Attendance and Punctuality Policy

Approved by:	Board of Trustees	**Date:**
Last reviewed:	August 2026	
Next review due by:	August 2027	
Monitoring & Review	Education – Annually	

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Purpose

The aims of the Attendance and Punctuality Policy are to raise the importance of good attendance in line with Ofsted requirements, to ensure that attendance is monitored effectively and that reasons for absences are recorded promptly and consistently, to improve punctuality, promote opportunities to celebrate and reward children for attendance and punctuality achievements.

1. Introduction

At City Academy, we are committed to providing education of the highest quality to our students. **Attendance is everyone's responsibility**. We recognise the clear link between attendance and the attainment of students. The aim of this policy is therefore to encourage the highest possible levels of attendance for all students. To achieve this, all members of our Academy community have an important contribution to make.

We are committed to our responsibilities under the Equality Act (2010) regarding the needs of people with protected characteristics. These are age, disability, pregnancy and maternity, religion and belief, race, sex, sexual orientation, gender reassignment and marriage and civil partnership. We continue to make reasonable adjustments to avoid anyone with a protected characteristic being placed at a disadvantage. Our relentless approach to ensuring our students attend our Academy and receive the education that they deserve and are, indeed entitled to, is central to our values.

We operate on a culture of support and inclusivity. Therefore, we will work with our students and families to reduce the barriers to school attendance. We will offer support and guidance to students and families, in order to encourage regular and punctual attendance. We aim to safeguard your child in line with Keeping Children Safe in Education.

2. Aims and objectives

- To promote the importance of good attendance in line with DfE guidance and legislation.

- To emphasise the importance of and secure from students maximum attendance and promote punctuality to enable them to take full advantage of their education opportunities.

- To clarify the roles and responsibilities of all parties with respect to attendance;

- To communicate to all relevant parties (teachers, parents/carers, students) the legal position with respect to attendance and the categories of absence which are deemed "unauthorised";

- To stress the need for home and the Academy to work in close partnership to achieve high attendance and punctuality.

- Record and monitor attendance and absenteeism and apply appropriate strategies to minimise absenteeism;

- Promote effective partnership with the Education Legal Intervention Team Birmingham and other services and agencies and follow their standard approaches in managing attendance issues.

These aims and objectives are designed to support and enable excellent levels of attendance for *all* students, to enable fulfilment of their potential at this Academy.

3. 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 (Student Registration) (England) Regulations 2006 (and 2010, 2011, 2013, 2016 amendments)
- The Education (Penalty Notices) (England) (Amendment) Regulations 2013

This policy also refers to the DfE's guidance on the school census, which explains the persistent absence threshold.

- **Persistent** absence refers to students who miss 10% (19 days) or more of school.
- **Severe** absence refers to students who miss 50% or more of school.

4. Contact details of the Academy's Senior Attendance Champion:

Post	Staff Name	Email address
Senior Attendance Champion	David Cooke	dcooke@corecity.academy
Attendance Officer	Safia Malik	smalik@corecity.academy

5. Statutory duty

Academies are responsible for recording student attendance twice a day, once at the start of the morning session and once during the afternoon session. This is a legal requirement, and registers must be completed accurately and promptly. An entry must be made on the attendance register for all students of compulsory school age who are on the academy's admission roll. The schools utilise a central electronic administrative system – SIMS for this purpose.

Roles and responsibilities
Attendance is everyone's responsibility. This includes, but is not limited to, the CEO, the Board of Trustees, Trust Attendance Lead, Academy staff (teaching and support staff), governors, parents and carers, and students. Our Academy has a Senior Attendance Champion, a Designated Safeguarding Lead and an Attendance Officer available for families to contact, details of which can be found in this policy, and on our school website.

The Board of Trustees
The Board of Trustees will:

- take an active role in attendance improvement, recognise the importance of school attendance and promote it across the Trust and Academy's ethos and policies.
- ensure the Academy's leaders fulfil expectations and statutory duties.
- regularly review attendance data, discuss and challenge trends and help Academy leaders focus improvement efforts on the individual students or cohorts who need it most.
- ensure Academy staff receive adequate training on attendance, including dedicated training for staff with specific attendance responsibilities and any additional training that would help support students or cohorts overcome common barriers to attendance.
- share effective practice on attendance management and improvement across its academies.
- require the Academy to report to the trustees on the Academy's attendance at regular intervals.

- have a dedicated Trust Attendance Lead who will drive improvement across the Trust and act as a central point for academies with attendance queries.

The Academy

The Academy's responsibilities include, but are not limited to:

- Developing and maintaining a whole academy culture that promotes the benefit of high attendance
- Working with students and their families, building strong relationships, to support high levels of attendance and punctuality and understand any barriers to attendance
- Investigating unexplained or unjustified absence, applying sanctions where appropriate
- Taking into account individual needs when implementing this policy, including having regard to the Academy's obligations under the Equality Act 2010 and the UN Convention on the Rights of the Child
- Sharing information and work collaboratively with the local authority, other schools in the area and other partners including, where required, making appropriate referrals in accordance with local procedures, legislation and guidance
- Regularly monitoring, reviewing and analysing attendance and absence data including to identify students or cohorts that require attendance support and to set targets for the future
- Ensuring that all students can access full-time education, putting strategies in place where this is evidence to suggest that this is not the case
- Ensuring that the Trust Board and Academy's leadership team work together to monitor attendance levels and the effectiveness of this policy
- Ensuring that all legislation and guidance are complied with and reflected in our policies and procedures, including the non-statutory attendance guidance issued by the Department for Education, Working together to improve school attendance (2024)
- Having in place appropriate safeguarding responses for children who are at risk of missing education, having regard to the statutory guidance Keeping Children Safe in Education (please refer to our Safeguarding Policy)
- Providing information requested by the Secretary of State, including termly absence data collected by the Department for Education
- Regularly informing parents and carers about their child's attendance and absence levels
- Supporting students who are returning to education following long term absence
- Ensuring that effective systems to record and report attendance data are in place, including accurate completion of admission and attendance registers using an electronic management information system

- Assigning overall responsibility for championing and improving attendance at the Academy to a designated senior leader
- Observe and fulfil the responsibilities set out in guidance issued by the Department for Educaion to the extent not covered above or elsewhere in this policy

The Senior Attendance Champion
The Senior Attendance Champion at the Academy is listed in section 4 of this policy.

They will be responsible for the strategic approach to attendance at the Academy and will (includes but is not limited to):

- Offer a clear vision for improving and maintaining good attendance.
- Ensure that the Academy is compliant with policy and statutory guidance.
- Work effectively with the LA and other external agencies regarding attendance.
- Evaluate and monitor attendance expectations, systems and processes.
- Oversee attendance and absence data analysis.
- Monitoring attendance data and identifying trends, including for vulnerable groups and students.
- Ensuring the effective deployment of resources to promote high attendance.
- Ensure that key attendance messages are communicated to parents/carers and students.
- Provide data and reports to support the work of the Board of Trustees.

Parents and Carers
All children of compulsory school age must receive a suitable full-time education. It is the legal responsibility of every parent and carer to make sure their child is regularly attending school or 'otherwise' receiving suitable, full-time education.

Where parents decide to have their child registered at school, they have an additional legal duty to ensure their child attends that school regularly. This means their child must attend every day that the school is open, except in a small number of allowable circumstances such as being too ill to attend or being given permission for an absence in advance from the school.

A parent includes any person who is not a parent but who has parental responsibility for the child or who has care of the child, as set out in section 576 of the Education Act 1996. This also includes absent parents who must have regular contact and an ability to influence the child including his/her attendance. Parental partners should be included (whether or not they are married or the natural parent of the child) as they have 'care of' the child. If student lives with a grandparent or older sibling as their main carer they can also be included. The duty of parents to secure education for children of compulsory school age is set out in section 7.

We expect all **parents and carers** to:

- Ensure that their child arrives at the Academy on time, in the correct uniform and with the necessary equipment.
- Promote the importance of daily attendance at home.
- Follow the correct procedure for reporting the absence of their child from the Academy.
- Avoid unnecessary absences.
- Keep the Academy informed of any circumstances which may affect their child's attendance.
- Not take their child out of education for holidays during term time.
- Inform the Academy in advance of any proposed change of address for their child(ren), along with the name of the parent with whom the child shall live.
- Observe and fulfil their responsibilities set out in the guidance issued by the Department for Education.

Students

We expect all **students** to:

- attend the Academy regularly.
- attend the Academy and lessons punctually.
- attend the Academy and lessons appropriately prepared.

6. Recording attendance

The school day

City Academy maintains an attendance register and uses this to record each student's attendance at the start of the school day and again in the afternoon.

Students who arrive after the start of a registration session but before the end of the registration session will be marked as late. Registers will be kept open for no longer than 30 minutes after they have opened. Where students arrive after the end of a registration session, the process set out below applies.

The register is marked using the national attendance and absence codes which can be found in the Department for Education's statutory guidance on attendance - Working together to improve school attendance.

Where a student attends a registration session but does not attend subsequent lessons, we will treat this as a truancy and non-attendance matter in accordance with the Behaviour Policy and engage parents/carers where necessary.

Where a student is educated offsite, registers must be coded daily to reflect communication from offsite providers. The Academy will make arrangements with the offsite provider, to ensure they communicate daily absences and concerns around attendance, with the Academy.

Punctuality

The school day at City Academy begins **at 8:35am**. All Academy gates are locked at **8:35am** –

Further details of this process can be found in the Academy Behaviour Policy

School day starts at **8:35am**
Morning registers are open until **9:05am**
Afternoon Registers are taken **at 12:25am (School day – period 4)**
School day ends **at 3:10pm**

All students arriving **after the start of the school day** will be coded as an authorised late (L code). At each registration session any student not present is marked as absent. If a student subsequently arrives after registration closes the student is marked as unauthorised absence/late (U code) unless a valid reason is supplied.

Persistent lateness (after registration closes, both morning and afternoon) will be treated as a form of absence and therefore the procedure for addressing both unauthorised student absence and persistent unauthorised lateness will be the same:

a) The parents/carers of the student are invited to attend an informal supportive meeting, barriers which may be preventing good punctuality are discussed and actions are agreed. In the first instance this will be a telephone call from either the form tutor or Year Group co-ordinator (YGC). If there is no significant improvement this will be referred a member of the pastoral team or a member of the Senior Leadership Team.

b) If there is no improvement in arriving to school prior to the close of the register, support will be formalised and the Attendance Officer will then arrange a Formal Attendance Meeting (FAM) to further discuss barriers and identify how school can continue to offer support, parents/carers will be asked to sign an attendance contract in which actions will be agreed. Referrals/requests for support to other agencies may be made. This process is outlined in Birmingham City Council's 'Support First' framework and guidance.

c) If there continues to be no improvement against attendance targets which have been set and agreed upon in the Formal Attendance Meeting, and interventions and support offered have proved unsuccessful, the Attendance Officer will then complete a 'Support First' referral form to ELIT at Birmingham City Council. ELIT may decide that the most appropriate option is to issue the parent/carer with a 'Notice to Improve', and/or a Penalty Notice may be issued as outlined in the National Penalty Notice Framework.

7. Reasons for absence and how to report or request authorisation

Authorised absence - absence will only be authorised where the Academy has given approval in advance for a student to not be in attendance or has accepted an explanation offered afterwards as justification for the absence.

Only the Headteacher or a designated member of staff from the Academy can authorise absence. This will be done in line with Birmingham City Council's 'Leave of Absence (Legal) Process'.

Illness related absence will only be authorised in line with UK Health Security Agency Guidance or where evidence is provided for exceptional illness. Illness may be a physical or mental health issue.

Unauthorised absence – an absence is classified as unauthorised when a student is away from school without the permission of the school. Therefore, the absence is unauthorised if the Academy is not satisfied with the reason(s) given for the absence – even with the support of a parent or carer.

An unauthorised absence is where:

- The Academy considers that the student was well enough to attend, but they did not.
- Medical evidence is not provided for an illness absence of 5 days or more.
- Medical evidence is not provided for a student at a level of persistent absence.
- Absence immediately before or after a period of school holiday may not be routinely authorised.
- Medical evidence is not provided where there is a regular pattern to illness absence.
- The Academy considers that the absence was not unavoidable or exceptional.
- Medical appointments may not be authorised, if taken during the school day.
- If the Academy considers that the student could have attended for part of the day but is absent for the whole day a proportionate unauthorised absence will be applied.
- A leave of absence request is declined but still taken (this includes holidays in term time).
- If the Academy has reasonable grounds or obtains evidence to suggest that information has been falsified when giving reasons for absence, then the Academy may unauthorise the absence.

