



King David Primary School
Attendance Policy

October 2025. Next review: October 2028

KING DAVID PRIMARY SCHOOL

ATTENDANCE POLICY

October 2025

At King David Primary School our mission statement is at the heart of everything we do.

Mission Statement

Where Stars Shine

King David Primary School is unique. The ethos of the Jewish faith permeates all aspects of life within a modern, multicultural school community. Our school provides a meaningful and inspiring Jewish Education, relevant to all children, focusing on strong moral values and personal development based on traditional Jewish teachings. This enables children to become knowledgeable about Judaism and to be caring, responsible members of society and of this nation, sharing fundamental British values. Positive relationships between the staff and children, a happy and hardworking atmosphere and an inclusive, supportive school, combined with excellent academic results, produce a reputation to be proud of. Cooperation and collaboration with supportive parents are highly valued and ensure that our family orientated school nurtures and values children from all backgrounds. We are committed to delivering high standards in all areas of personal and academic development, having high expectations of every child.

Introduction

“Central to raising standards in education and ensuring all pupils can fulfil their potential is widely understood pupils need to attend school regularly to benefit from their education. Missing out on lessons leaves children vulnerable to falling behind. Children with poor attendance tend to achieve less in both primary and secondary school. “

We listen, understand, empathise and support – but do not tolerate poor attendance

As a result, we expect all our children to attend school every day that school is in session as long as they are fit and healthy enough to do so. We do all we can to encourage the children to attend and to put in place appropriate procedures to ensure this is the case.

At King David, we believe that the most important factor in promoting good attendance is the development of positive attitudes towards school. To this end, we strive to make our school an environment that is built on respectful relationships with staff, pupils and families and is a happy and rewarding experience for all in the community.

As a result, we expect all staff members to:

- treat pupils with dignity, build relationships rooted in mutual respect and observe proper boundaries.
- take into consideration the vulnerability of some pupils and the ways in which this might contribute to absence, handling confidential information sensitively.
- understand the importance of school as a place of safety where pupils can enjoy trusted relationships with staff and pupils particularly for children with a social worker and those who have experienced adversity.
- communicate effectively with families regarding pupils' attendance and well-being.

In return, we expect all parents and carers to:

- treat staff with respect.
- actively support the work of the school with regards to attendance.
- call on staff for help with attendance when they need it.
- communicate as early as possible circumstances which may affect absence or require support.

In addition to school attendance, we will also make the best provision we can for those children who, due to ill health, are prevented from coming to school.

Under the Education (Pupil Registration) Regulations 1995, the Governing Body are responsible for making sure the school keeps an attendance register that records which pupils are present at the start of both the morning and the afternoon sessions of the school day. This register will also indicate whether the absence was authorised or unauthorised.

We follow the Birmingham City Council policy on absences.

Poor attendance can seriously affect each child's:

- attainment in school
- relationships with other children and their ability to form lasting friendships
- confidence to attempt new work and work alongside others

Going to school regularly is important to your child's future. Children who miss school frequently can fall behind with their work and do less well in exams.

Good attendance shows potential employers that your child is reliable. Research suggests that children who attend school regularly could also be at less risk of getting involved in antisocial behaviour or crime.

Aims of the Policy

To promote excellent attendance thus offering all children equal access to learning.

Legislation and Guidance

This policy is based on the Department for Education's (DfE's) statutory guidance on [working together to improve school attendance \(applies from 19 August 2024\)](#) and [school attendance parental responsibility measures](#).

The guidance is based on the following pieces of legislation, which set out the legal powers and duties that govern school attendance:

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

It also refers to:

- [School census guidance](#)
- [Keeping Children Safe in Education](#)
- [Mental health issues affecting a pupil's attendance: guidance for schools](#)
- https://www.birmingham.gov.uk/info/20014/schools_and_learning/1502/school_attendance_advice_for_parents

By law, all children become compulsory school age at the beginning of the first term following their 5th birthday. Once a child is of compulsory school age, children must receive a suitable full-time education. For most parents, this means registering their child at a school. However, some choose to make other arrangements to provide a suitable, full-time education.

Once your child is registered at a school, Parents are legally responsible for making sure they attend regularly. If your child fails to do so, you risk getting a penalty notice or being prosecuted in court.

