



ATTENDANCE POLICY

Developed by: Lucy Eastwood, Zoe Lowe, Kirsty McGrath

Approved by: Governing body

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1. Aims

Regular school attendance is essential if students are to achieve their full potential.

Netherhall Learning Campus believes that regular school attendance is the key to enabling students to maximise the educational opportunities available to them and become resilient, confident and competent adults who are able to realise their full potential and make a positive contribution to their community.

Netherhall Learning Campus values all students and we will work with families to identify the reasons for unsatisfactory attendance and try to resolve any difficulties.

Our Attendance Policy should not be viewed in isolation; it is a strand that runs through all aspects of school improvement, supported by our policies on safeguarding, bullying, behaviour and SEN.

This policy aims to show our commitment to meeting our obligations with regards to school attendance, including those laid out in the Department for Education's (DfE's) statutory guidance on [working together to improve school attendance \(applies from 19 August 2024\)](#), through our whole-school culture and ethos that values good attendance, including:

- Setting high expectations for the attendance and punctuality of all pupils
- Promoting good attendance and the benefits of good attendance
- Reducing absence, including persistent and severe absence
- Ensuring every pupil has access to the full-time education to which they are entitled
- Acting early to address patterns of absence
- Building strong relationships with families to make sure pupils have the support in place to attend school

2. Legislation and guidance

This policy is based on the Department for Education's (DfE's) statutory guidance on [working together to improve school attendance \(applies from 19 August 2024\)](#) and [school attendance parental responsibility measures](#). The guidance is based on the following pieces of legislation, which set out the legal powers and duties that govern school attendance:

- Part 6 of the [Education Act 1996](#)
- Part 3 of the [Education Act 2002](#)
- Part 7 of the [Education and Inspections Act 2006](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006 \(and 2010, 2011, 2013, and 2016 amendments\)](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)

It also refers to:

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

3. Roles and responsibilities

3.1 The governing board

- The governing board is responsible for:
 - Setting high expectations of all school leaders, staff, pupils and parents
 - Making sure school leaders fulfil expectations and statutory duties, including:
 - Making sure the school records attendance accurately in the register, and shares the required information with the DfE and local authority
 - Making sure the school works effectively with local partners to help remove barriers to attendance, and keeps them informed regarding specific pupils, where appropriate
 - Recognising and promoting the importance of school attendance across the school's policies and ethos
 - Making sure the school's attendance management processes are delivered effectively, and that consistent support is provided for pupils who need it most by prioritising staff and resources
 - Making sure the school has high aspirations for all pupils, but adapts processes and support to pupils' individual needs
 - Regularly reviewing and challenging attendance data and helping school leaders focus improvement efforts on individual pupils or cohorts who need it most
 - Working with school leaders to set goals or areas of focus for attendance and providing support and challenge
 - Monitoring attendance figures for the whole school and repeatedly evaluating the effectiveness of the school's processes and improvement efforts to make sure they are meeting pupils needs
 - Where the school is struggling with attendance, working with school leaders to develop a comprehensive action plan to improve attendance
 - Making sure all staff receive adequate training on attendance as part of the regular continued professional development offer, so that staff understand:
 - The importance of good attendance
 - That absence is almost always a symptom of wider issues
 - The school's legal requirements for keeping registers

- The school's strategies and procedures for tracking, following up on and improving attendance, including working with partners and keeping them informed regarding specific pupils, where appropriate
- Making sure dedicated training is provided to staff with a specific attendance function in their role, including in interpreting and analysing attendance data
- Holding the headteacher to account for the implementation of this policy

3.2 The headteacher

The headteacher is responsible for:

- The implementation of this policy at the school
- Monitoring school-level absence data and reporting it to governors
- Supporting staff with monitoring the attendance of individual pupils
- Monitoring the impact of any implemented attendance strategies
- Issuing fixed-penalty notices, where necessary, and/or authorising the designated senior leader to be able to do so
- Working with the parents of pupils with special educational needs and/or disabilities (SEND) to develop specific support approaches for attendance for pupils with SEND, including where school transport is regularly being missed, and where pupils with SEND face in-school barriers
- Communicating with the local authority when a pupil with an education, health and care (EHC) plan has falling attendance, or where there are barriers to attendance that relate to the pupil's needs
- Communicating the school's high expectations for attendance and punctuality regularly to pupils and parents through all available channels

