has been recorded with one or more of the unauthorised codes and that absence(s) constitutes an offence. A penalty notice can be issued to each parent liable for the offence or offences.

The national threshold is 10 sessions of absence in a rolling period of 10 school weeks e.g. 5 or more consecutive days of term time leave (holiday), and for fewer days where this has happened before, in line with DfE Working together to improve attendance guidance 2024. 10 sessions of unauthorised non-consecutive absence in a 10-week rolling period (including holidays and late marks). Before issuing a penalty notice, the Headteacher will consider if further support would be more appropriate and will consider obligations Under the Equality Act 2010, such as where a child has a disability. Penalty notices will be issued in line with the National Framework for Penalty Notices

First Penalty Notice - £160 per parent (authorising the absence) per child when paid within 28 days. This will be reduced to £80 if paid within 21 days.

Second Penalty Notice (within 3 years) - £160 per parent (authorising the absence) per child when paid within 28days.

Third Penalty Notice (within 3 years) - the third time an offense is committed, alternative action will be taken. This will often include considering prosecution or other attendance legal interventions.

See Appendix 1 – Leicestershire County Council overview

Data and Attendance Monitoring

In order to support positive attendance, we will monitor attendance on a regular basis through a range of measures . Attendance data will be generated, analysed and actioned to identify emerging patterns or trends of absence to inform whole school strategies to improve attendance and therefore attainment. In addition to this attendance will of individual students will be tracked to identify students who may need support through the Attendance Officers or additional formalised supported. Analysis of the data will also allow us to evaluate any interventions which are utilised to track the impact of these and the subsequent next steps. In addition to this we will utilise the data to benchmark against local, regional and national levels.

Links with other policies

This policy links to the following policies, as appropriate:

- Safeguarding and Child Protection Policy
- Positive Behaviour Policy
- Suspension and Exclusion Policy

Penalty Notices for unauthorised absences: What you need to know about the changes.

With the introduction of the new National Framework for Penalty Notices, the following changes will come into force for unauthorised absences that occur after 19th August 2024.

5 Consecutive Days of Term Time Leave.

Penalty Notice fines will be issued for term time leave of 5 or more consecutive days, and for fewer days where this has happened before.

10 Sessions of Unauthorised Absence in a 10-week period.

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

Per Parent, Per Child

Penalty Notice fines will be issued to each parent, for each child who was absent.

For example: 3 siblings absent for term time leave will result in each parent receiving 3 separate fines.

First Offence

The first time a Penalty Notice is issued for Term Time Leave or irregular attendance the amount will be:

£160 per parent, per child when paid within 28 days.

Reduced to £80 per parent, per child if paid within 21 days.

Second Offence (within 3 years)

The second time a Penalty Notice is issued for Term Time Leave or irregular attendance the amount will be:

£160 per parent, per child when paid within 28 days.

(No option to pay at £80 level)

Third offence and Any Further Offences (within 3 years)

The third time an offence is committed for Term Time Leave or irregular attendance a Penalty Notice will not be issued. The case will proceed to the Magistrates' court.

Magistrate's fines can be up to £2,500 per parent, per child.



Please consult your school's attendance policy and speak with your school if you are thinking of taking your child out of school during term-time. It is likely you will need to make a written request to take your child out of school and any leave of absence will need to be agreed by your Headteacher before it is taken.

Appendix 2 – School Attendance Codes

Code	Description:
Code / \:	Present at the school / = morning session \ = afternoon session This code is classified for statistical purposes as attending. Pupils must not be recorded as present if they are not in school during registration. If a pupil were to leave the school premises after registration, they will still be counted as attending for statistical purposes.
Code L:	Late arrival before the register is closed. All schools are expected to set out in their attendance policy the length of time the register will be open, after which a pupil will be marked as absent. This should be the same for every session and not longer than 30 minutes. This code is classified for statistical purposes as attending
Code K:	Attending education provision arranged by the local authority. The pupil is attending a place, other than the school or any other school at which they are a registered pupil, for educational provision arranged by a local authority under section 19(1) of the Education Act 1996 (exceptional provision of education), section 42(2), or 61(1) of the Children and Families Act 2014 (special educational provision off site). A pupil attending provision arranged by the school rather than the local authority must be recorded using Codes P or B instead. This code is classified for statistical purposes as attending an approved educational activity
Code V:	Attending an educational visit or trip This code is classified for statistical purposes as attending an approved educational activity
Code P:	Participating in a sporting activity This code is classified for statistical purposes as attending an approved educational activity
Code W:	Attending work experience This code is classified for statistical purposes as attending an approved educational activity.
Code B	Attending any other approved educational activity The pupil is attending a place for an approved educational activity that is not a sporting activity or work experience. This code is classified for statistical purposes as attending an approved educational activity.

Code D:	<p>Dual registered at another school</p> <p>The law allows a pupil to be registered at more than one school. This code is used to indicate that the pupil is absent with leave to attend the other school at which they are registered.</p> <p>The main examples of dual registration are pupils who are attending a pupil referral unit, a hospital school or a special school on a temporary basis.</p> <p>This code is classified for statistical purposes as not a possible attendance to avoid double counting.</p>
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Code C1:	<p>Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad. This code is classified for statistical purposes as authorised absence.</p>
Code M:	<p>Leave of absence for the purpose of attending a medical or dental appointment.</p> <p>If a pupil is present at registration but then leaves the school to attend a medical or dental appointment during the session in question, no absence needs be recorded for that session. This code is classified for statistical purposes as authorised absence.</p>
Code J1:	<p>Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution This code is classified for statistical purposes as authorised absence.</p>
Code S:	<p>Leave of absence for the purpose of studying for a public examination</p> <p>This code is classified for statistical purposes as authorised absence.</p>
Code X:	<p>Non-compulsory school age pupil not required to attend school.</p> <p>This code is classified for statistical purposes as not a possible attendance</p>
Code C2:	<p>Leave of absence for a compulsory school age pupil subject to a part-time timetable</p> <p>In very exceptional circumstances, where it is in a pupil's best interests, schools can temporarily reduce the timetable of a pupil of compulsory school age to part-time, if the school and a parent who the pupil normally lives with have agreed that, exceptionally, the pupil should temporarily be educated only part-time and have agreed the times and dates when the pupil will, during the period of temporary part-time education, be expected to attend the school.</p>

Code C:	<p>Leave of absence for exceptional circumstances</p> <p>A leave of absence in term time should only be agree in Exceptional circumstances.</p> <p>Generally, a need or desire for a holiday or other absence for the purpose of leisure and recreation would not constitute an exceptional circumstance. This code is classified for statistical purposes as authorised absence</p>
Code T:	<p>Parent travelling for occupational purposes.</p> <p>The pupil is a mobile child (no fixed abode) and their parent(s) is travelling in the course of their trade or business and the pupil is travelling with them. If there is genuine and reasonable doubt over the reason given, the school may ask for proof that the family are required to travel for occupational purposes during the period of absence.</p> <p>For statistical purposes this is counted as authorised absence</p>
Code R:	<p>Religious observance</p> <p>This code is classified for statistical purposes as authorised absence.</p>

Code I:	<p>Illness – Physical and Mental (not medical or dental appointment) Schools are not expected to routinely request that parents provide medical evidence to support illness absences.</p> <p>Where the school has genuine and reasonable doubt about the authenticity of the illness, medical evidence should be requested to support the absence.</p>
Code E:	<p>Suspended or permanently excluded and no alternative provision made.</p> <p>This code is classified for statistical purposes as authorised absence.</p>
Code Q:	<p>Unable to attend the school because of a lack of access arrangements.</p> <p>This code is classified for statistical purposes as not a possible attendance.</p>
Code Y1:	<p>Unable to attend due to transport normally provided not being available.</p> <p>This code is classified for statistical purposes as not a possible attendance.</p>
Code Y2:	<p>Unable to attend due to widespread disruption to travel (caused by a local, national, or international emergency).</p> <p>This code is classified for statistical purposes as not a possible attendance.</p>
Code Y3:	<p>Unable to attend due to part of the school premises being closed.</p> <p>This code is classified for statistical purposes as not a possible attendance.</p>

Code Y4:	Unable to attend due to the whole school site being unexpectedly closed. This code is classified for statistical purposes as not a possible attendance.
Code Y5:	Unable to attend as pupil is in criminal justice detention. This code is classified for statistical purposes as not a possible attendance.
Code Y6:	Unable to attend in accordance with public health guidance or law
Code Y7:	Unable to attend because of any other unavoidable cause. This code is classified for statistical purposes as not a possible attendance.
Code G:	Holiday not granted by the school. This code is classified for statistical purposes as unauthorised absence
Code N	Reason for absence not yet established. This code is classified for statistical purposes as unauthorised absence.
Code O:	Absent in other or unknown circumstances. Where no reason for absence is established or the school is not satisfied that the reason given is one that would be recorded using one of the codes statistically classified as authorised. This code is classified for statistical purposes as unauthorised absence
Code U:	Arrived in school after registration closed. This code is classified for statistical purposes as unauthorised absence.
Code Z:	Prospective pupil not on admission register. To enable schools to set up registers in advance of pupils joining the school to ease administration burdens. This code is not collected for statistical purposes.
Code #:	Planned whole school closure. This code is not collected for statistical purpose