

Trinity School

Attendance Policy



DOCUMENT REVIEW

GOVERNOR APPROVAL DATE: May 2021

COMMITTEE RESPONSIBLE: Education Committee

AUTHOR: Mr J Davies

NEXT REVIEW DATE: May 2024



Table of Contents

1. STATEMENT OF INTENT	3
2. LEGISLATION AND GUIDANCE.....	3
3. ROLES AND RESPONSIBILITIES	4
3.1 THE GOVERNING BODY	4
3.2 THE HEADTEACHER.....	4
3.3 TRINITY SCHOOL.....	4
3.4 THE SCHOOL ATTENDANCE OFFICER	4
3.5 FORM TUTORS AND CLASS TEACHERS.....	5
3.6 HEAD OF YEAR.....	5
3.7 SCHOOL ADMIN/OFFICE STAFF	5
3.8 PARENTAL RESPONSIBILITY	5
3.9 STUDENTS	5
4. RECORDING ATTENDANCE.....	5
4.1 ATTENDANCE REGISTER	5
4.2 UNPLANNED ABSENCE.....	6
4.3 PLANNED ABSENCE.....	6
4.4 LATENESS AND PUNCTUALITY.....	6
4.5 FOLLOWING UP ABSENCE	6
4.6 STUDENTS LEAVING DURING THE SCHOOL DAY.....	7
4.7 REPORTING TO PARENTS	7
5. AUTHORISED AND UNAUTHORISED ABSENCE	7
5.1 APPROVAL FOR TERM-TIME ABSENCE	7
5.2 REDUCING PERSISTENT ABSENCE	8
5.3 LEGAL SANCTIONS.....	9
6. STRATEGIES FOR PROMOTING ATTENDANCE.....	10
7. ATTENDANCE MONITORING.....	10
8. MONITORING ARRANGEMENTS	11
9. LINKS WITH OTHER POLICIES	11
APPENDIX 1 – CONCERNS ABOUT A STUDENT'S HIGH LEVEL OF ABSENCE.....	12
APPENDIX 2 – CONCERNS ABOUT A STUDENT'S UNAUTHORISED ABSENCE(S)	13
APPENDIX 3 – FORMAL NOTICE ABOUT UNAUTHORISED ABSENCE.....	14
APPENDIX 4 – ACCEPTING A REQUEST FOR A HOLIDAY IN TERM-TIME.....	15
APPENDIX 5 – DECLINING A REQUEST FOR A HOLIDAY IN TERM-TIME.....	16
APPENDIX 6 – AFTER AN UNAUTHORISED HOLIDAY	17
APPENDIX 7 – ACCEPTING A REQUEST FOR ABSENCE FOR RELIGIOUS OBSERVANCE.....	18
APPENDIX 8 – CONCERN ABOUT PUNCTUALITY	19
APPENDIX 9: DfE ATTENDANCE CODES.....	20
APPENDIX 10: LEAVE OF ABSENCE REQUEST	22



1. Statement of Intent

Trinity is committed to the continuous raising of achievement of all our students and to meeting our obligations with regard to school attendance. We believe that regular attendance is critical if our students are to be successful in life and benefit from the opportunities presented to them in school. We will achieve this by:

- Promoting good attendance and reducing absence, including persistent absence
- Ensuring every student has access to full-time education to which they are entitled
- Acting early to address patterns of absence
- Supporting parents to perform their legal duty to ensure their children of compulsory school age attend regularly
- Promoting and supporting punctuality in attending lessons

One of our basic principles is to celebrate success. Good attendance is fundamental to a successful and fulfilling school experience. We actively promote 100% attendance for all our students and we use a variety of weekly, termly and annual awards to promote good attendance and punctuality.

The Governors, Headteacher and Staff in partnership with parents have a duty to promote full attendance at Trinity.

2. Legislation and Guidance

This policy meets the requirements of the [school attendance guidance](#) from the Department for Education (DfE), and refers to the DfE's statutory guidance on [school attendance parental responsibility measures](#). These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

- Part 6 of [The Education Act 1996](#)
- Part 3 of [The Education Act 2002](#)
- Part 7 of [The Education and Inspections Act 2006](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006](#) (and [2010](#), [2011](#), [2013](#), [2016](#) amendments)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)



3. Roles and Responsibilities

3.1 The Governing Body

- The Governing Body is responsible for monitoring attendance figures for the whole school on at least a termly basis. It also holds the Headteacher to account for the implementation of this policy
- The committee responsible for monitoring attendance is the Education Committee