3.3 The designated senior leader responsible for attendance

The designated senior leader is responsible for:

- Leading, championing and improving attendance across the school
- Setting a clear vision for improving and maintaining good attendance
- Evaluating and monitoring expectations and processes
- Having a strong grasp of absence data and oversight of absence data analysis
- Regularly monitoring and evaluating progress in attendance
- Establishing and maintaining effective systems for tackling absence, and making sure they are followed by all staff

Infant and Nursery

The designated senior leader responsible for attendance is Mrs McGrath and can be contacted via telephone: 01484 226601 and/or email address: infants@nlconline.org.uk

Junior School

The designated senior leader responsible for attendance is Mrs Lowe and can be contacted via telephone: 01484 300080 and/or email address: juniors@nlconline.org.uk

High School

The designated senior leader responsible for attendance is Mrs Eastwood and can be contacted via telephone: 01484 382140 and/or email address: attendance@nlconline.org.uk

3.4 The attendance manager

The school attendance manager is responsible for:

- Monitoring and analysing attendance data
- Benchmarking attendance data to identify areas of focus for improvement
- Liaising with pupils, parents/carers and external agencies, where needed
- Building close and productive relationships with parents to discuss and tackle attendance issues
- Creating intervention or reintegration plans in partnership with pupils and their parents/carers
- Delivering targeted intervention and support to pupils and families

Infant and Nursey

The attendance Manager is Mrs Moseley and can be contacted via telephone: 01484 226601 and/or email address: infants@nlconline.org.uk

Junior School

The attendance Manager is Miss Fellows and can be contacted via telephone: 01484 300080 and/or email address: juniors@nlconline.org.uk

High School

The attendance Manager is Mrs Taylor and can be contacted via telephone: 01484 382140 and/or email address: attendance@nlconline.org.uk

3.5 The attendance officer

- Reporting concerns about attendance to the attendance manager and the designated senior leader responsible for attendance
- Working with Attendance and Pupil Support Officer (APSO) to tackle persistent absence
- Advising the designated senior leader (authorised by/or the headteacher) and attendance manager when to issue fixed-penalty notices
- Recording attendance for both morning and afternoon sessions on a daily basis, using the correct codes (see Appendix 1)
- Take calls from parents/carers about absence on a day-to-day basis and record it on the school system
- Inform head of year/pastoral lead where appropriate, in order to provide them with more detailed support on attendance (High School Only)

Infant and Nursery

The attendance officer is Mrs Moseley and can be contacted via telephone: 01484 226601 and/or email address: infants@nlconline.org.uk

Junior School

The attendance officer is Miss Fellows and can be contacted via telephone: 01484 300080 and/or email address: juniors@nlconline.org.uk

High School

The attendance officer is Mrs Lockwood and can be contacted via telephone: 01484 382140 and/or email address: attendance@nlconline.org.uk

3.6 Class teachers/form tutors

Class teachers/form tutors are responsible for recording attendance for each session on a daily basis, using the present or absent codes and submitting this information to the attendance officer using MIS.

- To take accurate registers using (/) or (N) within ten minutes of the start of the lesson time concerned.
- To ensure at ALL TIMES that no student is registered as present unless they are physically in the room when the register is taken.
- To flag up to pastoral staff where it is apparent that a student has been in a previous session, yet has not turned up for the current one. (High School Only)
- To ensure that students taken for individual or group intervention are registered properly, according to guidance, and recorded via MIS
- To flag up repeated absence to subject areas with both attendance / Pastoral team and the relevant Subject Leader (High School Only)

3.7 Parents/Carers

Parents are expected to:

