

Staff: September 2024
Governors: October 2024

Brookland Infant and Nursery and Junior Schools Attendance Policy

Rationale:

We believe that regular school attendance is the key to enabling children to maximise the educational opportunities available to them and become emotionally resilient, confident and competent adults who are able to realise their full potential and make a positive contribution to their community. Good habits of attendance and punctuality should be established early. It is of vital importance that children and their parents and carers know that the school values and expects good attendance and timekeeping. Brookland Infant and Brookland Junior School strongly discourage absence from school unless absolutely essential, in keeping with the Local Authority and Department of Education's aim to maximise the potential of all pupils.

Encouraging good attendance is the shared responsibility of the parent/carer, the school, the pupil and also partners in the Local Authority, the police and Children's Social care. Parents have a responsibility to see that their child receives appropriate education and it is the responsibility of the Local Authority through its Educational Welfare Service, to ensure that this happens. Government expectations are that pupil school attendance should be a minimum of 96% - this applies to all children of statutory school age.

Legal Framework:

"Where parents decide to have their child registered at a school, they have a legal duty to ensure their child attends that school regularly. This means their child must attend every day 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." Working Together to Improve School Attendance DfE Statutory guidance August 2024

1996 Education Act states that parents/carers must ensure that children of compulsory school age receive sufficient full-time education suitable to their age, ability and aptitude to any special educational needs they may have, either by regular attendance at school or otherwise.

A child is of compulsory school age at the beginning of the term following their 5th birthday. A child ceases to be of compulsory school age on the last Friday in June of the school year in which they reach the age of 16.

Under the Education Act 1996, the Local Authority has a statutory responsibility to ensure that parents/carers secure education for children of compulsory school age and where necessary, use legal enforcement.

The Education (Pupil Registration) (England) Regulations 2006, require all schools to take an attendance register twice a day, once at the start of the morning session and then again during the afternoon session.

The register must record whether the pupil was:

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

Brookland Infant and Brookland Junior School use their Management Information System (Arbor) to record the electronic register and this information is shared with the DofE daily through Wonde as required by the 2024 DfE Working together to improve school attendance guidance. The codes giving reason for absence are those listed in the 2024 DfE Working together to improve school attendance guidance.

The Education (Pupil Registration) (England) Regulations **September 2013** make clear that - Headteachers may not grant any leave of absence during term time unless there are **exceptional** circumstances and that this does not include family holidays.

This policy operates in conjunction with the following school policies:

- Child Protection and Safeguarding Policy
- Behaviour Policy
- SEND and inclusion Policy
- Supporting Pupils with Medical Conditions Policy
- Social, Emotional and Mental Health (SEMH) Policy
- Home Visit Policy
- Pupils with Additional Health Needs Attendance Policy
- Complaints Procedures Policy

Equal opportunities and inclusion:

Parents and carers play a crucial role in developing good habits of attendance and punctuality in their children. The school expects to work with parents and carers and other professionals where appropriate to achieve the best possible attendance for each child.

Aims:

- To meet statutory requirements
- To improve attendance and punctuality of all children from Nursery to Y6, to achieve at least 96% attendance
- To reduce the number of children who are named as persistent absentees (with less than 90% attendance)
- To prevent disruption to the learning environment caused by lateness and absence
- To ensure parents and carers are aware of their legal obligations and requirements
- To help children develop good habits of attendance and punctuality
- To ensure that children do not regularly miss essential learning

Objectives:

- To ensure the Pupil's Registration Regulations 1956 Act is fully implemented by marking an attendance register at the beginning of each morning and afternoon session
- To ensure the distinction of authorised and unauthorised absences in registers as described in Working Together to Improve School Attendance DfE 2024
- To endeavour to follow up unexplained absences on the first day of absence and follow up any outstanding unexplained absences within three days
- To offer preventative, early advice to parents and carers whose children are beginning to establish patterns of absence or lateness.

Key contacts:

Headteacher Junior School: Ms Aylen contact via Junior Office office@brooklandjnr.barnetmail.net

Headteacher Infant and Nursery School Mrs McCafferty contacted via Infant Office office@brooklandinf.barnetmail.net

Welfare Officer Junior School: Mrs Lake welfare@brooklandjnr.barnetmail.net or 02083466937

School Administrator: Mrs Kasia Gornisiewicz schooladmin@brooklandinf.barnet.sch.uk or 02083466824

Safeguarding Governor: Laura Pincus: chair@brooklandjnr.barnetmail.net or chair@brooklandinf.barnetmail.net

Local Authority Attendance Officers ewt@barnet.gov.uk

Responsibilities:

The governing body

- To develop this policy and ensure this policy is maintained, implemented and reviewed. This is delegated to the safeguarding committee
- To promote the importance of good attendance through the school's ethos and policies.
- To regularly reviewing attendance data.
- To ensure that this policy, as written, does not discriminate on any grounds, including, but not limited to, ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- To delegate the day-to-day management of this policy to the headteacher.

