POLICY NAME:	Attendance Policy
Frequency of review:	2 years
Reviewed On:	October 2026
Reviewed By:	K Kowalska
Next review (date):	October 2028

Morley Memorial Primary School
Attendance Policy

1.0 Principles

As a school, we realise that for a child to reach their full educational potential, a high level of school attendance is essential. An ethos of high levels of attendance and punctuality is recognised and valued across our whole school community. We aim to work with parents/carers to ensure that all children registered at school attend every day and on time, unless the absence is unavoidable. We expect that all children will achieve 100% attendance but recognise that there may be exceptional or unavoidable reasons for absence, or absences relating to persistent health issues. Our policy applies to all children, including Reception-aged children, to promote good attendance habits from an early age.

The following guidance has been taken into consideration when developing this policy:
Working together to improve school attendance: July 2026

Our attendance policy aims to:

- Support children and their parents/carers to have the highest possible levels of attendance and punctuality.
- Ensure that all children have full and equal access to the best education that we can offer.
- Make parents/carers aware of their legal responsibilities.

School education lays the vital foundations of a child's life. Research clearly demonstrates the link between regular attendance and educational progress and attainment. As a school we will encourage parents/carers to ensure that their child achieves maximum possible attendance and that any problems that prevent this are identified and acted on promptly. The school has a safeguarding duty of care to all its pupils. We take the role of ensuring a child's good attendance as part of our safeguarding duties.

2.0 Expectations

2.1 We expect that all parents/carers will:

- Ensure regular school attendance and be aware of their legal responsibilities.
- Ensure that their child arrives at school prepared for the school day, punctually and in time for registration. Lateness is monitored and may be recorded as an unauthorised absence.

- Inform school in advance of any medical appointments during school time. Parents may on occasion be asked to provide supporting information from the hospital, doctor or dentist, such as appointment details card/letter/text message in relation to the time requested. Where possible, medical appointments should be arranged outside of school hours.
- Ensure that they contact the school before 9:00 am if their child is unable to attend school, citing the reason.
- Inform the school as soon as possible about any child's reluctance to come to school so that any problem can be quickly identified and dealt with.
- Follow application procedures regarding a request for leave of absence during term time, which should only be taken if absolutely necessary. Leave is not automatically authorised unless considered an exceptional circumstance. Any leave taken during term time, that has been unauthorised, could be subject to a penalty notice/fine.
- Notify school immediately of any changes to contact details, and ensure school has more than one name, address and telephone number as an emergency contact.
- Engage with early interventions designed to support the family and their child's attendance at school.
- Discuss attendance where necessary face to face or on the telephone – conversations are preferable to messages or emails.

Parents/carers have a legal responsibility to ensure that children of statutory school age (the term after the child turns five) attend school on a regular and full-time basis. Permitting an absence from school without good reason is an offence. A pupil whose attendance drops to 90% each year will, over their time at primary school, have missed the equivalent of two whole terms of learning.

2.2 We expect that school will:

- Provide a safe learning environment.
- Keep regular and accurate records of attendance and punctuality.
- Rigorously use attendance data to identify patterns of poor attendance (at individual and cohort level) as soon as possible so all parties can work together to resolve them before they become entrenched.
- Contact parents/carers when a child fails to attend and where no message has been received to explain the absence.
- Follow up all unexplained absences to obtain explanations from parents/carers. Although parents/carers may offer a reason, only the school can authorise the absence. In the case of long term or frequent absence due to medical conditions, information from a GP or other relevant body may be requested to assist school in offering appropriate support.
- Promote and celebrate good attendance and punctuality, for example through assemblies, social media, displays and parent/carer communications.
- Aspire to high standards of attendance from all pupils and parents and build a culture where all can, and want to, be in school and ready to learn by prioritising attendance improvement across the school.
- Meet regularly with the Local Authority Attendance Improvement Officer (AIO) to monitor and support school attendance and punctuality.
- Refer irregular or unjustified patterns of attendance to the Local Authority Attendance Service.
- Provide intensive and bespoke support to children at risk of persistent absence.
- Work alongside other services and teams to support children's attendance. e.g. other schools in a multi academy trust, the Local Authority, Early Help, Social Care, Virtual School and the local community (including volunteers). Draw on these relationships to form a holistic picture of the pupil and their attendance, listen to what other agencies say and work together to understand the barriers to attendance that the family and pupil is facing.
- Share attendance data with parents/carers in an easily understandable format and make it clear what good attendance and success looks like for their child.