- Make sure their child attends every day on time
- Inform the school of any change in circumstances that may impact on their child's attendance.
- Support the school; take every opportunity to become involved in their child's education, form a positive relationship with school and acknowledge the importance of children receiving the same messages from both school and home.
- Encourage routine at home, for example, bed times, homework, preparing school bag and uniform the evening before.
- Not keep their child off school to go shopping, to help at home or to look after other members of the family.
- Avoid taking their child out of school during term-time, where this is unavoidable, and only in exceptional circumstances send a written leave request to the Head in good time.
- Call the school to report their child's absence before 8.30 am on the day of the absence where possible and each subsequent day of absence, and advise when they are expected to return
- Discuss with the attendance team any planned absences well in advance and complete a Term Time absence request form with required documentation.
- Provide the school with more than 1 emergency contact number for their child
- Ensure that, where possible, appointments for their child are made outside of the school day and where this isn't possible, provide evidence of appointments via;
 - infants@nlconline.org.uk
 - juniors@nlconline.org.uk
 - attendance@nlconline.org.uk
- Keep to any attendance contracts that they make with the school and/or local authority
- Seek support, where necessary, for maintaining good attendance, by contacting;
 - infants@nlconline.org.uk
 - juniors@nlconline.org.uk
 - attendance@nlconline.org.uk

3.8 Pupils

Pupils are expected to:

- > Attend school every day, on time
- > Attend every timetabled session, on time

4. Recording attendance

4.1 Attendance register

The Education (Pupil Registration) (England) Regulations 2016, require schools to take an attendance register twice a day, once at the start of the morning session and again during the afternoon session.

The register must record whether the student was:

- > present;
- > absent;
- > present at approved educational activity; or
- > unable to attend due to exceptional circumstances.

See Appendix 1 for the DfE attendance codes.

4.2 Unplanned absence

Parents must advise the school by 8:30 am on the day of absence with the reason for the absence and provide the school with an expected date of return.

Where the absence is longer than 2 days, or there are doubts about the authenticity of the illness, the school will contact home and may ask for medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents will be notified of this in advance.

4.3 Planned absence

Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent notifies the school in advance of the appointment and provides evidence. However, we encourage parents to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary.

The pupil's parent must apply for other types of term-time absence as far in advance as possible of the requested absence by filling in a Term Time absence request form and providing supporting documentation (see Appendix 2) . Go to section 5 to find out which term-time absences the school can authorise.

4.4 Lateness and punctuality

A pupil who arrives late:

- > Before the register has closed will be marked as late, using the appropriate code.

- A detention will be put in place by their form tutor. (High School Only)
- After the register has closed will be marked as absent, using the appropriate code. This will be picked up by the attendance team and subject staff and missing time will need to be made up.
- On arrival after the close of register, students must immediately sign in at reception to ensure that we can be responsible for them whilst they are in school.
- The absence will only be authorised if a satisfactory explanation for the late arrival can be provided; for example, attendance at a medical appointment with evidence.

4.5 Following up unexplained absence

Where any pupil we expect to attend school does not attend, or stops attending, without reason, the school will:

- Contact the pupil's parent on the morning of the first day of unexplained absence to ascertain the reason. If the school cannot reach any of the pupil's emergency contacts, the school may take safeguarding action
- Identify whether the absence is approved or not
- Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than 5 working days after the session(s) for which the pupil was absent
- Call the parent on each day that the absence continues without explanation, to make sure proper safeguarding action is taken where necessary. If absence continues, the school will involve APSO
- Where relevant, report the unexplained absence to the pupil's youth offending team officer (High School Only)
- Where appropriate, offer support to the pupil and/or their parents to improve attendance
- Identify whether the pupil needs support from wider partners, as quickly as possible, and make the necessary referrals
- Where support is not appropriate, not successful, or not engaged with a notice to improve, penalty notice or referral to APSO will be issued

4.6 Reporting to parents

The school will regularly inform parents/carers about their child's attendance and absence levels through termly reports and home contact where there are concerns and rewards for good attendance.

5. Authorised and unauthorised absence

5.1 Approval for term-time absence (see appendix 1)

The headteacher will allow pupils to be absent from the school site for certain educational activities, or to attend other schools or settings.

The headteacher will only grant a **leave of absence** to a pupil during term time if the request meets the specific circumstances set out in the [2024 school attendance regulations](#). These circumstances are:

- Taking part in a regulated performance, or regulated employment abroad
- Attending an interview

- Study leave
- A temporary, time-limited part-time timetable
- Exceptional circumstances

A leave of absence is granted at the headteacher's discretion, including the length of time the pupil is authorised to be absent for.

We define 'exceptional circumstances' as such as service personnel and other employees who are prevented from taking holidays outside term time, and where the holiday will have minimal disruption to the pupil's education; or a family needing to spend time together to support each other during or after a crisis.

Leave of absence will not be granted for a pupil to take part in protest activity during school hours.

As a leave of absence will only be granted in exceptional circumstances, it is unlikely a leave of absence will be granted for the purposes of a family holiday.

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant background context behind the request.

Any request should be submitted as soon as it is anticipated and, where possible, at least 4 weeks before the absence, and in accordance with any leave of absence request form, accessible via the school website or main reception. The headteacher will require evidence to support any request for leave of absence

Other valid reasons for **authorised absence** include (but are not limited to):

- Illness (including mental-health illness) and medical/dental appointments (see sections 4.2 and 4.3 for more detail)
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parent(s) belong(s). If necessary, the school will seek advice from the parent's religious body to confirm whether the day is set apart
- Parent(s) travelling for occupational purposes – this covers Roma, English and Welsh gypsies, Irish and Scottish travellers, showmen (fairground people) and circus people, bargees (occupational boat dwellers) and new travellers. Absence may be authorised only when a traveller family is known to be travelling for occupational purposes and has agreed this with the school, but it is not known whether the pupil is attending educational provision
- If the pupil is currently suspended or excluded from school (and no alternative provision has been made)

Other reasons the school may allow a pupil to be absent from the school site, which are not classified as absences, include (but are not limited to):

- Attending an offsite approved educational activity, sporting activity or visit or trip arranged by the school
- Attending another school at which the pupil is also registered (dual registration)
- Attending provision arranged by the local authority
- Attending work experience
- If there is any other unavoidable cause for the pupil not to attend school, such as disruption to travel caused by an emergency, a lack of access arrangements, or because the school premises are close.

Absence will not be authorised unless parents have provided a satisfactory explanation and that it has been accepted as such by the Head.

Examples of unsatisfactory explanations include:

- A student's/family member's birthday.
- Shopping for uniform.
- Having their hair cut or beauty treatments.
- Closure of a sibling's school for INSET or other purposes.

- > “Couldn’t get up”.
- > Illness where the child is considered well enough to attend school.
- > Family holidays.
- > Part-time job interviews.

5.2 - Legal Sanctions

Penalty Notices

A Penalty Notice gives each parent the opportunity to discharge themselves of their legal responsibility if a £160 fine is paid within 28 days, reduced to £80 if paid within 21 days of the date the Notice was issued

The headteacher may issue a fine (known as a fixed-penalty notice) for unauthorised absence. If issued with one, you’ll need to pay this directly to the local authority.

The decision whether to issue a fine will take into account whether the national threshold has been met – namely 10 sessions of unauthorised absence in a rolling period of 10 school weeks – as well as other factors.

Before a fine is issued, you may receive a notice to improve to give you a chance to engage with support.

Failure to pay the Penalty Notice may result in a prosecution under Section 444 of the Education Act 1996.

Penalty Notices will be used in accordance with Kirklees Council’s Penalty Notice Protocol.

Prosecution

Where intervention fails to bring about an improvement in attendance, the Local Authority will be notified and legal action may be taken. The school will provide the Local Authority with evidence required for a prosecution under Section 444 of the Education Act 1996 and will appear as a prosecution witness if required by the court. This is to ensure that parents realise their own responsibilities in ensuring attendance at school and most importantly about returning children to education.

Section 444 of the Education Act 1996 states that if a parent fails to ensure the regular school attendance of their child if he/she is a registered pupil at a school and is of compulsory school age, then they are guilty of an offence.

A parent found guilty of this offence can be fined up to £2500 and or be imprisoned for a period of three months.

Alternatives to Section 444 prosecution are Parenting Contracts, Penalty Notices or an Education Supervision Order.

