

## The John Colet Liaison Group

Local Schools Working In Partnership for mutual benefit

# Aston Clinton School



## Attendance and Punctuality Policy

Adopted by Aston Clinton School

Date approved by Governing Body	Autumn 2026
Date to be reviewed	Autumn 2027
Committee responsible for review	Full Committee

2025 Updates	Updated to align to Working Together to Improve School Attendance Aug 2024
2026 Updates	Refinement of language – 'attendance contract'

## Introduction

At Aston Clinton School, attendance is central to our vision and values of *'Aspire, Care, Succeed'*. We are committed to creating a learning environment that promotes high levels of achievement, wellbeing and inclusion for all pupils. Regular attendance and punctuality are fundamental to this, ensuring that pupils can fully access the curriculum, develop positive learning behaviours and build the knowledge and skills necessary for future success.

We recognise that pupils who are absent from school miss vital teaching and learning opportunities that cannot be fully recovered. Good attendance not only supports academic progress but also contributes to pupils becoming emotionally resilient, confident and socially competent individuals who are able to "be the best that they can be."

In line with Department for Education guidance, we expect the highest standards of attendance and punctuality from all pupils. We work in close partnership with parents and carers to ensure that every child of compulsory school age receives a full-time education. We also work proactively with early years providers to establish strong attendance habits from the outset of a child's education.

We are committed to a **whole-school culture of attendance**, underpinned by early identification, support and strong relationships with families. Where concerns arise, we will work collaboratively with parents, carers and external agencies to understand and remove barriers to attendance, ensuring that all pupils are supported to attend regularly.

Our approach is based on the following principles:

- Promoting excellent attendance and punctuality for all pupils
- Reducing absence, including persistent and severe absence
- Ensuring equitable access to full-time education
- Acting early to identify and address patterns of absence
- Providing appropriate support to pupils and families to overcome barriers

Through this approach, we aim to ensure that every pupil is able to fully engage in school life and achieve their potential.

## Aims

This policy outlines our intention to work alongside families to identify the reasons for poor attendance and try to resolve any difficulties.

This policy should not be viewed in isolation; it is a strand that runs through all aspects of school improvement and achievement supported by additional policies such as Safeguarding, Behaviour and Relationships and SEND Policy.

This policy also considers the Human Rights Act 1998, the Disability Discrimination Act 1995 and the Race Relations Act 2000. It also encompasses the principles included in [DfE guidance on Working together to improve school attendance](#) August 2024.

## Legislation and Guidance

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

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

From September 2024, there is a national threshold of 10 unauthorised sessions (equivalent to 5 school days) within a 10 school week period, after which a penalty notice must be considered by the school. The new rule mean it is no longer possible to take a child out of school for a week's holiday without a penalty notice being issued.

## Our Expectations

All members of our school community must strive to create a culture in which pupils come to school daily, to enjoy schooling and leave with a sense of achievement.

Our minimum expectations are:

**Attendance is 96.5%**

**Punctuality is 96.5%**

## Roles and Responsibilities

Aston Clinton School believe that improved school attendance can only be achieved if it is viewed as a shared responsibility of the school staff, governors, Parents/Carers, pupils, and the wider school community.

All staff will:

- Actively promote the importance and value of good attendance to pupils and their Parents/Carers
- Form positive relationships with pupils and Parents/Carers

SLT will:

- Ensure that the curriculum is active across the school and that all teachers are providing good teaching and learning experiences that encourage all pupils to attend and to achieve
- Promote the 'No Outsiders' agenda to ensure that every family feels welcome in our school and that attendance is not hindered by discrimination or intolerance
- Regularly analyse data and investigate reasons for persistent absence
- Report children's attendance at least annually to parents/carers as part of the end-of-year report.
- Parents/carers may be notified of their child's attendance at any point should it be cause for concern
- Monitoring school-level absence data and reporting it to governors
- Supporting staff with monitoring the attendance of individual children
- Issuing fixed-penalty notices, where necessary

Class teachers and TAs will:

- Comply with the Registration Regulations, England, 2006 and other attendance related legislation by completing their registers by 8:45am each morning and as soon as they return to class after lunch (by 1:20pm at the latest)
- Check cloakrooms, toilets and intervention areas for any absent children before submitting their register
- Encourage the children in their care to be curious and develop their love of learning so that children want to come to school
- Follow-up any absence with a conversation on the child's return to see if future absences of this nature can be avoided
- Address persistent absence with Parents/Carers and offer support to help improve attendance in the future

The Senior Attendance Champion will:

The school's attendance champion is: **Mrs C Benny.**

- Have strategic over-see of school attendance
- Analyse attendance data and work with the Head and Deputy to identify causes and patterns of absence
- Contribute to the evaluation of school strategies and interventions
- Monitor registers every morning to check for unexplained absences
- Call Parents/Carers of any child who is unexpectedly absent. If no answer, leave message reminding them to call school to explain their child's absence
- Follow up with sending an email to Parents/Carers
- Call first contact for any child whose absence is still unaccounted for by 9.30am
- Implement systems to report, record and monitor the attendance of all pupils, including those who are educated off-site
- Work with other agencies to improve attendance and support pupils and their families
- Document interventions used to a standard required by the local authority should legal proceedings be instigated

- Monitors and analyses attendance data across the school and at an individual child level
- Benchmarking attendance data to identify areas of focus for improvement
- Works with all DSLs to improve attendance
- Works with County Attendance Team to tackle persistent absence
- Arranges letter, calls and meetings with parents to discuss attendance issues
- Advises the headteacher when fixed-penalty notices may need to be issued
- Submit referrals to county attendance team as directed by headteacher
- Working with the County Attendance Team to tackle persistent absence
- Each half term monitor and address concerns regarding regular lateness with parents (L codes)
- Take calls from parents about absence and record it on the school system.
- Ensure that correct codes are used
- Providing regular attendance reports and reporting concerns about attendance to the headteacher and DSL's
- Submit term-time absence requests to Headteacher and send a response letter to parents. Monitor if the absence is taken and follow the procedure set out in Appendix 4.

The DSL's - Designated Safeguarding Leads will:

- Analyse attendance as part of weekly DSL meetings
- View attendance as part of the school's Mental Health pathway
- Liaise with agencies where necessary
- Liaise with Social Care as necessary if the child has an allocated Social Worker
- Carry out a home visit (after dynamic risk assessment) to establish the whereabouts of any child who is still unaccounted for
- Report as a missing child to police (101) any child who is still unaccounted for despite attempting all contacts and a home visit

Governors will:

- Request regular updates on attendance data and analysis
- Hold leaders to account for their attendance data, including variations in attendance of vulnerable groups
- Challenge leaders on their strategies for improving attendance and their plans for overcoming barriers to attendance

Parents/Carers will:

- Fulfil their legal responsibility to secure education for their child/ children and send them to school daily
- Talk to their child about school and what goes on there, taking a positive interest in their child's work and educational progress
- Instill the value of education and regular school attendance within the home environment
- Contact the school if their child is absent to share the reason and the expected date of return.
- Avoid unnecessary absences at all costs. Wherever possible make appointments for the Doctors, Dentists etc. outside of school hours
- Ask the school for help if their child or family is experiencing difficulties – do not wait as the school will do all they can to help.
- Inform the school of any change in circumstances that may impact on their child's attendance or well-being
- Support the school; take every opportunity to get 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 routines at home, for example, appropriate bedtimes, homework, preparing school bag and uniform the evening before
- Not keep their child away from school to go shopping, to help at home or to look after other members of the family
- Avoid taking their child on holiday during term-time.
- Provide the school with more than 1 emergency contact number for their child

Children are expected to:

- Attend school every day on time

## Illness

### What should I do if my child is unwell?

If your child is experiencing mild symptoms such as a snotty nose, headache, feeling tired or hayfever, please send them into school. These are not valid reasons to miss an entire day of education; children can access our medical team at any point, and if it is felt that they need to be sent home, we will contact parents and carers.

