Attendance Policy

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(Name of school)'s attendance lead/ officer is (add name)

1. Introduction and Aims

The Rainbow Multi-Academy Trust aims to build a brighter future together. It puts children first, looking to provide them with a truly outstanding, inspirational, and inclusive world-class education.

The Rainbow Multi Academy Trust is committed to working with our school families to ensure our pupils attend school regularly, to make the most of the education offered to them. Research has shown that missing school can mean a child is less likely to achieve good grades, which can have a damaging effect on their future life chances.

We will strive to work with parents and children to remove barriers to attendance to ensure all children can access, participate and engage with their learning.

We recognise that attendance is a matter for the whole Trust community. Our Attendance Policy should not be viewed in isolation; it is a strand that runs through all aspects of school improvement, supported by our policies on safeguarding, prevention of bullying, behaviour and relationships and inclusive learning. This policy also considers the Human Rights Act 1998, the Equality Act 2010 and other relevant legislation.

2. Legal Framework

Section 7 of the Education Act 1996 places a legal duty on parents/ carers to ensure that children of compulsory school age receive efficient fulltime education suitable to their age, ability, aptitude and 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.

The Education (Pupil Registration) (England) Regulations 2006, as amended by 2016 regulations, require 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.

3. Definitions

For the purpose of this policy, the school defines:

"Absence" as:

- Arrival at school after the register has closed
- Not attending school for any reason

Regular attendance as:

- Attendance at every session the school is open to pupils unless their absence has been authorised
- Attendance at or above 96% (unless the child has a chronic medical need)

An “authorised absence” as:

- An absence for sickness for which the school has granted leave
- Medical or dental appointments which unavoidably fall during school time, for which the school has granted leave
- Religious or cultural observances for which the school has granted leave
- An absence due to a family emergency or unavoidable cause

An “unauthorised absence” as:

- Parents keeping children off school unnecessarily or without reason
- Truancy before or during the school day
- Absences which have never been properly explained
- Arrival at school after the register has closed
- Shopping, looking after other children or birthdays
- Day trips and holidays in term-time which have not been agreed
- Leaving school for no reason during the day

“Persistent absenteeism” (PA) as:

- Missing 10% or more of schooling across the year for any reason
- These absences can be both authorised and unauthorised

“Parent” as:

- Any natural parent, whether married or not
- Any parent who, although not a natural parent, has parental responsibility as defined in the Children Act (1989) for a child or young person
- Any person who, although not a natural parent, has care of a child or young person

4. Categorising Absence and Attendance

National codes are used by all schools to enable them to record and monitor attendance and absence in a consistent way. These codes ensure that schools comply with the Education Pupil Registration Regulations.

These codes are split into 4 categories:

- Present
- Absent from school – authorised circumstances
- Absent from school – unauthorised circumstances
- Administration Codes

A full list of codes can be found in appendix A.

Only a school can decide whether to authorise an absence. Please ensure you give a full reason for absence when you contact the school office, not just “sick” or “poorly”

. **Please be aware that reasons given will be recorded on the school register document.**

Each day is made up of 2 sessions - am and pm – and therefore has 2 points at which the code is recorded.

Long term health or SEND needs

Some pupils who have long term physical or mental health or special educational needs or disabilities may face more complex barriers to attendance and may require additional support.

In developing this support, schools will work with families to:

- Understand the individual needs of the pupil and family
- Work in partnership with the pupil/family to put in-school support in place
- Work with the local authority and other agencies where external support is needed
- Regularly review and update the support approach to make sure it continues to meet the needs of the pupil.
- Consider 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 will be agreed in conjunction with the pupil/parent and regularly reviewed.

When pupils have an illness, confirmed by a medical professional, that means they will be away from school long term, where appropriate, the school will do all it can to send material home, so that they can keep up with school work.

If the absence is likely to continue for an extended period, or be repetitive in nature, the school will contact the local authority support services to see if arrangements can be made for the child to be given some tuition outside of school.

Medical evidence

Where a pupil's attendance gives cause for concern, school will follow their escalating approach to attendance. On occasion this may involve asking the parent or carer to provide medical evidence on a case-by-case; illness by illness basis. If this evidence is not provided, then the absences will be recorded as unauthorised.

Reduced timetables

(see SEND policy)

Leave of Absence

Since September 2013, changes to Government regulations and guidance means that Headteachers can no longer authorise leave of absence for the sole purpose of a holiday (unless in exceptional circumstances) – see appendix B.

All absences associated with a holiday (without exceptional circumstance) during term time will be marked as unauthorised within the register.

Any parents known to have removed their child from school for the sole purpose of a holiday may be referred to the Local Authority and be issued with a penalty notice fine or referred to the Local Authority to consider prosecution.

The Rainbow Multi-Academy Trust believes that children need to be in school for all sessions so that they can make the most progress possible. However, we do understand that there are times where a parent may legitimately request leave of absence for their child due to 'exceptional circumstances.'

Parents wishing to apply for leave of absence during term time must apply in writing to the Head of School at least **one month** before the planned leave. If a written request for leave of absence is not completed and the leave is taken without a request being submitted, the leave will not be considered by the Head of School and it will be marked as unauthorised. The leave of absence form is shown in appendix C.

The Headteacher will treat each application individually and may discuss with you the circumstances of the application before a decision is made. Retrospective requests will not be considered and therefore will result in the absence being categorised as unauthorised. In such cases the school may make a referral to the Local Authority to request that a penalty notice fine is issued or consider prosecution.

A penalty notice request or a referral for prosecution may be submitted to the Local Authority if :

- The parent fails to submit a leave of absence request in advance of taking the leave
- An application for a leave of absence is not agreed by the Headteacher but is still taken.
- A longer period of time is taken in excess of the agreed number of days.

When absence is granted by the Headteacher, the parents will need to agree a date of return. If a pupil fails to return on the expected date and contact is not received from, or made with the parents, school will seek advice from the Local Authority. This could result in possible Children Missing from Education procedures being instigated.

Pupil Absence for the purposes of Religious Observance

The Rainbow Multi-Academy Trust acknowledges the multi-faith nature of British society and recognises that, on some occasions, religious festivals may fall outside school holiday periods or weekends and is recognised as such by a relevant religious authority. Where this occurs, the school will consider either authorising the pupil absence or making special leave for religious observance. Parents are requested to give advance notice to the school.

Gypsy, Roma and Traveller Children Absence

Where a family are travelling out of area for work purposes, school will use the code T to record the absence.

It is expected that parents will give advance notice to the school of when they are travelling and when they are expected to return.

The T code will only be used if the child has recorded a minimum of 200 sessions attendance at any school within the 12-month rolling period.

Where a child is absent, and the family are not travelling the appropriate absence code will be used in accordance with the school's attendance policy.

Where there are concerns about attendance the school will liaise with the Inclusion Education Welfare Service in accordance with the "Advice and Guidance for Schools – Gypsy, Roma and Traveller Children" Document 2019.

Unauthorised Absence

Absence will not be authorised unless parents have provided a satisfactory explanation and that it has been accepted as such by the school. That decision is at the discretion of the Headteacher.

Examples of unsatisfactory explanations include, but are not limited to:

- A pupil's/family member's birthday
- Shopping for uniforms/shoes or other items
- Arrangements or appointments for cutting the pupil's hair
- Closure of a sibling's school for INSET (or other) purposes
- An unwillingness to attend school, or inability to attend owing to inadequate personal/family organisation
- A refusal to attend school on health grounds but where the pupil is actually considered well enough to attend
- Holidays taken without the authorisation of the school

Persistent Absence

A pupil becomes a 'persistent absentee' (PA) when their attendance drops to 90% and below for any reason. Over a full academic year this would be 38 sessions (19 days). Absence at this level is causing considerable damage to a child's educational potential.

The attendance of all pupils at school is monitored to identify children who are PA, or are at risk of becoming PA. Where emerging concerns are identified we will instigate appropriate and timely interventions. Referrals may also be made to external agencies for targeted support.

If parents fail to engage with support and their child continues to have unsatisfactory attendance/ punctuality, a request may be made to the Local Authority to pursue legal proceedings either through a penalty notice, Education Supervision Order or full prosecution in the Magistrates' Court.

Parents found guilty in a Magistrates' Court of failing to secure their child's regular attendance at school under the provisions of the Education Act 1996, will receive a criminal record and a maximum penalty of up to £1000 fine under a Section 444 (1) offence or up to a £2500 fine and/or up to a 3 month prison sentence, under a Section 444 (1a) offence.

Lateness to School

All pupils are expected to arrive on time for school every day. The school day begins as per the academy website. We advise all parents to ensure their child is on site prior to this as this helps with a smooth start to the school day.

The school register will be taken at the start of the morning and afternoon session. All pupils arriving after this time are required to report to the main office with their parents, who will be expected to sign the late book and provide a reason for their absence. If their arrival is within 10 minutes of the school register, it will be recorded as late - L code (Late before the close of register).

The school register will officially close 10 minutes after the start of the session. All pupils arriving on or after this time will be marked as having an unauthorised absence for the morning session - U code (Late after the close of register). This is categorised as an unauthorised absence for the session. Parents will be contacted to discuss any patterns of late arrival. Repeated arrival after the close of registration will result in appropriate interventions being instigated and may also result in a penalty notice being issued or prosecution.