The headteacher

- Appointing a member of the SLT to the attendance officer role.
- To ensure that every pupil has access to full-time education, acting as early as possible to address patterns of absence.
- To have an overview of the attendance and punctuality policy, its day to day implementation and ensuring the policy is followed at all times.
- To follow up patterns of absence and lateness.

- To consider requests for exceptional circumstances leave of absence, taking into account the family's circumstances and balance these with their duties toward the effective management of the school and welfare of the child.
- To liaise with the LA educational welfare team
- To communicate the policy to parents and carers, through the governing body, the school website, school brochure and meetings with parents

The class teacher and support staff

- To mark the online attendance register promptly and record reasons for absence where known
- To encourage and celebrate good attendance and punctuality and highlight concerns with the headteacher or welfare officer
- Modelling good attendance

School Business Manager

- To inform the LA of any pupil being deleted from the admission and attendance registers.

Welfare officer (Junior school) supported by administration staff and the Office Manager (Infant school) supported by the Infant headteacher

- To develop with the headteacher a clear vision for maintaining and improving attendance and maintain a focus on good attendance across the school.
- To analyse attendance data, identify areas of intervention and improvement and monitor their impact.
- To communicate with pupils, parents and staff with regard to attendance.
- To inform class teachers of reasons for absence as noted from the answer machine, email or messages taken and enter reasons for absence onto the online register, with both a brief explanation and code.
- To ensure independent travellers are prioritised and unexplained absence followed up urgently (junior school).
- To attempt first day telephone, email or text contact to follow up unexplained absence.
- To review patterns of absence with the headteacher at least termly.
- To issue parents and carers with letters regarding attendance and punctuality.
- To work with families to understand barriers to attendance and agree in consultation with other staff, parents and children, the best strategies to address these.
- To liaise with the LA education welfare officer/ attendance support team officer.
- To maintain electronic records of attendance.
- To complete absence return to the DfE as required and monitor patterns of attendance for pupil groups and in comparison to national data.
- To monitor and follow up on key pupils where attendance is of concern.
- To enforce attendance through statutory interventions in cases of persistent poor attendance where other supports have not succeeded.

Local Authority Education Welfare Officer/ Attendance Support Team Officer

- To assist the school in identifying poor patterns of attendance and punctuality.
- To challenge families where poor attendance is occurring and work with the headteacher to address concerns.
- To assist those families who are experiencing difficulties with school attendance.
- To support staff in the development of whole school approaches to maintain and develop excellent attendance and punctuality.

Parents and carers

- To bring their child to school every day and on time.
- To telephone or email to inform the school of the reason for absence on or before the first day of absence.
- To avoid making medical or dental appointments for their child during school hours.
- To only take family holidays during school holidays.
- To apply to the headteacher at least 3 weeks in advance for permission to take their child away from school for the purposes of a Leave of Absence in exceptional circumstances only.
- To ensure that their child is signed in at the office if they arrive late for school or have returned from an appointment and signed out if they leave during the school day.
- To understand that children can only leave school during the school day when accompanied by an adult.
- To provide medical evidence should their child be regularly or persistently absent through illness.
- To provide evidence where requested for exceptional circumstances eg appointments, flights, etc

Pupils

- To understand the importance of regular attendance and punctuality at school.
- To talk to a member of staff if there is anything which makes them feel unhappy at school and could reduce their willingness to attend.

Categorising absence:

Authorised and Unauthorised Absence

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

Every half-day absence from school has to be classified by the school as either **Authorised or Unauthorised**. This is why information about the cause of each absence is always required.

Authorised Absences

Authorised absences are mornings or afternoons away from school for the following reasons:

Illness

In most cases a telephone call or email from the parent informing the school that their child is ill is acceptable. Parents may be asked to provide medical evidence where there are repeated absences, longer periods of absence due to illness or absence is

attached to a holiday. This will usually be in the form of an appointment card, prescription etc but could be in the form of a doctor's note.

Medical/Dental Appointments

Parents are advised where possible to make routine medical and dental appointments outside of the school day. Where this is not possible, pupils should attend school for part of the day. Parents should show the appointment card to school. Brookland Infant and Brookland Junior School recognise that there will be occasions when children need to attend clinical sessions on a regular basis, for example for counselling.

Other Authorised Circumstances

Background

The 2013 Education act amendments make clear that headteachers may not grant any leave of absence during term time unless 'exceptional circumstances' exist. The 2013 regulations state that headteachers should determine the number of school days a child can be away from school if leave is granted for 'exceptional circumstances'. Term times are for education. This is the priority. Children and families have 175 days off school to spend time together, including weekends and school holidays. We will rightly prioritise attendance. The default school policy is that absences will not be granted during term time and will only be authorised in exceptional circumstances.

- If an event can reasonably be scheduled outside of term time then it would not be normal to authorise absence.
- Absence during term time for holidays/vacations is not considered an exceptional circumstance.
- Absences to visit family members are not normally granted during term time if they could be scheduled for holiday periods or outside school hours.
- Absence for a bereavement of a close family member is usually considered an exceptional circumstance but for the funeral service only, not extended leave.
- Absences for important religious observances are often taken into account but only for the ceremony and very limited time will be allowed for travel to such events, usually one or two days before and after the date of the event, not extended leave. This is intended for one off situations rather than regular or recurring events.
- The needs of the families of service personnel are taken into account if they are returning from long operational tours that prevent contact during scheduled holiday time.
- We make reasonable adjustments for students with special educational needs or disabilities.
- Families may need time together to recover from trauma or crisis.

When making decisions we will take the following into consideration:

- Whether the leave of absence is at an inappropriate time in the child's academic development
- Whether the event can take place during school holidays

- The timing of the request - leave will not usually be granted at the beginning of the school year or attached to the start or end of a school holiday
- Whether there have been repeated requests for absence
- Whether overall attendance is good

By 'unavoidable' we mean an event that could not reasonably be scheduled at another time.

Parents/carers are asked to complete the *Absence request form* on such occasions. Evidence is essential to support the application. It is the headteacher's discretion to authorise such requests and in some cases a discussion will take place between the headteacher and EWO/ ASTO. Where leave is granted, the leave will be coded according to the reasons given for the absence. The headteacher may refuse the whole period requested by a pupil's parents or carers, or may grant part of the requested period, or may grant the whole of the requested period.

- On the bottom of the absence request form it will explain the reasons for the refusal and what action will be taken if the parents/carers ignore the refusal and keep their child away from school.

Please note that the school will not provide work for completion during any authorised or unauthorised absence

Religious Observance

Brookland Infant and Brookland Junior School acknowledge the multi-faith nature of British society and recognise 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. It is reasonable for a parent/carer to allow their children not to attend school on a day of religious observance if this is a day where the pupil's parents would be expected by an established religious body to stay away from their employment to mark the occasion. The school may seek advice from the religious body in question where there is doubt over the request.

Medical and Related Conditions

At Brookland Infant and Brookland Junior School we automatically treat illness as authorised absence and with the local authorities' help, support pupils' education throughout their illnesses. We also have an understanding and sensitive approach to children who may have periods of absence due to disability or long-term ill health. Please contact the Head, Deputy or Inclusion Leader/SENCO if you wish to discuss your child's attendance and punctuality in this context.

Interviews with prospective new school and school examinations

Absence for pupils to attend interviews or exams at prospective secondary schools will be granted within reason. Other examples of authorised absence may include participation in national sporting or musical events or children who are taking part in filming or theatre performances and have applied to the LA for license to be absent for this purpose.

Suspension (No alternative provision made)

Suspension from attending school is counted as an authorised absence. The child's class teacher will make arrangements for work to be sent home.

Unauthorised Absence

Unauthorised absences are those where the parents/carers have been unable to provide a satisfactory explanation to the school or where no permission has been granted by the school. These include the following:

Family Holidays and Extended Leave

In line with the amendments to the **Education (Pupil Registration) (England) Regulations 2006** which came into force on 1 September 2013, requests for holiday during school time will normally be refused. Parents and carers taking their children out of school for the purpose of a holiday need to be aware that they may be liable for sanctions such as a Fixed Penalty Notice, a fine or a court summons issued by the Local Authority. (see appendix A). The school cannot grant leave of absence retrospectively; therefore any absences not approved by the school in advance will be marked as unauthorised.

Time out of school to attend privately funded tutoring/teaching/sports/music sessions and other activities

Permission will not be given to parents/carers wishing to take their children, during school time, to attend such sessions.

SATs Week

No absence will be authorised for year 6 during SATs week, unless it is day of religious observance and the day is recognised by the Local Authority.

Absences which have not been properly explained

All absences will be treated as unauthorised unless a satisfactory explanation for the child's absence has been received.

Children who arrive at school too late to get a mark on the 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. The absence will be recorded as **unauthorised** if the pupil has arrived late without justifiable cause, for example, if they woke up late.

Other examples of unsatisfactory explanations include:

- A pupil's/family member's birthday
- 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
- Illness of parent/carer who takes child to school

NB It is the school not parents/carers who decide whether an absence may be authorised; giving a reason is not sufficient in itself.

Record-keeping

The school will keep records of authorisations and refusals on file for future reference in the event of complaint or, indeed, further applications. Reasons for the decision reached will be kept in order to ensure consistency of approach.

Strategies employed to support pupils and parents/carers:

First day response

Both schools operate a First Day Response scheme, where attendance is monitored on a daily basis. The administration staff will go through registers before 09:30am and note any absences. Parents/carers are encouraged to email or phone school when their child is going to be absent. Where no explanation has been noted in the register the welfare/administration staff will text or call the parent/carer.

A record will be kept of all efforts to contact parents/carers.

Independent Traveller Scheme

The Junior School operates an Independent Traveller Scheme.

Parents/carers complete a form stating their child will travel regularly to school without an adult and providing emergency contact numbers.

Parents/carers contact the school in advance or on the morning if their child is absent from school. The school will try to contact the parent/carer if the child is absent and no call is received. If the school cannot reach the parent/carer, the police will be called.

Letters home

Where appropriate the welfare officer will generate letters regarding absences and/or poor punctuality. The school will routinely inform parents where attendance falls below 90%. Families can review their child's attendance record through our MIS Arbor.

Education Welfare Officer

If a pattern of concern regarding attendance develops the EWO will write to the parents/carers initially, if there is no improvement, the EWO and/or Headteacher will invite them into school to discuss the matter. If there is still no improvement the Education Welfare Team may decide to start court proceedings.

Where appropriate the Headteacher will inform the family that future absences on health grounds will no longer be authorised without medical evidence.

Where a family has failed to respond to contact attempts (phone calls / invitations to attend meetings) and attendance and/or punctuality remains a cause of concern the Headteacher will make an urgent referral to the Education Welfare Team.

Punctuality and Lateness

Punctuality is essential. If a child misses the start of the day they can miss important teaching and vital information concerning the school day. Children arriving late can also disrupt lessons; it can be embarrassing for the child and can also encourage absence. Good time keeping is a vital life skill which will help our children as they progress through their school life and out into the wider world.

How we manage lateness

The Infant and Junior schools have a soft start to the day with the doors opening at 8.45 am and closing at 9.00 am for Infants and from 8.40-8.50 for Juniors.

Late Arrival

Registration in the Infants begins at 9.00 am and in the Juniors begins at 8.50 am; pupils arriving after 8.55am (Juniors)/ 9.05am (Infants) will be marked as present but late. The register will close at 9.20am (Juniors)/ 9.30am (Infants). Pupils arriving after the close of the register will be recorded as late (unless an acceptable reason has been provided by the parent/carer for the late arrival) and this will count as an unauthorised absence for that particular school session.

If parents/carers know their child is going to be late for **any** reason, they should let the school office know.

On arrival, after the close of register, pupils must immediately report to the school office to ensure that we can be responsible for their health and safety whilst they are in school.

Punctuality also applies to parents/carers picking up children at the end of the day. The end of the school day is **3.00pm** (nursery) **3.15pm** (Reception, Year 1 and Year 2) and **3.20pm** in the Juniors, and if a child is not picked up the class teacher will bring the child to sit outside the school office. In the Juniors, children are reminded to come to the office if they are not collected at the end of school as expected.

If a child is collected late from school a record will be kept by the school.

Persistent Lateness

- Parents/carers of children who persistently arrive or are collected late will be sent a letter asking the parent to explain the lateness and requesting that punctuality is maintained
- Be referred to the Education Welfare Officer and/or Social Services where persistent lateness occurs without an acceptable reason.
- FPN may be pursued by the Local Authority for persistent lateness

Monitoring and follow up

Patterns of absence and punctuality will be monitored on a half termly and annual basis by the welfare officer and headteacher and actions such as phone calls to parents, weekly monitoring agreed. Concern will be discussed with teaching staff at pupil progress meetings and safeguarding team meetings and actions agreed. Particular attention will be paid to vulnerable pupil groups when monitoring such as those entitled to FSM, pupils with SEN, pupils who have received support from a social worker, pupils with wellbeing needs. Support with attendance via our wellbeing lead, mentoring, referral to Early Help or the EWO may be appropriate. The governing body will be informed of levels of whole school attendance each term via the headteacher's report. Monitoring data also records whole school absence for religious observance as this is a significant reason for absence for Brookland cohorts. Weekly attendance for each class will be recorded in the weekly newsletter, shared with parents, staff and governors.

In the Juniors, the class with the highest attendance and punctuality is awarded badges, certificates and a reward for the class. Classes are also rewarded for 100% attendance for a week. There is a badge for full attendance over each term and the whole year. Weekly attendance for each class is recorded on the noticeboard by the hall to encourage good attendance and a trophy is awarded to the class with the best attendance each half term.

SEND- and health-related absences

The school recognises that pupils with SEND and/or health conditions, including mental health issues, may face greater barriers to attendance than their peers, and will incorporate robust procedures to support pupils who find attending school difficult. In line with the SEND Policy and Supporting Pupils with Medical Conditions Policy, the school will ensure that reasonable adjustments are made for disabled pupils to reduce barriers to attendance, in line with any EHC plans or IHPs that have been implemented. The school will secure additional support from external partners to help bolster attendance where appropriate.

Where the school has concerns that a pupil's non-attendance may be related to mental health issues, parents will be contacted to discuss the issue and whether there are any contributory factors to their child's lack of attendance. Where staff have a mental health concern about a pupil that is also a safeguarding concern, they will inform the DSL and the Child Protection and Safeguarding Policy will be followed. All pupils will be supported with their mental health in accordance with the school's Social, Emotional and Mental Health (SEMH) Policy.

If a pupil is unable to attend school for long periods of time due to their health, the school will:

- Inform the LA if a pupil is likely to be away from the school for more than 15 school days.
- Provide the LA with information about the pupil's needs, capabilities and programme of work.
- Help the pupil reintegrate at school when they return.
- Make sure the pupil is kept informed about school events and clubs.
- Encourage the pupil to stay in contact with other pupils during their absence.

The school will incorporate an action plan to help any pupils with SEND and/or health issues cope with the stress and anxiety that attending school may cause them. Such plans will be regularly monitored and reviewed until the pupil is attending school as normal and there has been signs of significant improvement.

To support the attendance of pupils with SEND and/or health issues, the school will consider:

- Holding termly meetings to evaluate any implemented reasonable adjustments.
- Incorporating a pastoral support plan.
- Carrying out strengths and difficulties questionnaire.
- Identifying pupils' unmet needs through the Early Help referral.
- Using an internal or external specialist.
- Enabling a pupil to have a reduced timetable.
- Ensuring a pupil can have somewhere quiet to spend lunch and break times.
- Implementing a system whereby pupils can request to leave a classroom if they feel they need time out.
- Temporary late starts or early finishes.
- Phased returns to school where there has been a long absence.
- Tailored support to meet their individual needs.

Penalty notices and legal intervention

The school will allow sufficient time for attendance interventions and engagement strategies to improve pupils' attendance; however, where engagement strategies to improve attendance have not had the desired effect, typically after one term, the attendance officer will consider:

- Holding a formal meeting with parents and the school's point of contact in the School Attendance Support Team.
- Working with the LA to put a parenting contract or an education supervision order in place.
- Engaging children's social care where there are safeguarding concerns.

Where the above measures are not effective, the headteacher will issue a notice to improve as a final opportunity for parents to engage in support and improve attendance before a penalty notice is considered.

Where a pupil reaches the national threshold of 10 sessions of unauthorised absence in a rolling period of 10 school weeks, the school will consider whether a penalty notice is appropriate. Each case will be considered individually to determine whether a penalty notice or another tool or legal intervention should be used to improve attendance.

A fixed penalty notice will be issued in line with the LA's code of conduct and the DfE's ['Working together to improve school attendance'](#) guidance.

Penalty notices for unauthorised absences will be charged at £160, reduced to £80 if paid within 21 days.

