



Beenham Primary School

Attendance Policy sept 2026

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Further sources of information:

Relevant legislation

The Education (Pupil Registration) (England) Regulations 2024
The Education Act 1996 and 2002
The Education (School Day and School Year) (England) Regulations 1999
The Changing of School Session Times (England) (Revocation) Regulations 2011
The Education and Inspections Act 2006

Other DfE guidance

[Working together to improve school attendance - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/consultations/working-together-to-improve-school-attendance)

[Keeping children safe in education](https://www.gov.uk/government/consultations/keeping-children-safe-in-education)

[Supporting pupils with medical conditions at school](https://www.gov.uk/government/consultations/supporting-pupils-with-medical-conditions-at-school)

[School behaviour and attendance: parental responsibility measures - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/consultations/school-behaviour-and-attendance-parental-responsibility-measures)

[Children missing education - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/consultations/children-missing-education)

[Promoting and supporting mental health and wellbeing in schools and colleges - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/consultations/promoting-and-supporting-mental-health-and-wellbeing-in-schools-and-colleges)

1. Introduction

Beenham Primary School is committed to providing the highest quality education for every child. Promoting good attendance and punctuality, and reducing absence, is essential to ensuring:

- every child's day-to-day welfare and safeguarding
- every child has access to their full-time education entitlement
- children make strong academic and personal progress
- children leave us with the best possible opportunities for their future

This policy sets out the shared responsibilities of the school and parents in securing the best possible attendance for all children at Beenham Primary School. It also explains the strategies we use, in partnership with West Berkshire Council, to support families and improve attendance where needed.

Our aim is for all children to attend school regularly so they can benefit fully from the rich educational and wider opportunities available to them.

Within this document, the term 'parent' refers to anyone who has parental responsibility for a child or who cares for them on a day-to-day basis.

2. Roles and responsibilities

2.1 Pupils (with developmentally appropriate responsibility) are expected to:

- Attend school every day.
- Arrive at school on time.
- Be appropriately prepared for the day and ready to learn.
- Tell a trusted adult if there is a problem that might affect their school attendance.

2.2 Parents are responsible for:

- Ensuring that their children attend school regularly and on time.
- Informing the school by telephone call on every day of absence, by 9:15 am, with an explanation given.
- Providing full contact details for parents, and emergency contact details; and updating the school if any changes to these occur.
- Working in partnership with the school to resolve issues which may lead to non-attendance.
- Avoiding arranging medical/ dental appointments during school hours.
- Not booking holidays during term-time.

- Actively supporting the work of the school to raise attendance.
- Calling on staff for help when they need it.
- Communicating as early as possible circumstances which may affect absence or require support.
- Proactively engaging with support offered.
- Attending meetings regarding their child's attendance as necessary

2.3 All school staff are responsible for:

- Actively promoting good attendance.
- Providing a welcoming and safe environment, which encourages attendance and promotes the best performance from children.
- An awareness that absence from school is a potential safeguarding risk and understand their role in keeping children safe.
- Expecting regular attendance and punctuality from all members of the school community.

2.4 Headteacher and Senior Leadership Team are responsible for:

- Ensuring the Attendance Policy is consistently applied throughout the school.
- Conveying clear messages about how absence affects attainment, wellbeing and wider outcomes.
- Empowering all staff to take responsibility for attendance.
- Recognising attendance as an important area of school improvement, ensuring it is resourced appropriately (including through effective use of pupil premium funding) to create, build and maintain systems and performance.
- Having a Senior Attendance Champion in the senior leadership team with clearly assigned responsibilities which are identified within the attendance policy, escalation of procedures and school improvement plan. In our school this is Mrs Sharp.
- Analysing attendance data to target attendance improvement efforts to the pupils or pupil cohorts who need it most.
- Making sure staff receive professional development and support to deploy attendance systems effectively.
- Consulting with the Local Authority Education Attendance Service where there are concerns around pupil's attendance or if there is a child missing from education.
- Governors should have an accurate view of school attendance and engage in escalation procedures where appropriate.

3. Promoting and recognising good attendance

The school strongly encourages good attendance because of the clear academic, social and emotional benefits associated with children attending school regularly. High attendance supports secure relationships, consistent learning routines, positive peer interaction and strong progress across the curriculum. We actively promote and celebrate good attendance so that children and families understand its importance.

To recognise children who attend well, the school will send weekly emails to families whose children are currently above the expected 95% attendance rate, acknowledging their commitment to regular attendance and reinforcing positive habits. The school will also send emails to families where attendance has fallen below expectations but is showing clear and sustained improvement, ensuring that progress is recognised and encouraged.

The school remains mindful that some children, particularly those with long-term health conditions, may not be able to achieve high attendance rates. In these cases, recognition will focus on improved or

sustained attendance relative to individual circumstances, ensuring that no child is disadvantaged and that all progress is valued.

4. Supporting attendance

The school is committed to working closely with pupils and families to build and sustain strong habits of regular attendance. We recognise that every child's circumstances are unique, and we aim to provide support that is proactive, compassionate and tailored to individual needs.

There are a range of tools and approaches the school may use to support children whose attendance has fallen below expectations. These include, but are not limited to, part-time timetables, social and emotional interventions, uniform and environmental adaptations that help make the school day more accessible and manageable. Support plans are designed to reduce barriers, strengthen routines and promote positive engagement with school life. Strategies are developed, and tools utilised, on a case-by-case basis depending on the individual circumstances of each child.

We work collaboratively with a wide range of teams and services, particularly those specialising in SEND, mental health and family support, to ensure that accessing school is achievable for every child. This joined-up approach helps us respond to need early, coordinate support effectively and maintain a consistent focus on wellbeing and inclusion.

We expect parents and carers to work in partnership with us, engaging positively with the support offered and helping to establish routines that promote regular attendance. The school will always seek to support the whole family as far as we are able, recognising that strong collaboration is key to improving attendance over time.

5. Recording Attendance

5.1 Attendance registers

Accurate and timely registers enable the school to safeguard children as well as to recognise and act upon any concerning attendance patterns. Registers are taken at the start of every morning and afternoon session.

5.2 Lateness

Parents are responsible for ensuring their child arrives at school on time.

- Pupils are expected to be on site by 8:45am. The school gates open at 8:35am.
- Pupils who arrive after 8:45am but before 9:15am will be marked as late, but counted as present for that session.
- Pupils who arrive after the register has closed at 9:15am will be marked as absent for that session. If the parent provides a satisfactory explanation this will be marked as an 'authorised absence'; if the parent fails to provide a satisfactory explanation this will be marked as an 'unauthorised absence' for that session.
- On occasions, the register may be kept open for longer in the mornings, for example after a late return from a school trip, at the discretion of the headteacher. This will be communicated via ClassDojo.
- The afternoon register is taken at 1:00pm. On occasions when the school day ends earlier than normal, the afternoon register may move to 12:45pm.
- A normal school day ends at 3:15pm.

Parents of pupils who have 2 or more lateness marks in a week will be notified via email. Recurring incidence of lateness will be monitored and parents will be contacted and invited into school for a meeting.

5.3 Responding to absence

Parents are responsible for contacting the school when their child is absent to explain the reason. A phone call is required for each day of absence, unless otherwise agreed (e.g. confirmed 48-hour sickness, hospital admission).

If a child is not present in school and we have not received a notification of why, an email will be sent to prompt parents to contact the school at 10:00 am. Attempts will also be made to contact parents via phone calls.

To ensure safeguarding, if absence continues without explanation, or if further information is needed, a home visit may be carried out. Home visits are not pre-arranged and can be made at any time, as required, at the discretion of the school. Staff will always carry identification and will expect to see the child in question, if only briefly, to ascertain their welfare. Home visits are a safeguarding requirement and refusal to engage may trigger further action.

Once sufficient information has been gained, an absence code is determined by the appropriate member of staff in line with DfE guidance in Working Together to Improve School Attendance (2026). This decision is based on the information provided by parents when the child's absence is reported and will influence whether an absence is authorised or unauthorised.

6. Authorised and unauthorised absence

6.1 Leave of absence in term time

Parents must gain permission from the Headteacher in order to take their child out of school during term time. A leave of absence is granted entirely at the Headteacher's discretion provided that:

- A completed application form is submitted in advance
- There are exceptional circumstances

Parents should plan holidays within the school breaks and avoid seeking permission from schools to take their children out of school during term time unless absolutely unavoidable.

