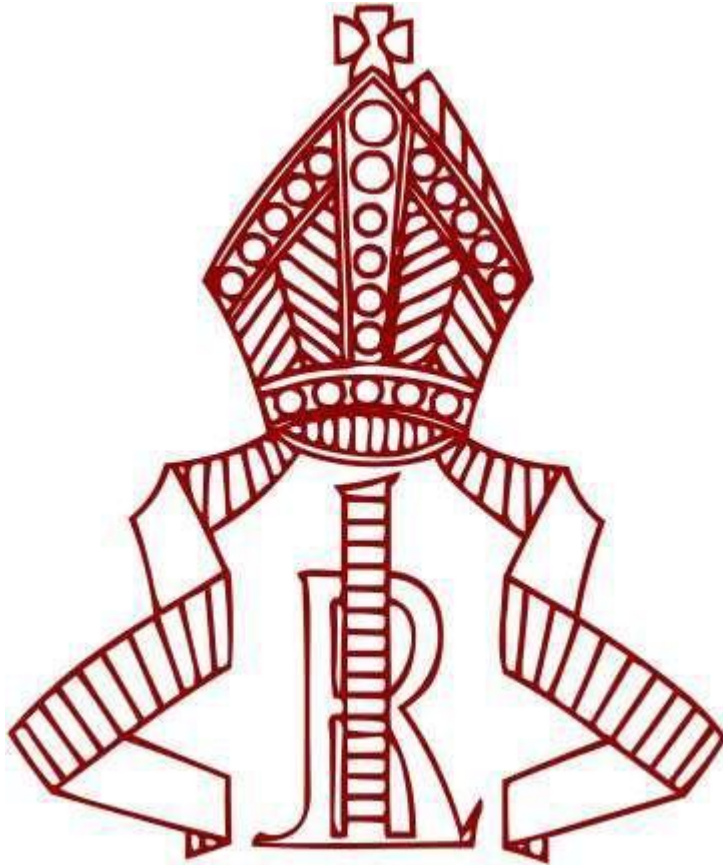


Bishop Luffa School



Attendance Policy

*Reviewed by Ethos & Welfare committee November 2025
Approved by Governing Body December 2025*

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Summary – Attendance at a Glance

Attendance Matters

At Bishop Luffa School, we believe that every pupil should feel they belong, are valued, and are encouraged to flourish. Attendance is more than just being present - it is a foundation for wellbeing, learning, and living life in all its fullness, as inspired by John 10:10.

We understand that each pupil's journey is unique, and we approach attendance with kindness, care, and respect. Our aim is to work alongside pupils and families to help them engage fully with school life, feel safe, and achieve their potential.

Regular attendance gives pupils the best opportunity to benefit from everything school has to offer academically, socially, and emotionally. There is a clear link between consistent attendance and successful outcomes. Even missing one session in a week (there are two per day) means an attendance rate of 90%, which can equate to 19 days of learning lost in a year and may impact GCSE results.

We know that sometimes pupils cannot attend due to illness or other exceptional circumstances. When this happens, we ask parents¹ and carers to follow school procedures so we can continue to safeguard, support, and guide pupils effectively.

We value strong partnerships with families. If you have any concerns about your child's attendance, please contact us. Together, we can ensure that pupils feel supported, safe, and able to thrive – experiencing the full richness of school life.

It is also important to us that pupils arrive on time, and they must be at school in time to attend the morning registration at 8.00am, so they can begin the day feeling settled and ready to learn.

Absence through illness or unforeseen circumstances

If your child is absent, it is your responsibility to contact us as soon as possible on the first day of absence (before 8.30am). Please email us at absence@bishopluffa.org.uk or call the dedicated absence line 01243 832681. If your child suffers an injury, please notify the school so we can work with you to carry out a risk assessment and identify any support your child may need. When your child returns to school, please provide a brief explanation of the absence and any medical evidence where appropriate. Even if you have already contacted the school, this ensures records are complete and supports our safeguarding responsibilities.

If an absence continues, the school will contact you to discuss the situation. If attendance falls below 90%, a letter will be sent to highlight this, and where there is no improvement, you will be invited to meet with the Head of House and your child. If attendance does not improve despite the support offered, the school is legally required to consider further action, which may include a Fixed Penalty Notice. Our priority, however, is always to work with families early to prevent this.

¹ The definition of a parent can be found in the Education Act 1996, and this applies to all the legislation to which this guidance relates. In addition to the child's birth parents, references to parents in this guidance include any person who has parental responsibility (which includes the local authority where it has a care order in respect of the child) and any person (for example, a foster carer) who has care of the child. To reflect this, this guidance uses 'parent' to refer to both parents and carers.

Attending an Appointment

We encourage parents to schedule dental and non-urgent medical appointments outside of school hours whenever possible, so that pupils can fully benefit from all that school has to offer. We understand that hospital visits or urgent appointments may be unavoidable. In such cases, please provide a medical letter or appointment card for our records. Pupils should be collected and returned promptly so that they can continue their learning without unnecessary disruption. For further details, please refer to section 6.2 of the full policy.

Known Absence

We know that sometimes there may be exceptional reasons why your child needs to miss school. If this happens, parents or carers should request permission from the Headteacher by completing a **Request for Leave of Absence Form** and emailing it to absence@bishopluffa.org.uk.

Where possible, please make your request at least four weeks before the absence. Requests should be for the shortest time possible, and please be aware that even short absences cannot always be approved. By law, schools must record some absences as unauthorised. When this happens, we will always talk with families first to explain the reasons and the possible next steps.

As a school, we value excellent attendance because it helps every child make the most of their learning and feel part of our community. We are required by law to follow national attendance guidance, which means we cannot authorise holidays during term time. Penalty notices may be issued if a child misses school without permission.

For further details, please see our Attendance Policy and Procedures (section 6.1).

Support

At Bishop Luffa, we take attendance and punctuality very seriously because coming to school every day helps every child flourish, learn, and feel part of our caring community. We are committed to supporting any pupil who finds it difficult to attend school regularly. If your child's attendance falls below 90%, we will work with you to understand the reasons and provide support. We aim to work in partnership with families to help every child thrive. Further details can be found in our full Attendance Policy.

Punctuality

Arriving on time helps pupils start the day positively and get the most from their learning. The morning tutor session begins at 8.00am and we ask that all pupils arrive on site before 8.00am to be fully ready for the day. Pupils that arrive after their tutor session has started are marked as late. Registers close at 8.30am and pupils that arrive after that time receive a U code for their lateness, which is an unauthorised absence. Being late means missing important routines that help pupils settle and get their day off to a positive start. Late arriving pupils also disrupt lessons during the day for others.

How we manage lateness to school and lessons

Lateness to school

Pupils who arrive after the morning tutor session must sign in at Reception. In line with statutory attendance requirements, this will be recorded as an unauthorised absence ('U' code) for the morning session. We recognise that there may be reasons behind repeated lateness, and our approach is supportive. Heads of House will speak with pupils who are regularly late to understand any underlying challenges and provide guidance to improve punctuality. Where lateness persists, a

meeting with parents or carers may be arranged to agree a plan for support. Persistent lateness after the register has closed may lead to formal attendance procedures. In some cases, parents or carers could face legal action, but our primary goal is always to provide early support and help pupils establish positive routines.

Lateness to lessons

Being on time for lessons is a key part of showing respect for learning and for others. When lessons begin smoothly, all pupils benefit from a calm, focused environment that enables success.

If a pupil is late to a lesson without a valid reason, it will be noted on the register, and a negative behaviour point will be recorded on Arbor. Staff will continue to provide support and guidance to help pupils develop good habits and understand the importance of punctuality.

The rest of this document outlines our Attendance Policy and Procedures. We encourage all parents to review it. This ensures they understand how we handle attendance. If getting your child to school is hard, please contact us immediately by contacting your child's Head of House directly in the first instance.

Part A – Policy

1. Introduction

At Bishop Luffa School, we believe that every pupil should feel that they belong, are valued, and are encouraged to flourish. Attendance is more than simply being present; it is a foundation for wellbeing, learning, and personal growth. Every day in school provides opportunities to learn, connect, and experience the full richness of school life.

Our Ethos

We recognise that some pupils may find school attendance difficult for reasons that are not always visible. Our staff are trained to approach these situations with curiosity, compassion, and a commitment to understanding. We are a trauma-informed school, committed to understanding and supporting each pupil's individual journey. Our approach to attendance is guided by kindness, care, and respect. We aim to work alongside pupils and families to ensure that every child feels safe, supported, and able to engage fully in their learning.

The Importance of Attendance

Regular attendance is essential for a child's academic progress, social development, and sense of belonging. Pupils who attend consistently are better able to achieve their potential and build positive relationships within the school community. Even small amounts of absence can disrupt learning, affect outcomes, and impact the learning of others.

Working in Partnership with Families

We value strong partnerships with families and recognise that challenges can arise. When pupils struggle to attend school regularly, we work with parents to understand the reasons and provide practical and compassionate support. Together, we can help every pupil feel that they matter and that they belong.

Our Commitment

Through this policy, we seek to ensure that every pupil:

- Feels safe, supported, and valued within the school community.
- Can attend school regularly and on time, benefiting fully from all learning opportunities.
- Experiences a positive and nurturing environment that encourages growth, achievement, and wellbeing.

We encourage parents to contact the school promptly if they have any concerns about their child's attendance, so that we can work together to address them. This Attendance Policy outlines the

culture and approach to supporting good attendance at Bishop Luffa School. The second part of the document outlines the more detailed procedures, roles and responsibilities related to pupil attendance that operate at our school. The principles of a 'support first approach' are adopted and we seek to:

Support first approach (as set out in DFE Guidance)	
Expect	Aspire to high standards of attendance from all pupils and parents and build a culture where all can, and want to, be in school and ready to learn by prioritising attendance improvement across the school.
Monitor	Rigorously use attendance data to identify patterns of poor attendance (at individual and cohort level) as soon as possible so all parties can work together to resolve them before they become entrenched.
Listen and understand	When a pattern is spotted, discuss with pupils and parents – listen to understand barriers to attendance and agree how all partners can work together to resolve them.
Facilitate support	Remove barriers in school and help pupils and parents to access the support they need to overcome the barriers outside of school. This might include an Early Help or whole family plan where absence is a symptom of wider issues.
Formalise support	Where absence persists and voluntary support is not working or not being engaged with, partners should work together to explain the consequences clearly and ensure support is also in place to enable families to respond. Depending on the circumstances this may include formalising support through an attendance contract or education supervision order.
Enforce	Where all other avenues have been exhausted and support is not working or not being engaged with, enforce attendance through statutory intervention: a penalty notice in line with the National Framework or prosecution to protect the pupil's right to an education.

2. Aims

Promoting a Sense of Belonging

Our aim is to create a school environment where every pupil feels that they belong and wants to come to school. We believe that Bishop Luffa is a positive, welcoming place to learn, and that being in school consistently is in the best interests of all pupils. We recognise, however, that there may be times when barriers prevent children from attending school. In these instances, we act promptly to understand the issues, provide support, and work collaboratively with pupils and their families to re-establish regular attendance as quickly as possible.

Developing Positive Attitudes

We believe that one of the most important factors in promoting good attendance is fostering positive attitudes towards school. Pupils who feel connected, safe, and valued are more likely to attend regularly. To this end, we strive to make school a happy and rewarding experience for all children and to build respectful, supportive relationships with parents and carers.

Aims of the Policy

By promoting good attendance and punctuality, we aim to:

- Make attendance and punctuality a priority for all members of the school community.
- Raise pupils' awareness of the importance of good attendance and punctuality.
- Provide clear guidance, support, and advice to parents, pupils, and staff.
- Work in partnership with parents, keeping them informed about their child's attendance and absence.
- Support pupils to reintegrate after a lengthy or unavoidable absence, helping them regain confidence and bridge gaps in learning.
- Celebrate and reward good attendance and punctuality.

Expectations and Responsibilities

This policy sets out the school's position on attendance and explains the procedures parents must follow to report absence. It also reminds parents of their legal duty to ensure their child attends school regularly. We will apply this policy fairly and consistently, considering the individual needs of pupils and families who face specific barriers to attendance. In developing this policy, we have considered our obligations under the **Equality Act 2010** and the **UN Convention on the Rights of the Child**.

The Importance of Regular Attendance

We want pupils to attend school every day unless they are unwell. Children who attend regularly are more likely to:

- Feel settled and secure in school.
- Maintain friendships and social connections.
- Keep up with their learning.
- Gain the greatest benefit from their education.

Regular attendance and punctuality also help children develop habits that prepare them for future workplaces, where reliability and consistency are valued.

Legal Context

In April 2017, the Supreme Court clarified the definition of regular attendance as attendance "in accordance with the rules prescribed by the school." Absences not authorised by the school are therefore considered irregular. We will do all we can to encourage regular attendance. For pupils who require additional support, including those with medical conditions, we will make provision to help them access learning and participate fully in school life.

For guidance on supporting pupils with medical needs or mental health challenges that affect attendance, please refer to:

- [Supporting pupils at school with medical conditions \(DfE, December 2015\)](#)
- [Arranging education for children who cannot attend school because of health needs \(DfE, December 2023\)](#)
- [Mental health issues affecting a pupil's attendance: guidance for schools \(GOV.UK\)](#)

Printed copies are available on request from the school.

2.1. Effects of non-attendance

Even a small amount of absence can have a significant impact on a pupil's learning. The table below illustrates how missed days translate into lost lessons:

Attendance during school year	Days lost in a year	Which is approximately	Approximate number of lessons missed
95%	9.5 Days	2 Weeks	50 Lessons
90%	19 Days	4 Weeks	100 Lessons

3. Safeguarding and Attendance

At Bishop Luffa School, monitoring attendance is an integral part of our safeguarding procedures. Sudden or gradual changes in attendance may indicate underlying concerns, and we are alert to the possibility of additional safeguarding issues. In line with [Keeping Children Safe in Education](#), any suspected safeguarding concerns will be investigated and reported to the relevant authorities. If a pupil is absent and the school cannot establish their whereabouts, and we have concerns for their welfare, we will inform the Local Authority and/or the Police. Our approach ensures that safeguarding remains central to all attendance procedures, while remaining supportive and compassionate towards pupils and families.

4. Legislation and Guidance

This policy aligns with the government guidance [Working together to improve school attendance \(applies from 19 August 2024\) \(publishing.service.gov.uk\)](#) from the Department for Education (DfE), and refers to the DfE's 2015 statutory guidance on [School Attendance Parental Responsibility Measures](#). It draws on legislation that defines the legal powers and duties governing school attendance, including:

- The Education Act 1996
- The Children Act 1989
- The Crime and Disorder Act 1998
- The Anti-social Behaviour Act 2003
- The Education and Inspections Act 2006
- The Sentencing Act 2020
- The School Attendance (Pupil Registration) (England) Regulations 2024
- The Education (Parenting Contracts and Parenting Orders) (England) Regulations 2007
- The Education (Information about Individual Pupils) (England) (Amendment) Regulations 2024
- The Education (Penalty Notices) (England) (Amendments) Regulations 2024

5. Using data to support improvements in attendance

Absence affects the continuity of learning, and persistent absence can have a serious impact on pupil progress. A pupil is defined as a persistent absentee when they miss 10% or more of school sessions in a year, and as severely absent if they miss more than 50% of sessions.

Bishop Luffa School uses attendance data, including the DfE's View Your Education Data platform, to:

- Identify emerging attendance concerns early
- Understand individual pupil needs
- Work with families and support services to remove barriers to attendance
- Implement formal support plans in partnership with the Local Authority when required

Our approach ensures that data is used positively to support pupils and prevent absence from becoming persistent or severe.

6. Understanding Barriers to Attendance

We recognise that barriers to attendance are varied, complex, and often deeply personal. At Bishop Luffa, every pupil and family is treated with dignity and respect. Our staff model supportive and compassionate relationships, fostering trust and collaboration between home and school. Through open, empathetic communication, we help parents and carers understand the connection between attendance, learning, and wellbeing, and provide guidance on what good attendance looks like.

Where pupils or families need support, we:

- Work with families to identify the most appropriate staff member or service to provide help.
- Collaborate to address any in-school barriers to attendance, including emotional, social, or learning-related challenges.
- Engage with external partners when challenges extend beyond the school's control.

Support is tailored to the individual and intensifies where absence is significant. Some pupils may face additional challenges, such as long-term medical conditions or SEND. In these cases, we provide targeted support to help pupils access their education fully, in whatever form is most appropriate to their needs.

Occasionally, flexible arrangements may be considered to support a pupil's engagement with learning. These are always carefully reviewed and adapted to ensure the pupil can continue to make progress and feel part of the school community. Bishop Luffa is committed to sharing information responsibly and collaborating with other schools, local authorities, and partners to ensure that pupils at risk of persistent or severe absence receive the care and support they need.

7. Staff Training on Attendance

Supporting good attendance relies on the skills and knowledge of all staff, alongside their ability to engage with families respectfully and effectively. At Bishop Luffa, we value every member of our team and provide training to ensure all staff can:

- Understand the importance of regular attendance and recognise that absence is often a sign of wider challenges.
- Be aware of the law and school expectations, including accurate registration.
- Apply school strategies for monitoring, following up, and supporting attendance.
- Work collaboratively with colleagues and external partners to support pupils effectively.

Staff with specific attendance responsibilities receive additional training to:

- Analyse and interpret attendance data confidently.
- Access further professional development to overcome common barriers and support particular pupil needs.

Through this approach, all staff are supported and empowered to respond consistently, compassionately, and proactively, helping every pupil feel valued, supported, and able to reach their full potential.

Part B - What the Law Says and Our Procedures

1. Roles and Responsibilities

Attendance at Bishop Luffa School is everyone's responsibility. Every staff member plays a part in promoting and supporting regular attendance. Key roles in the day-to-day management of attendance include:

Form Tutors

We place high value on our pastoral system and therefore aim for your child to have the same form tutor from Year 7 through Year 11. Form tutors play a central role in their pupils' academic and personal development, building strong and supportive relationships with both pupils and families. They support learning, monitor attendance, help to address barriers, and encourage and acknowledge excellent attendance. Form tutors will:

- Welcome pupils back after any absence.
- Make wellbeing calls home when a pupil is absent.
- Set weekly attendance targets for pupils with low attendance where appropriate.
- Share weekly attendance figures and targets from Heads of House with their tutor group using RAG modelling.

To contact your child's form tutor – lastnameinitial@bishopluffa.org.uk

Subject Teachers

Subject teachers are responsible for:

- Completing statutory lesson registers within 10 minutes of the lesson starting.
- Monitoring attendance patterns in their lessons.
- Communicating with Heads of Faculty about pupils who are persistent absentees.
- Informing the Attendance Team if a pupil is missing from a lesson without a reason recorded on Arbor.
- Working with parents to improve lesson attendance.

Heads of House

House	Head of House	Email Address
Andrewes	Mr R Goldsmith	GoldsmithR@bishopluffa.org.uk
Burrows	Mrs R Bagdoniene	BagdonieneR@bishopluffa.org.uk
King	Miss K Hurry	HurryK@bishopluffa.org.uk
Otter	Mrs J Stone	StoneJ@bishopluffa.org.uk
Ridgeway	Mr J Vann	VannJ@bishopluffa.org.uk
Sherborne	Mr T George	GeorgeT@bishopluffa.org.uk
Story	Mrs S Charge	ChargeS@bishopluffa.org.uk
Wilson	Mr A Bravo	BravoA@bishopluffa.org.uk

Heads of House are responsible for the pastoral care of all pupils in their House, including attendance, wellbeing, behaviour, and safeguarding.

Key Responsibilities:

- Build supportive relationships with pupils and families.
- Identify concerns that may affect attendance and implement strategies to overcome them.
- Liaise with subject teachers regarding pupils falling behind due to absence.
- Invite parents to Attendance Support Meetings and include attendance in action plans.
- Acknowledge good attendance and encourage pupils to take responsibility for their own attendance.
- Support reintegration to school following prolonged absence due to medical needs, working with form tutors, teachers, and Heads of Faculty.
- Conduct readmission meetings after prolonged absence.
- Escalate persistent attendance concerns to the Whole School Attendance Lead.

Pastoral Support Assistants

At Bishop Luffa School we believe that everyone matters. Our Pastoral Support Assistants put that belief into practice by working with pupils who find school, and sometimes life, difficult. They work alongside pupils to help clear away the barriers that stop them succeeding. Success means that they are engaged in learning and feel as though they are safe and belong as part of our community. They work with pupils, parents and other professionals inside and outside of school.

Key Responsibilities:

- Supporting pupils with overcoming barriers that prevent them from attending school and/or lessons.
- Liaise with Heads of House and the Assistant Headteacher regarding persistently absent students.
- Make online referrals as appropriate in consultation with staff.
- Offer support to families whose child is not attending including Early Help Plan or referral to Integrated Front Door (IFD) and strategies to get the child to attend.

Attendance Officer

The Attendance Officer promotes good attendance and is the first point of contact for reporting absences. Absence Line: 01243 832681 – absence@bishopluffa.org.uk

Key Responsibilities:

- Promote and encourage good attendance across the school.
- Build positive relationships with parents and students.
- Act as the first contact for all absence calls and voice messages each morning.
- Ensure parents report any absence before 8.30am, providing a clear and valid reason. (Please note: “unwell” or “feeling sick” are not sufficient reasons without further information.)
- Encourage students who feel better during the day to return to school, supporting resilience and reducing unnecessary absence.
- Monitor attendance patterns and report concerns to the Head of House and Whole School Attendance Lead.
- Maintain accurate attendance records and ensure they are shared with relevant staff and parents.
- Check lesson registers and follow up where lessons have not been accurately marked.

Whole School Attendance Lead (Assistant Headteacher)

The Whole School Attendance Lead oversees attendance at a strategic level, working closely with Heads of House and Pastoral Support Assistants.

Key Responsibilities:

- Take strategic responsibility for attendance.

- Monitor attendance data across the school and analyse patterns for key groups of pupils.
- Chair fortnightly Attendance Team meetings.
- Ensure attendance is a standing item in Heads of House line management meetings.
- Meet with pupils and parents where attendance is a concern, including prior to any consideration of legal action.
- Oversee and review requests for leave of absence during term time, liaising with the Headteacher where necessary.
- Ensure attendance remains central in conversations with pupils, families, and staff.
- Work with families, Heads of House and Pastoral Support Assistants to create reintegration plans or, where necessary, consider legal processes.
- Compile reports for Form Tutors, Heads of House and pastoral staff to identify issues with attendance.
- Compile whole-school attendance data as required by the Headteacher.
- Lead on strategic attendance initiatives to improve pupil outcomes.

Headteacher

The Headteacher is responsible for ensuring this policy is implemented consistently across the school, and for monitoring school-level absence data and reporting it to governors. The headteacher also supports other staff in monitoring the attendance of individual pupils and requests fixed-penalty notices, where necessary.

The Local Governing Body

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

Pupils with medical conditions or special educational needs and disabilities

1. Bishop Luffa School recognises that some pupils face greater barriers to attendance than their peers. These can include pupils who suffer from long-term medical conditions or who have special educational needs and disabilities. Their right to an education is the same as any other pupil and therefore the attendance ambition for these pupils is the same as they are for any other pupil.
2. That said, in working with their parents to improve attendance, we will be mindful of the barriers these pupils face and put additional support in place where necessary to help them access their full-time education. This will include:
 - a. Having sensitive conversations and developing good support for pupils with physical or mental health conditions. For example, making reasonable adjustments where a pupil has a disability or putting in place an individual healthcare plan where needed.
 - b. Considering whether additional support from external partners (including the local authority or health services) would be appropriate, making referrals in a timely manner and working together with those services to deliver any subsequent support.
 - c. Working with parents to develop specific support approaches for attendance for pupils with special educational needs and disabilities, including where applicable ensuring the provision outlined in the pupil's education, health and care plan is accessed. In addition, the school will work with families to help support routines where school transport is regularly being missed and work with other partners to encourage the scheduling of additional support interventions or medical appointments outside of the main school day.
 - d. Establishing strategies for removing the in-school barriers pupils may face, including considering support or reasonable adjustments for uniform, transport, routines, access to support in school and lunchtime arrangements.
 - e. Ensuring joined up pastoral care is in place where needed and consider whether a time-limited phased return to school would be appropriate, for example for those affected by anxiety about school attendance, recognising that such arrangements can be for a limited time only.

- f. Ensuring data is regularly monitored for these groups, including meetings with the local authority so that additional support from other partners is accessed where necessary.
3. Pupils with long term illnesses or other health needs may need additional support to continue their education, such as alternative provision provided by the local authority. Local authorities are responsible for arranging suitable education for children of compulsory school age who, because of health reasons, would otherwise not receive suitable education.
4. In all cases, the school will be sensitive and avoid stigmatising pupils and parents; and talk to pupils and parents and understand how they feel and what they think would help improve their attendance to develop individual approaches that meet an individual pupil's specific needs.

Attendance Procedures

Pupil Profiles and Targeting	At the start of each term, pupils at risk of poor attendance are identified. Targeted interventions are put in place for pupils with low attendance or historical patterns of absence.
Weekly Attendance & Punctuality Reports for Form Tutors	Targeted pupils based on attendance below 95% and/or historical absence previous academic year.
Attendance Team Meetings	Fortnightly meetings with Attendance Lead, Attendance Officer and pastoral staff to review key pupils and determine next actions.
Heads of House Line Management meetings	Fortnightly meetings with LT link – attendance is reviewed and next actions are determined for pupils.
Attendance Letters and Communication	Letters/emails (via Arbor) are sent to parents to highlight attendance and/or punctuality concerns, explain the impact on learning, and encourage collaborative improvement.
Attendance Update Letters	Sent each half-term to update parents on their child's attendance and punctuality. Notes and guidance are included with the letter. Pastoral staff triage names to ensure that key pupils / parents do not receive a letter.
Punctuality: Letter P1	Sent after 5 AM/PM sessions of lateness.
Punctuality: Letter P2	Sent if no improvement – parents invited to Attendance Support Meeting (ASM).
Attendance: Letter A1	Sent to parents of pupils whose attendance falls below the school's target of 96%.
Attendance: Letter A2	Sent after 2 weeks if no improvement and no satisfactory explanations have been received to explain the absence. Parents invited to Attendance Support Meeting (ASM).
Attendance: Letter A3	Sent if no further improvement – parents informed of date(s) for a School Attendance Meeting.
Medical: Letter M1	Sent to parents if patterns of illness and medical absence exist and no explanation why.
FPN Warning Letter	Letter to parents after 6 unauthorised absences.
Referral letter	Referral to WSCC for FPN after 10 unauthorised absences.
EBSA	Individual work with students looking at strengths and resilience.

2. Contents of the Admissions Register

The admission register (sometimes referred to as the school roll) must contain specific personal details of every pupil in the school along with the date of admission or re-admission to the school, information regarding parents, and details of the school last attended.

The school will enter pupils on the admission register at the beginning of the first day on which the school has agreed with, or been notified by the parent, that the pupil will attend.

A pupil's name can only lawfully be deleted from the admission register if a reason set out in regulation 9 of the [School Attendance \(Pupil Registration\) \(England\) Regulations 2024](#).

It is vital that the admission register is kept up to date, it is a legal document. Therefore, we encourage parents to inform the school of any changes whenever they occur and ensure the admission register is amended as soon as possible.

3. Contents of the Attendance Register

The law makes it clear that schools must take the attendance register at the start of the morning session of each school day and once during the afternoon session. On each occasion the register is taken, the appropriate attendance and absence code must be entered for every pupil. Please refer to [Working Together To Improve School Attendance](#) for the code descriptors and also Appendix C of this document. The school must record whether each pupil is:

- Attending, or
- Absent

Effective and timely use and sharing of register data is critical to safeguard children, improve attendance and is supported using our electronic Management Information System (Arbor) to record attendance information. Our registers will be preserved for 6 years from the date after the last entry was made.

4. Attending the School (and Lateness)

Pupils are marked present (/ \) if they are in school when the register is taken. If a pupil leaves the school premises after registration they are still counted as present for statistical purposes. It is the duty of parents to ensure that children attend school on time. This encourages habits of good timekeeping and lessens any possible classroom disruption.

Our pupils must arrive by 8.00 am on each school day. Our morning register is taken at 08:30am and will be kept open until 8.35am. Our afternoon register is taken at 1.30pm and will be kept open until 2.00pm. A pupil who arrives late but before the register has closed will be marked as late (L) – which counts as present.

If a pupil arrives after the register has closed, they will be marked with the unauthorised absence code "Late after registers close" (U) which is an unauthorised absence mark.

However, if the pupil is late arriving due to a valid reason such as an unavoidable medical appointment, the absence will be authorised and coded accordingly. See DfE guidance [Working together to improve school attendance \(applies from 19 August 2024\) \(publishing.service.gov.uk\)](#)

5. Attending a place other than the school

Pupils are marked as attending a place other than the school if they are present for the assigned session. These codes include:

- Code K: Attending education provision arranged by the local authority
- Code V: Attending an educational visit or trip
- Code P: Participating in a sporting activity
- Code W: Attending work experience
- Code B: Attending any other approved education activity
- Code D: Dual registered at another setting

Bishop Luffa School retains responsibilities for the safeguarding and welfare of pupils attending an approved educational activity. We must be satisfied that appropriate measures have been taken to safeguard the pupils. The school should ensure that we have arrangements in place whereby providers notify the school of any absence. Our school must record the pupil's absence using the relevant absence code.

If a pupil is attending an alternative education provider such as another school or Pupil Referral Unit for part or all of their education, the school will make arrangements for the pupil to be dual registered at the other setting and mark our registers accordingly.

If a pupil is attending an alternative education provider arranged by the school, which is not a school or Pupil Referral Unit, for part or all their education, we will mark the sessions in which the pupil attends the alternative setting as code B (any other approved educational activity).

The school expects the alternative provision (AP) to notify us of any absences by individual pupils, to ensure we become aware of any attendance concerns as soon as possible and take follow up action as necessary. Attendance updates will be provided on a weekly basis. Any attendance concerns will be followed up by us, in conjunction with the Alternative Provision (AP).

6. Absent – Leave of absence

A leave of absence means that the school has given approval in advance for a pupil of compulsory school age to be away from the school. These codes are classified for statistical purposes as 'authorised absence' which means the pupil's absence is with permission granted by the school.

These codes include:

- Code C1: Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad
- Code M: Leave of absence for the purpose of attending a medical or dental appointment
- Code J1: Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution
- Code S: Leave of absence for the purpose of studying for a public examination
- Code X: Non-compulsory school age pupil not required to attend school
- Code C2: Leave of absence for a compulsory school age pupil subject to a part-time timetable
- Code C: Leave of absence for exceptional circumstance

6.1. Leave of Absence Requests – ‘Exceptional Circumstances’

The law does not grant parents the automatic right to take their child out of school during term time.

Only exceptional circumstances warrant an authorised leave of absence. Generally, a need or desire for a holiday or other absence for the purpose of leisure and recreation would not constitute an exceptional circumstance. The school will consider each application individually, considering the specific facts and circumstances and relevant background context behind the request. The request must be made by the parent with whom the child normally lives, and permission must be sought in advance. The school will not grant leave of absence unless there are exceptional circumstances. The school must be satisfied that there are exceptional circumstances, based on the individual facts and circumstances of the case; following consultation with other staff as required, including the Designated Safeguarding Lead. Where a leave of absence is granted, the school will determine the number of days the pupil can be away from school. A leave of absence is granted entirely at the school's discretion.

Circumstances which could be authorised include significant family emergencies or funerals. However, parents will also be aware that, wherever possible, it can be better for children to continue to attend school normally during difficult family times.

Parents should complete a Leave of Absence Request form which is available from the school. Leave of Absence Forms can be obtained from Reception or our website and should be returned completed to Reception.

The request should be submitted as soon as it is anticipated; and wherever possible, at least **four weeks** before the absence. **Although such absence may be unauthorised, it is better that we know your child is safe, rather than missing.** Please be aware that you may be required to provide us with additional evidence to support your request. If we have any concerns about possible safeguarding risks such as risk of FGM or Forced Marriage, we will follow the necessary protocols.

All term time absence for children in care should be discussed at the child's Personal Education Planning (PEP) meeting in advance where possible and agreed with the Social Care and Virtual School. This permission should be gained before school is approached for approval. The school will contact the Virtual School in relation to any requests for term time absence for a child in care.

6.2 Medical/Dental Appointments

Parents should try to make appointments outside school hours wherever possible. Where appointments during school time are unavoidable, the pupil should only be out of school for the minimum amount of time necessary for the appointment. It is not acceptable for a child to miss a whole day's schooling for an appointment, unless necessary, in which case the school will need an explanation as to why this is.

No pupil will be allowed to leave the school site to attend a medical appointment during the school day without parental confirmation.

Advance notice is required for medical or dental appointments, unless it's an emergency appointment, and must be supported by providing the school with sight of, or a copy of, the appointment card or letter – only then will the absence be authorised. Please email absence@bishopluffa.org.uk with notification of the absence and medical evidence.

6.3 Part-time timetables - Leave of absence for a compulsory school age pupil subject to a part-time timetable

Pupils are entitled to a full-time education, suitable to their age, ability and aptitude, and any special educational needs or disabilities that they may have.

If, for any reason, the school is unable to provide a pupil with a full-time education due to the pupil's needs, we will work with the pupil, parent and other agencies where appropriate, to come to a mutually convenient arrangement. Any reduced timetables will be for the shortest amount of time possible, whilst arrangements are made to support the pupil's return to full-time provision as soon as possible.

7. Absent – other authorised reasons

Absent due to other authorised reasons means that the school has given approval in advance for a pupil of compulsory school age to be away from the school or has accepted an explanation offered afterwards as justification for absence. These codes are classified for statistical purposes as 'authorised absence'. These codes include:

- Code T: Parent travelling for occupational purposes
- Code R: Religious observance
- Code I: Illness (not medical or dental appointment)
- Code E: Suspended or permanently excluded and no alternative provision made

7.1. Mobile pupil - Parent travelling for occupational purposes

The school will authorise the absence of a mobile pupil of no fixed abode who is unable to attend school because they are travelling with their parent who is engaged in a trade or business of such a nature as to require them to travel from place to place. This is subject to certain limits, depending on the child's age and number of sessions absent. The school will discuss cases individually with Traveller parents as necessary. Parents should let the school know of their plans as far in advance as possible. Authorised Traveller absence will be recorded appropriately in the register.

To help ensure continuity of education for Traveller children, wherever possible, the child should attend school elsewhere when their family is travelling for occupational purposes. In which case the child will be dual registered at that school and this school, which is their 'main' school.

Children from Gypsy, Roma and Traveller communities whose families do not travel for occupational purposes are expected to register at school and attend as normal. They are subject to the same rules as other children in terms of the requirement to attend school regularly.

7.2. Religious Observance

Our school acknowledges the multi-faith nature of the school community and recognises that on some occasions, religious festivals may fall outside of school holidays or weekends.

In accordance with the law, the school will authorise one day's absence for a day exclusively set apart for religious observance by the religious body to which the parent belongs. Should any additional days be necessary, they should be requested in advance using the leave of absence in term time process. Additional days taken without exceptional circumstances will be recorded in the register as unauthorised absence. If necessary, the school will seek advice from the parents' religious body, to confirm whether the day is set apart.

7.3. Illness

In most cases, absences for illness which are reported by following the school's absence reporting procedures will be authorised. That is unless the school has a genuine concern about the authenticity of the illness.

The school follows Department for Education guidance [‘Working together to improve school attendance \(applies from 19 August 2024\) \(publishing.service.gov.uk\)’ 2024](#) which states that if the authenticity of the illness is in doubt, the school may ask the parent to provide medical evidence, such as a prescription, appointment card, or other appropriate form of evidence.

Where a parent cannot provide any written evidence, we will endeavour to have a conversation with the parent and pupil, if appropriate, which may itself serve as the necessary evidence to record the absence.

We will not ask for medical evidence unnecessarily. In some instances, the school may ask the parent to obtain a letter from a GP, or the school may seek parental permission to contact the pupil's GP directly to help support the needs of the individual pupil. If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised.

Where a pupil has a high level and/or frequency of absence, the school may require medical evidence of some description in order to authorise any future medical absences. If this is the case, the school will make the parent/s aware of this expectation in advance.

The reporting of absence due to illness remains the responsibility of the parent. Absences due to illness which have not been reported to the school by the parent on the first day of absence may not be authorised.

Parents should inform the school of absence due to illness by emailing absence@bishopluffa.org.uk as soon as possible, on the first day of absence and each day of subsequent absence. If a child is absent for more than one day, the parent should contact the school each day to provide an update on the child's condition, unless otherwise agreed by the school.

Mental Health and Wellbeing

Parents who have concerns about their child's mental wellbeing can contact their child's Head of Year for further information on the support available.

Parents should also contact their GP or the NHS Helpline by phoning telephone number 111 for advice if they are concerned. In case of emergency parents should dial 999.

Pupils taken ill during the school day

If a pupil needs to be sent home due to illness, this should be by agreement with an appropriately authorised member of school staff. In such circumstances, no pupil will be allowed to leave the school site without parental confirmation.

7.4. Suspensions (Exclusions)

In this policy, the word 'suspension' is used to refer to what legislation calls an exclusion for a fixed period. Suspensions and permanent exclusions are both types of exclusion, and where this policy uses the word 'exclusion' this includes both suspensions (fixed-period exclusions) and permanent exclusions. If the school decides to send a pupil home due to their behaviour, this will be recorded as an exclusion. The school will follow the current [DfE's statutory guidance on suspensions and permanent exclusions](#). The full behaviour and exclusions policy for our school can be found here: <https://www.bishopluffa.org.uk/home/school-policies-and-procedures/behaviour/>

Any exclusion must be agreed by the Headteacher. The school will notify the parent of the exclusion in writing. If the pupil is a Child in Care, the school will notify the pupil's carer, social worker and the Virtual School. In other instances, where a pupil is open to Children's Social Care for any reason, the school will also inform their allocated social worker. No pupil will be allowed to leave the school site without parental confirmation.

8. Absent – unable to attend school because of unavoidable cause

In accordance with DfE school attendance guidance, our school will record pupils as 'Unable to attend school because of unavoidable cause' in the following circumstances (such circumstances are not recorded as absences and are not counted as possible attendances):

- Code Q: Unable to attend because of a lack of access arrangements
- Code Y1: Unable to attend due to transport normally provided not being available
- Code Y2: Unable to attend due to widespread disruption to travel
- Code Y3: Unable to attend due to part of the school premises being closed
- Code Y4: Unable to attend due to the whole school site being unexpectedly closed
- Code Y5: Unable to attend as pupil is in criminal justice detention
- Code Y6: Unable to attend in accordance with public health guidance or law
- Code Y7: Unable to attend because of any other unavoidable cause

9. Absent - unauthorised absence

Unauthorised absence is where a school is not satisfied with the reasons given for the absence or no reason for absence was provided. Absence will be unauthorised if a pupil is absent from school without the permission of the school. Whilst parents can provide explanations for absences, it is the school's decision whether to authorise the absence or not.

Unauthorised absence includes:

- Absences which have never been properly explained
- Pupils who arrive at school too late to get a mark
- Shopping
- Birthdays
- Waiting at home for a washing machine to be mended, or a parcel to be delivered
- Day trips
- Long weekends and holidays in term time (unless very exceptional circumstances are agreed in writing, in advance by the school)
- In the case of term time leave - if a pupil is kept away from school longer than was agreed, the additional absence is unauthorised

Unauthorised absences may result in Legal Sanctions, usually Penalty Notices or Prosecutions. The unauthorised absence codes include:

- Code G – Holiday not granted by the school
- Code N – Reason for absence not yet established
- Code O – Absent in other or unknown circumstances
- Code U – Arrived in school after registration closed
-

10. Administrative codes

Where necessary and applicable, our school will use the defined administrative codes. These codes are not collected for statistical purposes and are:

- Code Z: Prospective pupil not on admissions register
- Code #: Planned whole school closure

11. First Day of Absence Response

Parents or carers should contact the attendance team via email at absence@bishopluffa.org.uk on the first, and all subsequent days of absence. The school will be in touch during the absence to understand how the child is feeling and make plans for their return to school.

Parents or carers will be asked to supply details of at least three people who can be contacted in an emergency, and these details will be reviewed on a termly basis through email contact.

If the school is unable to contact any of the emergency numbers provided, and is concerned for the welfare of the pupil, we may undertake our own 'safe and well' checks and/or request a Welfare Check from the police.

12. Recognising Good and Improved Attendance

We value and expect good attendance from all pupils. We celebrate good attendance not simply for statistics, but because it reflects pupils feeling connected, safe, and engaged with our school community. Good attendance supports their success in lessons and is a vital part of making good progress. Whilst we do not use material rewards such as prizes, we recognise and encourage pupils who maintain strong attendance or who make sustained improvements.

Attendance updates are shared regularly with parents and positive progress will also be acknowledged through verbal praise and written feedback in attendance correspondence. Where pupils are working to improve their attendance, individual attendance plans and personalized targets are used to support and celebrate progress.

13. Support for Poor School Attendance (other than unauthorised term time leave)

Sometimes pupils can be reluctant to attend school. We encourage parents and pupils to be open and honest with us about the reason for the pupil's absence. If a child is reluctant to attend, it is never better to cover up their absence or for a parent to give in to pressure to let the child stay at home. This can give the impression to the child that attendance does not matter and can make things worse. As a school, we need to understand the reasons why a pupil is reluctant to attend to be able to support pupils and parents in the best way.

When we have concerns about the attendance of a pupil, we will do our best to make the parent/s aware of the concerns about their child's attendance and give them the opportunity to address this. However, if parents do not make use of the support offered and improve their child's attendance to an acceptable level, this may result in legal sanctions. Where there are no genuine reasons for the absences, parents may be asked to meet with the Head of Year and Attendance Officer to discuss the matter. In some cases, this may result in a formal action plan being produced in the form of an Attendance Contract.

If our school refers a case of poor school attendance to the Local Authority for legal sanctions, we will show that we have warned the parent/s that they are at risk of receiving a Penalty Notice or other legal sanction. This will at least be evidenced via the sending of a Notice to Improve – attendance warning letter. We will not usually request legal sanctions from the Local Authority in cases where poor attendance is symptomatic of complex family circumstances. In such circumstances our school will take a holistic approach to the issue and involve other agencies as necessary. The exception to this will be where parents fail to accept or engage with support offered by the school and/or other agencies or fail to implement the suggested changes. Again, when referring for legal sanctions, we will show that we have warned the parent/s that they are at risk of receiving a Penalty Notice or other legal sanction.

If our school has safeguarding concerns about a pupil who is absent, we will share information with other agencies as we deem necessary.

14. Penalty Notices and Prosecutions

Parents have a legal responsibility to ensure that their child attends school on a regular basis. It is a criminal offence under Section 444 of the Education Act 1996 to fail to secure regular attendance of a registered pupil at the school. This applies to both resident and non-resident parents who may both be subject to legal sanctions if their child fails to attend school regularly. It also applies to others who may not be the parent but may have day to day care of the child.

Unauthorised absence from school can result in a number of different outcomes for parents and children. Each case is considered individually.

Under section 444 of the Education Act 1996, if a child of compulsory school age, who is a registered pupil at a school, fails to attend regularly at the school his/her parent(s) are guilty of an offence. Parents with more than one school aged child need to be aware that each child's irregular attendance is dealt with as a separate matter.

The school will refer cases of unauthorised absence that meet the threshold for a Penalty Notice to the Local Authority for legal action unless there are reasonable grounds for not doing so. The outcome of a referral to the Local Authority may be a Penalty Notice or Prosecution.

Penalty Notices are intended as a sanction for low level offences and a tool to support improved school attendance for example in circumstances associated with an unauthorised holiday taken during term time. They are an alternative to prosecution and may not be issued if prosecution is a more appropriate response to a pupil's irregular attendance.

A pupil's unauthorised absence from school could result in one of the following:

1. A Penalty Notice. The penalty is £80 per parent, per child payable within 21 days, rising to £160 per parent, per child if paid between 22 and 28 days. (Failure to pay will result in prosecution.) If a second Penalty Notice is issued within a rolling 3-year period the penalty is £160 per parent, per child if paid within 28 days. There will be no option to pay a lower amount.
2. Prosecution. Prosecution could lead to fines up to £2500 and /or up to 3 months imprisonment. (See DfE's statutory guidance on [School attendance parental responsibility measures](#) for more information.

Penalty Notices and prosecution proceedings are issued to each parent with responsibility for the child and are issued for each child with irregular attendance. For example, in the case of Penalty Notices, if two siblings had irregular school attendance, and there were two parents with responsibility for the children, four Penalty Notices would be issued. Penalty Notices cannot be paid in instalments.

In addition to Penalty Notices, there is a range of other legal interventions open to schools. We will work together with local authority and make use of the full range of legal interventions rather than relying solely on fixed penalty notices or prosecution and will work closely with the local authority to decide whether to use them in an individual case after considering the individual circumstances of a family. These are: Parenting contracts, Education supervision orders, Attendance prosecution, Parenting orders, Fixed penalty notices.

15. Children Missing Education (CME)

The school will add and delete pupils from roll in line with the law. A pupil's name can only lawfully be deleted from the admission register if a reason set out in regulation 9 of the School Attendance (Pupil Registration) (England) Regulations 2024. The school will make CME and Pupil Tracking referrals as appropriate. The school will seek advice from the local authority representative

responsible for children missing education if unsure about any individual cases:

16. Following up Unexplained Absences

Where no contact has been made with the school, the school will contact parents by text, email, telephone or letter to try and establish the reason for a child's absence. When we establish the reason for the absence, we will mark it as authorised or unauthorised depending on the reason for the absence. If we are unable to establish the reason for the absence, we will make the absence as unauthorised, using the O code. If we are concerned about a pupil's absence and are unable to contact the parent/s, we may contact the pupil's emergency contacts and/or other professionals or contacts of the family who we reasonably expect may be able to advise us of the pupil's whereabouts.

17. Reporting to Parents

Attendance is communicated annually in the pupil's school report, as well as half-termly through attendance updates.

18. Recording Information on Attendance and Reasons for Absence

All attendance information is recorded on Arbor. Messages received from parents or carers relating to absence or attendance are also recorded on Arbor.

19. Policy Monitoring Arrangements

This policy will be reviewed annually by the Attendance Lead or more frequently if there are changes to legislation and guidance. At every review, the policy will be shared with the governing body.

20. Links with other policies

This policy is linked to our Behaviour Policy, SEND Policy, Safeguarding and Child Protection Policy.

Guidance Documents (including but are not limited to):

Working Together to Improve School Attendance (DfE 2024)

[Working together to improve school attendance \(applies from 19 August 2024\)](https://www.gov.uk/government/publications/working-together-to-improve-school-attendance) (publishing.service.gov.uk)

Supporting pupils at school with medical conditions (DfE December 2015)

<https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions>--3

Education for children with health needs who cannot attend school (DfE January 2013)

<https://www.gov.uk/government/publications/education-for-children-with-health-needs-who-cannot-attend-school>

Mental Health issues affecting a pupil's attendance (DfE February 2023)

[Mental health issues affecting a pupil's attendance: guidance for schools](https://www.gov.uk/government/publications/mental-health-issues-affecting-a-pupil-s-attendance) - GOV.UK (www.gov.uk)

Arranging education for children with who cannot attend school because of health needs (DfE December 2023)

[Arranging education for children who cannot attend school because of health needs](https://www.gov.uk/government/publications/arranging-education-for-children-who-cannot-attend-school-because-of-health-needs) (publishing.service.gov.uk)

Keeping children safe in education (DfE September 2024)

[Keeping Children Safe in Education](https://www.gov.uk/government/publications/keeping-children-safe-in-education)

School attendance parental responsibility measures (DfE January 2015)

[https://www.gov.uk/government/publications/parental-responsibility-measures-for-behaviour- and-attendance](https://www.gov.uk/government/publications/parental-responsibility-measures-for-behaviour-and-attendance)

School census guidance and regulation

[https://www.gov.uk/government/publications/school-censuses-and-slasc](https://www.gov.uk/government/publications/school-census-guidance-and-regulation)

School suspensions and permanent exclusions

<https://www.gov.uk/government/publications/school-exclusion>

Home to school travel and transport guidance (DfE July 2014)

<https://www.gov.uk/government/publications/home-to-school-travel-and-transport-guidance>

Appendix A – Request for Leave of Absence Form (pages 24 and 25)

REQUEST FOR LEAVE OF ABSENCE

THIS APPLICATION IS TO BE MADE BY A PARENT/CARER FOR A CHILD'S LEAVE OF ABSENCE DURING TERM TIME.

Pupil's Name (print): _____ Year and House: _____

Reason for request (tick one)

- ☐ Holiday during term time
☐ Family circumstance
☐ Religious observance

I wish to apply for my child to be absent from school during the following dates:

First date of absence: _____ Date of return to school: _____

Total number of school days missed: _____

Total number of sessions missed (*there are two sessions per school day am and pm*): _____

Please provide as much detail outlining the reason for your request for leave from school:

If this leave is for a holiday, please state the destination: _____

Declaration:	
I confirm that the information I have given on this form is true. I understand if I do not fully complete this form, fully respond to requests for further information that ultimately the absence is not authorised, and my child's attendance will be recorded as an unauthorised absence. I understand that I must ensure my child attends school regularly and that failing to do so is a criminal offence, which may result in legal proceedings being taken against me, either through a Fixed Penalty Notice (FPN) or by prosecution in the Magistrates Court.	
Signed: (Parent/Carer)	Date:
Full Name:	
Unless further information is required a decision will be sent to you within 5 school days.	

Please return this form to Reception or email absence@bishopluffa.org.uk. Where possible, please make your request at least four weeks before the absence. Requests should be for the shortest time possible, and please be aware that even short absences cannot always be approved.

FOR OFFICE USE ONLY

Received by Attendance Team on: _____

Informed Parent / Carer of Decision: _____ Coded _____

Dear Parent / Carer

Attendance at Bishop Luffa

At Bishop Luffa, we want every child to thrive. Regular attendance and punctuality are essential for learning, wellbeing and belonging within our school community. To help you understand your child's attendance, the following guide may be useful:

Attendance What it means (in an academic year)

96% or above	Regular attendance - achieving the school's target
94% to 95.9%	Requires improvement – up to 55 lessons missed
92% to 93.9%	Cause for concern – up to 75 lessons missed
90.1% to 91.9%	Serious cause for concern – up to 95 lessons missed
90% or below	Persistent absence – may trigger Local Authority involvement
50% or below	Severe absence - at least half a year missed

When a student's attendance drops below 96%, our Attendance Team will monitor their pattern of absence and may contact you. If attendance falls below 90%, we may be required to refer the case to the Local Authority. Continued low attendance can result in further interventions, including fines or court proceedings.

To support good attendance, we kindly ask that routine appointments (doctor, dentist, optician, shopping) are arranged outside of school hours wherever possible, or after the school day.

Changes to School Attendance Regulations – August 2024

Recent updates to the Education (Pupil Registration) (England) Regulations 2013 mean that headteachers can only authorise leave during term time in exceptional circumstances. Holidays in term time cannot be authorised.

Unauthorised leave may result in a Fixed Penalty Notice (FPN) issued by the Local Authority:

- £80 per adult, per child, if paid within 21 days
- £160 if paid within 28 days
- or possible prosecution in the Magistrates' Court.

For absences of 15 consecutive school days or more, the Local Authority may decide that a Fixed Penalty Notice is not appropriate and may move directly to court action.

A third penalty notice cannot be issued to the same parent for the same child within three years; further action at that point will normally include prosecution.

Please also note:

- Unauthorised absence during an INSET week or immediately after a bank holiday may lead to a referral.
- If illness occurs immediately before or after an unauthorised holiday, and the total absence meets the referral threshold (5 days or more), medical evidence may be requested.

If you would like to know your child's current attendance or discuss any concerns, please contact the Attendance Team or email: absence@bishopluffa.org.uk

Yours sincerely,

Mrs Gishandra Cooper
Attendance Officer

Mr Neil Topley
Assistant Headteacher, Attendance Lead

Appendix B – Our 5 Foundations of Effective Practice





Foundation 1: *The school has a fully embedded ethos in which excellent school attendance is expected, developed and nurtured. The escalated approach to supporting attendance is built on foundations of belonging and connectedness.*

Foundation 2: *The approach to improving attendance is built on clear policies, systems and processes. This ensures continuous and sustainable improvement drives attendance practice. The attendance policy is understood by all stakeholders and allows the school to set, and maintain, high expectations to improve the culture of attendance.*

Foundation 3: *The school prioritises developing a team of attendance experts, with a shared vision and core purpose. The Attendance Leader delivers bespoke training to support all staff to fully understand their role in improving attendance. External partnerships support attendance improvements through a multi-disciplinary approach for identified children and families.*

Foundation 4: *Data information and analysis direct resources proactively towards key demographic groups and identified individuals. The expert use of data analysis informs decision making at all levels. The attendance process ensures the Attendance Leader understands the reason for attendance concerns; these barriers can then be successfully supported and removed.*

Foundation 5: *Connecting and belonging drives the school approach to supporting attendance. All staff are supported to understand 'deeper roots' regarding poor attendance concerns. The school has developed, and embedded, an effective rewards system to further drive attendance improvements and celebrate success.*

DFE Summary of Expectations	 Foundation 1 Whole School Thinking Culture & Climate	 Foundation 2 Embedding Policies, Systems and Processes	 Foundation 3 Professional Learning Staff Development	 Foundation 4 Implement Targeted Programmes And Intervention	 Foundation 5 Connect Appropriately With Approaches To Behaviour Management
Develop a whole-school culture that promotes the benefits of high attendance.	✓	✓	✓	✓	✓
Have a school attendance policy		✓			
Have day-to-day processes to follow up absence	✓	✓	✓		
Monitor and analyse data to identify those that need support		✓	✓	✓	
Engage with families, understand barriers to attendance and work together to remove them	✓			✓	✓
Provide additional support for pupils with medical conditions or SEND			✓	✓	✓
Share information and work collaboratively with others	✓	✓	✓	✓	
A new focus on persistent and severe absence		✓	✓	✓	✓
Find out what the DFE expects from other stakeholders		✓	✓	✓	

Appendix C – Department for Education (DfE) Attendance and Absence Codes

Attending	
/ \	Present at the school / = morning session \ = afternoon session
L	Late arrival before the register is closed
K	Attending education provision arranged by the local authority
V	Attending an educational visit or trip
P	Participating in a sporting activity
W	Attending work experience
B	Attending any other approved educational activity
D	Dual registered at another school
Absent – Leave of absence	
C1	Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad
M	Leave of absence for the purpose of attending a medical or dental appointment
J1	Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution
S	Leave of absence for the purpose of studying for a public examination
X	Non-compulsory school age pupil not required to attend school
C2	Leave of absence for a compulsory school age pupil subject to a part-time timetable
C	Leave of absence for exceptional circumstance
Absent – other authorised reasons	
T	Parent travelling for occupational purposes
R	Religious observance
I	Illness (not medical or dental appointment)
E	Suspended or permanently excluded and no alternative provision made
Absent – unable to attend school because of unavoidable causes	
Q	Unable to attend the school because of a lack of access arrangements
Y1	Unable to attend due to transport normally provided not being available
Y2	Unable to attend due to widespread disruption to travel
Y3	Unable to attend due to part of the school premises being closed
Y4	Unable to attend due to the whole school site being unexpectedly closed
Y5	Unable to attend as pupil is in criminal justice detention
Y6	Unable to attend in accordance with public health guidance or law
Y7	Unable to attend because of any other unavoidable cause
Absent – unauthorised absence	
G	Holiday not granted by the school
N	Reason for absence not yet established
O	Absent in other or unknown circumstances
U	Arrived in school after registration closed
Administrative Codes	
Z	Prospective pupil not on admission register
#	Planned whole school closure