



Attendance Policy

Uplands Community Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff, governors and volunteers to share this commitment.

Review Date: Sept 25

Next Review Date: Sept 26

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Introduction

Regular attendance is fundamental to the future success of children. We expect children to be in school for every session of the school day.

100% attendance is our expectation for all children.

The staff of Uplands Community Primary School are committed, in partnership with the parents, pupils, governors and the Local Authority (LA), in this case Gloucestershire County Council, to maintain a school which serves the community's educational needs and of which the community is proud. It is vital that we build strong relationships with families at Uplands Community.

At Uplands Community Primary School, we want to ensure that our pupils are able to take the fullest possible advantage of all that we have to offer and we encourage regular attendance by providing a caring, supportive and welcoming learning environment. The school staff, alongside the LA, firmly believe that all pupils benefit from regular school attendance, and there is a large body of research evidence to support this. The school refers to the guidance set out in 'School Attendance Parental Responsibility Measures Statutory Guidance (January 2015).

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/581539/School_attendance_parental_responsibility_measures_statutory_guidance.pdf

The School is committed in encouraging parents/carers to ensure that the children in their care achieve maximum possible attendance and that any problems that prevent full attendance are identified and acted on promptly. Attendance statistics are shared at the Curriculum & Standards Committee and Full governor meetings termly.

Registration is taken at 8.55 am and closes at 9.30 am. Therefore, if a child arrives after registration but before 9.30 am they will receive a late mark in the register. Pupils who arrive at school after the close of the register will receive an unauthorised absence.

We expect that all pupils will:

- Attend school on a daily basis;
- Arrive and leave school punctually;
- Attend school appropriately prepared for the day.

We expect that all parents/carers who have day to day responsibility for the children will:

- Ensure school attendance and be aware of their legal responsibilities;
- Ensure that they contact the school before 09:15 am whenever the child/children is unable to attend school;
- Contact the school on the first day of the child's absence and repeat this each consecutive day until they return;
- Contact the school promptly whenever any problem occurs that may keep the child away from school, so that any available help or support can be offered;
- Notify the school immediately of any change of address or contact details, especially mobile telephones;
- Notify the school of any family circumstances that might have an adverse effect on the child;
- Avoid taking their child on holiday during term-time;
- Try to make routine medical appointments outside of school hours;

- Provide supporting medical evidence for absences on request, particularly where attendance is below 93%;
- Notify school if they intend to remove their child permanently from the school for any reason, e.g. moving schools, moving from the area.

Our school staff will:

- Have a designated senior member of staff responsible for attendance
- Keep regular and accurate records of attendance for all pupils, at least twice daily (morning and afternoon);
- Share attendance data with parents for those pupils with persistent absence and include data in the end of year reports.
- Monitor every pupil's attendance, including late for registration;
- Contact parents as soon as possible when a child fails to attend where no message has been received to explain the absence;
- Follow up all unexplained absences;
- Provide a sympathetic response to any pupil's or parents'/carers' concerns on attendance and offer appropriate support and guidance;
- Contact parents/carers of pupils who are not attending regularly to express their concern and clarify the school's and the Local Authority's expectations with regard to regular school attendance;
- Involve parents in improving regular attendance and arranging meetings with them if necessary;
- Refer irregular and unjustified patterns of attendance to the Local Authority.

The governing board is responsible for:

- Promoting the importance of school attendance across the school's policies and ethos
- Making sure school leaders fulfil expectations and statutory duties
- Regularly reviewing and challenging attendance data
- Monitoring attendance figures for the whole school
- Holding the headteacher to account for the implementation of this policy
- Our link Governor for attendance is **Mrs Anna Rennolds Cook**

The headteacher is responsible for:

- Implementation of this policy at the school
- Monitoring school-level absence data and reporting it to governors
- Supporting staff with monitoring the attendance of individual pupils
- Monitoring the impact of any implemented attendance strategies
- Issuing fixed-penalty notices on instructions from the Local Authority, where necessary via the Data Officer
- Making sure staff receive adequate training on attendance

The designated senior leader is responsible for:

- Leading attendance across the school
- Offering a clear vision for attendance improvement
- Evaluating and monitoring expectations and processes
- Having an oversight of data analysis
- Devising specific strategies to address areas of poor attendance identified through data
- Arranging calls and meetings with parents to discuss attendance issues
- Delivering targeted intervention and support to pupils and families
- Monitoring and analysing attendance data
- Benchmarking attendance data to identify areas of focus for improvement

- Providing regular attendance reports to school staff and reporting concerns about attendance to Governors
- Working with the school inclusion officer to tackle persistent absence

The designated senior leader responsible for attendance is Mr James Powell and can be contacted via head@uplands-gloucs.sch.uk Tel: 01453 762409.

Procedures for notifying us of your child's absence from school:

- Please inform the school by 09:15 am in the morning on the first day that your child is absent and repeat this on each subsequent day until your child returns to school.
If your child is away from school for a medical appointment we ask that if possible you complete an absence form, available from the school and online, notifying school before the day in question, again in order that a record of this absence is made. If however you are unable to do this, we ask that you telephone on the morning of the appointment. We will also need to know the approximate time of return. When returning to school after an appointment we ask that you accompany your child into school to inform a member of our Admin Team of your child's return.
- If a child needs to leave early for an appointment please collect them from school, as no child will be able to leave the premises without being accompanied by an authorised adult.
- If your child is away from school for any other reason apart from illness, then a term time absence form must be completed.
- If we have no notification of a child being absent and in the unlikely event that they have not arrived at school once the register has been taken, we will then telephone the parents or emergency contact. If we are unable to make contact, we will have no alternative but to immediately inform the authorities. This is for everyone's safety.

Early Intervention to Support Good Attendance

A key element of school absence procedures is the school systems for identifying and addressing emergent patterns of irregular attendance at an early stage. Early intervention strategies include:

- First day contact with parents for all pupils absent without known reason;
- Analysis of individual pupil data to identify quickly patterns of absence which cause concern;
- Procedures to investigate and resolve unexplained absences within a week;
- A series of warning letters and processes involving parents where absence is a concern;
- Support requested from the Local Authority team for any child missing education;
- Use of warning letters (Appendix 2), attendance improvement meetings and support for families where a child's attendance is a concern.

Use of Data

The school tracks attendance data of individuals, along with data in ASP (Analyse School Performance), to help identify causes and patterns of absence, devise solutions and evaluate the effectiveness of interventions.

- Comparison of attendance rates across year groups and to other schools in similar circumstances;
- Regular monitoring of progress towards attendance targets in school;
- Collection and analysis of attendance data, to identify causes and patterns of absence;
- Evaluation of the effectiveness of interventions used to improve attendance;
- Regular updates to the governing body and to parents about attendance.

Children Missing Education

If a child on the school roll has:

- Stopped attending and no contact can be made with the parent to establish a reason for the absence **or**
- Ceased to attend the school and the forwarding address/new school is not known **or**

- Not returned from holiday within 10 school days of the expected date of return the school should try to establish the family's whereabouts within 10 school days before making a referral to the Local Authority. The Local Authority guidance on Children Missing Education and Missing pupils (family whereabouts unknown) is available to download from Schoolsnet.

www.gloucestershire.gov.uk/schoolsnet/children-missing-education

See Appendix 1 for the Children Missing in Education school guidance.

All absence during term time

The Education (Pupil Registration) (England) Regulations 2006 and the Education (Pupil Registration) (England) (Amendment) Regulations 2013 set out the circumstances in which schools may grant a pupil leave of absence.

The amendments make it clear that the Head Teacher may not grant any leave of absence during term time unless there are exceptional circumstances. The regulation on leave of absence applies to all special schools and maintained schools.

All applications for leave of absence must be made in advance by the parent(s) or carer (s) or on the day an unplanned absence first occurs, leading to a nonattendance at school.

Any leave of absence granted by a school must be recorded as authorised using the appropriate national code. Periods that are refused must be recorded as unauthorised and may lead to the issuing of a Penalty Notice by the Local Authority.

If absence drops below 90%, a child is regarded as a 'Persistent Absentee'. Extra support, guidance and monitoring will be given to any child whose attendance falls below this figure.

Absence in cases of sickness or if the child is unwell

Should a child be deemed to be ill, the decision whether to send their child to school lies with the parent. However, the decision whether to authorise any absence lies with the Head Teacher or member of staff in the office. When deciding whether to authorise the absence in these cases, the Head Teacher or member of the admin team (supported by the class teacher) may take into account:

- the pupil's general absence/attendance record;
- evidence provided by a medical professional of medical conditions;
- frequency and length of absence, and other illnesses/absences, and the absence history of similar conditions/illnesses;
- whether the child is a persistent absentee or not.

The Legal Process for Non-Attendance at School

The school keeps a regular track of attendance data.

Tracking criteria used by the school is as follows:

- Attendance is tracked more closely in Autumn term for children with attendance below 95% at the end of the previous school year;
- Attendance is tracked more closely in the Spring term for any additional children whose attendance falls below 95%;
- Attendance is tracked more closely in the Summer term for any additional children whose attendance falls below 95%.

Discretion is used as to whether an attendance letter is issued at each of these points in the year, based on the knowledge of the child and attendance history. Letters are sent out or action is taken in terms 2, 4 and 6, and more regularly should this be deemed necessary.

- First warning letter issued, along with a leaflet about attendance
- If attendance continues to decline, second warning letter issued
- If attendance continues to fall and drops below 90%, an attendance meeting with the Head is usually scheduled and an 'Attendance Improvement Meeting: Parenting Contract' is drawn up, with strategies for improving attendance. Support may be offered, e.g. via Early Help. Parents are given a leaflet explaining Prosecution for Non-Attendance at School
- The contract is reviewed and extended if no improvement in attendance
- After two meetings, if attendance continues to be an issue, the school completes a 'Request to Initiate Legal Proceedings' and contacts the Local Authority. Following an investigation, if the evidence provided meets the required criteria, the Local Authority will initiate the legal process.

Sometimes the prospect of prosecution may lead to a significant improvement in a child's attendance and court proceedings may not be necessary if it is believed that the improvement will be sustained.

Where attendance improves at any stage in the process, this can be acknowledged by a letter from the school.

Issuing Penalty Notices

If a child of compulsory education age fails to attend regularly at a school at which they are registered or at alternative provision made for them then the parent may be guilty of an offence under section 444 of the Education Act 1996.

(Compulsory school age is the term following a child's fifth birthday.)

A Penalty Notice is a fine of £60/ £120 imposed on parents. They are an alternative to the prosecution of parents for failing to ensure that their child of compulsory school age regularly attends the school where they are registered or at a place where alternative provision is provided. The school follows the Local Authority's Code of Conduct for issuing penalty notices (revised January 2019).

Penalty Notices may be issued by the Local Authority in the following circumstances:

- **An excluded pupil is found in a public place**, without a justifiable reason for being there, during school hours on a school day during the first five days of a fixed exclusion period or a permanent exclusion. The parents must have been notified in writing by the school, at the time of the exclusion, of their duty to ensure the child is not found in a public place during school hours and the days to which it applies.
- **Holiday during term time, when the school has not authorised the absence** A minimum of ten sessions of unauthorised absence from school during term-time in order to take a holiday (recorded as Code G on the school attendance register) within the immediately preceding ten week period. In such a case, each parent may be issued with a separate penalty notice for each child taken out of school. Parents/carers may be issued with a penalty notice, without warning, if they take unauthorised holidays in term time.

It is the school's expectation that registered pupils should attend school for all available sessions unless the absence is authorised by the school. Parents/carers put themselves at risk of receiving a penalty notice, without warning, if they take unauthorised leave in term time.

- **Persistent lateness** of a pupil arriving at school after the registers have closed (recorded as Code U on the school attendance register) and where there have been ten sessions of unauthorised lateness within the immediately preceding ten week period. For U coded absence, the school must have thoroughly explored the reasons for the U coded absence and considered whether any support or reasonable adjustment may be required from the school to the pupil. The school should also be able to provide evidence to the LA that this has been done.
- Before requesting a penalty notice in respect of unauthorised absence for lateness, the school should issue a letter to the parent(s) warning that if there is further unauthorised absence within

the next fifteen school days then a penalty notice will be requested for each parent. The warning letter must be sent by first class post and formally addressed to each parent and may need to be exhibited in court. The warning letter should be considered as served, and the fifteen day period as starting, two days after being posted to allow for delivery time. If there is no further unauthorised absence within the fifteen school day period no penalty notice will be issued but if there are a further ten sessions of absence within the next twelve month period following the warning letter, a penalty notice may be requested.

There is no right of appeal against a penalty notice.

There is no requirement for schools to issue a warning letter before requesting a penalty notice for unauthorised holiday absences (Code G). Parents are made aware of this possibility through this policy and in any communication between home and school at the time the holiday request was made and the decision communicated. Evidence of this could be the warning that is contained on the form the school provides for parents to request leave (appendix 3) and/or the warning was given to the parents when the request for leave was refused (if received before the holiday). Copies of the frequent reminders that parents receive, through newsletters, about the school's position on term time leave can serve as evidence that parents have been made aware.

No more than two Penalty Notices per child will be issued in any twelve month period to any one parent.

If a Penalty Notice is not paid within 28 days, the Local Authority will proceed to prosecution, unless there are grounds not to do so.

School Organisation

In summary, for the school's Attendance Policy to be successful, every member of staff will make attendance a high priority and convey this to the pupils at all times. Parents/carers need to support these views in the home to ensure that children are receiving clear and consistent messages about the value of education.

This policy should be read in conjunction with: PSHE policy; SEND policy; Teaching and Learning policy; Positive Behaviour policy; Health and Safety policy; Safeguarding policy; Anti-Bullying; Policy Statement for Children with Medical Needs; Complaints policy; Online Safety; RSE Policy; Equality Duty policy; The school's offer of Early Help and the Code of Conduct.

**Children should attend school for 190 days each year, and every day is important.
Please help them not to miss any of this valuable time.**

100% attendance	Attending school everyday
90% attendance:	Absent for half a day a week
80% attendance:	Absent for one day per week = 2 full years over the course of a school career

When your child's attendance drops below 90%, he/she will be identified by the Department for Education and Ofsted as a 'persistent absentee' and will be reported in statistics about the school. It is likely that your child's progress and attainment at school is being adversely affected.

Appendix 1:

Children Missing Education

'No person shall be denied the right to education.'

Article 2 of Protocol No 1, European Convention for the Protection of Human Rights and Fundamental Freedoms

Registration	Register is taken at 8.55 am and 1.30 pm. Daily absences are reported to the school office.
Absences	Parents must inform the school office by 09.15 am if their child is unable to attend school and repeat this on each subsequent day until their child returns. Staff (usually a member of the admin team) will contact parents as soon as possible when a child fails to attend and where no message has been received to explain the absence. All unexplained absences must be followed up. If parents or an emergency contact cannot be contacted, the authorities must be contacted. This is for everyone's safety.
Child Missing from Education	If a child on the school roll has: <ul style="list-style-type: none">• stopped attending and no contact can be made with the parent to establish a reason for the absence or• ceased to attend the school and the forwarding address/new school is not known or• not returned from holiday within 10 school days of the expected date of return The school should try to establish the family's whereabouts. From the first day of absence, and within 10 days of the first day of absence, the school will: <ol style="list-style-type: none">1. Attempt to get in touch with all known emergency contacts (at various times of the day).2. Gather further information including details of siblings from other agencies and the wider school community.3. Home visit within 5 school days if appropriate.4. Social Media searches – e.g. contact details of a parent or school noted on Facebook.5. If the child is not located following checks, make a referral to the Local Authority, using the School CME Referral Form available on schoolsnet no later than the tenth day of absence. This should be emailed to missingpupils@gloucestershire.gov.uk

Children most at risk of missing education: fleeing domestic violence; homeless e.g. living in temporary accommodation; involved in anti-social behaviour; not yet established in the UK; highly mobile; under the supervision of the youth justice system; affected by substance or alcohol misuse; unaccompanied asylum seekers; victims of bullying or discrimination; at risk of sexual exploitation; at risk of 'honour' based violence including forced marriage; at risk of FGM; looked after children; children in care; privately fostered; young carers; teenage parents; permanently excluded from school; long term medical or emotional problems; parents with mental health issues; parents with learning difficulties.

Appendix 2a – First Warning Letter:

UPLANDS COMMUNITY PRIMARY SCHOOL

Headteacher: Mr James Powell

Uplands Community Primary School, Thompson Rd, Stroud, GL5 1TE

Tel: 01453 762409 Email: head@uplands.gloucs.sch.uk www.uplandsprimarystroud.co.uk

Dear

I am writing to you as we are concerned about’s level of attendance, which is currently at % .

Great importance is placed on children’s attendance at school as absence from school can seriously disrupt a child’s continuity of learning and the progress they make. Not only do they miss the teaching provided on the days they are away, they are also less well prepared for lessons on their return. Consequently, both the Local Authority and the Department for Education require us to investigate the cause of poor attendance.

’s attendance at school is well below the national expected attendance level, and this is a concern to the school. We are legally required to report to the Local Authority the names of all pupils who do not attend regularly (The Education (Pupil Registration) (England) Regulations 2006). I have attached to this letter a registration certificate showing her/his daily attendance for the year.

If a child of compulsory school age who is registered at a school fails to attend regularly at the school, then the parent is guilty of an offence under Section 444(1) of the Education Act 1996. There is a risk that if your child’s attendance remains at the current level a referral may be made to the Local Authority who will start a legal process. I enclose a leaflet which gives more detail about school attendance.

I do hope that you understand the reasons for this letter. If you would like to discuss this with me in person please do not hesitate to telephone to make an appointment.

Yours sincerely

James Powell
Headteacher

100% attendance	Attending school everyday
90% attendance	Absent for half a day a week= 4 weeks per year or 20 days When your child’s attendance drops below 90%, he/she will be identified by the Department for Education and Ofsted as a ‘persistent absentee’ and will be reported in statistics about the school. It is likely that your child’s progress and attainment at school is being adversely affected.
80% attendance	Absent for one day per week = over half a term during the course of the year = 2 full years over the course of a school career

Appendix 2b – Follow-up Warning Letter:

UPLANDS COMMUNITY PRIMARY SCHOOL

Headteacher: Mr James Powell

Uplands Community Primary School, Thompson Rd, Stroud, GL5 1TE

Tel: 01453 762409 Email: head@uplands.gloucs.sch.uk www.uplandsprimarystroud.co.uk

Dear

I am writing to you as we continue to be concerned about’s level of attendance, which is currently at %.

Great importance is placed on children’s attendance at school as absence from school can seriously disrupt a child’s continuity of learning and the progress they make. Not only do they miss the teaching provided on the days they are away, they are also less well prepared for lessons on their return. Consequently, both the Local Authority and the Department for Education require us to investigate the cause of poor attendance.

’s attendance at school is well below the national expected attendance level, and this is a concern to the school. We are legally required to report to the Local Authority the names of all pupils who do not attend regularly (The Education (Pupil Registration) (England) Regulations 2006). I have attached to this letter a registration certificate showing her/his daily attendance for the year.

If a child of compulsory school age who is registered at a school fails to attend regularly at the school, then the parent is guilty of an offence under Section 444(1) of the Education Act 1996. There is a risk that if your child’s attendance remains at the current level a referral may be made to the Local Authority who will start a legal process. I enclose a leaflet which gives more detail about school attendance.

I do hope that you understand the reasons for this letter. If you would like to discuss this with me in person please do not hesitate to telephone to make an appointment.

Yours sincerely

James Powell
Headteacher

100% attendance	Attending school everyday
90% attendance	Absent for half a day a week= 4 weeks per year or 20 days When your child’s attendance drops below 90%, he/she will be identified by the Department for Education and Ofsted as a ‘persistent absentee’ and will be reported in statistics about the school. It is likely that your child’s progress and attainment at school is being adversely affected.
80% attendance	Absent for one day per week = over half a term during the course of the year = 2 full years over the course of a school career

Appendix 2c

UPLANDS COMMUNITY PRIMARY SCHOOL

Headteacher: Mr James Powell

Uplands Community Primary School, Thompson Rd, Stroud, GL5 1TE

Tel: 01453 762409

Email: head@uplands.gloucs.sch.uk

www.uplandsprimarystroud.co.uk

Dear

I am writing to thank you for your support to improve’s attendance after my letter last term.

I am pleased to confirm that’s attendance has risen to % .

Whilst this figure is still below the nationally expected level, the improving attendance will be having a positive impact on your child’s progress at school.

Should you ever have any concerns about your child or attendance related issues, please do not hesitate to contact me.

Thank you again for your support.

Yours sincerely

James Powell

Headteacher

100% attendance	Attending school everyday
90% attendance	Absent for half a day a week = 4 weeks or 20 days per year When your child’s attendance drops below 90%, from September 2015 he/she will be identified by the Department for Education and Ofsted as a ‘persistent absentee’ and will be reported in statistics about the school. It is likely that your child’s progress and attainment at school is being adversely affected.
80% attendance	Absent for one day per week = over half a term during the course of the year = 2 full years over the course of a school career

Appendix 3a

UPLANDS COMMUNITY PRIMARY SCHOOL

Headteacher: Mr James Powell

Uplands Community Primary School, Thompson Rd, Stroud, GL5 1TE

Tel: 01453 762409

Email: head@uplands.gloucs.sch.uk

www.uplandsprimarystroud.co.uk

APPLICATION TO TAKE A SCHOOL CHILD OUT OF SCHOOL DURING TERM TIME

(To be completed and returned to school before the planned absence)

PLEASE REMEMBER:

Absence from school can seriously disrupt children’s learning. They miss teaching and may find it difficult to catch up when they return. 100% attendance is our expectation for all children.

Any holiday requests will not be authorised.

I would like to take my child/ren

.....
.....

out of school during term time from/...../..... to/...../..... inclusive.

The reason for removing my child/ren from education during term time is:

.....
.....
.....
.....

Signed..... (Parent/carers) Name

Relationship to child.....

Date.....

NB: You may be prosecuted if you take 10 sessions (e.g. 5 days) of unauthorised leave. The penalty notice applies per parent, per child as detailed in the school’s Attendance Policy 2022-23.

Appendix 3b

UPLANDS COMMUNITY PRIMARY SCHOOL

Headteacher: Mr James Powell

Uplands Community Primary School, Thompson Rd, Stroud, GL5 1TE

Tel: 01453 762409

Email: head@uplands.gloucs.sch.uk

www.uplandsprimarystroud.co.uk

TERM-TIME ABSENCE REPLY

Thank you for your application to take your child out of school during term time.
Regular attendance is fundamental to the future success of children. We expect children to be in school for every session of the school day, 190 days of the year.

Pupil name(s).....

.....

Dates from/...../..... to/...../..... inclusive.

Number of school days missed

This absence has been authorised.

This absence has not been authorised.

Reason

.....

.....

.....

Signed.....

Date/...../.....

NB: You may be prosecuted if you take 10 sessions (e.g. 5 days) of unauthorised leave. The penalty notice applies per parent, per child as detailed in the school's Attendance Policy.

Appendix 4:

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

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration

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

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

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

Code	Definition	Scenario
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
Y	Unable to attend due to exceptional circumstances	School site is closed, there is disruption to travel as a result of a local/national emergency, or pupil is in custody

Z	Pupil not on admission register	Register set up but pupil has not yet joined the school
#	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day

Appendix 5:

PENALTY NOTICE INFORMATION

In Gloucestershire the Attendance Team has responsibility for Penalty Notices on behalf of the Local Authority.

The Data Officer:

- Receives requests to issue Penalty Notices from schools in Gloucestershire.
- Gloucestershire Constabulary and neighbouring LAs.
- Issues the Penalty Notices.
- Reports annually on the use and outcomes of Fixed Penalty Notices.

Circumstances when a Penalty Notice can be issued

A Penalty Notice can only be issued when an excluded pupil is found in a public place during school hours without a justifiable reason or in one of the following circumstances of unauthorised absence:

Holiday during term time when the school has not authorised the absence and the child has missed at least 10 sessions within a week period. (The pupil must have been recorded with at least 10 sessions of unauthorised absence during the 10 weeks immediately preceding the issue of a warning letter)

Persistent late arrival at school after the registers have closed, and where the U code is used on the attendance certificate on at least 10 occasions within a 10 week period.

Excluded Pupil found in a public place within the first 5 days of any exclusion.