- Communicate clearly and consistently with parents/carers and children regarding attendance.
- Follow the Local Authority Medical Needs Policy for children who are failing to access education in school due to medical and behavioural needs. This is in line with Section 19 of the Education Act 1996.
- Consider an Individual Healthcare Plan for children with medical needs.
- Work alongside the Access and Inclusion team to identify and support children with medical needs preventing them from attending school.
- Make the necessary statutory data returns to the Local Authority and The DfE (Secretary of State for Education).
- Support pupils back into school following a lengthy or unavoidable period of absence and provide support to build confidence and bridge gaps.
- Support the transition between Primary and Secondary school for pupils with low attendance, and liaise between schools to share information and practice.
- Engage with siblings' schools to share best practice and information, working collaboratively to identify and address barriers to attendance for the family as a whole.

The 'Attendance Champion' for our school is Katy Kowalska, Deputy Head Teacher who can be contacted via office@morely.cambs.sch.uk

All members of the school staff have a safeguarding responsibility for identifying trends in attendance and lateness; with the Head teacher having overall responsibility for the monitoring of attendance and lateness of every pupil. Where there are concerns, parents may be informed by letter and/or telephone conversation and given an opportunity to come into school to meet with designated staff, unless doing so would put a child at risk of harm under our safeguarding duty.

2.3 We expect that all children will:

- Attend school every day.
- Attend school punctually.
- Attend appropriately prepared for the day.
- Discuss promptly with their class teacher any problems that may affect their school attendance.

2.4 We expect that governors will:

- Monitor attendance figures for the whole school regularly.
- Hold the Head teacher to account for the implementation of this policy.

2.5 We expect that the Local Authority will:

- Provide support, information and guidance to school by having regular meetings to discuss attendance.
- Act as a partner with school to support in some cases of persistent absence.
- Work with schools in the enforcement of penalty notices, fines and prosecutions in cases that require legal involvement.
- Identify suitable provision and reasonable adjustments for pupils unable to access education due to prolonged ill health.

3.0 School Attendance Strategy

Whilst KKowalska, DHT, is our Senior Attendance Champion, for day-to-day aspects of attendance, please contact the School Office office@morley.cambs.sch.uk

We are responsible for all children's attendance at school, and we partner with other agencies to help us do this. For children who might need extra support to maintain their attendance e.g. Young Carers, we signpost families to appropriate places to reduce the impact that their needs and personal circumstances have on their attendance at school. Safeguarding and attendance are closely linked, and we work together with Social Care to identify where children need extra support. We will work with families in many different ways to overcome barriers to attendance. All staff have direct access to our trained Designated Safeguarding Lead, and this is important for this work.

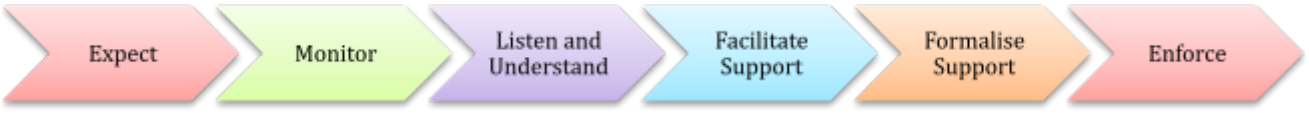
School is responsible for monitoring whole school attendance data and using this to inform how we support pupils. We share this data within the school staff to ensure continuity of support. We are required to report our attendance to the Department for Education (DfE) so that we can compare our performance with that of other schools, both locally and nationally. Attendance data is analysed regularly, and children whose attendance is falling or deemed to be a concern will be noted. This will be communicated with parents and carers. Support may then be put in place. Children whose attendance falls to 90% or under are deemed to be 'persistently absent' and can be referred to the Local Authority for enforcement action. Pupils whose attendance is 50% or under are 'severely persistently absent' and parents/carers will be expected to engage in substantial support.

We have a whole-school ethos of promoting and celebrating attendance. This means that we train every staff member in attendance procedures so that everyone understands the processes for attendance and the pastoral structures in school. We train, remind and support all staff to follow this policy, and constantly refer to it. Good attendance is celebrated with children and families and reported to parents/carers at Parents Evenings and in formal written end-of-year reports. Parents/carers can also see their children's attendance on Arbor, the school's information management system.

Our whole-school strategy for attendance involves deciding how to allocate resources (both financial and staffing) to manage attendance. Our support and early interventions for attendance are regularly monitored to ensure they are having an impact and are worth the resources allocated to them.

4.0 Supporting Attendance

As a school, we aim to work collaboratively with parents/carers to improve school attendance. This means that we will **listen, empathise and support with attendance. However, if this is unsuccessful, legal sanctions will be considered where appropriate.**



Where barriers are outside of the school's control, all partners will work together to support pupils and parents to access any support they may need voluntarily. As a minimum, this will include meeting with pupils at risk of persistent or severe absence and their parents to understand barriers to being in school and agreeing actions or interventions to address them. This may include referrals to services and organisations that can provide support. These actions will be regularly discussed and reviewed together with pupils and families.

If absence persists and voluntary support is not working or not being engaged with, school, parents and outside agencies will work together to explain the consequences clearly (including the potential for legal intervention in future) and ensure support is also in place to enable families to

respond. This should also be an opportunity to continue to listen to the barriers to attendance and explain that help is available to avoid those consequences.

Support strategies with a monitoring period will be put in place to help improve the attendance or lateness of a pupil. Should a pupil's attendance or lateness continue to be a concern despite the support strategies in place, with no improvement to the expected level set by school, a referral will be made to the Local Authority Attendance Team for statutory aged pupils. This could result in a Penalty Notice/fine, or prosecution being issued by Cambridgeshire County Council, as per section 444 Education Act 1996. This may result in a fine of up to £2500 and/or 3 months in prison. **The threshold is 10 sessions of unauthorised absence in a rolling period of 10 school weeks.** A school week means any week in which there is at least one school session.

Lateness and attendance are monitored daily by the **school office,** who

- Scrutinise the registers daily, monitoring authorised/unauthorised absence and other reasons provided for pupil absence and lateness.

The Attendance Lead will:

- Raise concerns with parents/carers of identified patterns of lateness with an initial 'Late Letter'.
- When a pattern is spotted, discuss with pupils and parents to listen and understand barriers to attendance and agree how all partners can work together to resolve them.
- Work to remove barriers in school and help pupils and parents to access the support they need to overcome the barriers outside of school. This might include an Early Help or whole family Plan where absence is a symptom of wider issues.
- Contact parents by telephone, email, or letter to establish a reason for a pupil's absence if the reason is unknown.
- Offer support or signpost to other areas of support within the community.
- School will offer informal meetings and/or support before following more formal attendance processes.

5.0 More formal attendance processes

Where Attendance remains a concern the Attendance Lead will follow more formal processes:

5.1 Attendance Contract

- **Step One.**
  Telephone call advising parent/carers of our concerns regarding the level of their child's attendance/lateness, and offering support.
- **Step Two.**
  Send a letter to offer support and further explain the effect the absence/lateness is having on the child.
- **Step Three.**
  Send an invitation to attend a meeting to enter into an **Attendance Contract.** This is a supportive meeting, entered into voluntarily to discuss the needs of a pupil and family and identify ways that barriers to attendance can be removed.
- **Step Four.**
  Should the Attendance Contract fail to improve attendance, or should there be no engagement with interventions and support despite every attempt by the school to support the family, a request for the issue of a penalty notice/fine or prosecution could be made to the Local Authority Attendance Team for children of statutory school age.

5.2 Notice to Improve

At Step 3 or 4, school might consider using a **Notice To Improve** letter, a strategy used in partnership with the Local Authority to set targets for improved attendance. This is a final attempt to improve attendance when parents/carers are failing to engage with support being offered by school, before referring parents for legal sanctions.

Following use of one of the two pathways above, if attendance does not improve, school will refer to the Local Authority for legal sanctions.

The Attendance Lead will also:

- Share information and work collaboratively with other schools in the area, local authorities, and other partners where a pupil's absence is at risk of becoming persistent or severe.
- Monitor pupil attendance within specific and identified groups.
- Monitor and respond to pupil absences for those with additional medical needs.
- Monitor pupils and follow procedures for pupils who are 'Children Missing in Education'.
- Follow reporting procedures for parents who have requested to home educate their child.
- Follow statutory procedures when deleting a pupil from roll.
- Monitor absences for illness and requests for leave to attend medical appointments.
- Reporting pupils to the Local Authority when they have 10 consecutive 'O', coded (unauthorised absence) sessions in school.
- Report pupils with unauthorised term-term leave absences (10 consecutive sessions of 'G' codes) to the Local Authority for issuing of a legal sanction to parents/carers.
- Report pupils with 15 consecutive days of 'I' (illness) codes to the Local Authority.

6.0 Registration

For all children:

- The Early Years and Main Gates are **opened at 8:40 a.m.**
- All external gates are **locked at 8:45 a.m.**
- Once the external gates have been closed, entry to the school is via the main office entrance.
- **Registers are open at 8:45 a.m. and close at 9:05 am.** They are open for 20 minutes.
- Pupils who arrive at school after the register has been taken, but before it is closed, will be recorded as 'L' - late on the register.
- Pupils who arrive at school after registers close at 9:05 a.m. without an unavoidable reason, will have their lateness recorded as 'U' - unauthorised late which then impacts on their overall attendance level.

It is a legal requirement that a register of attendance is taken during the morning and afternoon at school. Any unexplained absence must be coded as unauthorised until a reason is given by parents/carers. This must be no later than 5 days after the session. Only the Head teacher may authorise or unauthorise an absence. The register can only routinely be amended where the reason for absence cannot be established at the time it is taken and it is subsequently necessary to correct the entry. Where amendments are made, the register will show the original entry, the amended entry, the reason for the amendment, the date on which the amendment was made, and the name of the person who made the amendment. Registers are kept for six years as a record.

6.1 Lateness

When children arrive late at school, they disrupt routines, affect other children's learning, miss the teacher's instructions to the lesson and may also feel embarrassed at having to enter the classroom late. They may also miss important intervention programmes and the opportunity to practice key learning skills. Where pupils show a persistent pattern of lateness, Parents/carers will receive contact from the school advising them of the concern and offering support to resolve

the issue. Should the lateness continue, parents/carers will be invited to a meeting at school to discuss their child's lateness.

If there is no improvement, despite the school's attempts to address unauthorised absences, a referral could be made to the Local Authority Attendance Team for pupils who are of statutory school age.

7.0 Reporting a Pupil Absence

Parents/carers must contact school on the first and every subsequent day of absence by 9:00 a.m.

For any pupil not present at the close of registration, and the reason is still unknown, a member of staff will attempt to make contact with the parent/carers once the registers have closed at 9:05 a.m.

The member of staff will ring every contact, starting with the priority contact, until a reason for absence is known. Messages will be left on voicemail requesting parents to contact school regarding their child's absence. Outcomes of any phone conversations will be logged on the pupil's electronic school record. Staff will complete the registers in accordance with the correct use of registration codes (see appendix 1).

Any unexplained absence will be recorded as unauthorised absence if there is no response from a parent/carer to an enquiry regarding their child's absence from school. We will follow our Safeguarding Policy to ensure absent pupils are safe, and this may include a safe and well visit to the home address. Any outside agencies open to the pupil (Social Care, Youth Offending Team etc) will also be notified, in line with our Safeguarding Policy.

For absences relating to a medical appointment, supporting information may be requested to authorise this absence. This can be a text message which clearly identifies who the appointment is for, or an appointment card. A period of absence will only be authorised in relation to the length of the appointment.

7.1 Illness

Children who are unable to attend school due to diarrhoea or sickness can return 48 hours after the last episode.

Children with mild coughs, colds, sore throats, sneezes and runny noses who are otherwise well can continue to attend school. However, if they develop a high temperature they should stay at home until their temperature has reduced and they are well enough to return to school.