Attendance Contracts

an Attendance Contract is a voluntary agreement between school and the parent, it can also be extended to include the child and any other agencies offering support to resolve any difficulties leading to improved attendance.

The contract will outline attendance targets and will detail agreed actions that will help to achieve the target. The contract will be reviewed regularly.

The contract can be used as evidence in a prosecution should parents fail to carry out agreed actions.

6. Strategies for promoting attendance

The foundation for good attendance is a strong partnership between the school, parents, and the child.

To help us all to focus on this we will:

- > Give you details on attendance in our regular home – school communications
- > Report to you regularly on how your child is performing in school, what their attendance and punctuality rate is and how this relates to their attainments
- > Celebrate good attendance by displaying individual and class achievements
- > Reward good or improving attendance through class competitions, certificates, and outings/events

7. Supporting pupils who are absent or returning to school

School recognise that poor attendance can be an indication of difficulties in a child's life. This may be related to problems at home and or in school. Parents should make school aware of any difficulties or changes in circumstances that may affect their child's attendance and or behaviour in school, for example, bereavement, divorce/separation, incidents of domestic abuse. This will help the school identify any additional support that may be required.

Netherhall Learning Campus also recognises that some students are more likely to require additional support to attain good attendance, for example, those students with special educational needs, those with physical or mental health needs, and looked after children.

The school will implement a range of strategies to support improved attendance. Strategies used will include:

- > Discussion with parents and students
- > Attendance panels
- > Attendance contracts
- > Referrals to support agencies
- > Learning mentors
- > Friendship groups
- > PSHE
- > Family learning
- > Reward systems
- > Time limited reduced timetables
- > Additional learning support
- > Behaviour support
- > Inclusion units
- > Reintegration support packages

Support offered to families will be child centred and planned in discussion and agreement with both parents and pupils.

Where parents fail or refuse to engage with the support offered and further unauthorised absence occurs, Netherhall Learning Campus will consider the use of legal sanctions.

At Netherhall we hold regular additional needs team meetings, which are driven by attendance data, in order to identify and support pupils with complex barriers to attendance. We work in partnership with a full range of support services.

- > Designated Safeguarding Lead
- > SENDCo

- Behaviour Support Services and Inclusion Support Services
- Keep in Mind
- Young Carers
- Counselling Services
- Early Help Intervention
- Educational Psychologists
- Social Services
- Connexions
- Local Police
- Youth Offending Team and Youth Service
- Education Welfare Service

8. Attendance monitoring

Students' attendance will be monitored and shared with the Local Authority and the Department for Education and other agencies to help more easily spot and support children displaying worrying trends of persistent absence.

Data will be collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics.

The school will benchmark its attendance data at whole school, year group and cohort level against local, regional, and national levels to identify areas of focus for improvement, and share this with the governing board.

8.2 Analysing attendance

The school will:

- Analyse attendance and absence data regularly to identify pupils, groups or cohorts that need additional support with their attendance, and
- Identify pupils whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severe absence
- Conduct thorough analysis of half-termly, termly, and full-year data to identify patterns and trends
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns

8.3 Using data to improve attendance

The school will:

- Develop targeted actions to address patterns of absence (of all severities) of individual pupils, groups or cohorts that it has identified via data analysis
- Provide targeted support to the pupils it has identified whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severed absence, and their families (see section 8.4 below)
- Provide regular attendance reports through pastoral meetings to facilitate discussions with pupils and families, and to the governing board and school leaders (including special educational needs co-ordinators, designated safeguarding leads and pupil premium leads)
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies

- Share information and work collaboratively with the local authority where a pupil's absence is at risk of becoming persistent or severe, including keeping them informed regarding specific pupils, where appropriate

8.4 Reducing persistent and severe absence

Persistent absence is where a pupil misses 10% or more of school, and severe absence is where a pupil misses 50% or more of school. Reducing persistent and severe absence is central to the school's strategy for improving attendance.