3.2 The Headteacher

The Headteacher is responsible for:

- Implementation of this policy at the school
- Monitoring school-level absence data and reporting it to governors
- Supporting staff with monitoring the attendance of individual students

3.3 Trinity School

We expect that Trinity School will encourage attendance by:

- Providing a welcoming and engaging learning environment for all students
- Keeping a regular and accurate register of attendance twice a day and for all lessons
- Contact parents/carers on each day of absence where no prior explanation has been received
- Monitoring students' patterns of attendance
- Inform parents/carers should attendance become a cause for concern
- Responding promptly to a child or parents'/carers' concerns that impact upon positive attendance
- Making contact with parents/carers of students who are not attending regularly and clarify the school's and Kent County Council's expectations with regard to regular attendance
- Refer students presenting irregular or unjustified absences to relevant support agencies
- Actively promote the importance and value of good attendance to students and parents/carers
- Celebrate positive and improved attendance

3.4 The School Attendance Officer

The School Attendance Officer is responsible for:

- Monitoring attendance data across the school and at an individual student level
- Reporting concerns about attendance to the Headteacher (or designated member of SLT with responsibility for attendance)
- Working with Kent County Council to tackle persistent absence
- Arranging calls and meetings with parents to discuss attendance issues (with Kent County Council and/or the designated member of SLT with responsibility for attendance)
- Advising the Headteacher or designated member of SLT with responsibility for attendance) when to issue fixed-penalty notices



3.5 Form Tutors and Class Teachers

- Form tutors and class teachers are responsible for recording attendance on a daily basis, using the correct codes, and submitting this information to the attendance office via SIMS or Edulink

3.6 Head of Year

- Heads of Year, in consultation with the School Attendance Officer, may arrange meetings with parents to discuss attendance and consequently may put into place an attendance action plan which will set targets for improvement

3.7 School Admin/Office Staff

- School admin/office staff are expected, when required, to take calls from parents about absence and report these to the school attendance officer

3.8 Parental Responsibility

We expect that all parents/carers will:

- Be aware of their legal duty to ensure that their child(ren) attend school regularly and arrive on time. Regular attendance is essential to the all-round development of the child and they should be allowed to take full advantage of educational opportunities available to them. Poor attendance undermines their education and sometimes puts students at risk.
- Contact the school on the first day of absence. This is a safeguarding issue, so all parties must know that each student is safe.
- Attend attendance meetings as required to discuss support for their child
- Update the school every day their child is absent from school

3.9 Students

We expect that all students will:

- Arrive to school by 8:45am and remain on site until 15:25pm
- Be punctual for the school day, every lesson and equipped for learning
- Sign in at reception if they are late to school and record the reason for their lateness
- If a student leaves school during the day they must sign out at reception and a reason for their absence
- Make every effort to catch up on any missed learning due to school absence/lateness

4. Recording Attendance

4.1 Attendance Register

Trinity will keep an attendance register and place all students onto this register. The attendance register will be taken at the start of the first session of each school day and once during the second session. It will mark whether every student is:

- Present
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to exceptional circumstances

See Appendix 9 for the DfE attendance codes.



We will keep every entry on the attendance register for 3 years after the date on which the entry was made.

The school day begins at 8.45am and all students are expected to be in school at this time.

The register for the first session will be taken at 8.45am and will be kept open until 9.15am. A student that arrives and registers after 8.45am will be recorded as late to school. A student that arrives to school after 9.15am, without an authorised reason, will be recorded as an unauthorised absence for that session. Students arriving after this times must enter school by the main entrance and report to reception where their name and reason for lateness will be recorded. The register for the second session will be taken at 1.20pm.

4.2 Unplanned Absence

The student's parent/carer must notify the school on the first day of an unplanned absence by 8.30am or as soon as practically possible (see also section 7). They will do this by calling the school and leaving a message on the attendance line, or e-mailing the attendance office at attendance@trinitysevenoaks.com.

The School will mark absence due to illness as authorised unless the school has a genuine concern about the authenticity of the illness. If the authenticity of the illness is in doubt, the school may ask the student's parent/carer to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily. If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents/carers will be notified of this in advance.

4.3 Planned Absence

Attending a medical or dental appointment will be counted as an authorised absence as long as the student's parent/carer notifies the school in advance of the appointment. They will do this by calling the school and leaving a message on the attendance line, or e-mailing the attendance office at attendance@trinitysevenoaks.com stating the student's name, form, date and time of medical appointment as well as any arrangements for collection.

However, we encourage parents/carers to make medical and dental appointments out of school hours where possible. Where this is not possible, the student should be out of school for the minimum amount of time necessary.

The student's parent/carer must also apply for other types of term-time absence as far in advance as possible of the requested absence. Go to section 5.1 to find out which term-time absences the school can authorise.

4.4 Lateness and Punctuality

A student who arrives late:

- Before the register has closed will be marked as late, using the appropriate code
- After the register has closed will be marked as absent, using the appropriate code

4.5 Following up Absence

Where any student we expect to attend school does not attend, or stops attending, the school will:



- Follow up on their absence with their parent/carer to ascertain the reason, by text and/or telephone and/or email every day of the absence if we do not hear from the parent/carer
- Ensure proper safeguarding action is taken where necessary
- Identify whether the absence is approved or not
- Identify the correct attendance code to use

4.6 Students Leaving During the School Day.

- Whenever possible parents/carers should arrange medical or other appointments outside of school time
- Students will need to sign out at the main reception and sign back in upon their possible return to school
- Parents/carers are to confirm the reason for any planned absence, the time of leaving, the expected time of return and whether the student is being collected or will make their own way to their destination
- Where a student is being collected from the school, parents/carers are requested to report to the school reception before the student is permitted to leave the school site. If parents/carers arrange for another adult to collect their child they are to have contacted school in advance to advise of this arrangement.
- If a student is known to have left the school site without permission, their parents/carers will be contacted. Should the School be unable to make contact with a parent/carer, it may be appropriate, in certain circumstances, to contact the Police to register the student as a missing person.

4.7 Reporting to parents

- Trinity School will report attendance to parents within the end-of-year report as well within any mid-year reports that are sent.

5. Authorised and Unauthorised Absence

5.1 Approval for Term-time Absence

The Headteacher will only grant a leave of absence to students during term time if they consider there to be 'exceptional circumstances'. A leave of absence is granted at the Headteacher's discretion. Where there is doubt, the Headteacher, on behalf of the Governing Body, will take a consistent approach. The absence must be unavoidable e.g. a one-off emergency situation which prevents the child from attending school. The Headteacher is not obliged to accept a parent's explanation, a letter or telephone message from a parent does not in itself authorise an absence. If absences are not authorised, parents will be notified. If no explanation is received, absences will not be authorised.

The following reasons are examples of absence that will not be authorised as they are not deemed to be "exceptional circumstances":

- Persistent non-specific illness e.g. poorly/unwell
- Absence of siblings if one child is ill
- Oversleeping
- Inadequate clothing/uniform



- Confusion over school dates
- Medical/dental appointments of more than half a day without very good reasons
- Child's/family birthday
- Shopping trip
- Travel disruption
- Family Holidays. (If the holiday is taken anyway a Penalty Notice to each parent may be issued for each child taken out of school)

However, the school will always consider each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request. Valid reasons for **authorised absence** include:

- Illness and medical/dental appointments (see sections 4.2 and 4.3 for more detail)
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the student's parents belong. If necessary, the school will seek advice from the parents' religious body to confirm whether the day is set apart.
- Traveller students travelling for occupational purposes – this covers Roma, English and Welsh Gypsies, Irish and Scottish Travellers, Showmen (fairground people) and Circus people, Bargees (occupational boat dwellers) and New Travellers. Absence may be authorised only when a Traveller family is known to be travelling for occupational purposes and has agreed this with the school.

5.2 Reducing Persistent Absence

- If a new student has a history of poor attendance at their previous school, there may be a pre-start attendance meeting held.

Timeline of School Action for Poor Attendance

Attendance		School Action
96-100%	Expected level of attendance	The School Attendance Officer will monitor the attendance and notify the relevant Head of Year and Pastoral Lead of any concerns. Parents/carers will be notified if appropriate.
90-95%	Below expected level of attendance	The school will continue to monitor attendance and will send attendance letters and arrange meetings with students and parents/carers and offer additional support if required.
Below 90%	Persistent absence	The school will continue to monitor and support the student and work with the Local Authority Attendance Service where absences have not been authorised and referral criteria are met. A Penalty Notice referral could be issued.



5.3 Legal Sanctions

Trinity will follow the Local Authority guidance with regard to persistent unauthorised absence/poor attendance which may result in prosecution. Parents/carers will be notified in writing if this is the case.

The school or local authority can fine parents/carers for the unauthorised absence of their child from school, where the child is of compulsory school age.

The decision on whether or not to issue a penalty notice may take into account:

- The number of unauthorised absences occurring within a rolling academic year
- One-off instances of irregular attendance, such as holidays taken in term time without permission
- Where an excluded student is found in a public place during school hours without a justifiable reason
- Overt truancy (students found during truancy patrols)

If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

The issue of a Penalty Notice will be considered by the Attendance Service if a child has 10 or more unauthorised sessions during the preceding 10 school weeks. Failure by the parents'/carers' to engage with supportive measures proposed by the school or School Liaison Officer, will be a factor when considering the issue of a Penalty Notice. Unauthorised absence will include late arrival after the close of registration without good reason. Unauthorised leave of absence taken in term time could result in parents being sent a formal warning of their liability to receive such a notice before it is issued.

Section 23 of the **Anti-Social Behaviour Act 2003** gives powers to the Local Education Authority and other designated bodies to issue Penalty Notices where a parent/carer is considered capable of but unwilling to secure an improvement in their child's school attendance.

Under existing legislation, parents/carers commit an offence if a child fails to attend regularly and the absences are classed as unauthorised (those for which the school cannot or has not given permission).

Depending on circumstances, such cases may result in prosecution under Section 444 of the Education Act 1996. A Penalty Notice is an alternative to prosecution, which does not require an appearance in Court whilst still securing an improvement in a student's attendance. If the Penalty Notice is paid in full on time, then parents/carers will not be prosecuted for this particular offence.

The amount payable on issue of a Penalty Notice is £60, if paid within 21 days of receipt of notice, rising to £120 if paid after 21 days but within 28 days. If the Penalty Notice is not paid within 28 days the Local Authority must prosecute the parent/carer for failing to ensure regular school attendance under Section 444 Education Act 1996.



Please be aware that each parent is liable to receive a Penalty Notice for each child who incurs unauthorised absences. For example, if there are two parents and one child, each parent will receive a Penalty Notice. If there are two parents and two children incurring unauthorised absences, each parent will receive two Penalty Notices, which in this case would amount to £120 each if paid within 21 days.

The only statutory defences for absences are:

- Illness with medical evidence
- Religious observance
- Authorised leave
- Issues with LEA home school transport

6. Strategies for Promoting Attendance

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

The school also recognises that some students are more likely to require additional support to attain good attendance, for example, those students with special educational needs, those with physical or mental health needs, and looked after children.

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

1. Discussion with parents and students
2. Attendance panels in conjunction with Kent County Council
3. Parenting contracts
4. Attendance report cards
5. Referrals to support agencies
6. Learning mentors
7. Reward systems
8. Reduced timetables
9. Additional learning support
10. Behaviour support
11. Use of alternative provision in school
12. Reintegration support packages

Support offered to families will be child centred and planned in discussion and agreement with both parents and students. Where parents fail or refuse to engage with the support offered and further unauthorised absence occurs, Trinity will consider the use of legal sanctions.

7. Attendance Monitoring

The Attendance Officer at our school monitors student absence on a daily basis.

A student's parent/carer is expected to contact the school each morning if their child is going to be absent. (See section 4.2)



If a student's absence goes above 5 days (10 sessions) in 50 days (100 sessions) and the school has not been contacted by the parent/carer with a reason for the absence, then the absence will be recorded as unauthorised and the school will follow the Kent County Council Code of Conduct which could result in a penalty notice.

The persistent absence threshold is 10%. If a student's individual overall absence rate is greater than or equal to 10%, the student will be classified as a persistent absentee.

Children Missing Education: No child will be removed from the school roll without **consultation between the Headteacher** (or member of SLT with responsibility for attendance) and the Attendance Service. Where a child is missing from education, Local Authority guidance will be followed.

The Attendance Officer will track the attendance of individual students as well as identify whether or not there are particular groups of students whose absences may be a cause for concern. These students will be monitored to ascertain if there is a need for intervention and support.

Sixth Form

The expectations for Sixth Form regarding attendance are the same as the rest of the school. Parents are expected to inform us about the reasons for absence and any student in the Sixth Form whose attendance falls below expectations will be supported by the Sixth Form team.

8. Monitoring Arrangements

This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum every 3 years by the Headteacher (or designated member of SLT with responsibility for attendance) At every review, the policy will be approved by the full governing board.

9. Links with Other Policies

This policy links to the following policies:

- Child protection and safeguarding policy
- Behaviour policy



Appendix I – Concerns about a student's high level of absence

This letter will be used in situations where a student's absence has been authorised, but absence levels are still high.

For example:

- A student is regularly ill, but doesn't have an identified medical need
- Combined circumstances (such as a family bereavement and student illness) means the student has missed a lot of lesson time

Absences from school

I'm writing to express my concern at [name's] recent high levels of absence from school.

[His/her] current attendance has fallen to [percentage]. Falling below 95% attendance will likely have an impact on [his/her] academic achievement.

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

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

We want to make sure that we can support [name's] education in the best way possible, including looking into how we can help [him/her] to address gaps in learning due to absence.

Please contact the school on the attendance line, or e-mail the attendance office at attendance@trinitysevenoaks.com as soon as you can so we can arrange to discuss this.

Yours sincerely,

[Name]

Headteacher



Appendix 2 – Concerns about a student's unauthorised absence(s)

This letter will be used as the first step to address unauthorised absence.

Unauthorised absences from school

I'm writing to express my concern at [name's] recent unauthorised [absence/absences] from school.

[Name] has been absent from school for a total of [number] unauthorised sessions ([number] days) on the following dates:

- > [date]
- > [date]
- > [date]

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

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

Please note that unauthorised absences can result in a penalty notice being issued if your child has more than 5 days (10 sessions) unauthorised absences within 50 days (100 sessions). You can find more information about penalty notices in our school attendance policy. Copies of the policy are on the school website, or available from the school office.

Please contact the school on the attendance line, or e-mail the attendance office at attendance@trinitysevenoaks.com as soon as you can so we can arrange to discuss this.

Yours sincerely,

[Name]

Headteacher



Appendix 3 – Formal notice about unauthorised absence

This letter will be used when:

- We have previously tried to address a student's unauthorised absence
- The student's unauthorised absence has reached the threshold set by the local authority for the use of a penalty notice

Unauthorised absence

With reference to our letter dated [date], [name] has now had a total of [number] unauthorised absences within [time period]. These absences occurred on the following dates:

- [date]
- [date]
- [date]

In line with our attendance policy, and the local authority's code of practice, we have to now request a penalty notice be issued by the local authority.

On receipt of the notice, you must pay:

- £60, if paid within 21 days
- £120, if paid after 21 days but within 28 days

If payment is not made within 28 days, the local authority may decide to pursue further legal action.

We would like to invite you in for a meeting with [appropriate member of staff], so we can discuss how we can support you to help improve [name's] attendance.

Please contact the school urgently on the attendance line, or e-mail the attendance office at attendance@trinitysevenoaks.com so we can arrange this meeting.

Yours sincerely,

[Name]

Headteacher



Appendix 4 – Accepting a request for a holiday in term-time

Your request for a holiday absence

Thank you for your request to take [name(s)] out of school between [date] and [date].

Having considered the exceptional circumstances set out in your application, I'm able to agree to your request.

I haven't come to this decision lightly. Our school is dedicated to the education of all our students, and believes regular attendance throughout the year is essential to every child's success and fulfilment.

Each request for a holiday absence is considered on its merits at the time. Please note that my decision in this instance does not set a precedent and does not mean I'll be able to agree to a similar request, from you or other parents, in the future.

Yours sincerely,

[Name]

Headteacher



Appendix 5 – Declining a request for a holiday in term-time

Your request for a holiday absence

Thank you for your request to take [name(s)] out of school between [date] and [date].

In this case I regret I cannot consent to your request.

Our school, while acknowledging that each family's circumstances are different, is dedicated to the education of all our students and believes regular attendance throughout the year is essential to every child's success and fulfilment.

I have not made this decision lightly. A request for an absence is considered on its merits at the time and many variables are taken into consideration.

Because each request is unique, my decision in this instance can't be directly compared with decisions made by the school in the past, and nor does it set a precedent for the future.

I'm sorry to have to disappoint you on this occasion.

Yours sincerely,

[Name]

Headteacher



Appendix 6 – After an unauthorised holiday

Holiday absence

I'm writing about your action in taking [name(s)] out of school for a family holiday between [date] and [date].

We're treating this as an unauthorised holiday because [explain the evidence].

Our school works with parents to provide the best education for each child and believes that regular attendance throughout the year is essential to every child's success and fulfilment.

We expect you to consult the school before booking holidays that mean your child will be absent, or before making any plans that will involve your child's absence from lessons or other commitments.

We have the power to request that the local authority issue a penalty notice for unauthorised term-time holidays. This will be per parent/carer and per child.

If issued with a penalty notice, you must pay:

- £60, if paid within 21 days of receiving the notice
- £120, if paid after 21 days but within 28 days

If you don't pay the penalty within 28 days, the local authority could pursue legal action.

Absences like these could have a detrimental effect on [name(s)] education.

Please contact the school urgently on the attendance line, or e-mail the attendance office at attendance@trinitysevenoaks.com so we can arrange a meeting to discuss this further.

Yours sincerely,

[Name]

Headteacher



Appendix 7 – Accepting a request for absence for religious observance

Your request for absence for religious observance

Thank you for your request to take [name(s)] out of school on [date] because of [religious occasion].

In this case, I'm prepared to agree to your request and it will be considered an authorised absence.

Each request for an absence is considered on its merits at the time. We recognise that a family's religious beliefs and traditions are intrinsic to their sense of identity. However, please note that my decision in this instance does not set a precedent, and does not necessarily mean I'll agree to a similar request, from you or other parents, in the future.

Yours sincerely,

[Name]

Headteacher



Appendix 8 – Concern about punctuality

Poor punctuality

I'm writing to you because [name] has been late to school [number] times in [timeframe].

[He/she] arrived at school after the register had closed on the following dates:

- > [date]
- > [date]
- > [date]

[He/she] also arrived at school late (but before the register had closed) on the following dates:

- > [date]
- > [date]
- > [date]

The school day begins promptly at 8.45am and registration closes at 9.15am Afternoon registration takes place at 1.20pm.

Arriving promptly makes sure that your child doesn't miss work, and that disruption to the teacher and other students is minimised. Persistent lateness can lead to a significant loss in learning time.

Persistent lateness can result in a penalty notice. The school can request that the local authority issues a penalty notice related to lateness when a student has been given a U Code for 10 or more sessions.

We are committed to working with families to make sure every student gets the support they need and so we would therefore like to arrange a meeting to discuss how we can work with you to help improve [name's] punctuality.

Please contact the school urgently on the attendance line, or e-mail the attendance office at attendance@trinitysevenoaks.com so we can arrange a meeting to discuss this further.

Yours sincerely,

[Name]

Headteacher



Appendix 9: DfE attendance codes

The following codes are taken from the DfE's guidance on school attendance.

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
B	Off-site educational activity	Pupil is at a supervised off-site educational activity approved by the school
D	Dual registered	Pupil is attending a session at another setting where they are also registered
J	Interview	Pupil has an interview with a prospective employer/educational establishment
P	Sporting activity	Pupil is participating in a supervised sporting activity approved by the school
V	Educational trip or visit	Pupil is on an educational visit/trip organised, or approved, by the school
W	Work experience	Pupil is on a work experience placement

Code	Definition	Scenario
Authorised absence		
C	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances
E	Excluded	Pupil has been excluded but no alternative provision has been made
H	Authorised holiday	Pupil has been allowed to go on holiday due to exceptional circumstances
I	Illness	School has been notified that a pupil will be absent due to illness



M	Medical/dental appointment	Pupil is at a medical or dental appointment
R	Religious observance	Pupil is taking part in a day of religious observance
S	Study leave	Year 11 pupil is on study leave during their public examinations
T	Gypsy, Roma and Traveller absence	Pupil from a Traveller community is travelling, as agreed with the school
Unauthorised absence		
G	Unauthorised holiday	Pupil is on a holiday that was not approved by the school
N	Reason not provided	Pupil is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time)
O	Unauthorised absence	School is not satisfied with reason for pupil's absence
U	Arrival after registration	Pupil arrived at school after the register closed

Code	Definition	Scenario
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
Y	Unable to attend due to exceptional circumstances	School site is closed, there is disruption to travel as a result of a local/national emergency, or pupil is in custody
Z	Pupil not on admission register	Register set up but pupil has not yet joined the school
#	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day



Appendix 10: Leave of absence request

APPLICATION FOR EXCEPTIONAL LEAVE OF ABSENCE

The Headteacher may authorise absence in “exceptional circumstances” but this must be requested in advance and agreement to each request is at the discretion of the Headteacher. Each case will be judged on its merits and the Headteacher’s decision is final. Parents who consider that their particular circumstances are genuinely exceptional, and who wish to apply for leave of absence, should complete the form below.

Pupil’s Name:	Form:
First date of proposed leave of absence:	
Last date of proposed leave of absence:	
Number of school days to be missed:	
Details of proposed leave of absence:	
Reasons why the proposed leave of absence cannot be taken during the school holidays (please continue overleaf if necessary):	
In submitting this application, I understand that the school’s decision is final.	
Signed:	(Parent/Carer) Date: