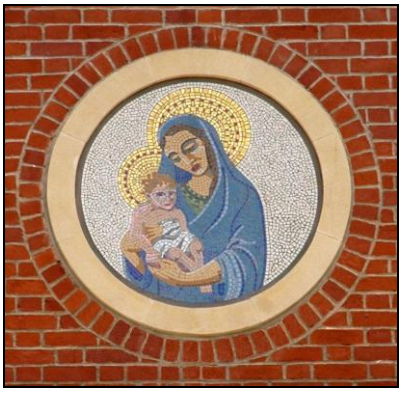
Cottesmore St Mary Catholic Primary School

Attendance and Punctuality Policy



'Mane nobiscum Domine'
(Abide with us O Lord)

Date of policy review: September 2026

Policy written by: Anna Mullans

Policy reviewed & passed by: Pupils, Parents and Community Committee

Key persons responsible for Attendance: Rachel Breen and Anna Mullans
Attendance Officer: Kristy Braswell-Ralston

Other policies linked to this policy:
Health&Safety and Child Protection and Safeguarding

Contents

Mission Statement – Page 3

Attendance and Punctuality Flowchart – Page 4

Introduction – Page 6

Background and principles – Page 6-7

Definitions of Absence – Page 8

Persistent Absenteeism – Page 8-9

Holiday requests/Term time absence – Page 9

Absence in exceptional circumstances – Page 9-10

Absence Procedures – Page 11-12

Punctuality – Page 12

Strategies for maximising attendance – Page 12-13

Summary of Responsibilities – Page 13-14

Appendices

1Absense concern letter
2Persistent Absentees Meeting request
3 Punctuality concern letter
4 Exceptional circumstances request
5 Permission for walking home alone letter
6 Attendance codes

Our Mission

As a community of life-long learners,
with Christ at the center,
we strive to do our best and make a difference to the world.

Dare to dream and always have hope,
revealing Jesus to others through the choices we make,
while living life to the full.



Mane Nobiscum Domine – Stay with us Lord
Luke 24:29

LOVE BELIEVE ACHIEVE

National Minimum Attendance 90%
(Persistent absence is identified as anything under 90%)
Cottesmore St Mary Attendance Target 97%

General Procedures

- All registers are completed on Scholarpack by 8.40am and are reviewed by the office by 9am. In the afternoon, KS1 registers are completed on Scholarpack by 12:45 and reviewed by the office at 12.50 and KS2 registers are completed 1:05 and reviewed by the office at 1.10pm.

- Gates open at 8.30am. Children need to be in class at 8.40am, ready to start their learning. If you enter via the gates at 8.40am, children will be marked as late as they will not be in class in time.
- Children arriving late will sign in at the front Office.
- Attendance office staff logs the names of all children who have arrived late. This is tracked.

- Parents/Carers are requested to notify the school Via Studybugs App by 8.40am if their child is late or absent.
- Parents/Carers must advise the school office if their child will arrive late, after 9am. If this is not the case children will be marked as an unauthorised absence (U) for the part of the day they have missed.

- Children's attendance will be recorded by the attendance leader by 10am. Parents/Carers of those without recorded reasons will be contacted by the school by 9.15am

Monitoring

Attendance for all pupils below 90% is monitored every half term by the Attendance Leader. The Headteacher is informed of findings. Late arrivals contribute towards attendance figures and are also tracked and monitored.

Names logged of all those children with below 90% attendance.

The Attendance Leader will send a letter to let Parents/Carers know that their child's attendance has fallen below 90%. Notes from responses will be logged on Cpoms. This takes place every half term.

If there is no significant improvement after half a term from the dated letter, parents will be invited to a meeting with the Attendance Leader to discuss concerns / put actions in place. An attendance plan will be created. Notes from meeting will be logged.

If there are no significant improvement parents will be invited to a formal meeting with the Headteacher. The Brighton and Hove City Council Attendance team can also be contacted. School can also signpost to a range of support Via the Schools Wellbeing Team or Family Support Workers.

- Attendance Leader will inform Headteacher of classes with the highest attendance half termly. These will be celebrated.
- Attendance Leader to track number of authorised and unauthorised absences half termly and inform Headteacher.
- Attendance leader will advise Headteacher of specific vulnerable group's attendance half termly.