The school will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Consider potential safeguarding issues and, where suspected or present, address them in line with Keeping Children Safe in Education
- Hold regular meetings with the parents of pupils who the school (and/or local authority) considers to be vulnerable or at risk of persistent or severe absence, or who are persistently or severely absent, to:
 - Discuss attendance and engagement at school
 - Listen, and understand barriers to attendance
 - Explain the help that is available
 - Explain the potential consequences of, and sanctions for, persistent and severe absence
 - Review any existing actions or interventions
- Provide access to wider support services to remove the barriers to attendance, in conjunction with the local authority (APSO)
- Consider alternative support that could be put in place to remove any barriers to attendance and re-engage these pupils. In doing so, the school will sensitively consider some of the reasons for absence
- Implement sanctions, where necessary (see section 5.2, above)

9. Monitoring arrangements

This policy will be reviewed as guidance from the local authority and/or DfE is updated, and as a minimum annually by Lucy Eastwood, the designated senior leader responsible for attendance. At every review, the policy will be approved by the full governing board.

10. Links with other policies

This policy links to the following policies:

- Child protection and safeguarding policy
- Behaviour policy
- SEND Policy

Appendix 1: attendance codes

The following codes are taken from the DfE's [guidance on school attendance](#).

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
Attending a place other than the school		
K	Attending education provision arranged by the local authority	Pupil is attending a place other than a school at which they are registered, for educational provision arranged by the local authority
V	Attending an educational visit or trip	Pupil is on an educational visit/trip organised or approved by the school
P	Participating in a sporting activity	Pupil is participating in a supervised sporting activity approved by the school
W	Attending work experience	Pupil is on an approved work experience placement
B	Attending any other approved educational activity	Pupil is attending a place for an approved educational activity that is not a sporting activity or work experience
D	Dual registered	Pupil is attending a session at another setting where they are also registered
Absent – leave of absence		
C1	Participating in a regulated performance or undertaking regulated employment abroad	Pupil is undertaking employment (paid or unpaid) during school hours, approved by the school
M	Medical/dental appointment	Pupil is at a medical or dental appointment
J1	Interview	Pupil has an interview with a prospective employer/educational establishment
S	Study leave	Pupil has been granted leave of absence to study for a public examination
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend

C2	Part-time timetable	Pupil is not in school due to having a part-time timetable
C	Exceptional circumstances	Pupil has been granted a leave of absence due to exceptional circumstances
Absent – other authorised reasons		
T	Parent travelling for occupational purposes	Pupil is a 'mobile child' who is travelling with their parent(s) who are travelling for occupational purposes
R	Religious observance	Pupil is taking part in a day of religious observance
I	Illness (not medical or dental appointment)	Pupil is unable to attend due to illness (either related to physical or mental health)
E	Suspended or excluded	Pupil has been suspended or excluded from school and no alternative provision has been made
Absent – unable to attend school because of unavoidable cause		
Q	Lack of access arrangements	Pupil is unable to attend school because the local authority has failed to make access arrangements to enable attendance at school
Y1	Transport not available	Pupil is unable to attend because school is not within walking distance of their home and the transport normally provided is not available
Y2	Widespread disruption to travel	Pupil is unable to attend because of widespread disruption to travel caused by a local, national or international emergency
Y3	Part of school premises closed	Pupil is unable to attend because they cannot practicably be accommodated in the part of the premises that remains open
Y4	Whole school site unexpectedly closed	Every pupil absent as the school is closed unexpectedly (e.g. due to adverse weather)
Y5	Criminal justice detention	Pupil is unable to attend as they are: <ul style="list-style-type: none"> • In police detention • Remanded to youth detention, awaiting trial or sentencing, or

		<ul style="list-style-type: none"> Detained under a sentence of detention
Y6	Public health guidance or law	Pupil's travel to or attendance at the school would be prohibited under public health guidance or law
Y7	Any other unavoidable cause	To be used where an unavoidable cause is not covered by the other codes
Absent – unauthorised absence		
G	Holiday not granted by the school	Pupil is absent for the purpose of a holiday, not approved by the school
N	Reason for absence not yet established	Reason for absence has not been established before the register closes
O	Absent in other or unknown circumstances	No reason for absence has been established, or the school isn't satisfied that the reason given would be recorded using one of the codes for authorised absence
U	Arrived in school after registration closed	Pupil has arrived late, after the register has closed but before the end of session
Administrative codes		
Z	Prospective pupil not on admission register	Pupil has not joined school yet but has been registered
#	Planned whole-school closure	Whole-school closures that are known and planned in advance, including school holidays

Appendix 2: Reporting a term time absence

Illness (Physical and Mental Health):

- Absences of 1 or 2 days must be reported each morning via
 - The attendance hotline (01484 226601) or via infants@nlconline.org.uk stating the child's name, year group and nature of illness.
 - The attendance hotline 01484 300080 or via juniors@nlconline.org.uk stating the child's name, year group and nature of illness.
 - The attendance hotline 01484 382140 or via attendance@nlconline.org.uk stating the child's name, year group and nature of illness.
- If you fail to report an absence, you will be contacted by text message, and can respond with the reason via the text messaging service. Please be specific with your reason
- On the third day of absence, absences will need to be discussed with our attendance team in order to be authorised further. Please report absence in the normal way, and a member of our team will get in touch to discuss the absence further. Medical evidence may be requested in order to authorise extended absences where attendance is becoming a concern.

Medical and Dental Appointments

- All appointments should be reported via;
 - The attendance hotline (01484 226601) or via infants@nlconline.org.uk with supporting evidence of appointment
 - The attendance hotline 01484 300080 or via juniors@nlconline.org.uk with supporting evidence of appointment
 - The attendance hotline 01484 382140 or via attendance@nlconline.org.uk with supporting evidence of appointment
- Where possible, please try to make appointments outside of school time or at the very start or end of the day.

Term Time Leave of Absence

- For preplanned absences, parents/carers must complete a Term Time leave of Absence form which can be found on the school website. This form must be received to the attendance office either by email:
 - infants@nlconline.org.uk
 - juniors@nlconline.org.uk
 - attendance@nlconline.org.uk

or paper copy at least 4 weeks before the first day of absence and with supporting documentation.

- The Department for Education regulations state the school may not grant any leave of absence during term time unless there are exceptional circumstances (see Term Time Leave of Absence form for details)
- Parents/carers who take their children out of school during the school term without the school's authorisation or beyond an agreed date will be issued a Penalty Notice.
- In 'exceptional' circumstances, the school can authorise a small amount of time out of school.

Appendix 3: STUDENT LEAVE OF ABSENCE FORM

STUDENT LEAVE OF ABSENCE FORM

This form is for pre-planned absences. Medical absences or general illness to be reported via the usual absence process. Please note that this form must be received to the attendance office either by email or paper copy at least 4 weeks before the first day of absence. Forms may take up to 2 weeks to process.

Type of Absence:

Holiday Family Funeral Family Wedding Sporting/Extra curricular
 Other *Please note that term time holiday request and extended absences of more than one day are not authorised unless in exceptional circumstances and agreed in advance through the attendance office.*

Dates of absence: _____ **Number of school days:** _____

Description of absence:

Please refer to our Attendance Policy on our website, for further information about how we authorise/un-authorise leave of absences. Fixed term penalty notices are issued to parents should unauthorised absences of 5 days or more an academic year be taken.

Parents are at risk of prosecution for an aggravated offence should unauthorised holidays be taken on more than one occasion. Fines and prosecutions are issued by the Kirklees Local Authority and under the direction of the Department for Education.

What in your child's current year to date attendance?		% year to date	
Student Full Name		Year Group	
Student Address			
Parent/carer 1 – Full Name		Contact number	
Parent/carer 2 – Full name		Contact number	
Do parent/carers live at the same address as the student?	Yes No	Other address (If applicable)	
Does your son/daughter have a sibling of school age (4-18) in another school?	Yes No	If so, please include their full name and school	

Please return to the attendance office at least 4 weeks before the pre-planned absence with evidence of flight times and dates. Email via;

infants@nlconline.org.uk

juniors@nlconline.org.uk

lockwoodv@nlconline.org.uk (High School)

or provide a paper copy to reception for the attention of the attendance office.