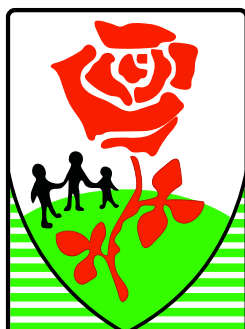


Rosehill School

Attendance and Absence Policy



DOCUMENT ORIGINS			
Organisation	Rosehill School	Revised date	6.10.2025
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6.10.2025	CS/ CT	Reviewed in line with KCSIE 2025

Contents:

Statement of intent

1. [Legal framework](#)
2. [Roles and responsibilities](#)
3. [Working with parents to improve attendance](#)
4. [Definitions](#)
5. [Attendance expectations/ Registration](#)
6. [Absence procedures](#)
7. [Parental absence requests](#)
8. [SEND- and health-related absence](#)
9. [Working with parents and pupils to improve attendance](#)
10. [Persistent absence \(PA\)](#)
11. [Missing children](#)
12. [Safeguarding](#)
13. [Monitoring and analysing absence](#)
14. [Training of staff](#)
15. [Deletions of names from the admission register](#)
16. [Policy review](#)

Appendices

- A. [Penalty Notice Fines](#)
- B. [Attendance Codes](#)
- C. [Exceptional Leave Request Form](#)
- D. [Additional resources and links](#)

Statement of intent

School attendance is everyone's responsibility, good attendance and punctuality are vital if pupils are to achieve their maximum potential. Rosehill School believes that in order to facilitate teaching and learning, good attendance is essential. Rosehill is committed to working with parents/carers and pupils to ensure that each pupil benefits from the academic, personal and social opportunities available to them during their years with us.

We understand that barriers to attendance are complex, and that some pupils find it harder than others to attend school; therefore, we will continue to prioritise cultivating a safe and supportive environment at school, as well as strong and trusting relationships with pupils and parents.

We take a whole-school approach to securing good attendance and recognise the impact that our efforts in other areas – such as the curriculum, behaviour standards, bullying, SEND support, pastoral support, and the effective use of resources such as pupil premium – can have on improving pupil attendance.

We are committed to:

- Continuing to develop and maintain a whole school culture that promotes the benefits of high attendance.
- Clear procedures encouraging pupils to achieve their maximum potential by maintaining good attendance and punctuality.
- Ensuring this attendance policy is clear, easily understood and accessible by staff, pupils and parents.
- Accurately completing admissions and attendance registers and having effective day-to-day processes in place to follow up when absence occurs.
- Intervening early and working with other agencies to ensure the health and safety of our pupils.
- Building strong relationships with families to overcome barriers to attendance and working with families to remove these.
- Ensuring equality and fairness for all.
- Working collaboratively with other schools in the area, as well as other agencies.
- Ensuring parents follow the framework set in section 7 of the Education Act 1996, which states that the parent 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.
- Regularly monitoring and analysing attendance and absence data to identify pupils or cohorts that require more support.

The school's Attendance Champion is **Charlotte Turner**. The school has also appointed an Attendance Officer **Kate Lloyds**. Parents/ carers, pupils and staff can contact the Attendance Champion and/or Attendance Officer regarding queries or concerns about attendance, via the following emails:

- Charlotte Turner c.turner@rosehill.nottingham.sch.uk
- Kate Lloyds K.Lloyds@rosehill.nottingham.sch.uk

1. Legal framework

Legislation and Statutory Guidance

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

- Education Act 1996/ 2002
- Equality Act 2010
- The Education (Pupil Registration) (England) Regulations 2006 (As amended)
- The Children (Performances and Activities) (England) Regulations 2014
- [DfE \(2024\) 'Working together to improve school attendance'](#)
- DfE (2025) 'Keeping children safe in education'
- DfE (2024) 'Children missing education'
- DfE (2024) 'Providing remote education'
- DfE (2024) 'Summary table of responsibilities for school attendance'

The Law relating to attendance and safeguarding

Section 7 of the Education Act 1996 states that:

- the parent of every child of compulsory school age shall cause him / her to receive efficient full-time education suitable:
 - to age, ability, and aptitude and
 - to any special educational needs, he/ she may have
 - either at school or otherwise.

Compulsory School Age: A child is compulsory school age from the beginning of the next term after their 5th birthday until the last Friday of June in the academic year of their 16th birthday.

Section 175 of the Education Act 2002 places a duty on local authorities and governing bodies to have regard to guidance issued by the Secretary of State with regard to safeguarding and promoting the welfare of children and students under the age of 18.

The issue of a penalty notice under section 23 of the Anti-Social Behaviour Act may be considered in cases where a student is absent from the Rosehill School and the absence is unauthorised.

A penalty notice is an out of court settlement which is intended to change behaviour without the need for criminal prosecution. If repeated penalty notices are being issued and they are not working to change behaviour they are unlikely to be most appropriate tool. Therefore, from autumn term 2024, only 2 penalty notices can be issued to the same parent in respect of the same child within a 3-year rolling period and any second notice within that period is charged at a higher rate:

- The first penalty notice issued to a parent in respect of a particular pupil will be charged at £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 in respect of the same pupil is charged at a flat rate of £160 if paid within 28 days.

- A third penalty notice cannot be issued to the same parent in respect of the same child within 3 years of the date of issue of the first. In a case where the national threshold is met for a third time (or subsequent times) within those 3 years, alternative action should be taken instead. This will often include considering prosecution, but may include other tools such as one of the other attendance legal interventions.

The school will allow sufficient time for attendance interventions and engagement strategies to improve pupils' attendance; however, where engagement strategies to improve attendance have not had the desired effect, the school will consult the relevant agencies as outlined in this policy.

Policies

This policy operates in conjunction with the following school policies:

- Child Protection and Safeguarding Policy
- Complaints Procedures Policy
- Positive Behaviour Support and Physical Intervention Policy
- SEND Policy and Information Report
- Children Missing Education Policy
- Attendance Officer Home Visits Policy

2. Roles and responsibilities

Improving attendance is everyone's responsibility - parents, pupils, and all members of school staff. The DfE have devised a summary table of responsibilities for school attendance. This document summarises the attendance responsibilities for parents, schools, academy trusts and governing bodies, and local authorities which are outlined in the Working together to improve school attendance guidance. A full set of guidance can be accessed by following this link: <https://www.gov.uk/government/publications/working-together-to-improve-school-attendance>

The Role of the Governors

There is a School Governor with responsibility for monitoring attendance and who is responsible for school attendance policies and issues. It is their role to be aware of general attendance issues and along with the whole Governing Board inform and oversee school attendance performance initiatives.

Governors are responsible for:

- Recognise the importance of school attendance and promote it across the school's ethos and policies.
- Monitoring the implementation of this policy and all relevant procedures across the school.
- Promoting the importance of good attendance through the school's ethos and policies.
- Ensuring school leaders fulfil expectations and statutory duties and working with them to set goals for attendance.

- Regularly review attendance data, discussing challenging trends, and helping school leaders focus efforts on the individual pupils or cohorts who need it most.
- Sharing effective practice on attendance management and improvement across schools.
- Ensure school staff receive adequate training on attendance.
- Ensuring that this policy, as written, does not discriminate on any grounds, including, but not limited to, ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- Handling complaints regarding this policy as outlined in the school's Complaints Procedures Policy.
- Having regard to 'Keeping children safe in education' when making arrangements to safeguard and promote the welfare of children.
- Hold the headteacher to account for the implementation of this policy.
- Attending Targeted Support Meeting where appropriate.

Reports and statistics and initiatives to improve school attendance will be shared and consulted on with the Governing Board and documented in Governor's meeting minutes (made available to all parents).

The Role of the Headteacher

The Headteacher oversees the collection and reporting of attendance data and the publication of statistics and reports on attendance to parents, pupils, governors and to Nottingham City Council. Data used to target attendance improvement efforts to the pupils or pupil cohort who need it most. Data will also inform the annual review of school's attendance policy and practice.

The Headteacher is responsible for:

- The day-to-day implementation and management of this policy and all relevant procedures across the school.
- Developing and maintaining the whole school culture, so it continues to promote the benefits of good attendance.
- Ensuring there are robust daily processes to follow up absence.
- Appointing a dedicated senior leader to be an 'Attendance Champion', with overall responsibility for championing and improving attendance.
- Ensuring all parents/carers are aware of the school's attendance expectations, policy and procedures. The Policy will be made available on the school website, and can be requested in paper form by request.
- Ensuring that every pupil has access to full-time education and will act as early as possible to address patterns of absence.

The Role of the Attendance Officer

The Attendance Office is responsible for:

- Monitoring and analysing attendance data.
- Ensure attendance data is accurate and up to date.
- 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 and the headteacher.
- Collaborating with school staff e.g., pastoral lead/family liaison officer/SENCo to tackle persistent absence and to follow up absences.
- Advising the headteacher (*or other member of staff authorised by the headteacher*) when to issue fixed penalty notices.
- Is aware of those pupils the school is most concerned about for example looked after children, children subject to safeguarding procedures, Children with EHCPs or other vulnerable children.
- Parents are expected to contact school at an early stage and to work with the staff.
- Ensure Cover staff have a “what we do” for attendance information sheet.

The Role of the Attendance Champion/ Senior Leaders

The attendance champion will work with the headteacher to devise a working attendance policy, reviewed at regular intervals, and based on school attendance data.

The Attendance Champion/Senior Leaders are responsible for:

- Developing a clear vision for improving attendance.
- Monitoring weekly attendance patterns and trends and identify whole school strategies and support for children who are missed school.
- Evaluating effectiveness of interventions and their impact on attendance levels.
- Being aware of those pupils the school is most concerned about for example looked after children, children subject to safeguarding procedures, Children with EHCPs or other vulnerable children.
- Ensuring Cover staff may need a “what we do” for attendance information sheet.
- Consulting with Pupil Attendance Team / other services as appropriate.
- Attending Targeting Support Meeting where appropriate.
- Where there is a lack of engagement, holding more formal conversations with parents and raising the issue of the potential need for legal intervention.
- Assisting parents and pupils with problems which may affect school attendance.
- Rewarding good attendance.
- Referring to other agencies where there are specific needs and concerns.

Senior Leaders (Including Phase Leaders) will also:

- Monitor and track caseload of pupils.
- Follow up non-school attendance issues in line with attendance policy.

The Attendance Champion will also:

- Support families.
- Establish good school routines.

The Role of all Staff, Including Teachers/ Tutors

- Following this policy and procedures.
- Ensuring this policy is implemented fairly and consistently.
- Modelling good attendance behaviour.

- Using their professional judgement and knowledge of individual pupils to inform decisions as to whether any welfare concerns should be escalated.
- Where designated, taking the attendance register at the relevant times during the school day.
- Forming positive relationships with families and building trust between school and home.
- Rewarding good/ improved attendance.
- Ensuring that children feel safe and happy to attend school.

The class teacher/ tutors are also responsible for:

- Keeping an attendance register. This is a legal document and must be completed accurately. It is a legal requirement that the attendance register must be marked at the beginning of each morning and afternoon session. Absences are coded according to the information received from the parent of the child.
 - Morning: Registers are marked by **9:30am**
 - After lunch: Registers are marked by **13:30pm** (see key stage dept plans).
- Where it is not possible to access the attendance management system, contact should be made with the Attendance Officer/ school office by the above times.
- The class teacher/ tutors monitor the register daily and is encouraged to highlight any emerging patterns of absence and lateness or any alarming changes in this area.
- Class teachers/ tutors encourage patterns of punctuality and good attendance by praising those children who came to school each day and arrive on time.
- The class teacher/ tutors report any concerns about a child's attendance or punctuality to the Attendance Officer/ Attendance Champion/ Headteacher in person and on MyConcern. This can sometimes then be referred to the LA if a Penalty Notice or legal action is being sought.
- Class teachers should welcome back pupils after an absence using positive language.

3. Working with parents to improve attendance

What parents/carers and pupils can expect from the school:

- The school will work to cultivate strong, respectful relationships with parents and families to ensure their trust and engagement.
- Open and honest communication will be maintained with pupils and their families about the expectations of school life, promotion of attendance and punctuality at school, and performance so that they understand what to expect and what is expected of them.
- The school will ensure that parents are aware of the benefits that regular attendance at school can have for their child educationally, socially and developmentally, by providing regular attendance information to promote and encourage attendance e.g., newsletters, individual letters, parent evenings.
- Pupils will receive ongoing recognition of good attendance and rewards. Parents/ carers are invited into school to share the success of their child attendance e.g., Assemblies/ events.
- The school will liaise with other agencies working with pupils and their families to support attendance, e.g., social services.

- First day contact with parents/carers when absence is unexplained.
- The school will ensure that there are two sets of emergency contact details for each pupil wherever possible to ensure the school has additional options for getting in touch with adults responsible for a pupil where the pupil is absent without notification or authorisation.
- The school will ensure that parents are aware of their legal duty to ensure that their child attends school regularly and to facilitate their child's legal right to a full-time education – parents will be made aware that this means their child must attend school every day that it is open, except for in certain circumstances, e.g., sickness or absences that have been authorised by the headteacher in advance.
- Parents/carers are encouraged to make contact with school to discuss any issues impacting on their child's attendance or punctuality.
- The school will regularly inform parents about their child's levels of attendance, absence and punctuality.
- Efficient and accurate recording and monitoring of attendance. If a pattern of absence becomes problematic, the attendance officer will work collaboratively with the pupil and their parents to improve attendance by addressing the specific barriers that prevent the pupil from being able to attend school regularly. The school will always take into consideration the sensitivity of some of the reasons for pupil absence and will approach families to offer support rather than immediately reach for punitive approaches.
- Any concerns or problems raised by parents/carers will be responded to quickly and sensitively by the school. For example, where these barriers are related to the pupil's experience in school, e.g., bullying, the attendance officer will work with the headteacher and any relevant school staff, e.g., the DSL and SENDCo, to address this. Where the barriers are outside of the school's control, e.g., they are related to issues within the pupil's family, the attendance officer will liaise with any relevant external agencies or authorities, e.g., children's social care or the LA, and will encourage parents to access support that they may need.
- Liaison with officers from the Local Authority to assist and support families where needed.

What the school expects of our pupils:

- Pupils attend regularly on time and ready to learn.
- Pupils are prepared for the day with appropriate equipment e.g., P.E. kit.
- To report to the office should they arrive after registration time.
- To tell a member of staff if there is any problem which may prevent them from attending school.

What the school expects of parents/carers:

- Fulfil their legal responsibility to ensure that their child attends school regularly, on time and prepared for the day.
- To contact school on the first day their child is absent for any reason.
- To arrange medical and dental appointments out of school times wherever possible, and to obtain Authorisation from the school if unavoidable.

- To arrange holidays out of school time. Further guidance is offered under the section ***Requests for term time Exceptional Leave***.
- To speak to relevant members of staff if they know of any problem which may prevent their child from attending school.
- To provide a note, signed by the parent/carer, when the child returns to school explaining the reason for absence. This will be filed and may be produced if requested by the Local Authority.

4. Definitions

The following definitions apply for the purposes of this policy.

Absence

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

Only the Headteacher may authorise absence. Even when a parent/carer provides an explanation of absence the Headteacher will decide whether to accept the explanation and authorise the absence.

Authorised absence

An authorised absence is where the school has either given permission in advance for the child to be absent or where an explanation offered is accepted as satisfactory justification for absence.

Absence may generally be authorised for the following reasons:

- Illness, medical appointments - appointments should always be made outside school times where possible.
- Unavoidable cause (which is expected to be an emergency and unavoidable).
- Days of religious observance.
- Traveller child travelling for the purposes of parents' employment.

Evidence may be requested from parents.

Unauthorised absence

An unauthorised absence is where either no explanation has been given for the child's absence or where the explanation offered is not considered acceptable by the school.

This includes:

- Absences which have never been properly explained.
- Children who arrive at school too late to get a late mark – See lateness section.
- Parents / Carers keeping children off school to assist with translation.
- Shopping, looking after other children or birthdays.
- Day trips and holidays in term time.

If an absence is recorded as unauthorised the school may refer this to the Local Authority's Education Welfare & EOTAS Service. The Local Authority can use various sanctions to

promote regular attendance such as issuing a penalty notice fine or initiate court proceedings. (Further information below).

Whilst any child may be off school because they are ill, it can sometimes be that they are reluctant to attend school. Any problems with regular attendance are best resolved between the school, the parents/carers, and the child wherever possible. If your child is reluctant to attend, always discuss this with the school so that solutions can be explored.

Persistent absence (PA)/ Severely Absent (SA)

Persistent Absence (PA) is the official term used when a child is missing 10 percent or more of schooling across the year for any reason.

Severe Absence (SA) is the official term used when a child is missing 50 percent or more of schooling across the year for any reason.

Absence at both these levels is causing considerable damage to any child's educational prospects and we need parent's fullest support and co-operation to tackle this.

Children Missing from Education (CME)

CME refers to:

- All children of compulsory school age who are not on a school roll
- Children not being educated elsewhere (e.g. privately or in alternative provision)
- Who have been out of any educational provision for a substantial period (usually agreed as two weeks or more)

This means all children between the ages of 5 and 16 who:

- Are not named on a school register
- Are not being Educated at Home
- Are not in any other type of Education (for example college or work experience placement)
- Have failed to attend for at least four weeks would be subject to CME enquiries.

Children in Care (Looked after and previously looked after children)

- Tamara Riddell, Deputy Head is the coordinator for Children Looked After. The Virtual School will be contacted each day whether the pupil is attending or is absent.
- Attendance will also be reported as part of the PEP (personal education plan) and their individual attendance will be checked every half term.

5. Attendance expectations/ Registration

The school has high expectations for pupils' attendance and punctuality, and ensures that these expectations are communicated regularly to parents and pupils. Pupils will be expected to attend school punctually every day they are required to be at school, for the full day.

As a special school, the school day start/departure times have been staggered to accommodate the safe and effective arrival/departure of pupils into/out of school.

The school day starts at **8.50am**. All pupils should be in their classroom by **9.20am**. Parents/carers and transport services are allocated an arrival/departure time. This should be adhered to as far as practicable.

Registration

Registers are a legal document; care must be taken to ensure registers are marked accurately. Registers are taken as follows throughout the school day:

Morning:

- In the morning, registers are marked by **9:30am**.
- Pupils arriving after close of registration (**after 9:30am**), will be marked as a 'U' code on the registration document, which means this is recorded as an unauthorised absence, unless the school has been informed of the reason for absence/lateness, and this has been authorised by the school.

After lunch:

- After lunch, registers are marked by **13:30pm** (see key stage department plans).
- Pupils arriving after close of registration (**after 13:30pm**), will be marked as a 'U' code on the registration document, which means this is recorded as an unauthorised absence, unless the school has been informed of the reason for absence/lateness, and this has been authorised by the school.

Class teachers will enter a present mark (/) in ink in the register for each pupil present and an absent mark (a red O) for any pupil that is absent. Any notes received will be added to the digital system for checking by office staff.

Pupils will be encouraged to communicate any concerns related to attendance and absence as soon as possible to the relevant member of staff.

6. Absence procedures

How to report a child's Absence

If your child is absent, parents/carers must:

- Contact the school office via telephone before **8.30am** on the 1st day of their child's absence and any subsequent days that their child is off school.
- The school office is staffed from **8:00am** to accept parent calls. The telephone number is: **0115 9155815**.
- Parents/Carers will be expected to provide an explanation for the absence and an estimation of how long the absence will last, e.g., one school day.
- Information about the child's absence, including the reason given, are recorded on the school's information management system.
- If the absence is known about in advance, such as a hospital appointment, a copy of the appointment letter should be given to the school office, if required.
- Wherever practicably possible, medical appointments should be made outside of school hours or during a holiday period. Time out of school to attend appointments should be kept to a minimum and Parents/Carers will be expected,

where possible, to bring their child to school both before and after the appointment time, not withdrawing them for the entire school day.

- Children who have attended a dentist or doctor's appointment and subsequently come to school later than **9.30am** will have their absence recorded as a medical absence ('M' code). Evidence of these appointments may be requested by the school.

Responding to Absence

The school will always follow up any absences in order to:

- Ascertain the reason for the absence.
- Ensure the proper safeguarding action is being taken.
- Identify whether the absence is authorised or not.
- Identify the correct code to use to enter the data onto the school census system.

The following actions will be applied when addressing concerns around non-attendance:

- **A telephone call will be made to the parent/carer of any child who has not reported their child's absence on the first day of absence.** A school comms text message/email/letter will also be sent.
- If there has been no communication on the first day of absence the Attendance Champion is informed. Contact may be made with additional emergency contact numbers, and any additional agencies who are working with the family i.e., social worker.
- The school will continue to attempt to contact the family.
- If a child has not returned to the school for three days in a row, or more than 10 days in one term, and there has been no contact, then the Attendance Officer/Senior Leader, will visit the home.
- If at this stage, no contact has been made and we are concerned about the safety and whereabouts of a child, a referral may be made to Child Missing Education Service, and the police and/or social care may be informed.
- If there has been no satisfactory reason for a child's absence, it will remain unauthorised on the school's register. A school comms text message/telephone call/email/letter will be sent explaining this.
- The school reserves the right to request supporting evidence where there is genuine and reasonable doubt about the authenticity of the illness.
- In the case of PA, arrangements will be made for parents to speak to the Attendance Officer. The school will inform the LA, on a termly basis, of the details of pupils who fail to attend regularly, or who have missed 10 school days or more without authorisation.
- Where a pupil has not returned to school for ten consecutive school days after a leave of absence or is absent from school for reasons statistically recorded as unauthorised absence for twenty consecutive school days, the pupil's name can be removed from the admission register when the school and the local authority have failed, after jointly making reasonable enquiries, to find out the location and circumstances of the child or have succeeded but agree there are no reasonable grounds to believe that they will attend the school again. In deciding there are no reasonable grounds to believe the pupil will attend the school again both school and local authority must agree, including that there are no reasonable steps that could

be taken (either jointly or separately) to secure the pupil's attendance. Neither ground for deletion applies if there are reasonable grounds to believe that the pupil is unable to attend because of sickness or unavoidable cause.

Responding to Lateness

Pupils arriving in the classroom after registers have been taken are deemed to be late.

Morning:

- In the morning, registers are marked by **9:30am**.
- Pupils arriving after close of registration (**after 9:30am**), will be marked as a 'U' code on the registration document, which means this is recorded as an unauthorised absence, unless the school has been informed of the reason for absence/lateness, and this has been authorised by the school.

After lunch:

- After lunch, registers are marked by **13:30pm** (see key stage department plans).
- Pupils arriving after close of registration (**after 13:30pm**), will be marked as a 'U' code on the registration document, which means this is recorded as an unauthorised absence, unless the school has been informed of the reason for absence/lateness, and this has been authorised by the school.

Issues relating to punctuality will initially be addressed with the parents/carers in the following ways:

- If there are 2 or more lates in a one-week period, parents/carers will receive communication from the school i.e., telephone call/school comms text message.
- If no improvement is made, parents/carers will be informed that we will monitor lateness.
- If there is still no improvement, formal meetings in school will be arranged where attendance targets will be agreed.
- The Local Authority may be asked to issue a Penalty Notice on the school's behalf for any pupil registered late (recorded as U) 10 sessions or more in a six-week period.
- The school may request that a Penalty Notice is issued where there has been persistently lateness that results in unauthorised absences being recorded.

7. Parental absence requests

Parents will be required to request certain types of absence in advance. All requests for absence will be handled by the headteacher – the decision to grant or refuse the request will be at the sole discretion of the headteacher, taking the best interests of the pupil and the impact on the pupil's education into account. The headteacher's decision is not subject to appeal; however, the school will be sympathetic to requests for absence by parents, and will not deny any request without good reason.

Requests for term time exceptional leave

Working together to improve school attendance states “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.”

- **The school will only grant a pupil a leave of absence in exceptional circumstances.**
- Any leave during term time can only be authorised by the Headteacher under *exceptional circumstances*.
- Parents/carers wishing to take a pupil out of school for a holiday should be actively discouraged. The school is not likely to grant leaves of absence for the purposes of family holidays.
- If parents/carers wish to apply for term time leave under exceptional circumstances a request form must be completed by the parent/carer, clearly stating what the exceptional circumstances are, and the dates during which the absence would be expected to occur. The form should be given to the Headteacher for consideration no less than **20 days prior to the requested leave begins**. The school will inform parent/carers in writing, within 10 days, whether the leave has been authorised (it should be made clear why a decision has been made and the criteria used should be re-iterated).
- Requests for leave will not be granted in the following circumstances:
 - Immediately before and during statutory assessment periods
 - When a pupil’s attendance record shows any unauthorised absence
 - Where a pupil’s authorised absence record is already above 10 percent for any reason
- Previous good attendance or your child’s education ability are not considered when the school make the decision.
- Any period of leave taken without the agreement of the school, or more than that agreed, will be classed and recorded as unauthorised absence and may result in sanctions, such as a penalty notice.
- The school cannot grant leaves of absence retrospectively; therefore, any absences that were not approved by the school in advance will be marked as unauthorised.
- If you have siblings at other schools, you must seek permission from all the schools, and it is possible that one school may grant it, and another may not.
- If exceptional leave is agreed, you will receive a letter from the school. If you do not get a letter **DO NOT** assume that permission has been granted. Only the Headteacher can decide if they will grant exceptional leave – **no one else in school has permission to do so** and leaving an application form is not permission to take leave.
- Where the absence is granted, the headteacher will determine the length of time that the pupil can be away from school.
- If leave has been granted and a child returns late outside of the agreed dates either before or after, the school will reserve the right to unauthorise the entire period of leave taken.
- If an unauthorised holiday is taken, consideration could be given to issuing a Penalty Notice. At the Headteacher’s request, the Local Authority may issue the Penalty Notice and inform the school of the outcome.

- It is essential that both the Local Authority and the school be consistent so that there can be no allegations of bias or favouritism. If it is seen that the policy is not being applied consistently the Local Authority will not be able to apply a Penalty Notice.

Illness and healthcare appointments

- Parents will be expected to make medical or dental appointments outside of school hours wherever possible.
- Where this is not possible, and appointments need to be made during school hours, parents are requested to provide proof of appointments where possible (appointment cards, letters, texts, emails etc.) and parents will be expected to obtain approval for their child's absence to attend such appointments as far in advance as is practicable.
- Parents will be responsible for ensuring their child misses only the amount of time necessary to attend the appointment.
- The school will not request medical evidence in most circumstances where a pupil is absent due to illness; however, the school reserves the right to request supporting evidence where there is genuine and reasonable doubt about the authenticity of the illness.

Religious observance

- Parents will be expected to request absence for religious observance at least two weeks in advance.
- The school will only accept requests from parents for absence on grounds of religious observance for days that are exclusively set apart for religious observance by the relevant religious body. The school will define this as a day where the pupil's parents would be expected by an established religious body to stay away from their employment to mark the occasion.
- If a religious body sets apart a single day for a religious observance and the parent applies for more than one day, the school will only record one day as authorised; the rest of the time would need a leave of absence, and this would have to be put in writing as an exceptional leave request as outlined above. As with all expectation leave requests, this would be at the Headteacher's discretion.
- If necessary, the school may seek advice from the religious body in question where there is doubt over the request.

Gypsy, Roma and Traveller absence

- Where a pupil's parent belongs to a community covered by this code and is travelling for occupational purposes, the parent will be expected to request a leave of absence for their child at least two weeks in advance.
- Absences will not be granted for pupils from these communities under this code for reasons other than travel for occupational purposes.

8. SEND- and health-related absences

- Rosehill School recognises that pupils with SEND and/or health conditions, including mental health issues, may face greater barriers to attendance than their peers, and

will incorporate robust procedures to support pupils who find attending school difficult.

- The school will ensure that reasonable adjustments are made for pupils with SEND and health related problems to reduce barriers to attendance, in line with any EHC plans or other plans that have been implemented. The school will secure additional support from external partners to help bolster attendance where appropriate.
- Where the school has concerns that a pupil's non-attendance may be related to mental health issues, parents will be contacted to discuss the issue and whether there are any contributory factors to their child's lack of attendance. Where staff have a mental health concern about a pupil that is also a safeguarding concern, they will inform the DSL and the Child Protection and Safeguarding Policy will be followed.
- Health problems include physical illnesses, injuries and clinically defined mental health problems. Suitable medical evidence will be required. This would include details of the health problem, how long the condition is expected to last and the likely outcome, and a treatment plan. This must be provided by a suitable medical professional, normally a hospital consultant. However, where specific medical evidence is not available quickly, the local authority/ school will liaise with other medical professionals (e.g., the child's GP), so that provision of education is not delayed.
- If a pupil is unable to attend school for long periods of time due to their health, the school will:
 - Inform the LA if a pupil is likely to be away from the school for more than 15 school days.
 - Provide the LA with information about the pupil's needs, capabilities and programme of work.
 - Provide support to pupils by liaising with the pupil's parents to arrange schoolwork as soon as the pupil is able to cope with it and if available facilitate online access to the curriculum from home
 - Help the pupil reintegrate at school when they return.
 - Make sure the pupil is kept informed about school events and clubs.
 - To help ensure a pupil with additional health needs is able to attend school following an extended period of absence, a personalised or part-time timetable will be considered. Agreed periods of absence due to a part-time education timetable will be recorded using the relevant codes.
- The school will incorporate an action plan to help any pupils with SEND and/or health issues cope with the stress and anxiety that attending school may cause them. Such plans will be regularly monitored and reviewed until the pupil is attending school as normal and there has been signs of significant improvement.

To support the attendance of pupils with SEND and/or health issues, the school will consider:

- Holding termly meetings to evaluate any implemented reasonable adjustments.
- Incorporating a pastoral support plan.
- Carrying out strengths and difficulties questionnaire.
- Identifying pupils' unmet needs through an Early Help Assessment.
- Using an internal or external specialist.

- Enabling a pupil to have a reduced timetable, which will be for a limited time, documented and reviewed regularly.
- Ensuring a pupil can have somewhere quiet to spend lunch and breaktimes.
- Implementing a system whereby pupils can request to leave a classroom if they feel they need time out.
- Temporary late starts or early finishes
- Phased returns to school where there has been a long absence.
- Small group work or on-to-one lessons.
- Tailored support to meet their individual needs.

9. Help, support and interventions

Help and support

All school staff are committed to working with parents and pupils as the best way to ensure as high a level of attendance as possible and that every child's welfare and life opportunities are promoted.

If you need help with attendance, it is important that you contact school about the issues as soon as possible. The quicker we know what the problem is, the quicker that we can work together to solve it and put a plan together which will meet your child's needs and ensure your child can benefit from all that school has to offer. Where needed we can also involve other services to make sure that your child and your family gets the right support, at the right time from the right people.

If parents have any comments, concerns, or complaints regarding the school attendance policy these can be addressed in writing to the Headteacher, or an appointment can be arranged for discussion with the Headteacher. Parents who wish to work with the school in partnership to promote and implement good school attendance practice are encouraged and applauded. If a parent believes the school can support or assist them in their child's school attendance, we would be happy to accommodate this.

Attendance Interventions

In order to ensure the school has effective procedures for managing absence, the Attendance Officer, supported by the Attendance Champion and SLT, will:

- Establish a range of evidence-based interventions to address barriers to attendance.
- Monitor the implementation and quality of escalation procedures and seek robust evidence of the escalation procedures that work.
- Attend or lead attendance reviews in line with escalation procedures.
- Establish robust escalation procedures which will be initiated before absence becomes a problem by:
 - Send letters to parents.
 - Engage with LA attendance teams.
 - Consider fixed penalty notices.
 - Create attendance clinics.
- The school will use attendance data, to develop specific strategies to improve attendance where patterns of absence are emerging. These strategies will be

developed on a case-by-case basis, and will consider the particular needs of the pupils whom the intervention is designed to target.

Attendance reward schemes

believe the most important factor in promoting good attendance is the development of positive attitudes towards school. To this end, the school will acknowledge outstanding attendance and punctuality in the following ways:

- ½ termly letter
- Weekly stickers in home school diaries to highlight 100% attendance
- Weekly reward for 100% attendance
- Termly prize for top 2 classes
- End of term class resources for top 2 classes
- End of term celebration event e.g., party for top 100%
- Postcard's home
- End of year – Attendance certificate and presentation

The school will develop strategies for ensuring that pupils with health needs or home circumstances that result in additional absences are not unfairly excluded from attendance rewards, e.g., by setting individualised targets.

10. Persistent absence (PA)

There are various groups of pupils who may be vulnerable to high absence and PA, such as:

- Children in need
- LAC
- Young carers
- Pupils who are eligible for FSM
- Pupils with EAL
- Pupils with SEND
- Pupils who have faced bullying and/or discrimination

Any case that is seen to have reached the PA or SA thresholds or is at risk of moving towards that level, is given priority and you will be informed of this immediately. The following actions will take place:

- PA and SA pupils are tracked and monitored carefully throughout the year, through our attendance support system.
- A letter/ school comms text message/ email will be sent to parents to inform them that their child's absence has reached this threshold and their attendance needs to improve.
- If your child has or is at risk of reaching the threshold for PA or SA you will be asked to provide evidence for any future absence. This may be medical evidence for illness which can be in the form of prescription, appointment cards, medicine packaging, hospital letter or a screen-print from the My GP app. Where we have concerns about your child's health, we may ask you for permission to contact their GP or other medical professionals for advice.

- Parents/carers will be invited to attend an attendance clinic in school if there is little or no improvement in their child's attendance. This may require parents to work alongside our Attendance Champion to improve their child's attendance and routines.
- All our PA and SA pupils and their parents/carers are subject to an Action Plan and the plan may include allocation of additional support, individual incentive programmes and participation in group activities around raising attendance. A copy will be given to parents and this will be regular reviewed.
- Parents/carers will be invited to attend a formal review with the Headteacher/Senior Leader and/or Attendance Champion if attendance shows no improvement.
- A formal request for intervention will be made to the Education Welfare Service for legal action to be considered.
- Whenever possible, the school's Attendance Officer and Attendance Champion will offer support and guidance to avoid poor attendance levels and to help support pupils at risk of PA to attend school. These include:
 - Looking at alternative support to help avoid those external barriers preventing a parent from bringing a child to school.
 - Offering catch-up support to build confidence and bridge gaps.
 - Meeting with pupils to discuss patterns of absence, barriers to attendance, and any other problems they may be having.
 - Establishing plans to remove barriers and provide additional support.
 - Leading regular check-ins to review progress and the impact of support.
 - Making regular contact with families to discuss progress.
 - Considering what support for re-engagement might be needed, including for vulnerable groups.
- Where there are additional concerns affecting a child's attendance, an Early Help Assessment will be considered as well as further family support and/or intervention from other outside agencies.
- We will use our attendance data to identify patterns of poor attendance at both individual and for different groups within the school population. Once concerns have been identified we will work together with pupils, parents, and other services where appropriate to resolve the issue, understand and remove any barriers to attendance and work to resolve them before they become a more serious issue. All partners will work together to provide support.

11. Missing Children

Early intervention is necessary to identify the existence of any underlying safeguarding risk and to help prevent the risks of a child going missing in future. Parents/carers should be aware of the school's [absence procedures as listed above](#) and children missing from education procedures below:

- If a child has not returned to the school for three days and there has been no contact, and school are concerned about the safety and whereabouts of a child a referral may made to Child Missing Education Service, and the police and / or social care may be informed.
- It therefore important that emergency contact information is kept up to date and that if you are leaving the area, you provide details of where and how you can be

contacted. If you do not do this and the school is unable to trace your child, this would be treated as a **safeguarding matter**.

- The school will follow Local Authority Child Missing Education process and make a CME referral as appropriate. [Children missing from Education - Nottingham City Council](#). The Children Missing Education Officer within the Education Welfare Service will work closely with the school to try to identify the child's current whereabouts/destination.
- After 20 school days of absence and efforts by both the school and CME to find the child prove unsuccessful, the CME Officer will consult the school to discuss whether to remove their name from the school roll. The final decision about removal from a school roll remains with the Headteacher following consultation with the Local Authority via CME. It is **vital that if you keep school informed of any change of details** and regularly update the school if details change. Your child may be at risk of losing their school place if your whereabouts are not known.
- It is the duty of both the Education Welfare Service and school to collaborate in finding the pupil before deleting them from the register.
- For further information please contact the CME Officers directly - cme.educationwelfare@nottinghamcity.gov.uk
- We will adhere to the Children Missing in Education Statutory Guidance for LAs; <https://www.gov.uk/government/publications/children-missing-education>

12. Safeguarding

Any safeguarding issues pertaining to a child being taken out of school in circumstances that cause concern will be addressed directly to the Social Care Duty Team (multi-agency safeguarding hub).

Any child absent from school for more than 20 days will be referred to the Children Missing Education (CME) team after all relevant checks made by school.

13. Monitoring and analysing absence

Rosehill School intends to maintain its high levels of attendance each year. The school's attendance target for 2025/26 is 93 percent. The school has set a target to improve attendance and your child has an important part to play in meeting these targets. We will keep you updated regularly about progress to this level.

Throughout the school year we monitor absences and punctuality to show us where improvements need to be made. The Attendance Officer and Attendance Champion will also monitor and analyse attendance data regularly to ensure that intervention is delivered quickly to address habitual absence at the first signs. Information on any projects or initiatives that will focus on these areas will be provided in our newsletters and we ask for your full support.

The school will collect data regarding punctuality, and authorised and unauthorised absence, for:

- The school cohort as a whole.

- Individual class groups.
- Individual pupils.
- Other groups of pupils, e.g., pupils with SEND, LAC and pupils eligible for FSM.
- Pupils at risk of PA.

The Attendance Officer will conduct a thorough analysis of the above data on a half-termly, termly and full-year basis to identify patterns and trends. This will include identifying, for each group:

- Patterns in uses of certain codes.
- Particular days of poor attendance.
- Historic trends of attendance and absence.
- Barriers to attendance.

The Attendance Officer will provide regular reports to staff across the school to enable them to track the attendance of pupils and to implement attendance procedures. The attendance officer will also be responsible for monitoring how attendance data changes in response to any interventions implemented to increase attendance in future.

The governing board will regularly review attendance data, including examinations of recent and historic trends, and will support the SLT in setting goals and prioritising areas of focus for attendance support based on this data.

The school will also benchmark its attendance data against local-, regional- and national-level data to identify areas of success and areas for improvement, and will share practice which has been shown to be effective with other schools.

14. Training of staff

The school recognises that early intervention can prevent poor attendance. As such, staff will receive training in identifying potentially at-risk pupils as part of their induction and refresher training.

The governing body will ensure that teachers and support staff receive training in line with this policy as part of their induction. Following this initial training, staff will receive regular and ongoing training as part of their development.

Training will cover at least the following:

- The importance of good attendance.
- That absence is almost invariably a result of wider circumstances.
- The legal requirements on schools, e.g., the keeping of registers.
- The school's strategies and procedures for monitoring and improving attendance.
- The school's procedures for multi-agency working to provide intensive support for pupils who need it.

The governing body will provide dedicated and enhanced attendance training to the Attendance Champion/Officer and other staff with specific attendance functions in their

role – this will include training regarding interpreting and analysing attendance data and supporting pupils to overcome barriers to attendance.

Staff will receive training to ensure they understand that increased absence from school could indicate a safeguarding concern, and know how such concerns should be managed.

15. Deletions of names from the admission register

The school will ensure that it only deletes names from the admission register for a reason set out in regulation 9 of the School Attendance Regulations. A pupil's name will never be removed for any other reason and the school is aware that doing so could constitute off-rolling.

The school will make returns to the LA when pupils' names are deleted from the admission register. This will be with the exception of pupils whose name has been deleted from the register at or after the end of the last term of the school year when they are in the most senior year group, unless the LA has requested this information.

When the school is notifying the LA that a pupil's name is being deleted from the admission register, the following information about the pupil will be provided:

- Full name
- Address
- The full name and address of any parent the pupil normally lives with
- At least one telephone number by which any parent the pupil normally lives with can be contacted in an emergency
- If applicable, the pupil's future address, the full name and address of the parent who the pupil is going to live with and the date the pupil will start living there
- If applicable, the name of the pupil's other school and when the pupil began or will begin to attend the school
- The reason under which the pupil's name has been deleted from the admission register

Names will never be retrospectively deleted from the admission or attendance register – these registers will remain an accurate record of who is a registered pupil and their attendance at any given time. Pupils' attendance will be recorded up until the date that their name is deleted from the admission register.

16. Policy review

This policy will be reviewed annually by the Headteacher, Attendance Champion and Attendance Officer. At every review, the policy will be shared with the governing board.

The next scheduled review date for this policy is September 2026.

Any changes made to this policy will be communicated to all relevant stakeholders.

Appendix 1: Penalty Notice Fines

With the introduction of The National Framework for Penalty Notices, the following changes will come into force for Penalty Notice fines issued after 19th August 2024

Per Parent, Per Child	First Offence
<p>Penalty Notice fines will now be issued to each parent, for each child that was absent. <u>For example:</u> 3 siblings absent for term time leave, would result in each parent receiving 3 separate fines.</p>	<p>The first time a Penalty Notice is issued for Term Time leave of irregular attendance the amount will be: £160 per parent, per child if paid within 28 days Reduced to £80 per parent, per child if paid within 21 days</p>

5 consecutive days of term time leave

Penalty Notice Fines will be issued for Term Time leave of 5 or more consecutive days, inset training days are school days and can be included in the 5 or more consecutive days where there was intent to be absent for term time leave.

10 sessions of unauthorised absence in a 10-week period

Penalty Notice fines will be considered when there have been 10 sessions of unauthorised absence in a 10-week period

Second Offence (Within 3 years)

The second time a Penalty Notice is issued for Term Time leave or irregular attendance the amount will be £160 per parent, per child paid within 28 days

Third Offence and Any Further Offences (within 3 years)

The third time an offence is committed for Term Time leave or irregular attendance a Penalty Notice will not be issued, and the case will be presented straight to the Magistrates' Court. Magistrates' fines can be up to £2500 per parent, per child

Cases found guilty in Magistrates' Court can show on the parents future DBS certificate, due to a 'failure to safeguard a child's education'.

Appendix 2: Attendance Codes

The school uses an electronic management information system to keep attendance registers to ensure they are as accurate as possible and can be easily analysed and shared with the appropriate authorities.

Designated staff members will take the attendance register at the start of each school day and at the start of the afternoon session. This register will record whether pupils are:

- Present.
- Absent.
- Attending an approved educational visit.
- Unable to attend due to exceptional circumstances.

The school will use the national attendance codes (DfE's reform of the "[Working together to improve school attendance](#)".) to ensure attendance and absence are monitored and recorded in a consistent way.

The following codes will be used:

Previous codes to be removed		
H -	Family Holiday (agreed)	
J -	Interview	
Y -	Unable to attend due to an exceptional circumstance	
Codes		
/	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 (within 30 mins)
U	Late arrival	Pupil arrives late after register has closed (within 30 mins)
V	Attending an educational visit or trip	Pupil attends a school-arranged educational visit or trip supervised by school staff.
P	Participating in a sporting activity	Pupil attends an approved educational sporting activity.
W	Attending work experience	Pupil attends work experience as part of their education arranged by the local authority or school.
C1	Leave of absence - Regulated performance	Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad
C2	Leave of absence - Temporary part-time timetable	Leave of absence for a compulsory school age pupil subject to a part-time timetable
J1	Leave of absence - Interview	Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution
K	Alternative provision provided by LA	Attending education provision arranged by the Local Authority
Q	Unable to attend - lack of LA access arrangement	Unable to attend the school because of lack of access
Y1	Unable to attend - Transport not available	Unable to attend due to transport normally provided not being provided

Y2	Unable to attend Widespread travel emergency	Unable to attend due to widespread disruption to travel
Y3	Unable to attend - unavoidable partial closure	Unable to attend due to part of the school premises being closed
Y4	Unable to attend - unavoidable full closure	Unable to attend due to the whole schools' site being unexpectedly closed
Y5	Unable to attend - Detention sentence	Unable to attend as pupil is in criminal justice detention
Y6	Unable to attend - Public Health Guidance/Law	Unable to attend in accordance with Public Health guidance or law
Y7 -	Unable to attend - Unavoidable other than Y1-Y6	Unable to attend - Unavoidable other than Y1-Y6
As part of the DfE'2 reform where the following codes are used there will be a requirement to provide a supporting explanation in the New Academic Year		
B	Educated off site (not Dual-Reg)	Pupil is at a supervised off-site educational activity approved by the school
	<i>***Please note: the change for coding for children accessing remote education, including those having live lessons online or using AV1. They now have to be marked as absent as for a B code a teacher has to be physically present with the pupil. the DfE and they are suggesting that the school marks the child as 'I' as in too ill to attend school</i>	
K	Alternative provision provided by the LA	Attending education provision arranged by the Local Authority
Y7	Unable to attend - Unavoidable other than Y1 - Y6	Unable to attend because of any other unavoidable cause
E	Suspended or Excluded	Pupil has been excluded but no alternative provision has been made
I	Illness	School has been notified that a pupil will be absent due to illness
M		Pupil is at a medical or dental appointment
R	Religious observance	Pupil is taking part in a day of religious observance
T	Parent traveling for occupational purposes Gypsy, Roma and Traveller absence	pupil's parent(s) is traveling for trade or business, and the pupil is traveling with them. Pupil from a Traveller community is travelling, as agreed with the school
D	Dual registered at another school	Used when a pupil is registered at more than one school, indicating absence with leave to attend the other school.eg hospital school or PRU temporarily
G	Holiday not granted by the school	Used when a pupil is absent for a holiday that the school did not approve in advance.
N	Reason for absence not yet established	Employed when the reason for a pupil's absence has not been determined before the register closes. If not established within 5 days must be amended to O
O	Absent in other or unknown circumstances	Used when no reason for absence is established, or the school is not satisfied with the reason given,
Z	Prospective pupil not on admission register):	Utilised to set up registers in advance for prospective pupils who have not yet officially joined the school.

Appendix 3: Exceptional Leave Request Form

Guidance from Nottingham City Local Authority

Working together to improve school attendance states “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.”

There is no entitlement in law for any leave of absence from school in term time. Taking leave in term time will affect your child’s schooling as much as any other absence and we expect parents to help us by not taking children away in school time.

All applications for a leave of absence must be made in advance to the Headteacher and will only be considered if there are exceptional circumstances. In deciding the school will consider the circumstances of each application individually. The Headteacher will be the final arbiter as to the authorisation of any leave.

Any period of leave taken without the agreement of the school, or more than that agreed, will be classed as unauthorised and may attract sanctions such as a Penalty Notice. Previous good attendance or your child’s education ability are not considered when the school make the decision. If you have siblings at other schools, you must seek permission from all the schools, and it is possible that one school may grant it, and another may not.

If exceptional leave is agreed, you will receive a letter from the school. If you do not get a letter **DO NOT** assume that permission has been granted. Only the headteacher can decide if they will grant exceptional leave – **no one else in school has permission to do so** and leaving an application form is not permission to take leave.

If leave has been granted and a child returns late outside of the agreed dates either before or after, the school will reserve the right to unauthorise the entire period of leave taken.

Any leave during term time can only be authorised by the Headteacher under *exceptional circumstances*. If parents/carers wish to apply for term time leave under exceptional circumstances a request form must be completed by the parent/carer, clearly stating what the exceptional circumstances are, and given to the Headteacher for consideration no less than 20 days prior to the requested leave begins. The school will inform parent/carers in writing, within 10 days, whether the leave has been authorised. It will be made clear why a decision has been made.

If an unauthorised holiday is taken consideration will be given to issuing a Penalty Notice. At the Headteacher’s request, the Local Authority may issue the Penalty Notice and inform the school of the outcome.

Please return this form to the Headteacher 20 days prior to the requested leave begins

NAME OF PUPIL		CLASS	
		TEACHER	
Dates of Proposed absence – FROM (Insert first date of absence)		Dates of Proposed absence – TO (Insert last date of absence)	
Total number of days child would be absence			
I request leave of absence for the above-named child due to the following exceptional circumstance(s) Please attach additional information, if required.	<i>Please see the attached guidance for parents before writing the reasons.</i>		
Please state destination during absence			
Accompanying adults and their relationship to child			
Is there anything else that you feel would enhance the above			
I/ we agree to the terms and conditions outlined within the Exceptional Circumstances policy of Rosehill School.			
I/we understand if we do not provide sufficient information to support the risk assessment the school can decline this request.	Signed (Parent/Carer): Date:		

Appendix 4: Additional resources and links

- [Working together to improve school attendance \(applies from 19 August 2024\) \(publishing.service.gov.uk\)](https://publishing.service.gov.uk)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2016 \(legislation.gov.uk\)](https://legislation.gov.uk)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2016 \(legislation.gov.uk\)](https://legislation.gov.uk)
- Children Missing Education [Children missing education - GOV.UK \(www.gov.uk\)](https://www.gov.uk)
- School behaviour and attendance: parental responsibility measures <https://www.gov.uk/government/publications/parental-responsibility-measures-for-behaviour-and-attendance>
- Arranging education for children who cannot attend school because of health needs https://assets.publishing.service.gov.uk/media/657995f0254aaa00d050bff/Arranging_education_for_children_who_cannot_attend_school_because_of_health_needs.pdf
- Supporting pupils at school with medical conditions https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/803956/supporting-pupils-at-school-with-medical-conditions.pdf
- Education Act 1996: The Education Act 1996 is the primary piece of legislation that sets out the legal framework for school attendance in England and Wales. It outlines the responsibilities of parents, carers, and schools in ensuring regular school attendance. Sections 444-447 of the Act deal with offenses related to non-attendance and penalties for parents and carers.
- Education (Pupil Registration) Regulations 2006: These regulations specify the procedures for registering pupils and maintaining attendance records in schools in England. They also define the circumstances in which a pupil can be marked as absent or present.
- Education (Pupil Registration) (England) (Amendment) Regulations 2013: These regulations amended the 2006 regulations and introduced stricter rules on authorizing term-time holidays. Under these regulations, headteachers are only allowed to grant leave of absence in exceptional circumstances.
- Child Employment Legislation: Legislation such as the Children and Young Persons Act 1933 and the Children (Performances) Regulations 1968 govern the employment and attendance of children involved in performances, modelling, and other activities outside of regular school hours.
- Children Missing Education (CME) Statutory Guidance: This guidance outlines the responsibilities of local authorities in identifying and tracking children who may be missing education, including those who are not on a school roll or are not receiving suitable education.
- Section 19 of the Education Act 1996 (England and Wales) outlines the duty of local authorities in ensuring that suitable education is provided for children of compulsory school age.