Please note: L or U codes will be used if a pupil arrives after the close of the afternoon register for the PM session.

5. Roles and Responsibilities

The Rainbow Multi-Academy Trust believe that improved school attendance is a responsibility shared by Trustees, Governors, Trust and school staff, parents, pupils and the wider school community.

The Rainbow MAT Board will:

- Promote the value and importance of regular school attendance and punctuality
- Annually review the Attendance Policy and ensure the required resources are available to fully implement the policy
- Ensure that the Regulations and other relevant legislation are complied with
- Agree school attendance targets and submit these to the Local Authority within the agreed timescale each year and where appropriate link these to the Performance Management of Senior Leadership within the school
- Monitor the school's attendance and related issues through termly reporting at Board meetings
- Ensure that attendance data is reported to the Local Authority or Department for Education as required and on time
- Ensure that there is a named senior leader to lead on attendance
- Ensure that the school has clear systems to report, record and monitor the attendance of all pupils, including those who are educated off-site.
- Ensure that there are procedures for collecting and analysing attendance data frequently to identify causes and patterns of absence
- Ensure that data is understood and used to devise solutions and to evaluate the effectiveness of interventions

The Senior Leadership Team within school will:

- Actively promote the importance and value of good attendance to pupils and their parents
- Form positive relationships with pupils and parents
- Ensure that there is a whole school approach which reinforces good school attendance, with good teaching and learning experiences that encourage all pupils to attend and to achieve
- Monitor the implementation of the Attendance Policy and ensure that the policy is reviewed annually.
- Ensure that all staff are aware of the Attendance Policy and adequately trained to address attendance issues
- Ensure that the Regulations and other relevant legislation are complied with

- Ensure that there is a named senior leader to lead on attendance and allocate sufficient time and resource
- Return school attendance data to the Local Authority and the Department for Education as required and on time
- Report the school's attendance and related issues through termly reporting to the Trustees.
- Ensure that systems to report, record and monitor the attendance of all pupils, including those who are educated off-site are implemented
- Ensure that attendance data is collected and analysed frequently to identify causes and patterns of absence
- Interpret the data to devise solutions and to evaluate the effectiveness of interventions
- Develop a multi-agency response to improve attendance and support pupils and their families
- Document interventions used to a standard required by the local authority should legal proceedings be instigated
- Set out how Pupil Premium will be used to support pupils with irregular attendance

All staff working within Rainbow Academies will:

- Actively promote the importance and value of good attendance to pupils and their parents
- Form positive relationships with pupils and parents
- Contribute to a whole school approach which reinforces good school attendance; with good teaching and learning experiences that encourage all pupils to attend and to achieve
- Comply with the Regulations and other relevant legislation
- Implement systems to report, record and monitor the attendance of all pupils, including those who are educated off-site.
- Ensure that registers are recorded accurately and in a timely manner.
- Contribute to the evaluation of school strategies and interventions
- Work with other agencies to improve attendance and support pupils and their families

Pupils will:

- Be aware of the school's attendance policy and when and what they are required to attend. This will be communicated to them through the school staff, parents, and the school timetable
- Speak to their class teacher or another member of staff if they are experiencing difficulties at school or at home which may impact on their attendance, if and when appropriate
- Attend all lessons ready to learn, with the appropriate learning tools requested and on time for the class
- Bring a note of explanation from their parents or parents to explain an absence that has happened or is foreseen
- Follow the correct set school procedure if they arrive late. This will help the school to monitor attendance and keep accurate records for the child's individual attendance. This is also vital for health and safety in the event of a school evacuation

Members of staff responsible for attendance will work to further develop relationships with families to bring about improved attendance. This may involve seeking multi-agency support. The members of staff responsible for attendance will support good attendance, respond to concerns and promote improvement in attendance by:

- Ensuring first day calling procedures are adhered to, if a child is absent from school without contact from parents
- Taking an active lead in delivering whole school initiatives

- Monitoring and analysing pupil attendance data
- Undertaking attendance meetings with the Designated Safeguarding Lead and other relevant staff members as needed
- Implementing the identified strategies for promoting good whole school attendance
- Implementing the identified strategies for tackling unsatisfactory attendance
- Managing individual pupil casework files
- Coordinating Individual Action Plans for pupils causing concern including the instigation of an Attendance Support Plan (ASP)
- Making referrals to appropriate external agencies

The Rainbow Multi-Academy Trust requests that parents:

- Take a positive interest in their child's work and educational progress
- Ensure their child has regular attendance at school
- Instil the value of education and regular school attendance within the home environment
- Contact the school if their child is absent to let them know the reason why and the expected date of return, following this with a note wherever possible
- Avoid unnecessary absences; for example, by making medical and dental appointments for outside of school hours
- Ask the school for help if their child is experiencing difficulties with any aspect of their school work or home and family life
- Inform the school of any change in circumstances that may impact on their child's attendance
- Support the school by becoming involved in their child's education, forming a positive relationship with school and acknowledging the importance of children receiving the same messages from both school and home
- Maintain effective routines at home to support good attendance
- Attend all meetings requested to discuss attendance issues

6. Attendance Protocols

If a child is absent, the following will be initiated by the school:

- The first day calling procedures will be activated for all pupils who are not in school after close of register and where no reason for absence is known
- If there is still no contact made from the pupil's parents, a further telephone call home will be made again that morning. If no response can be gained, the child's named emergency contact(s) will be telephoned in line with our Missing Child reasonable enquiries process
- If school cannot contact a parent and are concerned about a pupil, a home visit may be carried out
- School will telephone home if a pupil leaves the school without permission

In certain circumstances the school may also:

- Visit the home of the pupil or request a welfare check to be made by the police
- Write to the parents of a pupil to highlight attendance or punctuality issues
- Invite parents to discuss how school can support the family to make improvement
- Refer to an external agency/ support service to offer support, guidance and advice

- Refer to the Local Authority for joint enquiries to be made to establish the whereabouts of the child through Children Missing Education procedures
- Refer to the Local Authority to consider issuing a penalty notice or to consider prosecution when all other interventions have failed, or an unauthorised leave of absence has been taken
- Refer the matter to an appropriate external agency for multi-agency support, such as implementing a Family Support Plan or referring to Children Services, where there are safeguarding concerns

Expected absence procedure for parents:

A parent has a legal responsibility to ensure that their child attends school regularly.

If a child is unavoidably absent from school parents are expected to:

- Contact school by telephone call on the first day of absence and each subsequent day, identifying the reason for absence and the expected date of return
- If no contact is received, the Attendance protocols above will be instigated

Children Missing from Education

The Rainbow Multi-Academy Trust acknowledges its responsibility to ensure the safeguarding and welfare of children is promoted in line with the "Keeping Children Safe in Education" statutory guidance.

As a result of this, where a school has made all reasonable attempts to contact a parent, (as outlined above), and has been unable to do so, a referral will be made to the Local Authority Children Missing Education team.

Support Systems

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

We also recognise that some pupils are more likely to require additional support to attain good attendance.

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

- Discussions with parents and pupils
- Parent Support advisor/Family Support Worker support
- Pupil Voice Activities
- Motional assessments / TIS support
- Friendship groups
- 1 to 1 mentoring
- Reward systems
- Additional learning support
- Behaviour support
- Reintegration support packages
- Attendance clinics
- Engaging the support of other agencies – Early help hub referral / support

Support offered to families will be child centred and planned in discussion and agreement with both parents and pupils. Where parents fail or refuse to engage with the support offered and further unauthorised absence occurs, the Head teacher will consider the use of legal sanctions following consultation with the Local Authority.

Attendance Reward System is conducted per Academy[1]

Each school will use a system to reward pupils who have good or improving attendance.

Each week the class with the highest attendance percentage are rewarded.

The classes who have no children late for school are rewarded each week.

[1] Each Academy/School has their own reward system in place

Parents are informed termly and half termly of their child's percentage of attendance for the year to date.

Children with 100% attendance are rewarded termly and half termly.

Children who attain 100% attendance for the year are rewarded.

*Children who have chronic medical conditions or other needs will be set alternative attendance targets at the discretion of the Head of School.

7. Related Policies

To underpin the values and ethos of The Rainbow Multi-Academy Trust and our intent to ensure that pupils at our school attend school regularly and reach their full potential the following policies are integral to this approach:

- Safeguarding and Child Protection Policy
- Admissions Arrangements
- Anti-bullying Policy
- Behaviour Policy
- Special Educational Needs and Disability policy
- Teaching and Learning Directives

8. Statutory Framework

This policy has been devised in accordance with the following legislation and guidance:

- School attendance, DfE (2024)
- School attendance parental responsibility measures: statutory guidance, DfE (revised March 2017)
- Keeping Children Safe in Education, DfE (2021)
- Cornwall Council Children Missing Education Practice & Procedures
- Cornwall Council Elective Home Education Practice & Procedures
- Cornwall Council Advice and Guidance for Schools – Gypsy, Roma and Traveller Children

Appendix A – Attendance and Absence Codes (from September 2024)