Exceptional Circumstances

Requests for leave of absence during term time will generally not be permitted. However, in the event of exceptional circumstances for example medical reasons or a specific family issue such as bereavement, wedding or Baptism, these will be considered, although not automatically approved.

The DfE statutory guidance states that "Generally, the DfE does not consider a need or desire for a holiday or other absence for the purpose of leisure and recreation, to be an exceptional circumstance." It also states that "a school cannot grant leave of absence retrospectively."

The fundamental principles for defining 'exceptional' are where requests are rare, significant, unavoidable and short.

For term-time absence to be granted:

a) Permission must be requested at least two weeks before the absence begins.

b) Permission must be requested by the Parent/Carer who the pupil normally lives with.

c) A Parent/Carer must explain in writing, by completing a Leave of Absence Request Form why they believe the circumstances to be exceptional and provide all necessary evidence to the school at the time the request is made.

It is the Parent/Carer's responsibility to provide evidence when making the request. If evidence is not provided with the original request, we observe the right to unauthorise the absence.

If a leave of absence is granted, it is for the school to determine the length of the time the pupil can be away from school. The school follow Local Authority guidance on this.

A term-time absence taken without the school's written permission may trigger a Fixed Penalty Notice, which is issued by the Local Authority.

Statement of Intent

Cottesmore St Mary believes that regular school attendance is essential in enabling pupils to achieve their full potential.

Our objective is to:

- Ensure Parents/Carers follow the framework set out in section 7 of the Education Act 1996, which states that the Parent/Carer of every child of compulsory school age, shall cause them to receive efficient full-time education suitable to their age, ability and aptitude, and to any SEND they may have, either by regular attendance at school or otherwise
- Promote and model good attendance patterns
- Implement our policies to reflect inclusivity and fairness in accordance with the Equality Act 2010
- Offer early intervention support and work with other agencies to ensure the health and safety of our pupils

The Law on School Attendance

The law entitles every child of compulsory school age to receive a full-time education, it is the legal responsibility of every Parent/Carer to ensure this. Where Parents/Carers decide to have their child registered at school, they have an additional legal duty to ensure their child attends that school regularly and punctually, meaning that their child must attend every day that the school is open. There are a few exceptions, such as being too ill to attend or being given permission for an absence in advance from the school.

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

Working together to improve school attendance - GOV.UK (www.gov.uk) (applies from 19th August 2024)

The Education (Penalty Notices) (England) (Amendment) Regulations 2024 (legislation.gov.uk) (applies from 19th August 2024)

Definitions

Authorised Absence (this list is not limited to)**:**

- An absence for sickness
- Medical or dental appointments which unavoidably fall during school time
- Religious or cultural observances for days set aside by a religious body, for which the school has granted leave
- An absence due to a family emergency, taken with the school's permission

Unauthorised absence (this list is not limited to)**:**

- Parents/Carers keeping children off school unnecessarily or without reason
- Truancy during the school day
- Absences which have not been properly explained

- Arrival at school after the close of registration
- Absence due to unofficial responsibilities at home
- Absence due to birthdays
- Absence due to term-time trips and holidays that have not been authorised by the school
- Leaving school without reason/the school's permission during the day

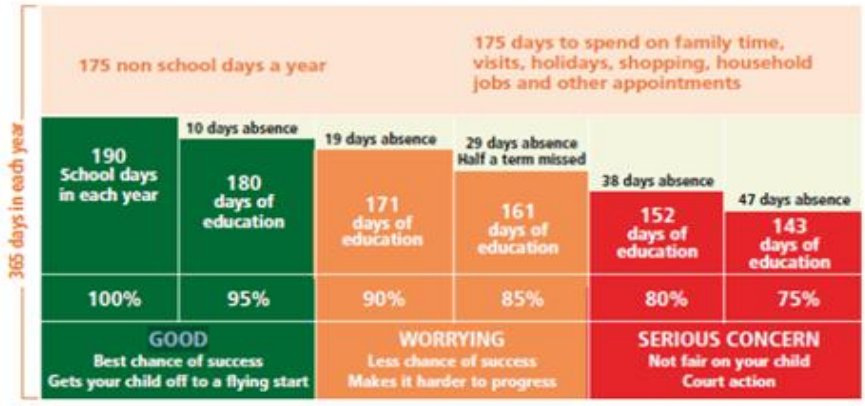
Persistent absenteeism:

- Missing 10 percent or more of schooling during the academic year, for any reason

Severe absenteeism:

- Missing 50 percent or more of schooling during the academic year, for any reason

Attendance	
Exceptional	Attendance is 99% or higher. Always in school on time.
Good	Attendance is 96% or higher. Very rarely late to school.
Room for Improvement	Attendance falls below 96% or occasionally late to school.
Cause for Concern	Attendance is below 90% or frequently late to school.



Working in partnership to improve attendance.

Addressing the root causes of absence and removing barriers to attendance requires schools and local partners to work collaboratively with families:

EXPECT
Promote high standards of attendance and build a culture where everyone across the school prioritises attendance improvement.

MONITOR
Make use of attendance data to identify patterns of poor attendance as soon as possible so all parties can work together to resolve them before they become entrenched.

LISTEN AND UNDERSTAND
When an absence pattern is identified, discuss with pupils and Parents/Carers to understand, and address barriers to attendance and agree how all partners can work together to improve attendance.

FACILITATE SUPPORT
Remove barriers in school and help families to access the support they need to overcome the barriers outside of school. This may involve referrals to external agencies for further support.

FORMALISE SUPPORT
Where absence persists and voluntary support is not working or being engaged with, partners should work together to explain the consequences clearly to families. Depending on the circumstances, this may include formalising support through an attendance contract.

ENFORCE
Where all other avenues have been exhausted and support is not working or being engaged with, enforce attendance through statutory intervention or prosecution to protect the pupil's right to an education.

Parent/Carer involvement

The school will build positive and respectful relationships with Parents/Carers to ensure their trust and engagement. Open and honest communication will be maintained with pupils and their families about the expectations of school life, attendance, and performance, so that they understand what to expect and what is expected of them. The school will liaise with other agencies working with pupils and their families to support attendance, e.g. social services.

Parents/Carers will be expected to:

- Build positive and respectful relationships with school staff
- Engage with school support when offered
- Call staff for help when needed
- Communicate with the school about possible circumstances which may affect their child's attendance or require support
- Inform the school of any change of address and ensure contact details are up-to-date

Attendance expectations at Cottesmore St Mary

Punctuality

Children are expected to be at school every day, on time.

Doors Open	Doors close	Register taken	End of School Day
8.30am	8.40am	8.40am	3.10pm

Registers are taken as follows throughout the school day:

- Gates open at **8.30am**. Children need to be in class at 8.40am, ready to start their learning. If they enter via the gates at 8.40am, they will be marked as late as they will not be in class in time
- Registers are marked by **8.40am**. Pupils will receive a late mark ('L' code - late) if they are not in their classroom by this time
- The register closes at **9:00am**. Pupils will receive a mark of absence ('U' code – unauthorised absence) if they do not attend school before this time
- After lunch, registers are marked within 5 minutes of returning to class from lunch. Pupils will receive a late mark ('L') if they are not in their classroom by this time, or an absence mark if they are late ('U')
- If your child attends an appointment they will be marked as absent for the whole session e.g. a morning or afternoon session. This does impact attendance figures for your child
- Any children arriving late must enter the school via the front office with their Parent/Carer. They will be marked in by the office who will also ensure lunches are ordered. Their Parent/Carer will need to wait with them until a member of staff is available to walk the child to their class. This may take time to facilitate. Office staff are unable to leave the office to do this

Sickness

Absence Procedures

If your child is absent you must:

- Contact us via Studybugs App or phone by 8.40am on the first day of absence
- If the reason for the absence is sickness and it is likely that the absence will continue for more than 5 school days, medical evidence should be obtained and sent to the school.

If your child is absent we will:

- Text or telephone you on each day of absence if we have not heard from you

- Invite you in to discuss the situation if absence persists
- Refer the matter to the Brighton and Hove City Council's Access to education service, if the situation does not improve.
- If your child is absent and you have not informed school by Studybugs or phone, and their absence level is of concern, the Safeguarding Lead may wish to complete a home visit to ascertain the reason for the absence.

We have adopted Studybugs App to support Parents/Carers to inform the school of their child's absence in a convenient way. This is the preferred mode of contact between Parents/Carers and school. The information should be inputted by Parents/Carers by 8.40am, for the school office to generate the report. The App can be updated by parents for successional absences.

The traffic light guidance below may help you decide if your child is well enough to come into school. Please also see NHS guidance here: https://www.nhs.uk/live-well/is-my-child-too-ill-for-school/
If your child has a medical condition that could impact school attendance, please let us know. There may be support that we can offer.

RED – STAY AT HOME	AMBER – COME TO SCHOOL AND COMMUNICATE WITH STAFF	GREEN – COME TO SCHOOL
Sickness & Diarrhea 48 hours must have elapsed before a child can return to school from the last episode.	**Headache, Feeling Sick, Stomach Ache** Children often feel unwell if they are anxious, if in doubt contact the school for advice.	**Mild cough, Cold, Sore Throat, Feeling Tired** We will always contact you if your child is ill during the school day

Appointments
In accordance with DfE guidance, routine medical and dental appointments should be arranged outside of school hours wherever possible. If the appointment time allows your child to come to school for registration and then leave later, this will mean that less school is missed. Your child should return to school straight after their appointment wherever possible. All requests for appointments need to be put in writing, using the school form. We request this, two weeks, in advance. If the appointment is emergency we will accept requests closer to the date.

Term time holidays
The DfE statutory guidance states that "Generally, the DfE does not consider a need or desire for a holiday or other absence for the purpose of leisure and recreation, to be an exceptional circumstance." It also states that "a school cannot grant leave of absence retrospectively."
The fundamental principles for defining 'exceptional' are where requests are rare, significant, unavoidable and short.
For term-time absence to be granted:

a) Permission must be requested at least two weeks before the absence begins.
b) Permission must be requested by the Parent/Carer who the pupil normally lives with.
c) A Parent/Carer must explain in writing/by completing a Leave of Absence request form why they believe the circumstances to be exceptional and provide all necessary evidence to the school at the time the request is made.
It is the Parent/Carer's responsibility to provide evidence when making the request.
If a leave of absence is granted, it is for the school to determine the length of the time the pupil can be away from school.
A term-time absence taken without the school's written permission may trigger a Fixed Penalty Notice, which is issued by the Local Authority.

Fixed Penalty Notices

The national threshold for triggering a Fixed Penalty Notice is met when a pupil has been recorded as having had unauthorised absence for 10 or more sessions (5 or more school days) in a period of 10 school weeks. One or a combination of the following codes count as unauthorised absence:

- G-codes (unauthorised term-time holiday)
- N-codes (no reason yet provided for absence)
- O-codes (poor attendance)
- U-codes (lateness after close of registration)

The first fine is £160 per Parent/Carer per child, if paid within 28 days, reduced to £80 if paid within 21 days.

If a second fine is issued to that Parent/Carer within a period of 3 school years, the fine is £160 per Parent/Carer per child to be paid within 28 days and there is no reduction if paid within 21 days.

A third penalty notice cannot be issued to the same Parent/Carer in respect of the same child, within 3 years of the first fine being issued. In a case where the national threshold is met for a third time (or subsequent times) within those 3 years, alternative action could be taken, such as prosecution.

There is no right of appeal once a Fixed Penalty Notice is issued, so disputes over how an absence is classified must be settled with the school before the absence is taken.

Full details relating to Fixed Penalty Notice amounts and thresholds can be found in the Code of Conduct on the Brighton & Hove City Council website.

Religious observances

Absence can be granted on a day that is exclusively set apart for religious observance by the religious body the Parents/Carers belong to. Parents/Carers must have requested and secured permission from the school two weeks in advance. Retrospective authorisation will not take place.

Modelling, sport and acting performances/activities

Parents/Carers of pupils that will be taking part in sporting events and entertainment/performances, (i.e. modelling, TV, films, theatre, etc) which require them to be absent from school, must obtain permission from the school before a child performance license can be issued. The agent, organiser or Parent/Carer will usually be the person who requests the absence from the school. Further information regarding licensing legislation can be found here: England Performance Legislation - NNCEE - National Network for Children in Employment & Entertainment. For more information, please visit Brighton & Hove City

Council's website: Apply for a child performance licence (brighton-hove.gov.uk) or contact childperformancelicensing@brighton-hove.gov.uk.

Young Carers
Schools will provide a caring and flexible approach to support the needs of Young Carers, to help maintain regular attendance at school. Further support from other agencies will be sought, if appropriate.

First day absence protocols
On the first day of absence, Parents/Carers must contact the school via Studybugs.
School will contact Parents/Carers of any child who does not arrive at school after the close of registration, to confirm the reason for absence. Further safeguarding action will be taken if necessary. Schools will check messages, emails, voicemails and school reporting systems for any notifications of pupil absence and will update registers with reasons for absence.

Attendance Contacts
Please contact the school to discuss any potential support that can be offered.

Class Teachers

- Teachers take the attendance register **at the start of each school day** and **at the start of the afternoon session**. This register will record whether a pupil is present or absent.

Attendance lead (A member of SLT)
Anna Mullans annamullans@cottesmorestmary.org

- Responsible for improving and maintaining good attendance, establishing and maintaining effective systems for tackling absence, ensuring they are followed by all staff
- Responsible for regularly monitoring and evaluating progress, including the efficacy of the school's strategies and processes
- Ensures the Attendance Policy is fully implemented
- Conducts home visits for any child who is non-contactable after attempts to make contact or a child who has unauthorised absence that is not known to school, for 3 or more consecutive days
- Ensure there is a whole school approach to improving attendance. This could include an 'Attendance display' and regular attendance items in Newsletters
- Oversee attendance processes
- Conduct attendance reviews in line with escalation procedures.
- Establish a range of evidence-based interventions to address barriers to attendance and provide additional support
- Ensure attendance processes are integrated throughout the school

Attendance Officer

Kristy Braswell-Ralston kristybraswellralston@cottesmorestmary.org

The Attendance Officer will:

- Check email, phone messages and absence reporting systems and update registers accordingly
- Oversee first day absence protocols
- Provide Parents/Carers with 'Leave of Absence Request Forms' when requested
- Maintain an attendance tracking system

- Verify that a Parent/Carer's contact details are up to date

Where a pupil at risk of Persistent Absenteeism (PA) is also at an increased risk of harm, the school will work in conjunction with all relevant authorities, e.g. Social Services, to support the pupil in line with the school's duty of care.

The Local Authority

- Has an Attendance Team that work with schools in the city to help identify barriers to attendance when necessary
- Monitors local attendance data
- Offers opportunities for schools in each area to share best practice
- Can provide information/signposting for support services for pupils identified as persistently or severely absent (or at risk of becoming so)
- Works jointly with the school to provide formal support options and legal processes
- Will, where there are safeguarding concerns, facilitate joint working between the school, children's social care and other statutory safeguarding partners where necessary
- Can, where support is not appropriate (e.g. term time holidays) or being engaged with, enforce attendance through legal intervention and Fixed Penalty Notices

The School Governing Body

- Work with senior leaders to set strategic goals or areas of focus for school attendance, providing support, and challenge, where necessary
- Review attendance data at board meetings (including school-level trends and benchmarking with other schools)
- Pay particular attention to pupil cohorts that have poor attendance, have had poor attendance historically, or face entrenched barriers to attendance. For example, pupils:
    - With a social worker
    - From a background where attendance has been a concern
    - With a long-term medical condition
    - With special education needs and/or disabilities (SEND)
    - With Free School Meals eligibility
- Analyse the school's absence and attendance rates

Staff training

All school staff are expected to promote a focus on attendance and recognise the importance of early intervention. As part of their induction and refresher training, staff will be able to identify potentially "at-risk" pupils and understand that absence can indicate wider issues requiring support. If support is unsuccessful or not engaged with, all staff will be aware of escalation processes.

Pupils at risk of persistent absence (PA)

The school will ensure it offers support to pupils at risk of persistent absence (PA), in conjunction with all relevant external authorities, where necessary.

Monitoring and review

Attendance and punctuality will be monitored throughout the year. The school's attendance target is **97 %**

This policy will be reviewed **annually** by the headteacher. The next scheduled review date for this policy is **September 2027**.

Appendices

1Absense concern letter
2Persistent Absentees Meeting request
3 Punctuality concern letter
4 Exceptional circumstances request
5 Permission for walking home alone letter
6 Attendance codes

Cottesmore St. Mary
Catholic Primary School
THE DIOCESE OF ARUNDEL AND BRIGHTON

Headteacher: Rachel Breen



Date

First contact RE: Below 90% attendance

This is a standardised letter that we send, following B&H policy. Please rest assured that all meetings will be supportive and in the usual tone of the school eg one of kindness, help and support. However, due to the attendance that your child currently has, we have to automatically send the letter below out. We are here to help and will work with you until attendance improves.

Dear Parent/Carer

I'm writing to express my concern at your child's recent high levels of absence from school.

Their current attendance has fallen to ADD%. Research shows, that attendance below 90% will likely have an impact on academic achievement. Attendance below 90%, is deemed as persistent absence and can be followed up with an Education Welfare Officer (EWO).

Research also shows, that being **absent** from school may affect children in the following ways:

- Being absent from school can be habit forming and may affect future schooling.
- It may cause worry when they return to school.
- It may affect their social development.
- Data shows that children with 95% attendance, or above, score on average one grade higher at GCSE.

Parents have a legal responsibility to ensure that their children attend school both regularly and punctually.

Pupils' welfare is of paramount importance to us and we believe that regular attendance throughout the year is essential for their success and fulfilment. We acknowledge that each family's circumstances are different, and we aim to work with parents to provide the best education for every child.

Therefore, this is our initial contact with you to make you aware that we are monitoring your child's attendance. If persistent absence continues, we will be requesting a meeting with you to discuss this matter further including, the reasons for the absence and what we can do to support you to ensure improved attendance.

Yours sincerely,

The Attendance Team

The Upper Drive, Hove, BN3 6NB Tel: (01273) 555811 Fax: (01273) 555423
E-mail: office@cottesmore.brighton-hove.sch.uk Website: www.cottesmore.brighton-hove.sch.uk

Cottesmore St. Mary
Catholic Primary School
THE DIOCESE OF ARUNDEL AND BRIGHTON

Headteacher: Rachel Breen



(Date)

Request for meeting

This is a standardised letter that we send, following B&H policy. Please rest assured that all meetings will be supportive and in the usual tone of the school e.g. one of kindness, help and support. However, due to the attendance that your child currently has, we have to automatically send the letter below out and ask to meet with you. We are here to help and will work with you until attendance improves.

Dear Parent/Carer

(Add name)

Last term, we wrote to you, identifying that your child's attendance was below 90%.

This has not significantly increased and therefore, we request that you attend a meeting with Anna Mullans online on Add date and time. Please confirm your attendance and/or rearrange this meeting at a convenient time via the school at kristybraswellralston@cottesmorestmary.org. Once you have done this, a link will be emailed to you.

Your child's current attendance has now fallen to add %. Research shows that attendance below 90% attendance will likely have an impact on academic achievement. Attendance below 90%, is deemed as persistent absence and can be followed up with an Education Welfare Officer (EWO) and can result in a fine with the Council.

Research also shows that being **absent** from school may affect children in the following ways:

- Being absent from school can be habit forming and may affect future schooling
- It may cause worry when they return to school
- It may affect their social development
- Data shows that children with 95% attendance, or above, score on average one grade higher at GCSE

Parents have a legal responsibility to ensure that their children attend school both regularly and punctually.

Pupils' welfare is of paramount importance to us and we believe that regular attendance throughout the year is essential for their success and fulfilment.

We acknowledge that each family's circumstances are different, and we aim to work with parents to provide the best education for every child.

Yours sincerely,

The Attendance Team

The Upper Drive, Hove, BN3 6NB Tel: (01273) 555811 Fax: (01273) 555423
E-mail: office@cottesmore.brighton-hove.sch.uk Website: www.cottesmore.brighton-hove.sch.uk

Cottesmore St. Mary
Catholic Primary School
THE DIOCESE OF ARUNDEL AND BRIGHTON



Headteacher: Rachel Breen

Today's date

First contact: Punctuality reminder – (Name of Child)

Dear Parent / Carer

This is our initial contact with you to make you aware that we are monitoring your child's punctuality. A reminder that children are required to be in the school building (not coming through the school gates) by 8.40am. Gates open at 8.30am to allow children enough time to pass through the playground.

Arriving to school late, 10 times over a 10-week period, is deemed as persistent late arrival to school.

We are writing to remind you that schools are advised to issue a Fixed Penalty Fine of £80 per parent, per child, if a child's punctuality brings either their attendance level to less than 90% or if a child is persistently late after the registers close. The Fixed Penalty Fine is issued by the council and money goes straight to them. We are required to follow the recommended policy.

Whilst your child has not yet reached this figure, this half term they have already been late (number) times. The fine rules include all unauthorised absence, including: late to school, late pick-up, holiday taken or other unauthorised absences. If any child misses 5 days (10 sessions am/pm) in any rolling 10-week period, then parents can be fined. The days/occurrences can be consecutive or separate instances now.

We acknowledge that each family's circumstances are different and we will work with parents / carers to provide the best support for every family / child. If you require any support, please contact annamullans@cottesmorestmary.org. We are also able to refer families, requiring support, to the Moulsecoombe Hub as they have a team who can help families with any aspect of attendance.

Late attendance to school has a direct impact upon attendance figures for your child and parents / carers have a legal responsibility to ensure that their children attend school both regularly and punctually.

Being late to school may affect children in the following ways:

- It can be habit forming and may affect future schooling
- This can cause worry when they arrive at school
- They miss vital learning time
- It can be more difficult to settle into the school routine
- It can cause disruption to the teaching and learning of the rest of the pupils in the class

Pupils' welfare is of paramount importance to us and research shows that regular attendance throughout the year is essential for their success and fulfilment, this includes arriving at school on time.

We hope that by working together any further contact won't be necessary and that, moving forwards, you are able to ensure that your child attends school on time.

Do get in touch if you need as we are here to help.

Yours sincerely,

The Attendance Team

The Upper Drive, Hove, BN3 6NB Tel: (01273) 555811 Fax: (01273) 555423

Cottesmore St. Mary
Catholic Primary School
THE DIOCESE OF ARUNDEL AND BRIGHTON



Headteacher: Rachel Breen

APPLICATION BY PARENT/CARER FOR CHILD'S LEAVE OF ABSENCE FROM SCHOOL DURING TERM TIME

If you have to take an absence in term time, please complete this form and return it to the school at least 10 days before the date you wish for your child to be absent from school.

Pupil Name: ..... Class: .....

Name of any older sibling and school attending .....

Home Address: .....

First day of absence ..... Date your child will return to school .....

Total number of school days/hours missed: .....

Reason / Exceptional circumstances are as follows (please attach any proof):

.....

.....

I understand that if the request is unauthorised, the Local Authority will be notified of the absence taken and they may issue both parents with a penalty notice.

If a pupil misses 10 or more sessions (5 days or more) of school for unauthorised absence within a period of 10 school weeks, a Fixed Penalty Notice may be issued to <u>each parent</u> (as it is both parents' responsibility to ensure their child is in school). The threshold 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 (e.g. 10 sessions of holiday in one week) or not. 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). There are 2 sessions per day – 1 am and 1 pm.

If unauthorised with a fine, the first Penalty Notice issued to a parent in respect of a particular child is £160 if paid within 28 days. This will be reduced to £80 if paid within 21 days.

A second penalty notice issued to the same parent/carer in respect of the same pupil, within 3 years of the date of issue of the first penalty notice, is charged at a flat rate of £160 if paid within 28 days.

A third penalty notice cannot be issued to the same parent/carer, in respect of the same pupil, within 3 years of the date of issue of the first penalty notice. In a case where the national threshold is met for a third time (or subsequent times) within those 3 years, alternative action can be taken, including considering prosecution under Section 444 of the Education Act 1996.

I understand that failure to pay any fines may result in legal action.

Name of parent/carer making application: .....
Signed: ..... Dated: .....

The Upper Drive, Hove, BN3 6NB Tel: (01273) 555811 Fax: (01273) 555423

Cottesmore St. Mary
Catholic Primary School
THE DIOCESE OF ARUNDEL AND BRIGHTON

Headteacher: Rachel Breen

✂----------

(FOR OFFICE USE ONLY)

Pupil Name: ..... Class: .....

☐ **AUTHORISED**: Your request has been authorised for the following dates: .....to .....

☐ **UNAUTHORISED**: Your request has been unauthorised for the following dates: .....to.....
It is not considered that the circumstances you describe are exceptional.

Notes:

Signed: .....Attendance Team Date: .....

The Upper Drive, Hove, BN3 6NB Tel: (01273) 555811 Fax: (01273) 555423

Cottesmore St. Mary
Catholic Primary School
THE DIOCESE OF ARUNDEL AND BRIGHTON

Headteacher: Rachel Breen

Permission for walking home alone

Dear Parents and Carers,

Should you, as parents, feel your child is mature enough to cope with this responsibility would you please complete and return the slip below, giving permission for your child to do so.

No child will be allowed to walk home without prior written consent from a parent or guardian.

We ask that provisions are put in place to safeguard your children in event of an emergency by providing your child with the contact details of a trusted person who will be able to tend to them if, for instance they are locked out or need emergency assistance.

I give permission for my child to walk home (or to another specified destination – on their own after school. ☐

I have explained to my child the safety aspects of walking home on their own. ☐

I have arranged for a trusted person to be contactable by my child(ren) in the event of an emergency. ☐

I understand that it is the responsibility of parents, and not the school, once my child has left the school premises. ☐

Child's Name:

Class:

Parent's Name:

Signed:

Specified location if other than home:

The Upper Drive, Hove, BN3 6NB Tel: (01273) 555811 Fax: (01273) 555423

DfE attendance codes classify student attendance and absence for statutory reporting, covering present, authorised, unauthorised, and administrative categories.

Present Codes

- / – Present in the morning session
- ** – Present in the afternoon session
- **L** – Late arrival before the register closes
- **K** – Attending education provision arranged by the local authority (face-to-face)
- **V** – Attending an educational visit or trip
- **P** – Participating in a sporting activity
- **W** – Attending work experience
- **B** – Attending any other approved educational activity (face-to-face)
- **D** – Dual registered at another school

Authorised Absence Codes

- **C1** – Leave for regulated performance or employment abroad
- **M** – Medical or dental appointment
- **J1** – Interview for employment or admission to another educational institution
- **S** – Study leave for public examinations
- **X** – Non-compulsory school-age pupil not required to attend
- **C2** – Part-time timetable for compulsory school-age pupil
- **C** – Exceptional circumstances leave
- **T** – Parent travelling for occupational purposes
- **R** – Religious observance
- **I** – Illness (not medical or dental)
- **E** – Suspended or permanently excluded with no alternative provision

Absence Due to Unavoidable Causes

- **Q** – Lack of access arrangements
- **Y1** – Transport normally provided not available
- **Y2** – Widespread disruption to travel
- **Y3** – Part of school premises closed
- **Y4** – Whole school site unexpectedly closed
- **Y5** – Pupil in criminal justice detention
- **Y6** – Absence in accordance with public health guidance or law
- **Y7** – Any other unavoidable cause

Unauthorised Absence Codes

- **G** – Leave not granted by the school
- **N** – Reason for absence not yet established
- **O** – Absent in other or unknown circumstances
- **U** – Late arrival after the register closes

Administrative Codes

- **Z** – Prospective pupil not yet on admission register
- **Planned whole school closure** – Used for scheduled school closures

These codes are used to **record attendance accurately, support statutory reporting, and calculate attendance percentages** for each pupil. Authorised codes count as approved absences, while unauthorised codes may trigger follow-up actions or penalties. Schools are required to mark registers twice daily, and these codes are aligned with DfE guidance for consistency across England