A guide to whether your child is able to attend school with minor illnesses is here: Is my child too ill for school? - NHS (www.nhs.uk). The information is backed up by the Department for Education (DfE).

We expect children to attempt to come to school unless they are too unwell to complete basic tasks. We will contact you if they need to return home.

7.2 Medical Needs and SEND

When children are prevented from accessing school due to physical or mental ill health, school will try to identify the barriers these pupils face, and use our tiered approach to supporting medical needs.

This starts with the universal offer of support for all children and leads to higher tiers of need

where increasingly specialist support is required. We will consider reasonable adjustments for uniform, transport, routines, access to support in school and lunchtime arrangements.

We will liaise with appropriate services to ascertain support, in the rare instances that a pupil is unable to access any education inside the school setting. We will work with the Local Authority Access and Inclusion Team to identify available options for education. Where a pupil's health needs mean they need reasonable adjustments or support because it is complex or long term, we may seek medical information to better understand the needs of the pupil and identify the most suitable provision. This may take a variety of forms, which we will discuss with parents/carers on an individual basis.

Where children have an EHCP, we will liaise closely with the child's SEN Caseworker to work towards the best attendance outcomes for the child.

We are able to make adjustments to practice and policies to help meet the needs of pupils who are struggling to attend school, as well as making formal reasonable adjustments under section 20 of the Equality Act 2010 where a pupil has a disability. Any adjustments must be agreed by, and regularly reviewed with, the pupil and their parents/carers.

8.0 General Non-Attendance

This is different to being absent due to illness or other authorised circumstances, or for unauthorised term-time leave. General non-attendance is when a pupil is absent from school, without it being exceptional circumstances and without it being authorised by school. If your child has irregular school attendance, the school will work with you to identify the barriers to attendance and will try to find ways to remove those barriers. This support has already been discussed in this policy. If your child continues to be absent without authorisation from the school, then you may be referred to the Local Authority for legal sanctions to be considered.

The threshold for this would be 10 sessions (an AM or PM mark in the register is one session) over a rolling period of 10 school weeks. A school week means any week in which there is at least one school session.

You can find details of the National Framework for Penalty Notices in the DfE's document 'Working Together to Improve School Attendance (Working together to improve school attendance: July 2026) which all schools are legally bound to follow.

Before school refers to the Local Authority for non-attendance, we will work with you and offer support. We may offer you an Attendance Contract Meeting which is a supportive pathway where we discuss the barriers to attendance and try to break them down. An alternative action might be considered if you do not engage in support from school - we may set targets for your child's attendance jointly with the Local Authority, with the aim that it improves. This called a Notice to Improve and is a last attempt at improving attendance before legal sanctions are sought.

9.0 Definitions of Leave

We expect attendance at school to be 100% unless there are exceptional or unavoidable reasons for absence.

9.1 Authorised leave

An absence is classified as **authorised** when a pupil has been away from school for a legitimate reason such as:

- **Illness or a medical appointment.** There is an expectation that the pupil will be in school for registration or return to school after the appointment, depending on where the appointment falls within the school day and the health of the pupil.
- **Religious Observance** - only day(s) exclusively set apart for religious observance by the religious body to which the pupil's parents belong to.
- The leave of absence has been authorised due to a **short and exceptional, unavoidable circumstance**.

9.2 Unauthorised leave

An absence is classified as **unauthorised** when a child is away from school without the permission of the school, even with the support of the parent/carers, such as:

- Shopping, hair appointments, visiting family, taking part in a protest or birthdays.
- There has been no reason provided by the parent/carers to support an absence.
- Failure to follow school procedures or inform the school when taking a pupil out of school during term time.
- A leave of absence that has not been authorised due to not being considered an exceptional circumstance.

Coding is always at the Head teacher's discretion.

9.3 Term-Time Leave

Parents do not have the right or entitlement to take their child out of school for a term-time holiday. Recent government guidelines have removed the discretion for head teachers agreeing to term-time leave for holiday purposes. Any requests for leave of absence need to be submitted before the leave is taken. Parents must complete a Term-Time Leave Request Form (Appendix 2) and provide any supporting evidence, if applicable, with their request.

This also applies to parents requesting to take their child out of school during the school day.

If the school suspect term-time leave has been taken but the parents/carers have not completed a Term-Time Leave Request Form, we will write to the parents/carers giving them an opportunity to clarify the reason for absence and provide supporting evidence. Failure to respond to or provide supporting evidence will result in a referral to the Local Authority for unauthorised leave from school.

Exceptional circumstances (*definition of exceptional*: *rare, unavoidable, short*) will be considered on an individual basis. Examples of requests for leave of absence that **do not** meet the criteria of an exceptional circumstance and **will not** be authorised and could be subject to a Penalty Notice fine/prosecution for pupils of statutory school age are:

- Cheaper holidays/flights in the UK or abroad.
- Holidays that overlap the beginning or the end of term.
- Trip of a lifetime.
- Visiting family or friends who have different half term holiday dates.
- Family weddings for more than 1 day or visits to see family abroad.
- Relatives coming to visit.
- Extension of leave if a pupil has not returned to school after an agreed absence if it does not meet grounds for an exceptional circumstance.
- Leave taken due to potential travel disruption.
- Leave taken to try and relieve travel distress for family members with additional needs

10.0 Penalty Notices and Prosecution

If a pupil takes **unauthorised term-time leave for 10 consecutive sessions or more (generally 5 days) they will be subject to a Penalty Notice**. The fine for a penalty notice is £80 per child, per parent/carer, increasing to £160 if not paid after 21 days but within 28 days for pupils who are of statutory school age. If a penalty notice remains unpaid, parents may be the subject of court proceedings for failing to ensure the regular school attendance of their child and this could result in a fine of up to £2,500 and/or a term of imprisonment of up to 3 months per parent.

For second offences of unauthorised term-time leave (10 consecutive sessions or more) within a three-year rolling period, the fine is a flat £160 per parent, per child. For the third offence in a three-year rolling period, the referral will be automatically considered for prosecution in relation to Section 444 Education Act 1996.

Should a child be absent for term time leave for an extended period during term time (20 school days or more) not authorised by the school, a referral will be considered for prosecution (rather than a penalty notice) in relation to Section 444 Education Act 1996.

On an occasion where a child is absent due to unauthorised term time leave for 4 days (recorded with a 'G' code) and the child is absent on the 1st or the 5th day, the Head teacher may decide not to authorise the absence, based on the reason provided (e.g. validity of the illness is in doubt, recovering from jetlag after travel from abroad, a delay in return travel etc).

If the absence is recorded with an 'O' code, a Penalty Notice may be issued under the rule of 'combination of codes'. The use of an O code in this way, will only be used in circumstances where the school does not agree with the validity of the illness.

11.0 Children Missing in Education

If a pupil **fails to attend school for 10 consecutive days, without explanation,** and the school does not know where the pupil is, the school will refer the pupil to the Local Authority as a Child Missing in Education. After a further 10 days of absence with no explanation, your child is at risk of losing their school place with us. During this 20-day period, school will continue to try and contact you, and will liaise with any other services that your child is open to. The Local Authority will conduct investigations into the location and educational provision of the child.

12.0 This Policy

This Policy will be applied fairly and consistently, but in doing so, we will always consider the individual needs of pupils and their families who have specific barriers to attendance. In development and implementation of this policy, we have considered our obligations under the Equality Act 2010 and considered the UN Convention on the Rights of the Child.

We will send this policy to all parents when a child joins the school, and will remind parents of it at the beginning of each school year and when it is updated.

Links to other policies

The importance of good attendance at school has a major link to other policies in school. The main policies that directly link or are relevant for attendance include:

- Safeguarding
- Teaching and Learning,
- Assessment, Feedback and Marking
- Behaviour
- Inclusion
- Supporting Children with Medical Needs and Conditions

Cambridgeshire guidance for parents/carers
Information for Parents and Carers Education: rights and responsibilities
https://www.cambridgeshire.gov.uk/residents/children-and-families/schools-learning/education-your-rights-and-responsibilities

General Attendance Expectations
https://www.cambridgeshire.gov.uk/residents/children-and-families/schools-learning/education-your-rights-and-responsibilities/school-attendance

Attendance and the Law
https://www.cambridgeshire.gov.uk/residents/children-and-families/schools-learning/education-your-rights-and-responsibilities/non-attendance-and-the-law

Appendices
Appendix 1 – School Register Codes
Appendix 2 – Term Time Leave request form
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Appendix 1 – School Register codes

The DfE offers a comprehensive set of register codes which all schools are required to use.

Present Codes	
/ \	present during registration /=morning session \= afternoon session
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	Late arrival before register has closed
P	Sporting activity with prior agreement from school
V	educational visit or trip
W	work experience
Absent Codes	
Authorised Absences	
C	exceptional circumstances
C1	in a regulated performance/undertaking regulated employment abroad
C2	absent due to part-time timetable
D	dual registered (at two schools)
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 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)
Unauthorised Absence	
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	prospective pupil not yet on register
#	planned whole school closure (eg holidays, insets and polling station days)

Teachers are only required to use a limited number of the codes. The attendance team, Office Manager and attendance lead should be consulted before entering codes that are different to those on the default settings via the electronic registration system.

Further detail for attendance codes can be found in Chapter 8 of Working Together to Improve School Attendance. www.Working_together_to_improve_school_attendance_2026.pdf

Appendix 2

Request for leave of absence in exceptional circumstances

Unless it is an emergency please complete and return this form to the school office **at least one week prior to the requested dates of absence**. Permission cannot be granted retrospectively.

At Morley Memorial Primary School, we are committed to giving all our children every opportunity to do well at school. As such, we believe that regular attendance at school is essential to enable children to make progress. Holidays in term time are **not** an entitlement. Inevitable disruption is caused to learning if holidays are taken during term time. Headteachers are not permitted to authorise term time leave which is a holiday. Absence *may* only be granted, at the discretion of the headteacher, in very **exceptional circumstances.**

To be considered 'an exceptional circumstance' the request must be for a short period of absence, rare and unavoidable.

Exceptional circumstances might include:

- A day/s of religious observance
- Hospital appointments which cannot be scheduled for out of school hours
- External examinations or school transfer visits
- There has recently been a death or significant other emergency or trauma in the family and travel is required
- The parent is a member of the armed forces on leave from active duty abroad and can only have family holiday during this period.

The school provides a calendar of school term and holiday dates so that parents/carers are appropriately informed and given enough notice so that they can **book holiday/time off from work to coincide with school holidays (of which there are usually 13 weeks spread throughout the year)**.

If the school does not grant permission and parents/carers take their child out of school, the absence will be classified as **unauthorised** absence, that is, as **truancy**, and the matter may be referred to the Local Authority Attendance Improvement Officer who may begin legal proceedings.

Any parent/s who takes a child out of school for term time leave for ten sessions (5 school days) or more, not authorised by the school (under exceptional circumstances rule), may receive a Penalty Notice.

- **The national threshold is 10 sessions of unauthorised absence in a rolling period of 10 school weeks.**
- A school week means any week in which there is at least one school session.
- This can be met with any combination of unauthorised absence

e.g. 4 sessions of holiday taken in term time plus 6 sessions of arriving late after the register closes all within 10 school weeks

- **These sessions can be consecutive or not.**

e.g. 10 sessions of holiday in one week or 6 sessions of unauthorised absence taken in 1 week and 1 per week for the next 4 weeks

- The period of 10 school weeks can also span different terms or school years

e.g. 2 sessions of unauthorised absence in the Summer Term and a further 8 within the Autumn Term.

Working together to improve school attendance - August 2024 - GOV.UK
www.cambridgeshire.gov.uk/residents/children-and-families/schools-learning/education-your-rights-and-responsibilities/non-attendance-and-the-law

Name of child…….Class……..

I/We request a leave of absence for my/our child from…… to ……(total of…… days)
The exceptional circumstances for this absence are:

……

……

.

Both parents/carers to sign if more than one making the request

Signature of parents/carers…… Print Name:.....

Signature of parents/carers…… Print Name:.....

Date…… *Office Use - see overleaf.*

Office use only

The pupil's current attendance is: _____%

a) Permission is given

☐

b) Permission is not given for the above leave of absence
because it does not meet the criteria of exceptional circumstance

c) Other…….....

Signed…….. (Headteacher) Date……