Reporting absence from school

It is the responsibility of parents and carers to inform the school by **9:30am** on the first day of their child's absence.

On a day where a child is absent, and the school has not been notified, the Attendance Officer or the relevant Year Group Coordinator will attempt to contact the child's parent/carer by text and/or telephone call. If there is no response, the school will continue to try to contact the parent/carer.

Parents and carers are expected to contact school every day the student is absent.

In cases of prolonged absence due to illness, the parents/carers may be asked to provide the Academy with medical evidence, such as an appointment slip, text or prescription. If this evidence is not provided, the absence may be marked as unauthorised.

Appointments

Medical, dental and other essential appointments for a student should take place outside of school hours where this is reasonably possible.

Where an appointment must take place during school time, the student should attend the Academy for as much of the day as possible and as much prior notice as possible should be given to the Attendance Officer.

For the time absent from the Academy to be marked as an authorised, confirmation of the appointment by way of an appointment card or letter must be provided.

Leave of absence

Parents and carers will not take students out of education for holidays or other extended leave during term time. Headteachers will not authorise term time holidays – as set out in the statutory guidance.

To request a leave of absence, parents/carers must make the request in advance and in writing addressed to the Headteacher. (Appendix 2).

Where a leave of absence is requested as above, the Headteacher will consider the specific facts and circumstances relating to the request. The decision:

- Will be confirmed in writing
- Is solely at the Headteacher's discretion and is final.

Where permission is granted, the Headteacher will confirm the number of days and dates of absence which are authorised.

If permission is not granted and the parents/carers proceed to take their child out of the Academy, the absence will be marked as unauthorised. We may consider referring to the Education Legal Intervention Team, who are responsible for issuing penalty notices to, and prosecutions.
Where a student has persistent absence, or where the leave of absence will make them persistently absent, leave of absence will not be granted.

Where a student fails to return to the Academy after an agreed leave of absence, it will be recorded as unauthorised. The unauthorised absence will be managed in accordance with statutory guidance.

Religious observance

We recognise that students of certain faiths may need to participate in days of religious observance. Where a day of religious observance falls during school time, the absence from the Academy will be authorised. If a religious body sets apart a single day for a religious observance and a parent applies for more than one day, the Academy may only record one day using this code, as set out in the statutory guidance.

Culture of inclusivity and support

Where a student has a medical condition (physical or mental health related), a disability, a special educational need or indeed any other factor which may present a barrier to attendance we uphold our aim of improving attendance as much as possible while supporting the underlying issue which is causing concern. We endeavour to work with these students and their families, taking into account their individual needs, in order to make reasonable and supportive adjustments to facilitate high attendance.

Where parents/carers are facing challenges in getting their child to attend school, they should contact the Academy in order to seek support and resolve any potential underlying issues so that attendance can be improved. Students are encouraged to feel empowered to speak to a trusted adult in the Academy, should they have concerns about attending.

Offering bespoke, individual support, encouragement and making reasonable adjustments to facilitate high attendance, for those facing challenges or over coming barriers, is always our priority.

There are occasions when absence is unavoidable. These include:

a) Illness.
b) Medical or education appointments.
c) A sudden bereavement of an immediate family member.

If a parent knows in advance of absence due to an appointment, the Academy office should be informed and the appointment card shown.

If a student is ill, the parent or carer should ring the Academy to inform us and on return present a written note explaining the absence. Following an absence, if your child needs to take medication in school on their return, parents/carers will need to complete a form in reception and hand in the medication. Your child must not keep any medications in their bag.

8. Medical Evidence and Supporting Evidence

We ask that parents and carers making medical appointments for their child, book them early or late in the day, so students can be in school for at least half the day.

The Academy fully supports students' welfare and medical conditions and if your child has a chronic, persistent or recurrent health issue, we can arrange for a meeting with parents to discuss what additional support can be offered to help your child to access school, however we cannot simply accept parental information without the appropriate medical evidence. Students with medical conditions should attend school as per normal unless the absence is supported by medical opinion.

- An appointment card or verification by the Doctor/Dentist/Hospital is required.
- If it is necessary for a student to be out of school for any of these reasons, the student should be returned to school directly after the appointment or register prior to the appointment.
- Upon return to school the student can show evidence of any prescriptive medication prescribed during the absence. This may be photocopied and held on file.

There are of course, good reasons (especially illness), which make attendance at school sometimes difficult. Nevertheless, lessons missed cannot be repeated and "catching up" is never as good as the original learning experience.

The Academy recognises the need to support students during and after long term absence of any kind and will:

- Endeavour to provide work for students to be completed off-site where appropriate and medical evidence has been received.
- Consider all strategies in partnership with external agencies to encourage the return of students to school.
- Ensure that there is a positive atmosphere within school in which students are welcomed back.
- Encourage parents/carers to be actively involved in re-entry programmes.

9. Addressing poor attendance and punctuality

The Academy will use data to target attendance improvement efforts to the students or groups of students who need it most. In doing so, the Academy, led by the Senior Attendance Champion, will:

- Monitor and analyse weekly attendance patterns, proactively using data to identify students at risk of poor attendance
- Provide regular attendance reports to class teachers, form tutors and relevant leaders
- Identify students who need support from wider partners as soon as possible and deliver this support in a targeted manner
- Conduct thorough analysis of half-termly, termly and fully year data to identify patterns and trends
- Benchmark Academy attendance data at each level against local, regional and national level
- Monitor the impact of Academy strategies and actions to improve the attendance of particular students and particular groups
- Work with the Local Authority and other local partners to identify key groups of students
- Hold regular meetings with the parents or carers of students who the Academy and/or Local Authority consider to be vulnerable
- Will communicate patterns of absence to appropriate agencies for students with a social worker or under the care of the Virtual School.

The Academy will manage unexplained absences as outlined in Appendix 3.

Where absence or punctuality is a cause for concern, for example because there is:

- A pattern of unauthorised absence
- A question over the reasons provided for a particular absence or late arrival
- Persistent truancy or lateness

We will contact the parents/carers with a view to working together to support improved attendance and/or punctuality. Further information regarding the strategies employed to support students with absence that is a cause for concern, can be found in Appendix 5.

In cases where the Academy has been unable to establish a clear reason for absence and/or has welfare concerns about the student, a home welfare check may be carried out (Appendix 3).

Failure to attend or arrive at lessons on time may also be dealt with using consequences in accordance with the Behaviour Policy. Likewise, recognition through rewards will be

given to students who have exceptional levels of attendance or have made significant improvement to their attendance (see Waves of Support in Appendix 5).

Absence will be classed as persistent where it falls below90% across the academic year. Absence at this level is very likely to hinder educational prospects and we expect full parental co-operation and support to urgently address these cases. Intervention steps may include implementation of an attendance action plan, referral to other agencies and/or seeking to put in place an attendance contract.

Where out of school barriers to attendance are identified, the Academy will signpost and support access to any additional services.

Where parents/carers have failed to ensure that their child of compulsory school age is regularly attending the Academy and wider support in accordance with this policy is not appropriate or effective, we may consider referring to the Education Legal Intervention Team, who are responsible for issuing penalty notices. A penalty notice is a fine (starting at £80 if paid within 21 days, £160 if paid within 28 days and increasing from there) imposed on parents. The fine is applicable to both parents or whomever has parental responsibility, regardless of who they reside with.

When considering whether to issue a penalty notice, we will have regard to:

- The National Framework for penalty notices as set out in paragraphs 176-202 of the DfE's statutory guidance 'Working together to improve school attendance; and
- The Local Authority's Code of Conduct for issuing penalty notices

In the event that a penalty notice is issued but is not paid within 28 days, the Local Authority will decide whether to proceed to prosecution. The Local Authority also has separate powers to prosecute parents if their child of compulsory school age fails to attend school regularly.

10. Children missing from education (CME)

Students will only be deleted from the register in accordance with the Education (Student Registration) (England) Regulations 2006 as amended in the 2016 Student Registration Regulations.

City Academy will follow Birmingham City Council's Children Missing Education Protocol when a student's whereabouts is unknown.

It is important that if families decide to send their child/children to a different school that they inform our school staff as soon as possible. A student will not be removed from our academy roll until the following information has been received and investigated:

- The date the student will be leaving our school and starting the next
- The address of the new school
- The new home address, if it is known

The student's school records will then be sent on to the new school as soon as possible. Failing to notify City Academy will result in a referral to Birmingham City Council's Children Missing Education Service.

Where a child has been continuously absent from school for 20 days or more, for no authorised reason, the child can be removed from the admission register, but only when the school and the Local Authority have failed, after jointly making reasonable enquiries, to establish the whereabouts of the child. They may also be removed from roll, if they have succeeded in finding the child but agree there are no reasonable grounds to believe the student will attend again, taking into account any reasonable steps they could take to secure the student's attendance. These procedures are set out in the Education Regulations.

11. Monitoring and review

Achievement against City Academy attendance targets will be reported upon to the Local Governing Body and Board of Trustees. The Headteacher together with the Trust Attendance Lead will monitor the effectiveness of this policy and procedures and where necessary make recommendations to the Local Governing Body and Board of Trustees for improvement.

The Academy will keep accurate records on file for a minimum period of six years.

Appendix 1: attendance codes

Registers will be marked using the new codes as per the document below, following statutory government guidelines.

Code	Meaning	New Code
Code / \:	Present at the school / = morning session \ = afternoon session	
Code L:	Late arrival before the register is closed	
Code K:	Attending education provision arranged by the local authority	Yes
Code V:	Attending an educational visit or trip	
Code P:	Participating in a sporting activity	
Code B:	Attending any other approved educational activity	
Code D:	Code D: Dual registered at another school	
Code C1:	Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad.	Yes
Code M:	Leave of absence for the purpose of attending a medical or dental appointment	
Code J1:	Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution	Yes
Code S:	Leave of absence for the purpose of studying for a public examination	
Code X:	Non-compulsory school age pupil not required to attend school	
Code C2:	Leave of absence for a compulsory school age pupil subject to a part-time timetable	Yes
Code C:	Leave of absence for exceptional circumstance	
Code T:	Parent travelling for occupational purposes	
Code R:	Religious observance	
Code I:	Illness (not medical or dental appointment)	
Code E:	Suspended or permanently excluded and no alternative provision made	
Code Q:	Unable to attend the school because of a lack of access arrangements	Yes
Code Y1:	Unable to attend due to transport normally provided not being available	Yes
Code Y2:	Unable to attend due to widespread disruption to travel	Yes
Code Y3:	Unable to attend due to part of the school premises being closed	Yes
Code Y4:	Unable to attend due to the whole school site being unexpectedly closed	Yes
Code Y5:	Unable to attend as pupil is in criminal justice detention	Yes
Code Y6:	Unable to attend in accordance with public health guidance or law	Yes
Code Y7:	Unable to attend because of any other unavoidable cause	Yes
Code G:	Holiday not granted by the school	
Code N:	Reason for absence not yet established	
Code O:	Absent in other or unknown circumstances	
Code U:	Arrived in school after registration closed	
Code Z:	Prospective pupil not on admission register	
Code #:	Planned whole school closure	

Appendix 2: leave of absence request form

School Logo

EXCEPTIONAL CIRCUMSTANCES – PUPIL LEAVE OF ABSENCE REQUEST (to be completed by parents/carers only)

Pupil's Name …… D.O.B …… Form ……

Pupil's Name …… D.O.B …… Form ……

Pupil's Name …… D.O.B …… Form ……

I request permission for the above named pupil(s) to be granted leave during the school term.

Reason for request

……

……

Dates of absence

From …… To …… No of school days ……

Address where we will be staying……

Email address……

Phone Number……

I/We understand that if leave is agreed:

- if travelling abroad, I / we will supply a copy of the return travel documentation.
- I / we will supply the name and phone number of a contact person whilst abroad.
- if I / we take leave without authorisation I / we am / are aware that I / we may be issued with a penalty notice. If I do not pay the fine, the case may be referred to Court which could result in a fine of up to £1000 per child and a criminal record.
- In exceptional circumstances, or for repeat offences, penalty notices may not be issued, and cases may be referred straight to Court.

Parent/Carer Name	**Parent/Carer Name**
……	……
DOB……	**DOB**……
Address……	**Address**……
……	……
Signature……	**Signature**……
Date……	**Date**……

(School staff should not alter the form by adding details once it has been submitted by parents.)

Request **agreed / denied**

Signed …… Head Teacher

Leave of Absence Request Form © Birmingham City Council

OFFICIAL

Appendix 3: unexplained absence procedure



Appendix 4: graduated response to support attendance

Graduated Response to Support Attendance

	Thresholds	Actions which MUST be taken	Actions which COULD be taken
EXPECT, MONITOR, LISTEN & UNDERSTAND	**Stage 0** 100% attendance	• Form tutor positive phone call • Stage 0 reminder letter	• Tutor-level recognition for 100% attendance • Postcards for excellent and improved attendance
	Stage 1 2-9 days absence or 4+ sessions absence	• Form tutor meeting(s) • Stage 1 letter sent	• Post cards for improving attendance • Internal target set • Signposting to relevant websites for support • Pastoral phone call(s) to parents/carers
	Stage 2 **FACILITATE** 10-18 days absence or 20+ sessions absence	**20+ sessions missed:** Stage 2 letter sent, and action(s) chosen from: • Motivational meeting with the Attendance Officer • YGC/HoY meeting • Barriers to attendance questionnaire • Referral to external agency as needed (Early Help – with the voice of the child included) • Internal target setting • Medical evidence required for future absences **30+ sessions missed:** parent/carer meeting with the Attendance Officer to discuss barriers to attendance (ATTEND)	• Barriers to attendance questionnaire completed (ATTEND) • Child centred support plan put in place • Regular meetings with the pastoral team to discuss barriers • School Health referral if appropriate • In order to accurately code absences, medical evidence may be requested • **20+ sessions missed:** attendance report tracking with the Attendance Officer to measure and analyse marginal gains • **30+ sessions missed:** Attendance Contract (with parents/carers)
	Stage 3 **FORMALISE** 19 days+ absence or 38+ sessions absence **Persistent Absence**	• Stage 3 letter sent • Barriers to attendance questionnaire must be completed and a child-centred support plan put in place which is reviewed regularly • Medical evidence is required to authorise absences • ELIT/LA referral for caseload escalation • Parent/carer meeting with the Family Support Worker to sign an Attendance Contract	• ELIT casework • Referral to external agencies as needed based on the barriers to attendance questionnaire • Weekly student meetings with the Attendance Officer and/or pastoral team • Emergency EHCP review if appropriate • Education Supervision Order (ESO) • Referral to CAMHs if appropriate
	Stage 4 **ENFORCE** 50% and below **Severe Absence**	• Stage 4 letter sent which may lead to ELIT/LA casework and pre-legal target/FPN • A severely absent case manager to be assigned – weekly contact with the child and family (if the child is SEN, then this should be the SENDCO, if they are LAC or have a social worker this should be the DSL) • Medical evidence for any authorised absence • Case manager to review previous barriers to attendance questionnaire and complete again, a review of the child-centred plan should also take place	• Referral to social services if appropriate • Referral to an educational psychologist if appropriate • Education Supervision Order (ESO) • AP provided by the LA – as a result of 15 days or more missed due to illness

Appendix 5: waves of support – City Academy

Wave One	Wave Two	Wave Three
Universal Academy Support • Curriculum to promote confidence and resilience • Whole school personal development programme • Form tutor/YGC/HoY/teacher relationships with families • Literature available to students to support SEMH • Whole school promotion of good attendance through literature, website, competitions and newsletters • Whole school recognition system in line with school policy • Teacher level recognition – postcards and phone calls home • Breakfast club provision available for all students • Wide ranging afterschool enrichment opportunities – taking school beyond the academic offer	Targeted Support (offered from Stage 2 onwards) • Structured programme for catching up missed work • Altered curriculum where appropriate • Altered school day (start/end of day or altered break/lunch) • Case worker assigned to the student • Lesson check-ins with the case worker • SENCO observation to identify potential unmet need • Nurture group provision • Barriers to attendance meeting • Signpost students to self-help resources • Parenting support literature • Breakfast club to support lateness and readiness • AM/PM registration 'meet and greet' • Early Help for persistently absent students Assessments: • Barriers to attendance questionnaire (ATTEND) • CAMHS referral if appropriate • Dyslexia screening • Reading age tests • Child-centred plan • What is worrying me tool • Strengths and difficulties questionnaire	Specialist Support • Educational psychologist referral • ASD referral • Mental health referral • Refer to CAMHS • Refer to social care • Refer to virtual schools/AP • EHCP referral (where appropriate) • Refer to other appropriate agencies as needed • LA schooling provision for students missing 15 days or more for medical reasons