6.2 When absences will be authorised

Absences will be authorised if:

- The pupil is absent with leave as agreed by the Headteacher due to exceptional circumstances.
- The pupil is ill (and there is no reason to doubt the legitimacy of this claim). The school are entitled to seek medical evidence when illness is either a) doubted or b) affecting attendance on a long-term basis.
- The parent notifies the school of a medical or dental appointment (which could not be made outside of school hours) and evidence of this is provided (e.g. appointment letter).
- The absence occurs on a day exclusively set aside for religious observance by the religious body to which the pupil's parent belongs.
- The pupil is the child of Traveller parents who are known to be travelling for occupational purposes and have agreed this with the school, but it is not known whether the pupil is attending alternative provision.
- Leave of absence to allow a pupil to take part in a performance within the meaning of s37 of the Children and Young Persons Act 1963 © for which a child performance licence has been issued.

Only the school can authorise an absence. Where a parent has provided no explanation or the explanation given is not deemed to be valid, the absence will be treated as unauthorised.

6.3 Unauthorised absences

Parents should be aware that multiple unauthorised absences can result in the issuing of a fixed penalty notice, served per parent, per child. Fixed penalty notices are issued by the local authority and cannot be appealed.

A penalty notice can be issued:

- After 10 sessions (5 school days) of unauthorised absence within a rolling 10-school-week period.
 - This can include holidays taken during term time without permission or repeated lateness.
 - the absences do not need to be consecutive.
- Where a pupil is in a public place during an exclusion.
- Delayed return from authorised leave.
- The first penalty notice issued to a parent in respect of a particular pupil will be charged at £160 if paid within 28 days. This will be reduced to £80 if paid within 21 days.
- A second penalty notice issued to the same parent in respect of the same pupil is charged at a flat rate of £160 if paid within 28 days. (Fines that are not paid may result in a prosecution).
- A third penalty notice cannot be issued to the same parent in respect of the same child within 3 years of the date of issue of the first. Instead a prosecution, or other legal intervention, will be considered.

Parents will be notified via email when their child has 4 sessions of recorded unauthorised absences in a rolling 10-week period, and will receive a further email when their child has reached 8 sessions. They will be invited to a meeting in school on both occasions to discuss these absences and a supportive improvement plan.

Please note that a school session is a morning or afternoon. One school day missed = 2 sessions.

7. Monitoring and improving irregular attendance

7.1 Reducing persistent and severe absence

We regularly monitor cases where attendance is below 95%. In cases where absences are increasing, actions are taken which aim to prevent children becoming or remaining a 'persistent absentee' (<90%) or 'severe absentee' (<50%).

These actions may include:

- Regular and supportive telephone contact with the parent/s
- Supportive conversations and/or regular check-ins with the pupil (where appropriate)
- Engage with relevant external agencies involved

Parents will receive an email to notify them when their child's attendance rate falls below 94%. The email will include an invitation to a meeting in school with our Senior Attendance Lead, Mrs Sharp, and our SENCo, Mr Bell-Barrett, to understand factors contributing to absences and to develop a supportive improvement plan.

If absence continues to drop and falls below 90%, parents will receive a further email to notify them of this. The email will include an invitation to a meeting in school with our Senior Attendance Lead, Bev Sharp, and Headteacher, Sophie McBean. This meeting will be held to develop a rapid and robust improvement plan.

If these actions have been taken and attendance fails to improve a referral will be made to the Local Authority Education Attendance Service.

7.2 Attendance and safeguarding

It is recognised that poor attendance may be a sign or symptom of a wider safeguarding issue that requires further support (this could include but is not limited to domestic abuse, mental health difficulties, substance misuse or financial strain). Where there are concerns about a child's welfare, action will be taken in line with the School's safeguarding policy.

Whilst every pupil has a right to a full-time education and high attendance expectations should be set for all pupils, it is recognised that some individual pupils, or pupil cohorts, may experience additional barriers to attendance. In such cases, any specific needs will be considered and, where appropriate, adaptations made.

If all avenues of support have been facilitated by schools, the local authority, and other partners, and the appropriate educational support has been provided but severe absence for unauthorised reasons continues, it is likely to constitute neglect.

8. Formal and legal interventions

Beenham Primary School and the Local Authority will seek to resolve any attendance concerns by working together to support the family with improving a child's attendance. Where this is not successful, or where parents do not engage with support, then more formal procedures may be followed.

Attendance contracts

- A formal written agreement between a parent and the school and/or Local Authority to address irregular attendance at school.
- Parents cannot be compelled to enter a contract, and they cannot be agreed in a parent's absence.
- This is a supportive tool, which aims to provide an alternative to prosecution.
- The aim is for the parent(s), pupil (if old enough), the school and Local Authority to work in partnership towards the common goal of improved attendance.

If an attendance contract is not effective at improving attendance, or is deemed not appropriate, the Local Authority has the option to progress legal interventions as a last resort:

- Penalty Notices
- Education Supervision Orders
- Fast Track intervention
- Attendance prosecutions
- Parenting Orders

9. Support back into school following a period of absence

Pupils who have been excluded or have had periods of absence due to ill-health should receive appropriate support to return to school, build confidence and bridge the gaps in their learning. These plans are drawn up in collaboration with the school, parents and the pupil.

Appendix 1 – Breakdown of attendance codes

Breakdown of available codes

Please refer to [Working together to improve school attendance \(publishing.service.gov.uk\)](https://publishing.service.gov.uk), page 76 onwards for the full definition of codes available.

Code	Meaning	Criteria	Statistical Value
/ \	Present at school AM / PM \	Must be in school at registration (pupils must not be recorded as present if they are not in school during registration)	Attending (Present)
L	Late arrival before register is closed	The pupil was absent when the register started being taken but arrives 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)	Attending (present)
K	Attending Education provision arranged the Local Authority (LA)	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).	Attending an approved educational activity (present)
V	Attending an Educational visit or trip	The pupil is attending a place, other than the school or any other school at which they are a registered pupil, for an educational visit or trip arranged by or on behalf of the school and supervised by a member of school staff. The visit or trip must take place during the session for which it is recorded.	Attending an approved educational activity (present)
P	Participating in a Sporting Activity P code can only be used if the pupil is present at the activity	The pupil is attending a place for an approved educational activity that is a sporting activity. The sporting activity must take place during the session for which it is recorded.	Attending an approved educational activity (present)
W	Attending Work Experience	Attending work experience please see guidance for additional information	Attending an approved educational activity (present)
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. <i>The educational activity must take place during the session for which it is recorded</i>	Attending an approved educational activity (present)
D	Dual Registered at another school Relevant regulation 10(4) Table 3	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.	This code is classified for statistical purposes as not a possible attendance to avoid double counting.
C1	Leave of absence – performance or	All schools can grant leaves of absence for pupils to undertake employment (paid or unpaid) during school hours.	Authorised absence

	regulated employment abroad		
M	Leave of absence for Medical or dental Appointment	Schools should encourage parents to make appointments out of school hours. Where this is not possible, they should get the school's agreement in advance and the pupil should only be out of school for the minimum amount of time necessary for the appointment.	Authorised absence
J1	Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution	This interview must take place during the session for which it is recorded.	Authorised absence
S	Leave of absence for Studying for public examination	Study leave should not be granted by default once tuition of the exam syllabus is complete and should be used sparingly. If schools do decide to grant study leave, provision must still be made available for those pupils who want to continue to come into school to revise.	Authorised absence
X	Non – Compulsory School age pupil not required to attend school	Where the pupil is absent when timetabled to attend the school, the absence must be recorded using the appropriate absence code not code X.	Not a possible attendance (neither present or absent)
C2	Leave of absence – compulsory school age pupil subject to part-time timetable	All pupils of compulsory school age are entitled to a full-time education. In very exceptional circumstances, where it is in a pupil's best interests, there may be a need for a temporary part-time timetable to meet their individual needs in line with paragraphs 67 – 70 of Working together to improve school attendance.	Authorised Absence
C	Leave of absence exceptional circumstances	All schools are able to grant a leave of absence at their discretion. It must not be granted unless there are exceptional circumstances.	Authorised absence
T	Parent travelling for occupational purposes.	The pupil is a mobile child and their parent(s) is travelling in the course of their trade or business and the pupil is travelling with them. A mobile child is a child of compulsory school age who has no fixed abode and whose parent(s) is engaged in a trade or business of such a nature as to require them to travel from place to place.	Authorised absence
R	Religious Observance	The pupil is absent on a day that is exclusively set apart for religious observance by the religious body the parent(s) belong to (not the parents themselves). As a general rule, 'a day exclusively set apart for religious observance' is a day when the pupil's parents would be expected by the religious body to which they belong to stay away from their employment in order to mark the occasion. If in doubt, schools should seek advice from the parent's religious body about whether it has set the day apart for religious observance. If a religious body sets apart a single day for a religious observance and the parent applies for more than one day,	Authorised Absence

		the school may only record one day using this code; the rest of the time would need a leave of absence, and this is granted at the school's discretion as set out under Code C.	
I	Illness (not medical appointment)	The pupil is unable to attend due to illness (both physical and mental health related). Schools should advise parents to notify them on the first day the child is unable to attend due to illness.	Authorised Absence
E	Suspended or permanently excluded with no alternative provision made	The pupil is suspended from school or permanently excluded from school, but their name is still entered in the admission register, and no alternative provision has been made for the pupil to continue their education.	Authorised Absence
Q	Unable to attend school because of lack of access arrangements	The pupil is unable to attend the school because a local authority has a duty set out in regulation 10(12) or (13) to make access arrangements to enable the pupil's attendance at school and have failed to do so	Not a possible attendance
Y1	Unable to attend due to transport normally provided not been available	The pupil is unable to attend because the school is not within walking distance of their home and the transport to and from the school that is normally provided for the pupil by the school or local authority is not available. <i>Walking distance in relation to a child under the age of 8, means 2 miles, and for a child of 8 or above, means 3 miles. In each case measured by the nearest available route.</i>	Not a possible attendance
Y2	Unable to attend due to widespread travel disruption	The pupil is unable to attend the school because of widespread disruption to travel caused by a local, national, or international emergency.	Not a possible attendance
Y3	Unable to attend due to part of the school premises being closed	Part of the school premises is unavoidably out of use and the pupil is one of those that the school considers cannot practicably be accommodated in those parts of the premises that remain in use.	Not a possible attendance
Y4	Unable to attend due to the whole school site being unexpectedly closed Relevant regulation 10(10)	Where a school was planned to be open for a session, but the school is closed unexpectedly (e.g. due to adverse weather), the attendance register is not taken as usual because there is no school session. Instead, every pupil listed in the admission register at the time must be marked with code Y4 to record the fact that the school is closed. <i>This code may not be used for any planned closure such as weekends or holidays</i>	Not a possible attendance
Y5	Unable to attend as pupil is in criminal justice detention Relevant regulation 10(14)	The pupil is unable to attend the school because they are: • in police detention, • remanded to youth detention, awaiting trial or sentencing, or • detained under a sentence of detention.	Not a possible attendance
Y6	Unable to attend in accordance with public health guidance or law	The pupil's travel to or attendance at the school would be: • contrary to any guidance relating to the incidence or transmission of infection or disease published by the Secretary of State for Health and Social Care (or the equivalent in Scotland, Wales and Northern Ireland), or • prohibited by any legislation relating to the incidence or transmission of infection or disease.	Not a possible attendance

Y7	Unable to attend because of any other unavoidable cause	An unavoidable cause, that is not covered by one of the other 'unable to attend' codes detailed above, is preventing the pupil from attending the school. This code should be used only where something in the nature of an emergency has prevented the pupil from attending the session in question. The unavoidable cause must be something that affects the pupil, not the parent. The fact that a parent has done all they can to secure the attendance of the pupil at school does not, in itself, mean the pupil has been prevented by unavoidable cause. Schools must also record the nature of the unavoidable cause (regulation 10(6)).	Not a possible attendance
G	Holiday not granted by school	The school has not granted a leave of absence and the pupil is absent for the purpose of a holiday.	Unauthorised absence
N	Reason for absence not yet established	Schools must follow up all unexplained and unexpected absence in a timely manner. Every effort should be made to establish the reason for a pupil's absence. When the reason for absence has not yet been established before the register closes, the absence must be recorded with code N. Where absence is recorded as code N (reason not yet established) in the attendance register, the correct absence code should be entered as soon as the reason is ascertained, but no more than 5 school days after the session	Unauthorised absence
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.	Unauthorised absence
U	Arrived in school after registration closed Relevant regulation 10 (7) and (8)	Where a pupil has arrived late after the register has closed but before the end of session. Schools should actively discourage late arrival, be alert to patterns of late arrival and seek an explanation from the parent. 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.	Unauthorised absence
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.
#	Planned whole school closure	Whole school closures that are known and planned in advance	This code is not collected for statistical purposes

Annex A: Grounds for deleting a pupil from the school admission register

Grounds for deleting a pupil of compulsory school age from the school admission register set out in the Education (Pupil Registration) (England) Regulations 2006, as amended

1	8(1)(a) - where the pupil is registered at the school in accordance with the requirements of a school attendance order, that another school is substituted by the local authority for that named in the order or the order is revoked by the local authority on the ground that arrangements have been made for the child to receive efficient full-time education suitable to his age, ability and aptitude otherwise than at school.
2	8(1)(b) - except where it has been agreed by the proprietor that the pupil should be registered at more than one school, in a case not falling within sub-paragraph (a) or regulation 9, that he has been registered as a pupil at another school.
3	8(1)(c) - where a pupil is registered at more than one school, and in a case not falling within sub-paragraph (j) or (m) or regulation 9, that he has ceased to attend the school and the proprietor of any other school at which he is registered has given consent to the deletion.
4	8(1)(d) - in a case not falling within sub-paragraph (a) of this paragraph, that he has ceased to attend the school and the proprietor has received written notification from the parent that the pupil is receiving education otherwise than at school.
5	8(1)(e) - except in the case of a boarder, that he has ceased to attend the school and no longer ordinarily resides at a place which is a reasonable distance from the school at which he is registered.
6	8(1)(f) - in the case of a pupil granted leave of absence in accordance with regulation 7(1A), that — (i) the pupil has failed to attend the school within the ten school days immediately following the expiry of the period for which such leave was granted; (ii) the proprietor does not have reasonable grounds to believe that the pupil is unable to attend the school by reason of sickness or any unavoidable cause; and (iii) the proprietor and the local authority have failed, after jointly making reasonable enquiries, to ascertain where the pupil is.
7	8(1)(g) - that he is certified by the school medical officer as unlikely to be in a fit state of health to attend school before ceasing to be of compulsory school age, and neither he nor his parent has indicated to the school the intention to continue to attend the school after ceasing to be of compulsory school age.
8	8(1)(h) - that he has been continuously absent from the school for a period of not less than twenty school days and — (i) at no time was his absence during that period authorised by the proprietor in accordance with regulation 6(2);

	(ii) the proprietor does not have reasonable grounds to believe that the pupil is unable to attend the school by reason of sickness or any unavoidable cause; and (iii) the proprietor of the school and the local authority have failed, after jointly making reasonable enquiries, to ascertain where the pupil is.
9	8(1)(i) - that he is detained in pursuance of a final order made by a court or of an order of recall made by a court or the Secretary of State, that order being for a period of not less than four months, and the proprietor does not have reasonable grounds to believe that the pupil will return to the school at the end of that period.
10	8(1)(j) - that the pupil has died.
11	8(1)(k) - that the pupil will cease to be of compulsory school age before the school next meets and— (i) the relevant person has indicated that the pupil will cease to attend the school; or (ii) the pupil does not meet the academic entry requirements for admission to the school's sixth form.
12	8(1)(l) - in the case of a pupil at a school other than a maintained school, an Academy, a city technology college or a city college for the technology of the arts, that he has ceased to be a pupil of the school.
13	8(1)(m) - that he has been permanently excluded from the school.
14	8(1)(n) - where the pupil has been admitted to the school to receive nursery education, that he has not on completing such education transferred to a reception, or higher, class at the school.
15	8(1)(o) where— (i) the pupil is a boarder at a maintained school or an Academy; (ii) charges for board and lodging are payable by the parent of the pupil; and (iii) those charges remain unpaid by the pupil's parent at the end of the school term to which they relate.



Helping Parents understand Penalty Notice Fines for School Attendance

From 19 August 2024, there is a National Framework for Penalty Notice Fines being issued for unauthorised absences recorded by schools

National Threshold

A single consistent national threshold for when a Penalty Notice must be considered by **ALL** schools in England, this is:

- 10 sessions (usually equivalent to 5 school days) of unauthorised absence within a rolling 10 school week period
- These sessions do not have to be consecutive and can be made up of a combination of any type of unauthorised absence
- **For example:** a 5-day unauthorised leave of absence would meet the national threshold
- The 10-school week period can span different terms or school years

Who may be fined?

- Penalty Notice Fines are issued to each parent who allows their child to be absent without authorisation from school
- **For example:** 3 siblings absent for unauthorised leave during term-time would result in each parent receiving 3 separate fines

First Offence

The first time a Penalty Notice is issued for unauthorised absence, the fine amount will be:

- **£160 per parent, per child** - payable within 28 days
- **If paid within 21 days, the fine will decrease to £80 per parent, per child**

Second Offence (within 3 years)

The second time a Penalty Notice is issued for unauthorised absence, a reduced rate is not available. The amount therefore will be:

- **£160 per parent, per child** – payable within 28 days

Third Offence and Any Further Offences (within 3 years)

The third time an offence is committed, a Penalty Notice **WILL NOT** be issued, and the case will be presented straight to the Magistrate's Court.

- Prosecution can result in criminal records and **fines of up to £2,500**
- Cases found guilty in a Magistrates Court can show on the parent's future DBS certificate (Disclosure and Barring Service) due to a **'failure to safeguard a child's education'**



Application for Leave of Absence from School During Term Time

Dear Applicant,

All schools, **by law**, must follow the Department for Education's statutory guidance relating to school attendance. They must use the appropriate national attendance or absence code, and follow the criteria set out within the guidance. The statutory guidance states:

- A leave of absence must not be granted unless there are exceptional circumstances and must be requested in advance
- A leave of absence must be requested in advance by a parent who the pupil normally lives with
- Schools must judge each application individually, considering the specific facts, circumstances and relevant background context behind each request
- Where a leave of absence is granted, the school will determine the number of days a pupil can be absent from school
- **A need or desire for a holiday or other absence for the purpose of leisure and recreation does not constitute an exceptional circumstance**
- A school cannot grant a leave of absence retrospectively. If the parent did not apply in advance, the leave of absence should not be granted
- Where this guidance refers to a parent, the school and/or local authority will need to decide which adult(s) is most appropriate. Generally, parents include:
 - All natural parents, whether they are married or not
 - All those who have parental responsibility
 - Those who have day to day responsibility for the child

Please note - all schools are expected to regularly inform parents about their child's attendance and absence.

Taking your child out of school during term time could be detrimental to their educational progress. If the absence is not authorised and the leave is taken, schools may refer to the Local Authority for legal action.

Please find attached information regarding Penalty Notice Fines for School Attendance.

Appendix 2 - Request for Leave of Absence

Request for Leave of Absence

Please be aware, as per our school's attendance policy and the West Berkshire Code of Conduct relating to school attendance, the law requires parents to seek permission from the Headteacher to take their child out of school during term time. The law states permission can only be granted if:

1. An application has been made in advance by the parent the child normally lives with
- AND
2. There are exceptional circumstances.

Please also note that if on the rare occasion circumstances are deemed exceptional by the Headteacher, the duration your child is permitted to be away from school may only be determined by the Headteacher.

Dear Headteacher

I would like to request permission for leave of absence for my child, a pupil registered at Beenham Primary School, for the reasons detailed below (*further information can be attached if required*)

Pupil's full name	
Pupil's Date of Birth	
Year Group	
Class / Registration	
Pupil's full address and postcode	

First date of absence	
Last date of absence	
Date of return to school	
Number of school days absent	

Reason for request including why you believe these circumstances to be exceptional
(Further details may be attached to this form)

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If you have a child/ren at another school(s), please detail their name(s) and which school(s) they attend below

Child's name, name of school and school telephone number:

Full name of person making request (requests must be made by a parent/carer who the pupil normally lives with)

Relationship to child

Full address and postcode (if different from child's above)

Signature

Date

Appendix 3 - Leave of Absence Response to Parents/Carers

Dear	
Copy sent to	

Re: Leave of Absence in Term Time Application

Date of response from school	
Date application received by school	

Pupil's full name	
Pupil's Date of Birth	
Year Group, Class / Registration	
Pupil's full address and postcode	
Pupil's percentage attendance year to date	
Number of total sessions absent this academic year	
Number of which are authorised	
Number of which are unauthorised	

Has this pupil had any previously recorded unauthorised leave of absence?	
Was a Penalty Notice Fine requested as a result?	
Are you aware of <u>any</u> Penalty Notice Fines that the parent or parents may have previously received for this pupil and/or a sibling/child for whom they hold parental/day to day care and responsibility?	

School response to parent/s request for leave of absence

Number of requested sessions authorised	
Number of requested sessions unauthorised	
Date pupil required to return to school	
Headteacher Signature	
Headteacher Name	
Date	