If your child has been sick/has diarrhoea, has an injury or is genuinely unwell and not able to attend school, please ensure that you contact the school by 9am on the first day of illness and on each individual day of the absence. This can be either by e-mail [attendance@astonclinton.bucks.sch.uk](mailto:attendance@astonclinton.bucks.sch.uk) or by telephone (01296 630276)

Where a pupil is absent due to illness for a prolonged period, or where there are concerns about a pattern of repeated absence, the school may request medical evidence to support the reason for absence. This may include, for example, an appointment card, prescription, or other appropriate documentation.

In most cases, a parent/carer's explanation will be accepted. Medical evidence will only be requested where there is reasonable doubt about the authenticity of the illness, or where it is necessary to ensure that appropriate support and safeguarding arrangements are in place.

The school will take a proportionate and supportive approach, working in partnership with families and, where appropriate, other professionals to ensure the pupil's needs are understood and barriers to attendance are addressed.

If the school is unable to validate the illness, the absence will be recorded as unauthorised and parents/carers will be notified of this in advance.

## Planned Absence

### Planned Absence/Medical Appointments

If your child needs to attend a medical/dental appointment during school hours, parents/carers should notify the school one week in advance of the appointment, whenever possible, this will be marked as an authorised absence if a copy of the confirmation of the appointment is provided to school. If this is not provided there is a possibility that this absence will be marked as unauthorised.

This can be done in one of two ways:

1. Calling the school office - **01296 630276 Option 3**
2. Emailing the school – [attendance@astonclinton.bucks.sch.uk](mailto:attendance@astonclinton.bucks.sch.uk)

However, we encourage parents/carers to make medical and dental appointments out of school hours, however we appreciate this is not always an option. Where this is not possible, the child should be out of school for the minimum amount of time necessary.

## Lateness and Punctuality

A child who arrives late:

- Before the register has closed will be marked as late, using the appropriate code (L)
- After the register has closed will be marked as absent, using the appropriate code (U)

Aston Clinton School promotes the importance of punctuality across the entire school. Late arrival will impact on your child's overall attendance. Following internal monitoring where a child is identified as persistently late, parents/carers will be contacted.

The gates are opened at 8:30am which allows plenty of time for the children to make their way to the classroom for registration at 8:45am. The gates close at 8.45am. Any child who arrives in class after 8.45am is late for school and will be marked as late (Code L). Registers are closed at 9am (30 minutes after opening at 8.30am). Pupils arriving after 9am will be marked as unauthorised (Code U) this will count as an absence for that session.

All children who arrive at school late after the gates have closed at 8.45am must immediately report to the school office to

register. The absence will only be **authorised** if a satisfactory explanation for the late arrival can be provided, for example, attendance at a medical appointment (Code M).

The absence will be recorded as **unauthorised** (Code U) if the pupil has arrived after 9am without justifiable cause, for example, if they woke up late or were waiting for their uniform to dry.

**Unauthorised absence:** Absence will not be authorised unless Parents/Carers have provided a satisfactory explanation which has been accepted as such by the school.

The register for the second session will be taken at 1pm.

## Recording Attendance

### Attendance Register

We will keep an attendance register and place all children onto this register.

We will take our attendance register at the start of the first session of each school day (8.45am) and once during the second session (1pm). It will mark whether every child is:

- Present
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to exceptional circumstances

Any amendment to the attendance register will include:

- The original entry
- The amended entry
- The reason for the amendment
- The date on which the amendment was made
- The name and position of the person who made the amendment

### Planned absence will be categorised as follows:

- **Illness:** In most cases a telephone call or a note from the parent informing the school that their child is ill will be acceptable. Parents/Carers may be asked to provide medical evidence where there are repeated absences due to reported illness. This will usually be in the form of an appointment card, prescription etc.
- **Medical/Dental Appointments:** Parents/Carers are advised where possible to make medical and dental appointments outside the school day. Where this is not possible, pupils should attend school for part of the day. Parents/Carers must show an appointment card or letter or forward a text message or email to school.
- **Other Authorised Circumstances:** This relates to occasions where there is cause for absence due to exceptional circumstances, for example family bereavement, visiting a parent in prison or part-time timetable agreed as part of a reintegration package or a specific intervention for individual children.
- **Excluded (no alternative provision made):** Exclusion from attending school is counted as an authorised absence. The child's class teacher or member of SLT will arrange work to be sent home.

### Unplanned Absence

The child's parents/carers must notify the school on the first day of an unplanned absence by 9am or as soon as practically possible.

When reporting an absence parents will need to advise us of the child's name, class and detailed reason for absence. This can be done in one of two ways:

1. Calling the school absence line - **01296 630276 Option 1**
2. Emailing the school – [attendance@astonclinton.bucks.sch.uk](mailto:attendance@astonclinton.bucks.sch.uk)

Alternative arrangements will be agreed with non-English speaking Parents/Carers/carers.

Where pupils of compulsory school age are recorded as absent, the register must show whether the absence is authorised or unauthorised.

Absence can only be authorised by the school and cannot be authorised by Parents/Carers. To ensure an absence is authorised, Parents/Carers must provide a satisfactory reason for absence.

Examples of **unsatisfactory explanations** include:

- Traffic Issues
- A pupil's/family member's birthday
- Shopping for uniform and/or shoes
- Having their hair cut
- 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
- Holidays taken without the authorisation of school
- Parent's non-critical illness
- Looking after the house
- Looking after other family members
- Illness of another family member, i.e., pupil kept off school when sibling unwell
- Day trips
- Unwell pets

All of the above will be **unauthorised**.

### **Following Up Unexplained Absence**

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

- Follow up on their absence with their parents/carers to ascertain the reason, by contacting the parents/carers daily until an explanation is given
- If we are unable to contact a parent, the additional contacts provided will be used to contact parents to notify them of their child's absence and to receive an explanation
- If the school cannot reach any of the child's emergency contacts, the school may do any or all of the following:

### **First 48 Hours**

- Check with all members of staff who the child may have had contact with.
- Check with the child's friends
- Telephone calls made to any numbers held in the school records
- Attempt telephone contact with all known emergency numbers
- Send emails to all known email addresses
- Speak to other agencies that have been working with the family e.g. social care/ Youth Offending Service
- Check with any schools known to have siblings or relatives on their roll

### **Day 3**

Conduct a home visit if we have been unable to successfully locate the child's whereabouts and it is safe to do so.

- The police and/ or social services may be contacted

### **Days 3-10**

- Write to address of emergency contact (if known)
- Contact the police to arrange a welfare check
- Speak to the County School Attendance Officer for advice: [countyattendanceteam@buckinghamshire.gov.uk](mailto:countyattendanceteam@buckinghamshire.gov.uk)
- Inform the parents/carers of the child in writing that we are concerned about their unexplained absence from school and that a referral to the Children Missing Education Team may be required if no response is provided
- Repeat a home visit if we have been unable to successfully locate the child's whereabouts and it is safe to do so.
- When all reasonable enquiries have been completed the school will refer to the Local Authority's 'Child Missing in Education' team.

### **Day 21**

Referral made to Buckinghamshire Children Missing in Education (CME)

## Leave of Absence During Term Time

In line with the **Education (Pupil Registration) (England) Regulations 2006 (as amended)** and Buckinghamshire County Council guidance, there is **no automatic entitlement** for parents/carers to take their child out of school during term time.

The school does **not authorise absence for holidays** during term time. Any leave of absence will only be granted by the Headteacher in **exceptional circumstances**, where there is a genuine, urgent and unavoidable reason for the absence. Each request will be considered on an individual basis, and there should be **no expectation that leave will be approved**.

Parents/carers wishing to request a leave of absence must:

- Submit a written application using the school's leave of absence form
- Provide supporting evidence where appropriate
- Give **at least four weeks' notice** wherever possible

Retrospective requests will not be considered and will result in the absence being recorded as **unauthorised**.

When considering a request, the school will take into account:

- The nature and urgency of the circumstances
- The pupil's age and stage of education
- The pupil's attendance record and any previous leave taken
- The impact on the pupil's learning and progress
- The proximity to statutory assessments (e.g. SATs)
- The pupil's individual needs and overall welfare

Examples of circumstances that may be considered exceptional include:

- Serious illness or death of a close family member
- Significant and unavoidable family circumstances
- Parent/carer recuperation following critical illness or surgery (with medical evidence)

Family holidays, including those taken for convenience or financial reasons, will **not be authorised**.

All decisions will be confirmed in writing. Where leave is granted, the response will include:

- The agreed dates of absence and expected return date
- The reason for authorisation
- The requirement for parents/carers to inform the school of any delays and provide evidence where necessary

If a request is refused and the child is taken out of school, the absence will be recorded as unauthorised. In line with national guidance, this may result in a referral to the Local Authority and the issue of a Penalty Notice.

Parents/carers should be aware that absence from school can have a significant impact on a child's education. For example, 10 days of absence equates to approximately 5% of the school year.

The school also recognises its safeguarding responsibilities and may make further enquiries, including contacting external agencies, where there are concerns about a pupil's safety or whereabouts during a period of absence.

## Religious Observance

Aston Clinton acknowledges the multi-faith nature of British society and recognises that on some occasions, religious festivals may fall outside school holiday periods or weekends, and this necessitates a consideration of authorised absence or special leave for religious observance (Code R).

It is reasonable for a parent/carer to allow their children not to attend school on a day of religious observance if recognised by the parent's/carers religious body. It is identified as reasonable that no more than **one day** be designated for any individual occasion of religious observance/festival and no more than **three days in total in any academic year**. Parents/Carers/Carers are requested to give advance notice to the school if they intend their child to be absent for these reasons. Any further absence will be categorised as unauthorised.

## Traveller Absence

The aim for the attendance of Traveller children, in common with all other children, is to attend school as regularly and as frequently as possible. The school will work closely with the family to help ensure continuity of education for pupils when their parent(s) is travelling for occupational purposes. The school will encourage the child to attend school elsewhere i.e. dual registered at an additional school for the period the family is travelling.

To protect Traveller Parents/Carers from unreasonable prosecution for non-attendance, the Education Act 1944, section 86, states that a Traveller parent is safe from prosecution if their child accrues 200 attendances (i.e., 200 half days) in a year. This is only when the family are engaged in a trade or business that requires them to travel and when the child is attending school as regularly as that trade permits.

It does not mean that part-time education for Traveller children is legally acceptable, nor does it relieve Parents/Carers of their duties to ensure that their children are receiving suitable education when not at school.

## Strategies for Supporting Attendance

Aston Clinton School recognises that poor attendance is often an indicator of underlying challenges in a child's life. We are committed to working in partnership with families to identify concerns early, remove barriers to attendance and provide appropriate support.

Difficulties affecting attendance may arise from factors at home, within school, or from wider circumstances. Parents and carers are encouraged to share any concerns with the school so that appropriate support can be identified and implemented at the earliest opportunity.

Support strategies may include:

- Regular discussions with pupils and parents/carers
- Referrals to appropriate external agencies
- Positive reinforcement and reward systems
- Personalised Support Plans (PSPs), including those aligned with the school's **Mental Health Tiered Pathway**
- Time-limited, carefully monitored adjustments to the school day where appropriate
- Reintegration and transition support programmes
- Ongoing communication with families regarding the importance of attendance
- Targeted support to help pupils and families understand and improve attendance

All support will be tailored to the individual needs of the pupil, with the aim of ensuring sustained improvement in attendance and engagement.

## Attendance Monitoring

The school will maintain robust systems to monitor attendance at whole-school, group and individual pupil level.

This will include:

- Monitoring attendance and absence **weekly**, with formal analysis conducted **half-termly, termly and annually**
- Tracking individual pupil attendance to identify early signs of concern
- Sharing attendance data with the Local Authority and other agencies where attendance raises safeguarding or welfare concerns
- Providing **fortnightly attendance reports** from the Attendance Officer to the Designated Safeguarding Lead (Headteacher) to inform timely decision-making and provide early intervention.
- Maintaining accurate records of attendance concerns, actions and interventions, which may be shared with external agencies where appropriate
- Using attendance thresholds to trigger early intervention:
  - **95%** – attendance monitored and reviewed
  - **90%** – identified as persistent absence risk and targeted support initiated

Where attendance falls below expected levels, the school will implement a graduated response:

- Initial communication with parents/carers, including a monitoring period (typically 5 weeks)
- Follow-up communication where there is limited improvement
- Invitation to a **support meeting** to agree an Attendance Contract and targeted actions
- Continued monitoring and review against agreed targets
- Escalation to an **Attendance Contract Meeting (ACM)** with Local Authority involvement where appropriate
- Referral to the County Attendance Team where there is insufficient improvement or engagement

Persistent absence is defined as **90% or below**, and severe absence as **50% or below**.

### Attendance Analysis

The school will use attendance data strategically to identify patterns, inform intervention and improve outcomes.

This will include:

- Regular analysis of attendance and absence data to identify:
  - Individual pupils requiring additional support
  - Groups at greater risk of underachievement (e.g. disadvantaged pupils, pupils with SEND, pupils with social worker)
- Reviewing historic and emerging patterns of attendance to inform targeted strategies
- Using pupil-level data to trigger appropriate interventions, in line with the school's escalation procedures
- Identifying trends across cohorts, year groups and vulnerable groups to inform whole-school improvement planning
- Comparing school attendance data against national and local authority benchmarks
- Reporting attendance data and analysis to the governing board to ensure accountability

Attendance data is collected and published termly through the DfE's national statistics. The school uses this data to evaluate performance and refine its attendance strategy.

All information is processed and shared in line with UK GDPR and the Data Protection Act 2018.

### Reducing Persistent and Severe Absence

Children can fall into the persistently absent category for many varied reasons. Investigating what these are and addressing them as soon as possible is an important part of our attendance policy

The school will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Provide access to wider support services to remove the barriers to attendance
- We may use some of the following early intervention strategies:
  - Meetings with parents and child when concerns first emerge to discuss concerns and agree actions to improve attendance
  - Documented conversations with parents and child which agree actions
  - Referrals to external professional
  - Closer monitoring
  - Communicating with parents with agreed plans to improve attendance
  - In more complex and longer-term cases of poor attendance and persistence absence, interventions may include:
    - Multi-agency meetings and action plans
    - Requesting medical information or information from other services
    - Use of local authority enforcement processes and procedures
    - Home visits
    - Direct work with children and parents to address root causes of absence
    - Engaging specialist
    - Consideration for an education, health and care plan
    - Considering options for an alternative form of educational provision

Poor attendance and unexplained absence may be indicators of safeguarding concerns and will be treated as such.

### National Thresholds

From September 2024, schools will need to consider a Penalty Notice if a pupil misses 10 sessions of unauthorised absence in a rolling period of 10 school weeks. The 10 week period would start on the first day of unauthorised absence. Half of a

day (am or pm) is considered as a 'session'. The threshold of 10 sessions can be met with any combination of unauthorised absence, for example, eight sessions of unauthorised holidays in term time and two sessions for other unauthorised reasons. The ten school week period may span different terms or school years, for example: 2 sessions of unauthorised absence in the Summer Term and a further 8 in the Autumn term.

### **Penalty Notices/ Legal Sanctions**

Under the new national framework, a penalty notice will be issued with regard to unauthorised absence if a pupil fails to attend school as required without a genuine explanation. A pupil's absence must have been unauthorised for at least 10 sessions (one session is half day either am or pm) in the previous and/or current term in a period of ten school weeks. Penalty Notices (fines) charged to parents is £80 (if paid within 21 days) or £160 (if paid within between 22 and 28 days). Where a penalty notice is unpaid, legal action would be pursued. Under the new framework, only two penalty notices can be issued to the same parent for the same child within a three-year rolling period. Where a second Penalty Notice is issued to the same parent for the same child, the charge will be £160.

Failure to pay the fine within 28 days will result in either a prosecution for the offence to which the notice applies, or withdrawal of the notice (limited circumstances apply). Prosecution will be taken by the County Attendance Team under the Education Act 1996, section 444.

The issuing of penalty notices will comply with the code of conduct and practice as determined by the County Attendance Team.

### **Attendance Contracts & Penalty Notice for Irregular Attendance**

Fixed Penalty Notices may also be issued for irregular attendance during the school year. In order to prevent this from occurring, the school will work with parents/guardians and the County Attendance Team to draw up and agree an Attendance contract to rapidly improve attendance.

### **Deletions from the Register**

Deletions from the Register In accordance with the Education (Pupil Registration) (England) Regulations 2006, pupils will be deleted from the register only when one of the following circumstances applies:

- The school is replaced by another school on a School Attendance Order
- The School Attendance Order is revoked by the Local Authority
- The pupil has ceased to be of compulsory school age
- Permanent exclusion has occurred and procedures have been completed
- Death of a pupil
- Transfer between schools
- When a parent informs the school in writing that the pupil is to be withdrawn to be educated outside the school system
- Failure to return from an extended holiday after both the school and the local authority have tried to locate the pupil
- A medical condition prevents their attendance and return to the school before ending compulsory school-age
- In custody for more than four months (in discussion with The Youth Offending Team)
- 20 days' continuous unauthorised absence have elapsed and both the Local Authority and school have tried to locate the pupil
- A pupil has left the school but it is not known where he/she has gone after both the school and the Local Authority have tried to locate the pupil.

### **Policy Links**

- Child Protection Policy
- Mental Health Policy
- Children with Medical Needs
- Special Educational Needs
- Children Looked After

### **Monitoring Arrangements**

This policy will be reviewed as guidance from the local authority or DfE is updated, and at least annually by the Headteacher. At every review, the policy will be approved by the full governing board.

## Appendix 1: School Attendance Codes 2024

<b>Present Codes</b>	
/ \	Present during registration
B	Educated off site and taster days and do not fit K, V, P or W codes
K	Attending provision arranged by the local authority
L	Arrived after the register has started but before it has closed
P	Approved sporting activity with prior agreement from school
V	Educational visit or trip
W	Work experience
<b>Absent Codes</b>	
<b>Authorised Absences</b>	
C	Other authorised circumstances
C1	Leave of absence - Regulated performance/undertaking regulated employment abroad
C2	Leave of absence due to part-time timetable
D	Dual registered
E	Suspended or permanently excluded
I	Illness (not medical or dental appointments)
J1	Job/school/college interview
M	Medical or dental appointment
Q	Unable to attend because of a lack of LA access arrangements
R	Religious observance (only 1 day allowed, any more coded as C if agreed)
S	Study leave
T	Parent travelling for occupational purposes
X	Non-compulsory school age pupil not required to attend school
Y1	Unable to attend due to transport provided not being available
Y2	Unable to attend due to widespread transport disruption
Y3	Unable to attend due to part of the school premises being closed
Y4	Unable to attend due to whole school closure
Y5	Unable to attend as pupil is in criminal justice detention
Y6	Unable to attend in accordance with public health guidance or law
Y7	Unable to attend due to other avoidable cause (must affect the pupil NOT the parent)
<b>Unauthorised Absence</b>	
G	Holiday (not agreed)
N	Reason for absence not yet established (must be corrected within 5 days)
O	Absent in other or unknown circumstances
U	Late after register has closed
Z	Pupil not yet on register
#	Planned whole school closure (e.g. holidays, insets, and polling station days)

**Appendix 2**

**Aston Clinton Attendance Contract Template**

<b>Date/time of meeting:</b>	
<b>Venue:</b>	

<b>Pupil name:</b>	
<b>Date of birth:</b>	
<b>Address:</b>	
<b>School:</b>	

<b>Present at meeting:</b>	
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<b>Discussion Topics:</b> <i>The pastoral support template will be used to assist the meeting</i>	<i>bullying; Anxiety, Home issues; Transport; Academic; Relationships;</i>
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<b>Action agreed</b>
<p>EXAMPLES OF ACTION AGREED:</p> <p><i>Pupils will arrive at school by 8.30 a.m. every day.</i></p> <p><i>Parents will inform the school on the first day of a sickness absence and provide a note upon pupil's return.</i></p> <p><i>Parents will provide medical evidence for every sickness absence a pupil may incur.</i></p> <p><i>Are any issues preventing pupils from attending regularly, school staff will be informed?</i></p>

Attendance target:	0 unauthorised absences over the next 20 weeks
Timescale for improvement:	

Date for review meeting:	
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I confirm that this Attendance Action Plan was agreed to by all present.

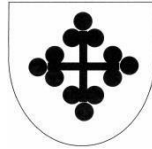
Signed:

.....Parent/carer

.....Pupil

.....School Representative

.....Other Agency



## The John Colet Liaison Group

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# ASTON CLINTON SCHOOL

## APPLICATION FOR LEAVE OF ABSENCE REQUEST

(This must be submitted at least four school weeks before the proposed absence)

**I request permission from the School's Governing Board for my child**

<b>Name:</b>	<b>Class:</b>
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**To be granted Leave of Absence for the dates below:**

<b>From:</b>	<b>To:</b>
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### **Holiday Requests (PLEASE NOTE)**

The Education (Pupil Registration) (England) Regulations 2006. Amendments have been made to the 2006 regulations in the [Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2013](#). These amendments, as described below, will come into force on **1st September 2013**

#### **Term-time holiday**

The [Education \(Pupil Registration\) \(England\) Regulations 2006](#) previously allowed headteachers to grant leave of absence for the purpose of a family holiday during term time in "special circumstances" of up to ten school days leave per year. Headteachers could also grant extended leave for more than ten school days in exceptional circumstances.

**Amendments to the 2006 regulations remove references to family holiday and extended leave and the statutory threshold of ten school days. The amendments make clear that headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. Headteachers should determine the number of school days a child can be away from school if the leave is granted.**

**The reason for the request is (please complete the appropriate section):**

**Exceptional Circumstances**

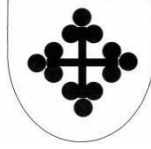
Please give details/attach supporting evidence as to why it is an exceptional circumstance

**Holiday is due to unavoidable parental work/military commitments**

Please provide a supporting letter from employer or an assignment order

**I can confirm that the information that I have given above is correct and has no factual omissions. I understand that any authorised absence may be unauthorised at a later date if it is found that I provided inaccurate information; this may jeopardise any future Leave of Absence requests.**

<b>Signature of parent/carer:</b>	<b>Date:</b>
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## The John Colet Liaison Group

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# ASTON CLINTON SCHOOL

## APPLICATION FOR LEAVE OF ABSENCE REQUEST-RESPONSE FORM

<b>Name:</b>	<b>Class:</b>
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**To be granted Leave of Absence for the dates below:**

<b>From:</b>	<b>To:</b>
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**This absence request has been accepted**

OR

**This absence has been refused because:**

- Absence is at the beginning of a school term
- Your child has already had one leave of absence request this school year
- The request covers all/part of an internal/external assessment period
- Insufficient notice has been given (four school weeks)
- Attendance is less than 95%
- There are lateness issues
- Your child has unauthorised absences on their record
- The reason is not exceptional
- Insufficient reasons provided for the absence request
- The holiday is not due to unavoidable parental work commitments or no supporting evidence was provided

<b>Signed:</b>	<b>Date:</b>
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For office use only:

<b>Current academic year attendance:</b>	<b>Previous academic year attendance:</b>
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**Aston Clinton School Attendance Monitoring Procedure**

**Attendance Officer monitors child's attendance below 95%**



**1st letter to be sent informing low attendance – will monitor for 5 weeks. If attendance reaches 90%, 2nd letter or support meeting to be arranged.**



**INVITE BOTH PARENTS/CARERS TO A SUPPORT MEETING**



**Parents/carers attend the meeting**



At the meeting – use the support meeting form. Where appropriate, referrals and an individual healthcare plan should be agreed and actioned



Monitor the child's attendance for 5 weeks (no absences should be authorised without evidence)



If there is no Improvement, please send a 1a letter



If there is an Improvement, please send a 1b letter

**Parents/carers do not attend the meeting**



Parents/carers do not attend the meeting



If parents would like to rearrange the meeting, please invite them using the rearranged template letter



If parents do not attend rearranged meeting, send a 1a letter and make a referral to the County

**Parents do not respond to the invitation**



Parents do not respond to the invitation



If there is no response, please send a 1a letter and make a referral to the County Attendance Team