A penalty notice of £120 may also be issued where parents allow their child to be present in a public place during school hours without reasonable justification during the first five days of a fixed period or permanent exclusion. This will be reduced to £60 if paid within 21 days.

Parents will only get up to two fines for the same child in a three-year period. Once this limit has been reached, other action such as a parenting order or prosecution will be considered.

Where attendance still does not improve following a fixed penalty notice, the school will work with the LA to take forward attendance prosecution as a last resort.

Parents who are prosecuted and attend court because their child has not been attending school may be fined up to £2,500.

Education Supervision Orders (ESOs)

Where interventions have not been successful, an ESO can be an alternative to provide formal legal intervention without criminal prosecution. ESOs are made through the Family or High Court and give the LA a formal role in supporting the pupil and parents to improve their attendance. LAs will issue parents with a notice of the intention to consider an ESO, set up a meeting to discuss with the parent and pupil, and decide whether the case will be taken forward.

Once an ESO is secured, a supervisor from the local authority will decide any actions or requirements. These may include:

- Requiring the parents to attend support meetings.
- Requiring the parents to attend a parenting programme.
- Requiring the parents to access support services.
- Requiring an assessment by an educational psychologist.
- Review meetings involving all parties to be held every 3 months.

Failing to comply with an ESO will result in a fine and decisions will be made about whether further action is required.

Deletions of names from the admission register

The school will ensure that it only deletes names from the admission register for a reason set out in regulation 9 of the School Attendance Regulations. A pupil's name will never be removed for any other reason and the school is aware that doing so could constitute off-rolling.

The school will make returns to the LA when pupils' names are deleted from the admission register. This will be with the exception of pupils whose name has been deleted from the register at or after the end of the last term of the school year when they are in the most senior year group, unless the LA has requested this information. When the school is notifying the LA that a pupil's name is being deleted from the admission register, the following information about the pupil will be provided:

- Full name
- Address
- The full name and address of any parent the pupil normally lives with
- At least one telephone number by which any parent the pupil normally lives with can be contacted in an emergency
- If applicable, the pupil's future address, the full name and address of the parent who the pupil is going to live with and the date the pupil will start living there
- If applicable, the name of the pupil's other school and when the pupil began or will begin to attend the school
- The reason under which the pupil's name has been deleted from the admission register

Names will never be retrospectively deleted from the admission or attendance register – these registers will remain an accurate record of who is a registered pupil and their attendance at any given time. Pupils' attendance will be recorded up until the date that their name is deleted from the admission register.

Removing pupils from the school roll: pupil missing from school

- Where a pupil fails to return to school on the expected date the headteacher may take steps to remove the pupil from the school roll:
 - The headteacher will ensure that there was no good reason for the pupil's absence, such as disrupted travel arrangements or illness, before removing the pupil from the school roll
 - The headteacher will give notice in writing stating the intention to remove the pupil from the school roll
 - The headteacher and the education welfare team will make reasonable enquiry to locate the pupil before the removal is made
 - If the headteacher considers there is a good reason for the pupil to be absent he/she will be marked 'authorised absence' using the relevant code
 - If the pupil is located, the school will take steps to address the reasons for their failure to attend, accessing support from other agencies where appropriate

- Where a pupil does not attend school for four consecutive weeks and cannot be traced despite making every effort to make contact with the family, the pupil will be taken off roll and placed on the Lost Pupil Register with the DfE by the Local Authority.

Appendix A

Fixed-penalty Notices for Unauthorised Absence in Term-Time

Parents wishing to take their child out of school during term-time are required to apply in advance from the school at which their child is enrolled. Where siblings attending other schools are involved, the Headteachers should liaise in order to ensure both schools give the same response, unless there are good reasons not to do so. A form to make this application is available on the school websites or through the office team.

In considering whether to grant a term-time leave of absence, each school should consider the following points:

- the circumstances involved
- the time and length of the proposed leave
- the child's record of attendance
- if there have been any previous requests for leave of absence in respect of the child
- if it is close to exams or tests (SATs 6,).

If permission is not granted and parents take the child out of school, the absences will be marked as unauthorised. In some cases of unauthorised absence the Education Welfare Team will issue a Fixed Penalty Notice. Penalty notices for unauthorised absences will be charged at £160, reduced to £80 if paid within 21 days.

If the fine is unpaid on day 43, the Education Welfare Team will begin court proceedings against each parent. The fine could rise up to £2500. The Education Welfare Team will also seek full costs of any prosecutions taken against the parents.

There is no right of appeal against a Fixed-Penalty Notice