



Wyken Croft Primary School

Attendance Policy

Review:	Annually
Reviewed by:	Georgette Franklin
Agreed by Governors:	September 2023
Shared with Staff:	September 2023
Date for next review:	September 2024

Role	Name	Contact details
Head Teacher	Georgette Franklin	pastoral@wykencroft.coventry.sch.uk 02476 613932
Senior Attendance Lead	Kerry Webb - Deputy Head teacher	
Attendance Team	Rachel Simpson - Pastoral Manager Rebecca Ross - Clerical Officer	
Named Governor for Attendance	Kieran Hawketts	

Introduction

Wyken Croft Primary School is committed to providing an education of the highest quality for all its pupils and recognises this can only be achieved by supporting and promoting excellent school attendance. There is a strong relationship between good school attendance and achieving positive outcomes for pupils and it is also recognised that attending school regularly can be a protective factor for pupils. It is important that as a school we offer a safe environment, positive relationships, high quality teaching and learning opportunities to develop social and emotional skills.

Ensuring that children attend school every day will help achieve this ambition by maximising their education and social achievements as well as developing self-discipline, organisation and preparedness for the work environment. Improving attendance and reducing absence, especially persistent absence is a priority for our school and Coventry City Council.

[Research](#) commissioned by the Department for Education shows missing school for even a day can mean a child is less likely to achieve good grades, which can have a damaging effect on their life chances. As set out in this policy, we will work with families to identify the reasons for poor attendance and try to resolve any difficulties at the earliest opportunity.

We recognise that attendance is a matter for the whole school 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 inclusive learning.

1. Aims

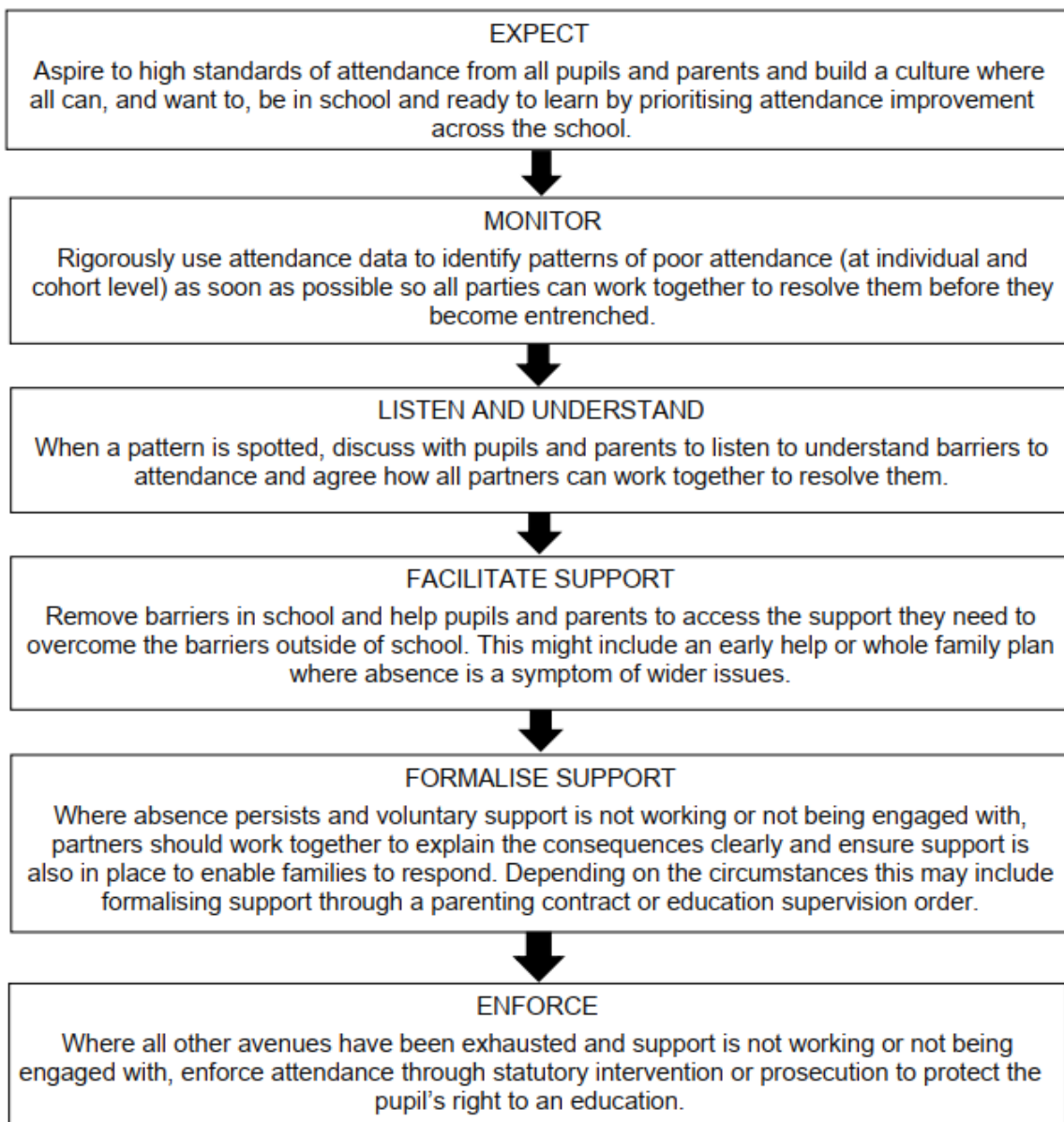
We are committed to meeting our obligation with regards to school attendance through our whole-school culture and ethos that values good attendance, including:

- Recognising it is the responsibility of all stakeholders to improve attendance and punctuality
- Promoting and rewarding good attendance
- Reducing absence, including persistent and severe absence
- Ensuring every pupil has access to the full-time education to which they are entitled
- Acting early to address patterns of absence whilst recognising some pupils find it harder to attend school than others
- Building strong relationships with families to ensure pupils have the support in place to attend school

2. Objectives

Our school attendance policy:

- Is easy to understand by pupils, parents and staff
- Is clear and consistently applied, transparent and fair
- Considers the individual needs of pupils and their families
- Is easy to find so that the whole school community is aware of our attendance expectations
- Includes the contact details of key staff to make it easy for parents to get in touch
- Is reviewed by staff regularly and involves pupils and parents because school attendance matters to everyone
- Is followed in accordance with the procedures in the flowchart below:



3. Legal Framework

Section 7 of the 1996 Education Act states that parents must ensure that children of compulsory school age receive efficient full-time education suitable to their age, aptitude and any special educational need they may have. It is the legal responsibility of every parent to make sure their child receives that education either by attendance at school or by education otherwise than at school. 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 government expects all schools and local authorities to:

- Promote good attendance and reduce absence, including persistent absence.
- Ensure every pupil has access to full-time education to which they are entitled.
- Act early to address patterns of absence.

Parents are expected to perform their legal duty by ensuring their children of compulsory school age who are registered at school attend regularly.

In accordance with the Education Act 1996, we will work with parents and carers and the Local Authority to ensure that parents are supported to secure education for children of compulsory school age. Where required, we will formalise support and where necessary, work with the LA to use legal measures.

A “Parent” is defined 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

This policy meets the requirements of the working together to improve school attendance from the Department for Education (DfE May 2022), and refers to the DfE’s statutory guidance on school attendance parental responsibility measures (January 2015). 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](#)

It also refers to:

- [School census guidance](#)
- [Keeping Children Safe in Education](#)
- [Working together to safeguard children](#)
- [Children missing education](#)
- [Working together to improve school attendance](#)
- [Mental health issues affecting a pupil’s attendance: guidance for schools](#)
- <https://www.gov.uk/government/publications/school-exclusion>

Guidance specific to Coventry:

- [School attendance](#)
- [Fixed Penalty notices](#)
- [Attendance and Children Missing Education](#)

4. Roles and Responsibilities

a. The Governing Body

The Governing body are responsible for:

- Promoting the importance of school attendance across the school's policies and ethos
- Making sure school leaders fulfil expectations and statutory duties
- Regularly reviewing and challenging attendance data to support school leader's focus improvement efforts, on the individual pupils or cohorts who require it most
- Monitoring attendance figures for the whole school
- Making sure staff receive adequate training on attendance
- Holding the Head teacher to account for the implementation of this policy

b. Head Teacher

The Head teacher is responsible for:

- Implementation of this policy within school
- Monitoring school-level absence data and reporting it to governors
- Supporting staff with monitoring the attendance of individual pupils
- Monitoring the impact of any implemented attendance strategies
- Supporting staff to issue Penalty Notices, where necessary

c. The Designated Senior Leader Responsible for Attendance

The Designated senior leader for Attendance is responsible for:

- Leading attendance across the school with the support of the Education Welfare Officer and School Attendance team
- Offering a clear vision for attendance improvement
- Evaluating and monitoring expectations and processes
- Having an oversight of data analysis
- Devising specific strategies to address areas of poor attendance identified through data
- Building relationships with parents/carers to discuss and tackle attendance issues
- Ensuring that key attendance messages are communicated to parents/carers and pupils, including more formal conversations with parents and be clear about the potential need for legal intervention in future where there is a lack of engagement.

- Creating intervention reintegration plans in partnership with pupils and their parents/carers
- Delivering targeted intervention and support to pupils and families

d. The School Attendance Team

The School Attendance Team are responsible for:

- Monitoring and analysing attendance data
- Benchmarking attendance data to identify areas of focus for improvement
- Providing regular attendance reports to school staff and reporting concerns about attendance to the Designated Senior Leader responsible for attendance, the Head teacher and Education Welfare Officer
- Working with each identified pupil and their parents to understand and address the reasons for absence, including any in-school barriers to attendance.
- Put additional targeted support in place to remove any barriers where absence becomes persistent.
- Working with the Local Family Hub and Local Authority Attendance team to tackle persistent absence and severely persistent absence pupils
- Working with the Head teacher, Designated Senior Leader responsible for attendance and Education Welfare Officer supporting the decision when to issue Penalty Notices
- Maintain the same ambition for attendance and work with pupils with SEND and/or medical conditions and their parents to maximise attendance.
- Work closely with the school Inclusion team and where required, put in place additional support and adjustments, such as an individual healthcare plan and if applicable, ensuring the provision outlined in the pupil's EHCP is accessed.
- Consider additional support from wider services and external partners, making timely referrals for children with SEND and medical conditions.
- Regularly monitor data for children with SEND and medical conditions, including at board and governing body meetings and with local authorities.
- Inform the pupil's social worker, where there is one, if there are any unexplained absences and if the child's name is to be deleted from the register.
- Reporting those children deemed "missing from education" using the statutory guidance (DfE Sept 2016) and the local protocols

e. Class Teachers

Class teachers are responsible for:

- Recording attendance on a daily basis via BROMCOM, using the correct codes and submitting this information to the school office within 10 minutes of the start of the morning/afternoon session.
- Promoting good attendance to pupils and their parents/carers which includes forming positive working relationships

- Ensuring that the teaching and learning experiences encourage regular attendance and that pupils are taught the value of high attendance for their own personal progression and achievement.
- Ensuring that they are fully aware and up to date with the attendance processes within Wyken Croft Primary School.

f. Parents

Parents/Carers are expected to:

- Ensure their child attends every day the school is open, with the necessary equipment, except when a statutory reason applies.
- Notify the school as soon as possible when their child has to be unexpectedly absent (e.g. sickness) and each subsequent day of absence and advise when they are expected to return
- Only request leave of absence in exceptional circumstances and do so in advance.
- Book any medical appointments around the school day where possible.
- Where an appointment must take place during school time, the child should attend school for as much of the day as possible and as much prior notice as possible should be given to the class teacher. Confirmation of the appointment by way of an appointment card or letter must be provided
- Encourage and support their child's aspirations and engage with their child's education – support their learning in what they have been doing and promote the value of good education
- Keep the school informed of any circumstances which may affect their child's attendance
- Inform the school in advance of any proposed change of address for their child(ren), along with the name of the parent with whom the child shall live
- Work with the school and local authority to help them understand the child's barriers to attendance.
- Proactively engage with the support offered to prevent the need for more formal support.
- Proactively engage with the formal support offered – including parenting contract or voluntary early help plan to prevent the need for legal intervention.

g. Pupils

Pupils are expected to:

- Be aware of the school's attendance policy and when and where they are required to attend. This will be communicated to them by school staff, parents and through 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.
- 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 guardians (where possible) to explain an absence that has happened or is foreseen.

- Follow the 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.

5. Recording Attendance

The school is required to mark the attendance register twice each day; once at the start of the school day and again in the afternoon. Class teachers (who take the registers) are responsible for completing the attendance registers using the DfE attendance codes (See Appendix 1)

It will mark whether every pupil is:

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

We will also record:

- Whether the absence is authorised or not
- The nature of the activity if a pupil is attending an approved educational activity
- The nature of circumstances where a pupil is unable to attend due to exceptional circumstances

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

Pupils must arrive in school by 8:40am on each school day.

The register for the first session will be taken at 8:50am and will be kept open until 9:20am. The register for the second session will be taken by 12:40pm (EYFS & Year 1) 1:10pm (Year 2 & Lower KS2) and 1:40pm (Upper KS2).

Unplanned Absence

- 5.1.1 The pupil's parent/carer must notify the school of the reason for the absence on the first day of an unplanned absence by 9:30am or as soon as practically possible by sending a message via Studybugs or calling the school office.
- 5.1.2 If absence is to continue beyond the first day, parents are asked to keep school informed each day of absence.
- 5.1.3 We will mark absence due to physical or mental illness as authorised, unless the school has a genuine concern about the authenticity of the illness.
- 5.1.4 Where the absence is longer than 3 days or there are doubts about the authenticity of the illness, the school will ask for 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.

- 5.1.5 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.
- 5.1.6 On day 3, the staff may complete a welfare home visit to the home address and discuss the return to school.

Planned Absence

- 5.1.7 Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent/carer notifies the school in advance of the appointment.
- 5.1.8 However, we encourage parents/carers to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary.
- 5.1.9 The pupil's parent/carer must also apply for other types of term-time absence as far in advance as possible of the requested absence.

Lateness and Punctuality

5.1.10 A pupil who arrives late:

- Before the register has closed will be marked as late, using the appropriate code L (up to and including 9:20am)
- After the register has closed will be marked as absent, using the appropriate code U (after 9:20am)
- Should be signed in by their parent/carer on INVENTORY to record their arrival in school.

5.1.11 The school identifies and responds to ongoing punctuality issues by

- discussing reasons for lateness informally to check that there are no underlying problems.
- issuing letters home and a sequence of formal meetings with the Year Leader, Assistant Head teacher, parents and child.
- liaising with school's Early Help Coordinator to identify support that can be offered
- issuing a parenting contract with agreed targets for a fixed time period to monitor the child's punctuality
- issuing a fixed penalty notice where persistent absence is not improving with specific targeted intervention

Following up Unexplained Absence

5.1.12 Where any pupil fails to arrive or to attend school, or stops attending, without reason, the school will:

- Call/text/email the pupil's parent/carer on the morning of the first day of unexplained absence to ascertain the reason. If the school cannot reach any of the pupil's emergency contacts, the school may conduct a home visit
- Identify whether the absence is approved or not

- Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than 5 working days after the session
- Call the parent/carer on each day that the absence continues without explanation to ensure proper safeguarding action is taken where necessary. If absence continues, the school will consider involving Early Help Intervention and/or an Education Welfare Officer

Reporting to Parents/Carers

5.1.13 The school will regularly inform parents/carers about their child's attendance and absence levels via written reports, home calls, home visits and meetings.

6. Authorised and Unauthorised Absence

The headteacher can only authorise leave of absence in exceptional circumstances. The headteacher will consider each application individually taking into account the specific facts and circumstances and relevant background context behind the request. If a leave of absence is granted, the headteacher will determine the length of time the pupil can be away from school. All absences associated with a family holiday (without exceptional circumstances) during term time will be marked as unauthorised on 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 by the headteacher and be issued with a fixed penalty notice. Leave of absence forms should be submitted, where possible, at least two weeks before the absence (See Appendix 4)

Valid reasons for authorised absence include:

- Illness (including mental illness) and medical/dental appointments (see 5.2.2) Other examples may include bereavement, family emergencies etc...
- Religious observance – School 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.
- Traveller pupils 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, but it is not known whether the pupil is attending educational provision

When absence is granted by the head teacher, the parent 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 a possible children missing from education procedure being instigated.

Reasons for Unauthorised absence may include:

- 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.
- Closure of a sibling's school through Industrial action / INSET
- Shopping, looking after other children or a day off or a birthday.
- Day trips and holidays in term-time which have not been agreed.
- Leaving school for no reason during the day.

7. Legal Enforcement

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 40 sessions (20 days). Absence at this level is causing considerable damage to a child's educational prospects.

The attendance of all pupils at our school are monitored to identify children who are PA, or are on track to becoming PA. Where emerging concerns are identified we will instigate appropriate and timely interventions as outlined in the section above. 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 or 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 a £1000 fine under a Section 444 (1) offence or a £2500 fine or up to a 3-month prison sentence, under a Section 444 (1a) offence.

If issued with a fine, or Penalty Notice, each parent/carer must pay £60 for each child within 21 days or £120 if paid in full after 21 days but within 28 days. The payment must be made directly to the local authority.

Penalty Notices can be issued by the Headteacher, Local Authority officer or the police.

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 leave taken in term time without permission
- Where a suspended/an excluded pupil is found in a public place during school hours without a justifiable reason

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

8. Missing Children

Children who go missing from school

Pupils are not permitted to leave the school premises during the school day without the permission of the Head Teacher. (See Appendix 2 for Children who go missing from the school site procedures)

Children missing or absent from education

If a child is missing or absent from school it is school's responsibility to make 'reasonable enquiries' which may include one or more of the following:

- make telephone enquiries to the parent/carer/relatives/emergency contacts;
- write to the parents/carers/relatives;
- visit the home of the child/relatives;
- speak to other people to ascertain the child's whereabouts e.g. friends, neighbours and other relatives
- check with LA database/admissions
- check UK Visas and Immigration and/or the Border Force

School will work in partnership with the Education Welfare Officer and local Family Hub.

After a **maximum** of 10 days (less if the child is deemed vulnerable e.g. under social care, previous attendance concerns etc..) if the whereabouts of the child and family are still not known following these checks, school will follow the steps outlined in [Section 9. Safeguarding Children Missing from Education](#) This includes completing a Child Missing from Education form.

If the missing pupil, or any sibling, is subject to a Child Protection Plan, then action will be taken on the same day. School will refer to the Child Protection Plan and inform the allocated Key Worker of the child's circumstances immediately. If the child is Looked After by the Local Authority, then the child's Social Worker and/or carer should be contacted directly (See Appendix 3).

9. Attendance Monitoring

Monitoring Attendance

School will:

- Monitor attendance and absence data half-termly, termly and yearly across the school and at an individual pupil level
- Identify whether or not there are particular groups of children whose absences may be a cause for concern

Pupil-level absence data will be collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics. The school will compare attendance data to the national average and share this with the governing board.

School will meet with Education Welfare Officer to discuss the attendance trends and concerns

Analysing Attendance

School will:

- Analyse attendance and absence data regularly to identify pupils or cohorts that need additional support with their attendance, and use this analysis to provide targeted support to these pupils and their families
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns

Using Data to Improve Attendance

Where it has been identified that there are emerging attendance issues, school will:

- Provide regular attendance reports to class teachers and other school leaders, to facilitate discussions with pupils and families
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies

Reducing persistent and severe absence

Persistent absence is where a pupil misses 10% or more of school, and severe persistent absence is where a pupil misses 50% or more of school.

School will:

- Use attendance data to find patterns and trends of persistent and severe absence

- Hold regular meetings with the parents/carers of pupils who the school (and/or Local Authority) considers to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement at school
- Provide access to wider support services to remove the barriers to attendance
- The Attendance Team will liaise with the child and school staff to ensure support is in place in order to resolve the concerns.
- Part time timetables may be used for a time limited period to support students returning to school after periods of absence. This will only be used where the reasonable adjustments meets the needs of the individual child. All part time timetables must be agreed by Georgette Franklin.

Attendance has a very high profile at Wyken Croft Primary School and is regularly discussed during assemblies and in classes. Parents are reminded in newsletters and school meetings about the importance of good attendance and its links to attainment. Weekly certificates and trophies are issued to classes who are achieving the highest weekly attendance.

We also recognise 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, emerging health concerns. 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 based on the individual needs and circumstances of the child.

Pupils who have attendance below 90% will be treated as a Persistent absentee and to plan the correct support, we will always invite parents and pupils to attend a meeting to discuss the concerns and devise a plan to support the child's regular attendance. Support offered will be child centred and planned in discussion and agreement with both parents and pupils. This may include referrals to other agencies.

10. Deletions from the Register

In accordance with the Education (Pupil Registration) (England) Regulations 2006, pupils will only be deleted from the register when one of the following circumstances applies:

- The school is replaced by another school on a School Attendance Order.
- The pupil has ceased to be of compulsory school age.
- Permanent exclusion has occurred and procedures have been completed.
- The death of a pupil.
- A pupil has transferred between schools.
- A pupil is withdrawn to be educated outside the school system.
- Failure to return from an extended holiday after both the school and the local authority have tried to locate the pupil.

- A medical condition prevents their attendance and return to the school before ending compulsory school-age.
- 20 days of continuous unauthorised absence have occurred, and both the local authority and school have tried to locate the pupil.
- A pupil has left the school but it is not known where he/she has gone after both the school and the local authority have tried to locate the pupil. The school will follow the Local Authority's Children Missing Education Protocol when a pupil's whereabouts is unknown.

11. Staged Reintegration/Reduced Timetables

All children of compulsory school age are legally entitled to receive a suitable full-time education and the school and local authority have a statutory duty to ensure that all children in the area receive such an education. In very exceptional circumstances, we may decide to implement a temporary, reduced timetable to meet a pupil's individual needs and only where it is safe to do so.

We will not use a reduced timetable to manage a pupil's behaviour. A reduced timetable will not be treated as a long-term solution and will have a time limit by which point the pupil is expected to attend full-time or be provided with alternative provision where applicable. We will never put a reduced timetable in place without written agreement from parent/carer and/or other professionals working with the family as appropriate. This intervention will only be used as part of a comprehensive package of support for the pupil; it will be reviewed regularly in partnership with the child, parent and any other relevant professionals working with the family

We will notify the Attendance and Children Missing Education Team of all reduced timetables as soon as a plan has been agreed in consultation with the headteacher.

12. Staff Training

The Attendance Team will ensure that all staff responsible for taking registers, including any temporary or supply staff, receive sufficient training to enable them to complete the class registers accurately. Wyken Croft Primary School recognises that early intervention can prevent poor attendance. As such, teachers receive training in identifying potentially at-risk pupils through their annual safeguarding training OR upon induction to the school. Staff will receive regular and ongoing training as part of their development.

13. Related Policies

To underpin the values and ethos of our school 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
- Medical needs Policy
- Admissions Policy
- Anti-bullying Policy
- Behaviour Policy
- Exclusions Policy
- Special Educational Needs Policy

Appendix 1

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. Leicester guidance highlights pupils must attend 200 out of 380 sessions per year and be travelling for business purposes

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 2

Children who go missing from the school site

The following procedures will be taken in the event of a pupil going missing whilst at school:

- The member of staff who has noticed the missing pupil will inform the Head Teacher immediately.
- The office staff will also be informed as they will act as a point of contact for receiving information regarding the search.
- A member of staff will stay with the rest of the class, and all other available members of staff will conduct a thorough search of the school premises as directed by the Head Teacher.

The following areas will be systematically searched:

- All classrooms
- All toilets
- Thrive Room
- The school hall, studio and Phoenix Hall
- The school grounds

Available staff will begin a search of the area immediately outside of the school premises, and will take a mobile phone with them so they can be contacted. If the pupil has not been found after 10 minutes, then the parents of the pupil will be notified. If the parents have had no contact from the pupil, then the police will be contacted.

The missing pupil's teacher will fill in an incident form, describing all circumstances leading up to the pupil going missing.

If the missing pupil has an allocated social worker, is a LAC, or has any special educational needs and disabilities, then the appropriate personnel will be informed.

When the pupil has been located, members of staff will care for and talk to the pupil to ensure they are safe and well. The Head Teacher will take the appropriate action to ensure the pupil understands they must not leave the premises, and sanctions will be issued if deemed necessary.

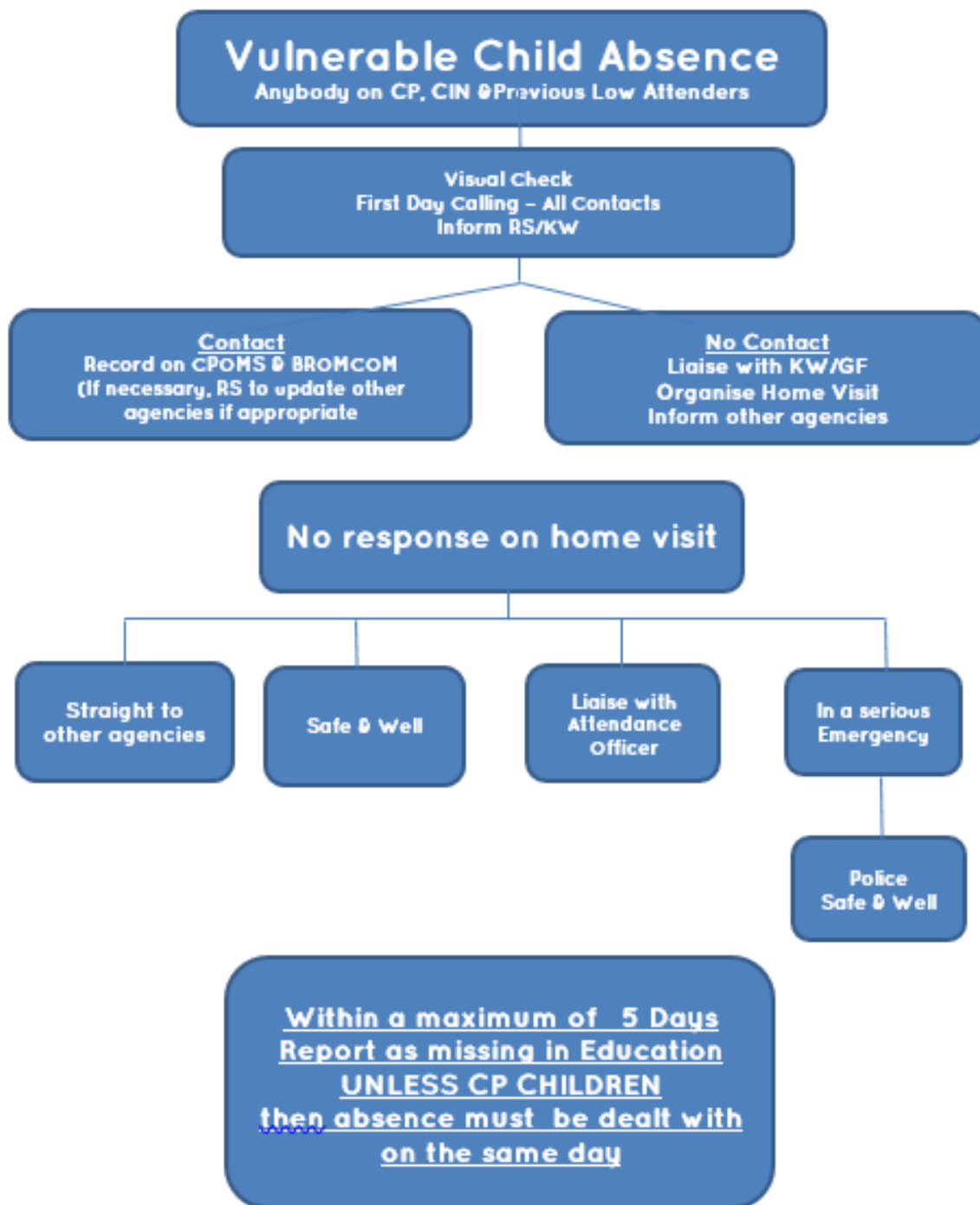
Parents and any other agencies will be informed immediately when the pupil has been located.

The Head Teacher will carry out a full investigation and will draw a conclusion as to how the incident occurred. Appropriate disciplinary procedures are followed in accordance with the Behaviour Policy. A written report will be produced and policies/procedures will be reviewed in accordance with the outcome.

Vulnerable Child Absence Flow Chart



Wyken Croft Primary School



Appendix 4

Application for a 'Leave of absence' for a school pupil during term-time

<https://forms.office.com/Pages/ResponsePage.aspx?id=sb5LwgMZxESmqDxLKjO7ZCH-GYMYJ2BCkIkCGO4I0E5UMFAyVTRUWEhSWkNNQlo5V0dDOVixT0Y4OS4u>