1. **If a pupil is present in school the following codes from table 1 should be used**

Code	Meaning	Criteria	Statistical Value
/	**Present at school AM**	Must be in school at registration	Attending (Present)
****	**Present at school PM**	Must be in school at registration	Attending (Present)
L	**Late arrival before register is closed**	The pupil was absent when the register started being taken but arrives before the register closes	Attending (Present)

2. **If a pupil is absent from school so that they can attend a place other than school for any of the following reasons the relevant code from table 2 should be used.**

Code	Meaning	Criteria	Statistical Value
K	**Attending Education provision arranged by the LA**	• The nature of the provision must be recorded. • Code K can only be used if the child is present at the provision	Attending an approved educational activity (Present)
V	**Attending an Educational Visit or Trip**	• The pupil is attending a place, other than that the school or any other school at which they are a registered pupil, for an educational trip or visit. • Arranged by or on behalf of the school and supervised by a member of school staff • The visit or trip must take place during the session for which it is recorded • Code V can only be used if the pupil is present at the visit	Attending an approved educational activity (Present)
P	**Participating in a sporting activity**	• P code can only be used if the pupil is present at the activity. • The sporting activity must take place during the session for which it is recorded • The place is somewhere other than the school, another school where the pupil is registered, or a place where educational provision has been arranged for the pupil by the local authority under Section 19 (1) of the Education Act 1996 or sections 42(2) or 61(1) of the Children and Families Act 2014 • The activity is of an educational nature • The school has approved the pupil's attendance at the place for the activity and • The activity is supervised by a person considered by the school to have the appropriate skills, training, experience	Attending an approved educational activity (Present)

		and knowledge to ensure that the activity takes place safely and fulfils the educational purpose for which the pupil's attendance has been approved.	
W	**Attending Work Experience**	• W code can only be used if the pupil is present at the activity under arrangements by school or the LA • The activity takes place in the session for which it is recorded. • The place is somewhere other than the school, another school where the pupil is registered, or a place where educational provision has been arranged for the pupil by a local authority under section 19(1) of the Education Act 1996 or sections 42(2) or 61(1) of the Children and Families Act 2014; • the activity is of an educational nature; • the school has approved the pupil's attendance at the place for the activity; and • the activity is supervised by a person considered by the school to have the appropriate skills, training, experience and knowledge to ensure that the activity takes place safely and fulfils the educational purpose for which the pupil's attendance has been approved.	Attending an approved educational activity (Present)
B	**Attending any other approved Educational Activity**	• B code can only be used if the pupil is present at the activity under arrangements by school or LA • In session for which it is recorded • The place is somewhere other than the school, another school where the pupil is registered, or a place where educational provision has been arranged for the pupil by a local authority under section 19(1) of the Education Act 1996 or sections 42(2) or 61(1) of the Children and Families Act 2014; • The activity is of an educational nature; • The school has approved the pupil's attendance at the place for the activity; and attending an approved educational activity • The activity is supervised by a person considered by the school to have the appropriate skills, training, experience and knowledge to ensure that the activity takes place safely and fulfils	Attending an approved educational activity (Present)

		the educational purpose for which the pupil's attendance has been approved. • As set out in the DfE's guidance on 'Providing remote education'. pupils who are absent from school and receiving remote education still need to be recorded as absent using the most appropriate absence code. Schools should keep a record of, and monitor pupil's engagement with remote education, but this is not formally tracked in the attendance register	
D	**Dual Registered at another school**	• The school at which the pupil is scheduled to attend must record the pupil's attendance and absence with the relevant code. • Code D may only be used by either school for a session where the pupil is scheduled to attend the other school at which they are registered. • Schools should ensure that they have in place arrangements whereby all unexpected and unexplained absences are promptly followed up	Not a possible attendance (neither present or absent)

3. If a pupil is absent with leave (NB Schools are not required to follow regulation 11 in granting a leave of absence should still use the relevant code)

Code	Meaning	Criteria	Statistical Value
C1	**Leave of absence – performance or regulated employment abroad**	• Performance licence issued by the LA or • Body of Persons approval issued by LA or • Justice of the Peace has given licence for pupil to go abroad for performance or regulated purpose	Authorised absence
M	**Leave of absence for Medical or Dental appointment**	• Agreement in advance • Application by parent/carer that child normally lives with • Minimum time necessary • Where pupil is absent at registration	Authorised absence
J1	**Leave of absence for interview**	• Agreement in advance • Application by parent/carer that child normally lives with • In session absence recorded	Authorised absence
S	**Leave of absence for studying for**	•	Authorised absence

	public examination		
X	**Non-compulsory school age pupil not required to attend school**	• For part time attendance • Absence for timetabled sessions to use appropriate code and not X	Not a possible attendance (neither present or absent)
C2	**Leave of absence – compulsory school age children subject to part-time table**	• Exceptional circumstances • If the school and a parent who the pupil normally lives with have agreed that, exceptionally, the pupil should temporarily be educated only parttime • Temporary and regularly reviewed	Authorised absence
C	**Leave of absence exceptional circumstances**	• Exceptional circumstances • No blanket approach • School discretion • Generally, a need or desire for a holiday or other absence for the purpose of leisure and recreation would not constitute an exceptional circumstance.	Authorised absence

4. Pupil absent for other authorised reasons

Code	Meaning	Criteria	Statistical Value
T	**Parent travelling for occupational purposes**	• The pupil is a mobile child and their parent(s) is travelling in the course of their trade or business and the pupil is travelling with them. A mobile child is a child of compulsory school age who has no fixed abode and whose parent(s) is engaged in a trade or business of such a nature as to require them to travel from place to place. • To help ensure continuity of education for pupils, when their parent(s) is travelling for occupational purposes in England, it is expected that the pupil should attend a school where their parent(s) is travelling and be dual registered at that school and their main school	Authorised absence
R	**Religious observance**	• The pupil is absent on a day that is exclusively set apart for religious observance by the religious body the parent(s) belong to (not the parents themselves)	Authorised absence
I	**Illness (not medical appointment)**	• The pupil is unable to attend due to illness (both physical and mental health related). Schools should advise parents to notify them on the first day the child is unable to attend due to illness.	Authorised absence

E	**Suspended or permanently excluded with no alternative provision made**	• The pupil is suspended from school or permanently excluded from school, but their name is still entered in the admission register, and no alternative provision has been made for the pupil to continue their education	Authorised absence

5. Pupil Absent -Unavoidable Cause

Code	Meaning	Criteria	Statistical Value
Q	**Unable to attend school because of a lack of access arrangements**	• There is a lack of access arrangements for a pupil whose home is in England if— (a) a local authority have a duty to make travel arrangements in relation to the pupil under section 508B(1) of the 1996 Act(13) for the purpose of facilitating the pupil's attendance at the school and have failed to discharge that duty; (b) a local authority have a duty to make travel arrangements in relation to the pupil because of section 508E(2) (c) of the 1996 Act(14) for the purpose of facilitating the pupil's attendance at the school and have failed to discharge that duty;	Not a possible attendance
Y1	**Unable to attend due to transport normally provided not being available**	• The pupil is unable to attend because the school is not within walking distance of their home and the transport to and from the school that is normally provided for the pupil by the school or local authority is not available	Not a possible attendance
Y2	**Unable to attend due to widespread travel disruption**	• The pupil is unable to attend the school because of widespread disruption to travel caused by a local, national, or international emergency	Not a possible attendance
Y3	**Unable to attend due to part of the school premises being closed**	• Part of the school premises is unavoidably out of use and the pupil is one of those that the school considers cannot practicably be accommodated in those part of the premises that remain in use	Not a possible attendance
Y4	**Unable to attend due to the whole school site being closed unexpectedly**	• Where a school was planned to be open for a session, but the school is closed unexpectedly (e.g. due to adverse weather), the attendance register is not taken as usual because there is no school session. Instead, every pupil listed in the admission register at the time must be marked	Not a possible attendance

		with code Y4 to record the fact that the school is closed.	
Y5	**Unable to attend as pupil is in criminal justice detention**	• The pupil is unable to attend the school because they are: • in police detention, • remanded to youth detention, awaiting trial or sentencing, or • detained under a sentence of detention. A pupil's absence should be recorded under code Y7 (Unable to attend because of any other unavoidable cause) if they are unable to attend because they are serving a community based (i.e. non-detained) part of a sentence of detention, referral order, or youth rehabilitation order that requires them to be absent during the school day	Not a possible attendance
Y6	**Unable to attend in accordance with public health guidance or law**	The pupils travel to or attendance at the school would be: • contrary to any guidance relating to the incidence or transmission of infection or disease published by the Secretary of State for Health and Social Care or, • prohibited by any legislation relating to the incidence or transmission of infection or disease.	Not a possible attendance
Y7	**Unable to attend because of any other unavoidable cause**	This code should be used only where something in the nature of an emergency has prevented the pupil from attending the session in question. The unavoidable cause must be something that affects the pupil, not the parent. The fact that a parent has done all they can to secure the attendance of the pupil at school does not, in itself, mean the pupil has been prevented by unavoidable cause. Schools must also record the nature of the unavoidable cause (regulation 10(6)	Not a possible attendance

6. Absent for unauthorised reasons

Code	Meaning	Criteria	Statistical Value
G	**Leave of absence not granted by school**	• The school has not granted a leave of absence and the pupil is absent for the purpose of a holiday. • A school cannot grant a leave of absence retrospectively.	Unauthorised absence

		• If the parent did not apply in advance, leave of absence should not be granted.	
N	**Reason for absence is not yet established**	• Where absence is recorded as code N (reason not yet established) in the attendance register, the correct absence code should be entered as soon as the reason is ascertained, but no more than 5 school days after the session (regulation 10(7) to (9)). • Code N must not therefore be left on the pupil's attendance record indefinitely; • if a reason for absence cannot be established within 5 school days, school must amend the pupils record to code O	Unauthorised absence
O	**Absent in other or unknown circumstances**	• Where no reason for absence is established or the school is not satisfied that the reason given is one that would be recorded using one of the codes statistically classified as authorised	Unauthorised absence
U	**Arrival at school after registration closed**	• Where a pupil has arrived late after the register has closed but before the end of session. • Schools should actively discourage late arrival, be alert to patterns of late arrival and seek an explanation from the parent.	Unauthorised absence

7. Administrative Codes

Code	Meaning	Statistical Value
Z	**Prospective pupil not on admission register**	Not collected
#	**Planned whole school closure**	Not collected

Appendix B – Exceptional Leave During Term Time

At Rainbow Mutli-Academy Trust Schools, we recognise that there are occasions when it is appropriate to authorise an absence, such as when a pupil is genuinely too ill to attend school, has a medical appointment that cannot be taken outside of school hours or a request for leave has been agreed in exceptional circumstances.

However, the Government does not support parents taking children out of school unless the school agrees this is appropriate under 'exceptional circumstances'. Any request for leave should be made in writing to the Headteacher using the school's request form.

If your child is absent from school without authorisation, you will be committing an offence under the Education Act 1996. We may submit a request to Cornwall Council for a Penalty Notice to be issued, in accordance with Sections 444A and 444B of the said Act. Penalty Notices are issued per liable parent, per child and each carry a fine of £80 if paid within 21 days or £160 if paid after this but within 28 days.

If your child is further absent from school without authorisation within any 3-year period, you will be committing a further offence under the Education Act 1996. We may submit a request to Cornwall Council for a Penalty Notice to be issued, in accordance with Sections 444A and 444B of the said Act. Penalty Notices for a second offence are issued per liable parent, per child and each carry a fine of £160, payable within 28 days.

Importantly, fines per parent will be capped to two fines within any three-year period. Once this limit has been reached, other action such as a parenting order or prosecution will be considered.

Failure to pay the Penalty Notice may also result in legal action. If you are prosecuted and attend court because your child has not been attending school, you could get a fine of up to £2,500. Cornwall Council may also apply for the costs incurred in taking the matter to Court, including legal costs.

Absence not authorised by the school may also result in a prosecution in the Magistrates' Court under Section 444(1) or Section 444(1A) of the Education Act 1996, leading to a fine of up to £2,500 and/or a custodial sentence. Again, Cornwall Council may also apply for the costs incurred in taking the matter to Court, including legal costs.

Money raised from fines is only used by the local authority to cover the costs of administering the system, and to fund attendance support. Any extra money is returned to the government.

'Parent' as set out in Section 576 of the Education Act 1996, defines parent to include: natural parents, whether they are married or not; any person or body who has parental responsibility for a child (as defined by the Children Act 1989) and any person who, although not a natural parent, has care of a child. Having care of a child means a person with whom a child lives and who looks after a child, irrespective of what their relationship is with said child.

You are welcome to contact the school to discuss any concerns you may have regarding this or if you

feel you would like advice or support in helping your child attend more regularly. The Rainbow Multi-Academy Trust is committed to maximising the education of all its pupils and aims to work with parents to ensure this can be achieved.

The decision to submit a request for the issue of a Penalty Notice will be considered when a child's attendance is deemed to be 'not regular'. The definition of 'not regular' in this instance is when it is below the threshold set by The Rainbow Multi-Academy Trust. For all Rainbow Multi-Academy Trust schools, this attendance threshold is set at 96%, in line with national attendance data. In the Autumn Term, a child's attendance for the previous academic year will be considered before deciding on a course of action. From January onwards, the decision will be based on attendance data from the current academic year.

Appendix C – Exceptional Leave Request Form

LEAVE OF ABSENCE / EXCEPTIONAL CIRCUMSTANCE LEAVE REQUEST FORM

The law does not grant parents an automatic right to take their child out of school during term time. Any absence from school will disrupt your child's learning. You may consider that a holiday will be educational, but your child will miss out on the teaching that their classmates will receive during your holiday. Attendance is vital to academic success and lost education poses a potential risk of underachievement. This is something we all have a responsibility to avoid.

The Department for Education no longer allows Headteachers to grant any leave of absence during term time unless there are exceptional circumstances. If you consider that your request for absence is exceptional you will need to complete the form attached to this notification. A response will be sent to you as soon as possible. If leave is not authorised and you nevertheless withdraw your child from school, the absence will be recorded as unauthorised absence.

If your child is absent from school without authorisation, you will be committing an offence under the Education Act 1996. We may submit a request to Cornwall Council for a Penalty Notice to be issued, in accordance with Sections 444A and 444B of the said Act. Penalty Notices are issued per liable parent, per child and each carry a fine of £80 if paid within 21 days or £160 if paid after this but within 28 days.

If your child is further absent from school without authorisation within any 3-year period, you will be committing a further offence under the Education Act 1996. We may submit a request to Cornwall Council for a Penalty Notice to be issued, in accordance with Sections 444A and 444B of the said Act. Penalty Notices for a second offence are issued per liable parent, per child and each carry a fine of £160, payable within 28 days. Importantly, fines per parent will be capped to two fines within any three-year period. Once this limit has been reached, other action such as a parenting order or prosecution will be considered.

Failure to pay the Penalty Notice may also result in legal action. If you are prosecuted and attend court because your child has not been attending school, you could get a fine of up to £2,500. Cornwall Council may also apply for the costs incurred in taking the matter to Court, including legal costs.

Absence not authorised by the school may also result in a prosecution in the Magistrates' Court under Section 444(1) or Section 444(1A) of the Education Act 1996, leading to a fine of up to £2,500 and/or a custodial sentence. Again, Cornwall Council may also apply for the costs incurred in taking the matter to Court, including legal costs.

Money raised from fines is only used by the local authority to cover the costs of administering the system, and to fund attendance support. Any extra money is returned to the government.

'Parent' as set out in Section 576 of the Education Act 1996, defines parent to include: natural parents, whether they are married or not; any person or body who has parental responsibility for a child (as defined by the Children Act 1989) and; any person who, although not a natural parent, has care of a child. Having care of a child means a person with whom a child lives and who looks after a child, irrespective of what their relationship is with said child.

f you are military services personnel, and you have recently returned from deployment or are due to go on deployment, and wish to take time away during the term, please provide a letter from your

Commanding Officer or Line Manager to confirm this request meets the criteria for "exceptional circumstances".

All requests must be completed on this form; letters will not be accepted. This form should be returned to the Attendance Office at least 15 school days before the start of the absence.

I hope you will support our efforts in raising attendance and attainment at **(SCHOOL NAME).**

APPLICATION BY PARENT/CARER

If you consider an absence during term time to be an exceptional circumstance, please complete this form and return it to the Attendance Office at least 15 school days before the date you wish to remove your child from school.

Student Name: _____ **DOB:** _____

Class:_____

Home Address: _____

_____**Post Code:** _____

Name of Parent/Carer completing this form: _____

Relationship to pupil: _____

First day of absence: _____ **Date of return to school**: _____

If leaving your home address before the first day of absence, please provide the date on which you will leave _____

Total number of days missed: _____ **days**

Reason for absence: _____

_____

_____

Please tick this box if you have children in another primary or secondary school ☐

Name of school _____

We may need to share information from this request with this named school.

I u*nderstand that if the absence request is unauthorised the school may request that Cornwall Council issue a Penalty Notice. I understand that a Penalty Notice is issued to* ***each*** *liable parent/carer of* ***each*** *child taken out of school and that this carries a fine of £80 if paid within 21 days, increasing to £160 if paid within 28 days (or £160 with no option to pay the lower amount if it is the 2nd penalty notice within a rolling 3-year period). I understand that if I do not pay the fine, it may result in legal action being taken against me.* ***I understand that parents have a duty to ensure their child's regular attendance at school and failure to do so is an offence under Section 444(1) and Section***

444(1A) of the Education Act 1996.

Signed .....

Dated .....

(Please ensure you give at least 15 school days' notice of the proposed absence)

Below to be completed by the school: FAO – Headteacher

% Current	% Last Year	Comments

Student Name: ..... Tutor: ..... Year: .....

☐ **AUTHORISED:** ☐ **UNAUTHORISED:**

Request has been authorised for the following dates **only:**

___ / ___ / _____ to ___ / ___ /_____

Signed ..... Headteacher

Date ___ / ___ / ___

Letter sent / Phone Call / other	Signed:	Date:
Action: PN Request	Signed:	Date: