



Woodside Primary Academy

Attendance Policy

2022 - 2023



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1. Introduction

The key principles which underpin Woodside Primary Academy procedures for managing attendance are that, regular and punctual attendance is key to the academic and social development of pupils. This will improve the life chances of children and young people; children and young people who attend school regularly and punctually are less likely to be at risk, both in terms of engaging in anti-social behaviour and in terms of their own health and safety and welfare.

This attendance policy is aimed to support Woodside Primary Academy to build on our capacity to improve regular school attendance and attendance practice within our school.

The underpinning principles are to:

- challenge / interrogate our own data to identify patterns and vulnerable groups / pupils
- embed good attendance practice within School, at all levels involving all stakeholders and Governors;
- work with individual pupils and their families to assess and respond to their educational needs and to ensure that young people do not remain disenfranchised from the educational system;
- engage with other agencies, both statutory and voluntary, to ensure that the welfare and protection of all young people remains paramount;
- ensure that all young people have access to educational provision suitable to age, ability, aptitude and any special educational needs that they may have;
- respond to the educational needs of vulnerable groups and ensure that the safeguarding of all pupils remains at the forefront of all considerations;
- Use resources provided to support pupil attendance.

These attendance procedures reflect statutory requirements and the most recent guidance from the DFE.

Regular school attendance is crucial if a child is to achieve their full potential. If they are not in school they are unlikely to be learning and gaining the maximum benefit from their education. Research shows that raising pupil attendance in schools will contribute to raising achievement.

We expect all our children to attend school, on time every day, unless the reason for absence is unavoidable.

School aims to have **at least 96%** child attendance each term. Attendance targets are shared with children, staff and parents.

Children with known irregular school attendance prior to starting at Woodside Primary Academy have this issue discussed with their parents/guardian when they are first invited to visit the school.



2. Responsibility for Good Attendance at Woodside Primary Academy

Parents, Guardians and Pupils

- Parents and guardians of children of compulsory school age are legally required to ensure that they receive a full-time education. Therefore holiday leave during term time will not be authorised.
- Parents and guardians are also responsible for informing the school of any absence as soon as possible, which should be on the first day of the absence. This can be done by telephoning the school, by personal contact to the school office or by note or emailing the school email address.
- They should state the reason for absence and when the child is expected to return to school.
- Pupils are expected to arrive at school punctually. Persistent lateness can be seen as absence and is managed in the same way as poor attendance.
- Parents and guardians should ensure that children arrive at school prepared to take part in the school day.

Early Years Expectations

The expectations for pupils in our school under the age of 5 years are the same for those who are of statutory school age. The early years are a critical time to establish the good habits and routines needed throughout life and to get the key messages about the importance of attendance and punctuality at school across to parents and carers.

Regular attendance from the point that a child attends an educational provision has a positive impact on all aspects of a young child's learning and development. A regular routine supports the young child to feel settled and secure. Unsettled children have higher stress levels which, in turn, prevent them from being able to benefit fully from the learning opportunities available.

Families should know that good attendance and being punctual are expected when their child takes up a school place. As attendance is an issue that affects all age groups, there needs to be as much consistency as possible between early years and school settings. This includes expectations around holidays, which for school-aged children are not permissible in term time.

| Attendance | Description | Approx. days lost per year | Approx. weeks lost per year |
|------------|--------------------|---|-----------------------------|
| 99-100% | Excellent | 0-4 | Less than 1 |
| 96-98% | Good | 5-9 | 1-2 |
| 95% | Satisfactory | 10-13 | 2-3 |
| 90-94% | Unsatisfactory | 14-18 | 3-4 |
| Below 90% | Persistent Absence | More than 19 Equivalent to 38 sessions | More than 4 |

It is parent/guardian legal responsibility to ensure that their children receive efficient full time education. This extends beyond ensuring regular and punctual attendance and requires that the child is in a fit state to learn.

It is the Headship Team and governors, not the parents, who can determine what constitutes authorised absence. A parent may:

- Submit a request by phone, note or other notification in relation to a particular absence but this does not oblige the school to accept it as a valid reason for absence.
- If doubt remains, the absence will be treated as unauthorised.



- Where parentally condoned unjustified absence appears to be a problem in relation to a particular pupil the Borough may be notified.

The school may authorise absences for appointments during the school day, retrospectively where it is satisfied with the explanation offered. However the school is required to treat absences of pupils of compulsory school age without valid reason or for which no explanation has been provided as unauthorised.

In addition, excessive amounts of authorised absence are recognised as seriously disrupting the continuity of learning and encouraging disaffection at a later stage. Any patterns for individual pupils or families emerging during monitoring will be investigated.

The school will generally do everything it can to encourage good attendance, but the prime responsibility remains with the parent/guardian. (See page for more guidance)

3. Our Ethos

The school uses the mind set formed from our **7 Life Values** (Woodside Primary Academy's own values) and the **7 Habits** (*adapted from 'The Leader In Me' - Steven Covey*), as a part of the attendance framework to create good attendance behaviours.



Be proactive - **Habit 1** (*Pupils are to play an active part in attending school*)

Begin with the end in mind - **Habit 2** (*Develop an early awareness of the importance of coming to school*)

Put first things first - **Habit 3** (*Be organised and plan ahead to be punctual*)

Synergise – **Habit 6** – (*Work together so that all children make good progress from regular school attendance*)

Children will receive regular '**7 Habit lessons**' and assemblies to educate them on the benefits of regular school attendance and punctuality.

Pupil Leadership

- Each class has a named pupil attendance lead to track the class attendance and promote good attendance habits.
- Pupils at school are very aware of the link between good attendance and achieving. They appreciate the staff incentives for good, improved attendance and punctuality.
- Rewards are given and certificates for good attendance and most improved attendance. (Appendix:1)

Governors

The governing body of school have a responsibility for attendance at School. This is delegated on a daily basis through the Headteacher, Heads of School, Senior Leadership Team, Teachers and the Attendance team. Governors monitor the effectiveness of attendance policy and practice.

This can be seen in the attendance pathway (page 12-13) used by the school to monitor attendance daily.



School Attendance Leader

The designated Attendance Lead (**Woodside Head of School**) oversees the school attendance procedures and ensures the school policy is adhered to on a daily basis.

- Each week, children with punctuality and attendance concerns (at risk children) are identified. Investigations are made to understand the nature of the problems, identifying how the school can support parents in meeting their legal responsibility.
- **All leaders** have a responsibility towards promoting good attendance and challenging poor attendance.
- Pupils identified as needing support to maintain good attendance at school, will be assigned a senior leader, YGL or Pastoral support.

4. First day of absence calling

The School expects all parents and guardians to ensure that they advise the school every day of absence. In the instances that parents and guardians fail to do so, the Attendance Officer (AO) will attempt to contact the parent or guardian by telephone at least twice (all contacts). If contact cannot be made, a follow up call/text the next day will happen.

Promoting good attendance is the responsibility of the whole school community at Woodside Primary Academy. The school has a duty to publish its absence figures to parents and guardians to promote attendance.

5. ATTENDANCE DURING THE SCHOOL DAY

- The school expects that all appointments, other than emergencies, to be booked outside of school hours.
- Children returning to school must sign in via the main office.
- Other than in an emergency, a letter or appointment card must be presented at the main Office in order for the school to be able to authorise the absence.
- Notice must be given in advance if a child needs to attend an appointment, interview or education activity at another site.
- If a child is returning from an appointment in time for a school meal, the office must be advised before 10.30am that day.
- Permission will not be granted for children to leave the school without a parent/carer having first signed them out at the main office.
- Early collections will not be authorised for reasons such as: seeing off or collecting someone from the airport; going on holiday, a birthday, wedding or other celebrations.
- Children collected late from school at the end of the day, can cause distress to children who are keen to see their parents and carers and should be avoided at all costs. Please inform the school immediately if you are running unavoidably late. Persistent late collection is not acceptable.



6. Authorised Absence

This is defined as:

- When a child is absent as a result of illness and an acceptable explanation has been received
- Religious Observance (as defined in the exemptions list)
- Where a child has had a fixed term exclusion from school
- Medical/dental appointments. As above appointments should be made outside of school **hours** wherever possible and the minimum amount of time should be taken.
- Exceptional circumstances (unavoidable absence)

7. Unauthorised Absence

- If a child is not present at the start of the day and the school has not been notified of this beforehand the AO will telephone the child's home immediately to ascertain the reason for absence.
- If an absence is not due to sickness or some other circumstance (i.e. it is unauthorised) then a referral can be made to the School Nurse or Local Authority.
- All absence by children on Social Services Child Protection (CP) Register/Cause for concern list will be counted as Unauthorised and referred to the CP Officer who will take necessary action.
- Prolonged absence (more than 3 days) for medical reasons will require medical evidence (in addition to parental notes). This can be a medical certificate or a copy of the prescription. Over the counter medicines will not be sufficient proof.
- Where attendance has fallen to 90% and below the member of SLT can request that medical proof is provided so that the absence can be authorised. Parents will meet with the assigned SLT member beforehand to discuss this.
- The criteria that the school will apply to determine 'exceptional' is a circumstance that has unique and significant emotional, educational or spiritual value to the child, which outweighs **the** loss of teaching time. This interpretation will have different parameters from one case to another, each individual request will be considered on its merit.
- Parents will meet with a Head of School to discuss the request and a decision will be given if the leave of absence is to be authorised. In line with Pupil Regulations the Head's decision is final.
- No authorisation for leave of absence can be given retrospectively, which means that permission must always be sought beforehand.
- In the event that there is an absence after a school holiday, the school will need to see proof, in the terms of a medical certificate or flight delay. The school will decide if the absence will be authorised or unauthorised.
- In the event that leave for exceptional absence is granted, any further days of absence will be regarded as unauthorised. The school must be informed in all instances and where the cause is sickness a doctor's certificate must be produced. Failure to advise the school may result in their name being removed from the school roll and the Local Authority will be informed.



Codes used:

- Unauthorised absence = O
- Family Holiday not agreed - G
- Family Holiday Agreed - H

Request for absence during term-time process

Parent will request a meeting to discuss the request with the School Headship Team and the Attendance Officer. (Request form available from the office)



The school Headship Team will consider the request for absence in a meeting with the parent obtaining all the facts. Recommendations will be made to the Headteacher for their consideration.



The Headteacher will make the final decision and put this in writing to the parent.

8. Sanctions for an unauthorised absence without permission

If a child's attendance falls below 96% in any term without good reason, a parent can receive a Penalty Notice or prosecution under the Education Act 1995.8 Section 444 or the Headteacher has not authorised the absence request as detailed above:

- **Fixed Penalty Notices**

Under Section 23 of the Anti-Social behaviour Act 2003, Local Authorities are required to issue penalty Notices to the parent/carer of a child who has irregular attendance, where the absence is unauthorized by the school.

A Fixed Penalty Notice will be issued for unauthorised leave of absence by the Attendance Officer. This will incur a fine per child and per parent being imposed, if paid within 21 days of receipt of the notice. This will rise per child and per parent if paid after 21 days but within 28 days of receipt.

- **Court Proceedings**

If the penalty is not paid in full by the end of the 28 days, the Local Authority may prosecute and the parent and guardian may receive a criminal record. This prosecution is for the offence of failing to secure attendance at school. Prosecutions are brought under Section 444 of the Education Act 1995.8.

The Attendance Officer can also make an application to the Local Magistrates Court to action court proceedings to prosecute parents or to seek an Education Supervision Order on the child. The maximum penalty on conviction is a fine of £2,500 and/or 3 months imprisonment.



9. Children Missing Education (CME)

All children of compulsory school age, regardless of their circumstances, are entitled to an efficient, full time education which is suitable to their age, aptitude and any special educational needs they may have. 'Children missing education' are those who are not registered at a school, not receiving a suitable education otherwise (i.e. Elective Home Education or alternative provision), are not regularly attending the school where they are a registered pupil or cease attending and/or their whereabouts or destination school is unknown. These children can be at significant risk of underachieving, being victims of harm, exploitation or radicalisation and in later life becoming NEET (not in education, employment or training).

Tracking and Monitoring

Information sharing between parents, schools, the community and the local authority is therefore crucial to ensure that these children are kept safe and are receiving the education they are entitled to. In accordance with DfE Statutory guidance, Children Missing Education (Sept 2016) the Local Authority has effective tracking and enquiry systems in place and an appointed named person to whom schools, other agencies and the public can make referrals regarding children who they believe are missing from education. Joint reasonable enquiries can then be made as quickly as possible by schools and the LA. Joint working arrangements are also in place with agencies and services such as, Housing, Health, the Police, and other local authorities.

Other Local Authority Responsibilities

The local authority also has other duties and powers to support their work on CME which include:

- Making arrangements to establish (wherever possible) the identities of children in the area who are not registered pupils at a school and who are not receiving a suitable education otherwise (e.g. Elective Home Education - EHE)
- Arranging education for permanently excluded pupils from the sixth day
- Safeguarding children's welfare and the duty to protect them from harm and neglect
- Serving Notices and issuing School Attendance Orders to parent/carer(s) who fail to evidence that their child is receiving a suitable education by registering at a school or otherwise. Pursuing a prosecution or an Education Supervision Order for those who do not comply with the Order
- Issuing a Penalty Notice, pursue an Education Supervision Order or prosecution of parent/carer(s) who fail to ensure that their child(ren) attend regularly at the school or alternative educational provision where they are a registered pupil

Who should be notified of a child missing education?

Waltham Forest BACME-referral@walthamforest .go.uk

Tel: 0208 495.1718



10. Elective Home Education (EHE)

Parents/guardians must notify the school in writing of their intention to 'Home School' their child. The school can provide the relevant forms which can be obtained from the school office

DFE guidance

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/791528/EHE_guidance_for_parentsafterconsultationv2.2.pdf

Waltham Forest guidance

<https://www.walthamforest.gov.uk/sites/default/files/A2-%20EHE%20Protocol%20-%2028.08.20%20%282%29.pdf>

Publications of Attendance Data

DfE data returns will be produced from the relevant data base in accordance with advice issued by the DfE and the London Borough of Waltham Forest.

11. Registers

Registers are to be completed each day by the class teacher.

Registration periods at the start of morning and afternoon sessions will be between the times of 8:50-9:00 Forest, and 9:00 – 9:10 Bridge. Registers should be completed promptly between these times on the computer (in the event of technical issues, the class teacher must make sure to send a paper copy of the register to the office to be register in the computer). Afternoon registers must be completed when the class is back from lunch.

Any pupil arriving after 8:50am Forest and 9:00 Bridge will need report to the office and collect a late Slip. Failure to sign in your child means they will not receive their morning registration and therefore be seen as absent. For safeguarding reasons this is essential. Any child who walks to school alone and comes to school late will receive a phone call home from the office.

If a child arrives after 8:50am on Forest and 9:05 on Bridge he or she will be marked late (L) in the Register. If a child arrives after the register closes at 9:20am Forest or 9:30 Bridge he or she will be marked as an authorised absence (U) in the Register.

Continuous lateness will be monitored, followed by a meeting with AO and if no improvement referred to the Local Authority and fixed penalty notice will occur.

All messages received regarding absence will be recorded, verbal and telephone messages are acceptable. The messages will be recorded in Arbor so the class teacher can see the reasons provided. Any letters or notes received by the teacher will be sent to the office to be kept in a file. In addition, any verbal messages given to them will be recorded in the system or it will be passed to an office member. Where a child is sent home ill by authorisation of the office staff/Headship team this will be recorded as "I" and noted in the register.

The office reception staff will contact parents and guardian each morning if their son or daughter has not arrived at School.



12. Rewarding Good Attendance and Punctuality

Beginning of the school year

The Headteacher will call all parents that have had continued persistence absence in previous years, to congratulate in the first few weeks, for a good start to the school year (where applicable).

Class Focus

Each class has an attendance pupil leader who monitors the overall percentages weekly. The class set their own targets and rewards for improvement. Each child will also track their attendance weekly.

Weekly

Attendance Assembly – Head of School and year group celebrate the pupils with 100% attendance. The class with the highest attendance receives the site attendance cup for the week.

Each child with 100% attendance for the week is applauded and one child from each class is entered in to a lucky dip prize draw. Pupils suggest what others can do to improve their attendance.

The Headteacher will alert the class (one in each year group) with the highest attendance that week (96%+) with a surprise visit to the class. This is known as the Headteacher's weekly 'Hot Spot'. The class will be given a reward.

End of the each half-term – Pupils will be presented entered into a prize draw (family reward) and receive a certificate, badge for 96+% and above attendance.

End of the year – The class with the highest amount of pupils in Green, (96%+ and above) these pupils will receive a class prize / trip.

Well done call, texts and post cards will be sent to parents and pupils when improvements have been see throughout the year.

(See appendix: 1 for more detail of rewards)



13. Punctuality

Good punctuality is essential in order for a child to achieve high attainment and improved behaviour.

- Attendance Officer keeps accurate records of lateness.
- After 5 days late Attendance Officer will send a letter home regarding lateness.

Continued Poor Punctuality

- Parents /Guardian to be invited into school to discuss the issue.
- Pupil Tracker to be shared with parent and completed by the child /parent in the meeting
- Where necessary the Attendance Officer may refer the case to Local Authority, which could occur a fixed penalty notice.

Continued Poor Attendance will lead to a School Attendance Panel Meeting (SAP).

14. The School's Responsibilities

Objectives - The Attendance Officer (AO)

- Refers to statutory agencies (for example, Local Authority, Early Help, Youth Offending Service, Police, Social Care, Housing) to ensure the welfare of all children and young people at School.
- Work with parent and guardians, children and young people, employing a casework approach, to improve attendance through early intervention and utilising a continuum of support.

First Day Calling: AO makes a telephone call to the family home/contact as early in the day as possible for each unexplained absence.

First Attendance Letter from School/Provision: (attendance falls under 96%)

- To parent informing of the deterioration in attendance levels.
- Remind parent of school's target levels for attendance and the negative effect of irregular attendance on learning.
- Require the parent to provide an explanation and comment on the period of absence.
- Discuss the likelihood of referral to the Education Welfare Service unless improvement is made.

Second Attendance Letter from School/Provision: (Attendance has fallen under 90%)

- Invite parents to attend a school based meeting with SLT.
- Inform parent that if there is not an improvement a referral will be made to a Head of School.
- No improvement refers to the Local Authority.

The Attendance Officer:

- Makes a referral to the Local Authority who will issue a Notification of Parental Responsibility Letter.

The Attendance Officer:

- Will send an invitation to the parent and other professionals to attend a School Attendance Panel Meeting.
- The Education Welfare Officer will prepare a written report for the School Attendance Panel Meeting.

**School Attendance Panel Meeting:**

A Head of school and a Senior Officer from the Education Welfare Service (BACME) will chair the School Attendance Panel Meeting and send the written recommendations to the parent.

School Attendance Panel Meeting Recommendations:

- The School Attendance Officer will monitor and review the attendance in line with the recommendations. If there has not been a significant improvement the matter will proceed to court as below:
- If the matter has been referred to the local Magistrates Court for their consideration without a monitoring period the Local Authority will make an application for court and prepare the Section 9 Witness Statement.
- The Attendance Lead will prepare the court bundle and issue the summons to the parent with the date they must appear in court.
- The Education Welfare Service Court Officer will present the case at court on behalf of the school.
- If the parent enters a guilty plea the matter will be dealt with on the day.
- If the parent enters a not guilty plea a date will be set for trial and the Education Welfare Service will take the stand as a witness.
- If there has been significant improvement the School Attendance Lead, will write to the parent/child praising them for the improvement and if they continue to monitor the case will be closed after four weeks.

This policy has been consulted and ratified by:

| Ratified By | Signature | Date |
|--------------------|------------------|--------------|
| Governing Body | Mrs Sarah Benn | October 2021 |
| Headteacher | Shane Tewes | October 2021 |



Appendix: 1

Woodside Reward Programme

Attendance

Daily

Nursery – Picture registration

Stamps/ticks – Year 1 to Year 6

Weekly Attendance

- Assembly – To ensure pupils are reminded of the importance of coming to school daily and link to later life/work
- Attendance booklet – personal attendance tracker & 7 Habit focus
- Headteacher Hot Spot! -Class with highest attendance in each year group receives a special surprise reward

End of Half term (prize lucky dip)

- Pupils receive excellent certificates and badges – 100%
- Pupils receive well done attendance certificates – 96%
- Most improved attendance recognised (1 per year group) – certificates
- Family ticket to fireworks -1 per year group with 100%

End of Term

- (as above)
- Pupils receive certificates
- Class attendance winner – special class reward (chosen by class at the beginning of each term)
- End of autumn term – Lucky dip for a child with 100% (Family Christmas Market ticket band)

End of Year winner

- The class with the highest full year attendance (96% +)- local trip (half a day)(each sites)
- Entered into a GRAND raffle draw – BIG prizes – 96% + pupils
- Life time award (Y6) – Framed certificate and a voucher £20
- Most improvement award –certificate and voucher £10
- End of year family ticket to the summer fair - lucky dip for one family (each site)

Must be in school to receive prizes

Punctuality

Half term

Improved punctuality

- A good effort post card sent home

End of Year winner

Pupils with 100% punctuality

- Certificate 100% (prize lucky dip)



Appendix: 2 - Attendance codes

| Code | Definition | Scenario |
|------|---|--|
| / | Present (am) | Pupil is present at morning registration |
| \ | Present (pm) | Pupil is present at afternoon registration |
| B | Off-site educational activity | Pupil is at a supervised off-site educational activity approved by the school |
| C | Authorised leave of absence | Pupil has been granted a leave of absence due to exceptional circumstances |
| D | Dual registered | Pupil is attending a session at another setting where they are also registered |
| E | Excluded | Pupil has been excluded but no alternative provision has been made |
| G | Unauthorised holiday | Pupil is on a holiday that was not approved by the school |
| H | Authorised holiday | Pupil has been allowed to go on a holiday due to exceptional circumstances – this has been agreed by the Headteacher |
| I | Illness | School has been notified that a pupil will be absent due to illness |
| L | Late arrival | Pupil arrives late before register has closed |
| M | Medical/dental appointment | Pupil is at a medical or dental appointment |
| N | Reason not provided | Pupil is absent for an unknown reason (this code should be amended when reason emerges) |
| O | Unauthorised absence | School is not satisfied with reason for pupil's absence |
| P | Sporting activity | Pupil is participating in a supervised sporting activity approved by the school |
| R | Religious observance | Pupil is taking part in a day of religious observance |
| S | Study leave | Year 11 pupil is on study leave during their GCSEs |
| T | Gypsy, Roma and Traveller absence | Pupil from a Traveller community is travelling, as agreed with the school |
| U | Arrival after registration | Pupil arrived at school after the register closed |
| V | Educational trip or visit | Pupil is on an educational visit/trip organised, or approved, by the school |
| W | Work experience | Pupil is on a work experience placement |
| X | Not required to be in school | Pupil of non-compulsory school age is not required to attend |
| Y | Unable to attend due to exceptional circumstances | School site is closed, there is disruption to travel or pupil is in custody |
| Z | Pupil not on admission register | Register set up but pupil has not yet joined the school |
| # | Planned school closure | Whole or partial school closure due to half-term/bank holiday/INSET day |



Recording non-attendance related to coronavirus (COVID-19)

We have defined a set of sub codes for schools to use to consistently record non-attendance related to COVID-19 and help them to complete the educational settings status form.

Set of sub-codes

The set of sub codes to record non-attendance related to COVID-19 are:

Code X01: Non-compulsory school age pupil not required to be in school

This code is used to record sessions that non-compulsory school age children are not expected to attend.

Code X02: Pupil self-isolating with coronavirus (COVID-19) symptoms

This code is used for pupils who are self-isolating because they have symptoms of COVID-19 but they have not yet had a positive test.

Code X03: Not applicable for this academic year

Code X04: Not applicable for this academic year

Code X05: Pupil required self-isolating as part of quarantine requirement (after arriving in the UK from a non-exempt country or territory)

This code is used for pupils who are required to be in quarantine on arrival in, or return to, the UK.

Department of Health and Social Care (DHSC) [red list rules](#).

Code X06: Pupil who is clinically extremely vulnerable if shielding is advised

Clinically extremely vulnerable people are no longer advised to shield. However, this code is used if shielding is advised nationally or in a local area by DHSC, Public Health England (PHE) or UK Health Security Agency. In this scenario, pupils who are clinically extremely vulnerable may be advised not to attend school.

DHSC / PHE [Guidance on protecting people who are clinically extremely vulnerable from COVID-19](#).



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Code X07: Pupil advised specifically not to attend school as part of restrictions to education set out in government advice

This code is for pupils who as part of local or national restrictions to education settings are specifically advised not to attend school for public health reasons related to COVID-19.

Code X08: Pupil not attending school in line with advice from Directors of Public Health as part of outbreak management

This code is for pupils who are advised not attend school, for public health reasons, as part of formal contingency planning (sometimes called outbreak management) advice related to COVID-19. This code can only be used to record restricted attendance where this has been advised by the relevant public health authority.

Code X09: Pupil or student required to self-isolate as a close contact of a confirmed case

This code is for pupils or students who are advised to self-isolate by NHS Test and Trace because they are not fully vaccinated and are over the age of 18 years and 6 months.

There is no requirement for children or young people under the age of 18 years and 6 months, regardless of their vaccine status, to self-isolate whilst awaiting the results of their PCR test where they have been a close contact.

Code I01: Illness

This code is used for pupils who are absent because of non-COVID-19 related illness or sickness.

Code I02: Illness confirmed case of coronavirus (COVID-19)

This code is used for pupils who are absent because they have tested positive for COVID-19.



The school has a duty to keep children safe and this includes knowing where they are. If the Parent/Carer fails to provide the required information, then the school may make a referral to the police or the Local Authority.

| | |
|--------------------------------------|--|
| Address whilst away: | |
| Telephone number whilst away: | |
| Email address whilst away: | |

Please attach proof of where you will be whilst away

I make application for my child to have authorised absence from school. I understand that if this is not agreed then any subsequent absence will be treated as unauthorised and this could lead to a penalty notice or a summons to court for irregular school attendance.

I have read and understood the guidance above.

Parent 1*: Title: _____ Full Name: _____ Tel: _____

Relationship to child: _____ **Signature:** _____ **Date:** _____

Parent 2*: Title: _____ Full Name: _____ Tel: _____

Relationship to child: _____ **Signature:** _____ **Date:** _____

***This is defined as any adult with legal parental responsibility for a child.**

School to complete

- Child's current attendance: _____%
- How many days' holiday already taken this academic year? _____
- Is the Education Welfare Officer working with the family? Yes/No
- Is Children's Services supporting the family? Yes/No
- Is the request for leave during the exam period? Yes/No
- Has the school received proof of where the child is stay during absence? Yes/No
- Does the request fit the exceptional criteria? Yes/No
- Has a written response been sent to all parents/carers? Yes/No
- Penalty notice to be issued? Yes/No

| | |
|---|----------------------------|
| This request for term time leave is: | Authorised / Unauthorised. |
|---|----------------------------|

Reason for decision:

Signed: _____ Headteacher Date: _____