Objectives of the Policy

- To meet the attendance targets set by the Government
- To create a clearly understood attendance procedure that is effectively communicated to and understood by parents/carers
- To ensure children are in school for the maximum number of days

Each child's attendance can be summarised as:

		Action by school
Above 97%	Excellent attendance! Less than 6 days absence a year. This will help all aspects of progress and life in school. Children should reach their full potential, leading to the best possible start to their secondary education.	Termly Certificates issued for 100% attendance and prize at the end of the year.
90-96%	Monitored attendance Up to 19 days absence a year; this equates to missing up to a month of school in the year. Absence is now affecting attainment and progress at school. Pupils will find it difficult to achieve their best.	Attendance will be monitored and where necessary a letter/phone call advising of attendance concerns will be issued.
90% and below	Cause for concern. Over 19 days absence a year; this equates to missing over a month of school in the year. Children will now be finding it extremely difficult to keep up and achieve their best. Parents of children with this level of attendance will receive a letter to advise them of concerns surrounding their child's attendance and if appropriate be asked to come to school to discuss how to improve their child's attendance. Parents of children with this level of attendance may be referred to the Early Help Unit to support them in improving their child's attendance. Regular reports for the HT/governors/LA are generated for attendance 90% and below. Reasons for each absence will be considered by the HT and a decision made on action to be taken.	Letter issued to parents advising that attendance will be closely monitored & if no improvements, parent/carer will be invited to meet with HT. If attendance concerns continue external agency support may be requested.
85% and below	Serious concern Children with this attendance are missing up to a day for every week in school. Absence is causing SERIOUS CONCERN . It is likely to be seriously affecting attainment and progress and is disrupting the child's learning. Parents of children with this level of attendance may be referred to the Early Help Unit to support them in improving their child's attendance.	Parent/Carer will be invited to meet with HT. The school will seek external advice and support regarding further action from the LA and external agencies.

Roles and Responsibilities

The governing board

The governing board is responsible for:

- Setting high expectations of all school leaders, staff, pupils and parents.
- Making sure school leaders fulfil expectations and statutory duties, including:
 - Making sure the school records attendance accurately in the register, and shares the required information with the DfE, Trust and local authority.

- Making sure the school works effectively with local partners to help remove barriers to attendance, and keeps them informed regarding specific pupils, where appropriate.
- Recognising and promoting the importance of school attendance across the school's policies and ethos.
- Making sure the school's attendance management processes are delivered effectively, and that consistent support is provided for pupils who need it most by prioritising staff and resources.
- Making sure the school has high aspirations for all pupils but adapts processes and support to pupils' individual needs.
- Regularly reviewing and challenging attendance data and helping school leaders focus improvement efforts on individual pupils or cohorts who need it most.
- Working with school leaders to set goals or areas of focus for attendance and providing support and challenge.
- Monitoring attendance figures for the whole school and repeatedly evaluating the effectiveness of the school's processes and improvement efforts to make sure they are meeting pupils needs.
- Where the school is struggling with attendance, working with school leaders to develop a comprehensive action plan to improve attendance.
- Making sure all staff receive adequate training on attendance as part of the regular continued professional development offer, so that staff understand:
 - The importance of good attendance.
 - That absence is almost always a symptom of wider issues.
 - The school's legal requirements for keeping registers.
 - The school's strategies and procedures for tracking, following up on and improving attendance, including working with partners and keeping them informed regarding specific pupils, where appropriate.
- Making sure dedicated training is provided to staff with a specific attendance function in their role, including in interpreting and analysing attendance data.
- Holding the headteacher to account for the implementation of this policy

The headteacher

The headteacher is responsible for:

- The 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, where necessary, and/or authorising the Deputy Head Teacher to be able to do so.
- Working with the parents of pupils with special educational needs and/or disabilities (SEND) to develop specific support approaches for attendance for pupils with SEND, including where school transport is regularly being missed, and where pupils with SEND face in-school barriers.
- Communicating with the local authority when a pupil with an education, health and care plan (EHCP) has falling attendance, or where there are barriers to attendance that relate to the pupil's needs.
- Communicating the school's high expectations for attendance and punctuality regularly to pupils and parents through all available channels.

The designated senior leader responsible for attendance

The designated senior leader is Nina Capek (Headteacher). She is responsible for:

- Leading, championing and improving attendance across the school.

- Setting a clear vision for improving and maintaining good attendance.
- Evaluating and monitoring expectations and processes.
- Having a strong grasp of absence data and oversight of absence data analysis.
- Regularly monitoring and evaluating progress in attendance.
- Establishing and maintaining effective systems for tackling absence and making sure they are followed by all staff.
- Liaising with pupils, parents/carers and external agencies, where needed.
- Building close and productive relationships with parents to discuss and tackle attendance issues.
- Creating intervention or reintegration plans in partnership with pupils and their parents/carers.
- 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 the Governors.
- Working with education welfare officers to tackle persistent absence.
- Advising when to issue fixed-penalty notices.

Class Teachers

Class teachers are responsible for recording attendance for both morning and afternoon sessions on a daily basis, using the correct codes and submitting this information to the school office.

School office staff

School office staff will:

- Take calls from parents/carers about absence on a day-to-day basis and record it on the school system.
- Advise the Headteacher / DSL team if any child classed as vulnerable or with attendance below 95% is absent.
- Transfer calls from parents/carers where appropriate, in order to provide them with more detailed support on attendance.
- Contact parents/carers on the first day of absence if no reason has been provided.
- Provide information of pupils who have been absent for 5 days to the headteacher.
- Work with the headteacher to issue fixed Penalty notices if required

Parents/Carers

Parents have a legal duty to ensure that children of compulsory school age attend on a regular and full-time basis.

Parents/carers are expected to:

- To understand the importance of good attendance and punctuality to the educational, social and emotional welfare of their child
- To accept support and guidance from the school/external services should there be attendance problems
- To have children at school ready for learning by the start of the day at 8.45am
- To inform school of any absence by 9:00 on each day of absence
- To ensure that contact details (for a minimum of 2 contacts) on school records are kept up-to-date
- To request leave of absence at least 4 weeks in advance
- To make applications for leave of absence in writing on the school's 'Leave Of Absence Form'
- To work with the school to improve lateness and attendance
- To make medical and dental appointments during the school holidays or before/after the school day wherever possible

- Seek support, where necessary, for maintaining good attendance, by contacting Nina Capek (Headteacher / DSL) or Holly Hind (DSL/SENDco/MHFA).

Recording Attendance

Attendance register

We will keep an electronic attendance register and place all pupils onto this register.

We will take our attendance register at the start of the first session of each school day (8:45) and at the start of the afternoon (13:00). It will mark whether every pupil is:

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

We will also record:

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

We will keep every entry on the attendance register for 6 years after the date on which the entry was made.

Attendance Procedures

- Breakfast is available in school from 8:20.
- School starts at 8:45
- At 8:50am, the registers will be taken.
- Children must be seated and beginning their morning starters by 8:50am.
- All class registers must be completed by 9am.
- Registers will be closed at 9.15
- Pupils will be marked as late if they arrive after the class register is completed.
- Registers will be taken again in the afternoon at 1pm.

A full day counts as 2 attendances.

Rewards for good attendance

We want to reward pupils for high attendance. We do this in the following ways:

- Class with the highest and second highest attendance that week as well as the class with the biggest improvement from the previous week is read out in KD STAR assembly on a Friday. The class with the highest attendance receives 2 stars and the class with the second highest and most improvement receives one star. Stars are recorded on the whole school display. The class with the highest number of stars at the end of each term is awarded a prize. This resets at the start of each term.
- Each Friday the children who have arrived every day and on time are given a raffle ticket that is put in the box. At the end of term the raffle is drawn for a range of prizes that can be enjoyed by the whole family.
- Certificates are given to children who have achieve 100% attendance in a term

- Half termly attendance text messages are sent to families of children with 100% attendance and improved attendance.
- There are special certificates and a prize for any child who has 100% attendance for a whole year which is awarded in the final assembly of the summer term.

Pupil Absence Procedures

Parents are expected to **inform the school** of the reason for their child's absence. A message on the **first day** of absence, by 8:50 am is essential. We must know that your child is safe.

Day 1 Procedure

We have a rigorous and robust system in place for first day absences of our pupils:

Parents/carers must inform the school by 8:50am if their child is going to be absent through one of the following methods:

- Phoning school office and leaving a message on 0121 448 3364
- Emailing the school office on enquiry@kingdavid.bham.sch.uk

Once the register is closed at 9.15am, the office staff will identify any children who we have no reason for their absence, and a first text message will be sent to parents/carers to remind them they need to contact the school office. **For pupils who walk to school, a phone call will be made immediately to parents/carers.**

If no contact is made by 10.00am because of the first text message, school will make a phone call to the parent/carer of the pupil. If contact cannot be made to the parent/carer, school will call all available contacts of the pupil.

If no contact can be made through calling the parent/carer and all other available contacts, a second text message will be sent out to inform parents/carers that if contact is not made by 1:30pm, this will trigger a safe and well home visit.

If contact has still not been made by 1:30pm, the office will inform all DSL's and SLT. A home visit will be conducted.

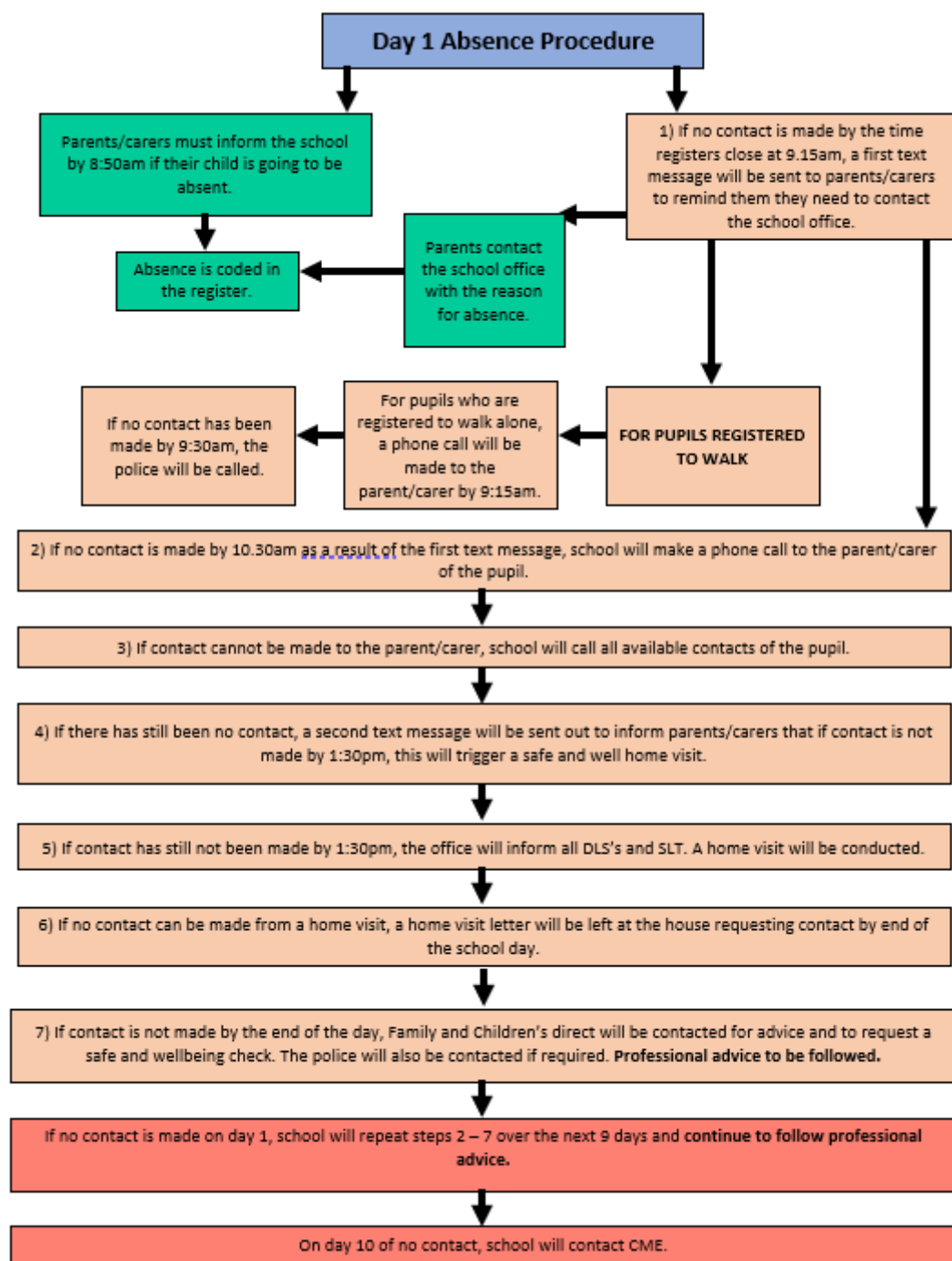
If no contact can be made from a home visit:

A home visit letter will be left at the house requesting contact by end of the school day.

If the child has a social worker, they will be informed that the child has not been in school today and that they have not been seen when a home visit was carried out.

If contact is not made by the end of the day, Social services will be contacted for advice and to request a safe and wellbeing check. The police will also be contacted if required. Professional advice to be followed.

School will do all it can to contact the pupil each day and continue to follow professional advice. On day 10 of no contact, school will contact Children Missing Education.



Known Pupil Absence – Day 5 Procedure

- Where there has been contact with the parent/carer but a child has been absent for 5 days, a home visit will be undertaken on the 5th day to check on the wellbeing of the child and to see whether there is anything school needs to be aware of.
- If the child is not seen, the HT/SLT will undertake a risk assessment to decide on level of concern.
- School will contact social services or police for advice and to request a safe and wellbeing check. Professional advice to be followed.

Medical Absence Procedure

- Every effort should be made to arrange medical appointments outside school hours. If it is necessary for a child to be out of school for this reason, the child should be returned to school directly after the appointment.
- For all appointments, a letter/appointment card or documentation should be provided to the school office of the appointment prior or straight after to ensure that it is marked as a medical absence.

Attendance Monitoring

At King David, we are relentless in our pursuit of excellence for pupils.

The Headteacher and DSL team regularly monitor the attendance of pupils who have become persistently absent, offering support and advice where needed. We have established robust attendance monitoring and escalation procedures which are initiated in an attempt to prevent absence becoming a problem by taking the following action to ensure that persistent absence is kept as low as possible:

For all children who are below national expectation and at risk of becoming persistently absent:

- Monthly monitoring of pupils who have fallen below 95% to ensure that support is offered as early as possible to prevent them from becoming persistent absentees.
- Informing parents/carers that their child's attendance has fallen below the national expectation and that their attendance will continue to be monitored in order to ensure they don't become persistently absent from school.
- Outlining to parents/carers the action that will be taken if their child's attendance falls below 90%.

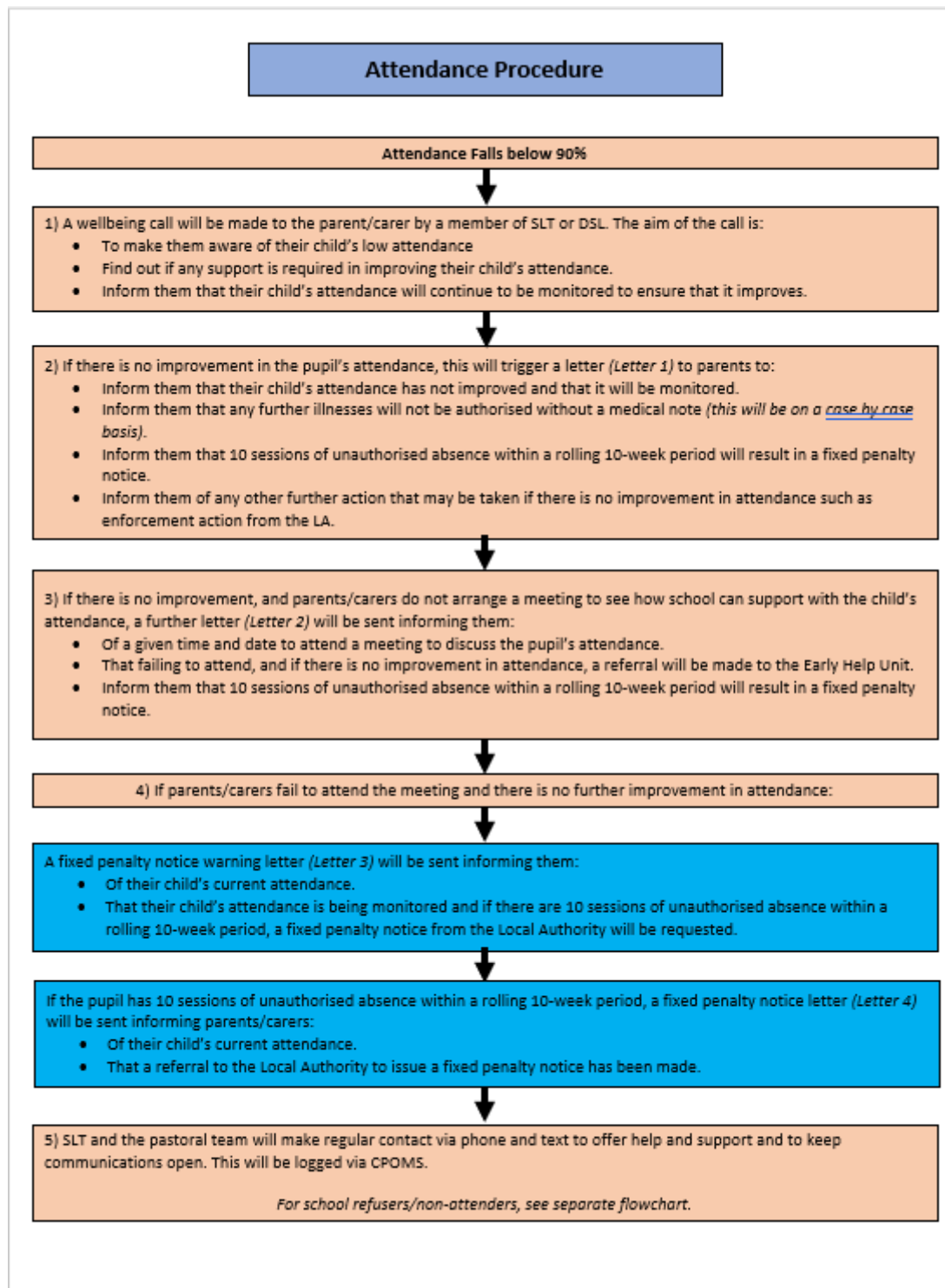
For all pupils who have become persistently absent:

- Weekly monitoring by the headteacher of pupils who have become persistently absent from school.
- When a pupil falls below 90%, a wellbeing call is made to the parent/carer to inform them of their child's attendance and offer support in order to improve the pupil's attendance.
- Weekly check-ins will continue to review progress and impact of support given. Where there is no improvement, the following action is taken:
 1. *If there is no improvement in your child's attendance, we will send you a first attendance letter to inform you that, as your child continues to be persistently absent from school, and as there has been no further improvement in your child's attendance, further time off school will be unauthorised without medical evidence.*
 2. *If your child continues to be persistently absent, and if there is no further improvement in your child's attendance, we will send you a second attendance letter to invite you to a meeting to discuss your child's continued persistent absence and identify how the school may be able to support with this. The letter will remind you that no further time off school will be authorised without medical evidence.*
 3. *If your child continues to be classed as persistently absent from school and there is no clear improvement, a penalty notice warning letter will be sent to inform you that your child's attendance will be monitored over the next 10 weeks. If there are 10 sessions (5 school days) of unauthorised absence within this period, a request will be made to the LA for further action.*

4. 10 sessions (5 school days) of unauthorised absence within a 10-week time frame will result in a Fixed Penalty Notice being applied for from Nottinghamshire County Council.

5. The school will make regular contact via phone and text to continue to offer help/support and to keep communications open.

- Where pupils have shown a significant improvement in their attendance they are given improved attendance certificates to take home to ensure the importance of good attendance is positively reinforced.



Authorised and Unauthorised Absence

Authorised Absence

- A leave of absence is granted at the headteacher's discretion, including the length of time the pupil is authorised to be absent for.
- We define 'exceptional circumstances' as rare, significant, unavoidable and short.
- Legitimate reasons include illness, medical appointments (only where they cannot be made outside the school day) and some family circumstances.
- Only the school can make an absence authorised.
- The school may choose not to authorise in some of these circumstances where the child's education may be adversely affected by ongoing absenteeism.

Unauthorised Absence

Absence from school is likely to be recorded as an unauthorised absence when:

- There is no parental explanation.
- The school is not satisfied with the explanation for an absence.
- You have received a letter stating that no further time off ill will be authorised without medical evidence.

The Law states that for your child to be considered to attend school regularly they must be at school every day they are required to be there by the Head Teacher. Therefore, you have to get permission from the Head Teacher if you want to take your child out of school during term time.

You can only do this if you make an application to the head teacher in advance (as a parent the child normally lives with). This must be with a minimum of 4 weeks notice. The head teacher will consider the application and decide whether this is marked as authorised or unauthorised in the attendance register.

- Head Teachers are no longer permitted to agree a Leave of Absence during term time unless in exceptional circumstances.
- This includes where parents decide to take their children out of school for a family holiday during term time.
- If a parent intends to take their child out of school for a leave of absence during term time, they must have requested this in advance and had their request agreed by the Head Teacher.
- Failure to do this could result in a fine or prosecution.
- It is at the discretion of the head teacher to determine how many days your child can be away from school if leave is granted.

Persistent lateness

Learning begins as soon as pupils arrive at school; therefore, arriving at school in time for the start of the school day is vitally important. We have a breakfast club from 8:20 in the morning. By 8:45am, we expect all pupils to be in class ready to begin the school day.

Please also note, unauthorised absences will now include being late after the close of the register at 9am and will be included in counting towards unauthorised absences from school, which may result in fines or prosecution.

Holidays During School Term Time

In Birmingham, you could be fined if your child has:

- 5 days (10 sessions) of unauthorised absence over a rolling 10-week period
- First Offence - The first time a Penalty Notice is issued for Term Time Leave or Irregular Attendance the amount will be £160 per parent, per child paid within 28 days. Reduced to £80 per parent, per child if paid within 21 days.
- Second Offence (within 3 years) -The second time a Penalty Notice is issued for Term Time Leave or Irregular Attendance the amount will be: £160 per parent, per child paid within 28 days.
- Third Offence and Any Further Offences (within 3 years) - The third time an offence is committed for Term Time Leave or Irregular Attendance a Penalty Notice will not be issued, and the case will be presented straight to the Magistrates' Court.
- If you're prosecuted and attend court because your child hasn't been attending school, you could get a fine of up to £2,500.

Parents who decide not to pay a fine and contest the matter in court should seek legal advice before doing so.

If you decide that you wish to take your child for an unagreed Leave of Absence, please do complete a 'leave of absence' form informing us of this. This means we will not have to undertake daily phone calls to you, all your contacts, conduct home visits or refer to external agencies as we know where your child is.

Where a pupil who fails to attend regularly, or has been absent without the school's permission for a continuous period of 10 days, schools should follow Birmingham City Council's Attendance procedures.

Legal Action

Whilst our primary response to low attendance is to offer support to parents/carers whose child has low attendance, under the new national framework, all schools will be required to consider legal action when a child has missed 10 or more sessions (5 days) for unauthorised reasons. ***(Please note, as outlined above, in most cases, we will not authorise absence for illness when a pupil's attendance is below 90% without medical evidence being provided).***

If the school has evidence that a parent has removed a child from school for the purposes of a holiday during term time without authorisation and the level of absence is in excess of 5 days (10 sessions) in total over a 10-week rolling period, then the school will request the Local Authority to issue Penalty Notices to each parent for each child to whom unauthorised absence applies.

Fixed Penalty Notices (Fines) for missing school

First Offence - The first time a Penalty Notice is issued for Term Time Leave or Irregular Attendance the amount will be £160 per parent, per child paid within 28 days. Reduced to £80 per parent, per child if paid within 21 days.

Second Offence (within 3 years) -The second time a Penalty Notice is issued for Term Time Leave or Irregular Attendance the amount will be: £160 per parent, per child paid within 28 days.

Third Offence and Any Further Offences (within 3 years) - The third time an offence is committed for Term Time Leave or Irregular Attendance a Penalty Notice will not be issued, and the case will be presented straight to the Magistrates' Court.

If you're prosecuted and attend court because your child hasn't been attending school, you could get a fine of up to £2,500.

Money raised via fines is only used by the local authority to cover the costs of administering the system, and to fund attendance support. Any extra money is returned to the government. **Please note, the school does not receive any money from the fines.**

Supporting Pupils Not Attending

Refusal to Attend

- Where a child refuses to attend school, parents must contact the school office to inform them on the first day of absence.
- Parents should explain that their child is refusing to attend; school will aim to work with parents to support their child in returning to school.
- In the first instance an appointment should be made with the Head Teacher, Deputy Head Teacher or a member of our pastoral team to see if reasons for the refusal to attend can be identified and addressed.
- School will then work with parents to offer to support. This may include:
 - Referral to the school's Pastoral team / SENDco
 - Home visits
 - Nurture support
 - Referral to outside agencies
- As a school, we use the Birmingham City framework to support with pupils who are not coming to school. It aims to identify all of the contributing factors when attendance is low. The Framework is not intended as an open checklist but a way to frame a conversation, or series of conversations, with a family within a trusting and collaborative relationship.

Long Term Illness

- When children have an illness that means they will be away from school for over five days, the school will do all it can to send material home if parents request it and feel that it is appropriate.
- Parents/carers should inform school staff of any such absence and the school will support them as much as possible.
- If the absence is likely to continue for an extended period, or be a repetitive absence, the school may contact targeted support services where appropriate.

Changing Schools

It is important that if families decide to send their child to a different school that they inform King David Primary School in writing as soon as possible.

A pupil will not be removed from the school roll until the following information has been received and investigated:

- The date the pupil will be leaving the school and starting the next.
- The address of the new school.
- A new home address if appropriate.
- Contact from the new school to say that the child is now on roll with them
- On advice from other professionals eg police, Child Missing in Education Officer

The pupil's school records will then be sent to the new school within 5 working days.

In the event that the school has not been informed of the above information, the family will be referred to the local authority.

See also 'Attendance Guide for Parents/Carers'

Appendix 1

Attendance codes

Register Code	Description
/	Present AM
\	Present PM
L	Late (before registers closed) marked as present
K	Attending education provision arranged by the local authority
C	Authorised absence as pupil is absent due to other authorised circumstances
C1	Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad.
C2	Leave of absence for a compulsory school age pupil subject to a part-time timetable
E	Authorised absence as pupil is excluded, with no alternative provision made
I	Illness (NOT appointments)
M	Authorised absence due to medical/dental appointments
R	Authorised absence due to religious observance
S	Authorised absence due to study leave
T	Authorised absence due to traveller absence
J1	Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution
B	Approved education activity as pupil being educated off site (NOT dual registration)
P	Approved educational activity as pupil is attending an approved sporting activity
V	Approved education activity as pupil is away on an educational visit or trip
W	Approved educational activity as pupil is attending work experience
K	Attending education provision arranged by the local authority
G	Unauthorised absence as pupil is on a family holiday, NOT agreed, or is taking days in excess of an agreed family holiday
N	Unauthorised absence as pupil missed sessions for a reason that has not yet been provided
O	Unauthorised absence as pupil missed sessions for an unauthorised absence not covered by any other code/description

U	Unauthorised absence as pupil arrived after registers closed
D	Dual registered (at another establishment - NOT counted in possible attendance
X	Not required to be in school - for non-compulsory school age children
Y	Unable to attend due to exceptional circumstances - not counted in possible attendances
Z	Pupil not yet on roll - not counted in possible attendances
#	Planned whole or partial school closure - NOT counted in possible attendances
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

Appendix 2 – template letters



EXCEPTIONAL CIRCUMSTANCES – PUPIL LEAVE OF ABSENCE REQUEST (to be completed by parents/carers only)

Pupil's Name D.O.B Form

Pupil's Name D.O.B Form

Pupil's Name D.O.B Form

I request permission for the above named pupil(s) to be granted leave during the school term.

Reason for request

.....
.....

Dates of absence

From To No of school days

Address where we will be staying.....

Email address.....

Phone Number.....

I/We understand that if leave is agreed:

- if travelling abroad, I / we will supply a copy of the return travel documentation.
- I / we will supply the name and phone number of a contact person whilst abroad.
- if I / we take leave without authorisation I / we am / are aware that I / we may be issued with a penalty notice. If I do not pay the fine, the case may be referred to Court which could result in a fine of up to £1000 per child and a criminal record.
- In exceptional circumstances, or for repeat offences, penalty notices may not be issued, and cases may be referred straight to Court.

Parent/Carer Name DOB Address Signature Date	Parent/Carer Name DOB Address Signature Date
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(School staff should not alter the form by adding details once it has been submitted by parents.)

Request **agreed / denied**

Signed Head Teacher



King David
PRIMARY SCHOOL & NURSERY

**KING DAVID PRIMARY SCHOOL AND
NURSERY**

250 Alcester Road
Moseley
B13 8EY
Tel: 0121 449 3364
Email:

enquiry@kingdavid.bham.sch.uk

Attendance letter 1

Dear (name of parent/carer)

School attendance is a priority for our school and we are constantly monitoring pupil attendance.

We want to let you know that xxxxx's attendance is currently at xxxxx%.

We understand that this is due to xxxxxxxxxxxxxxxxxxxxxxxxx however will be monitoring xxx's attendance closely to ensure it does not drop any further.

We want to work together with parents/carers to help ensure excellent attendance and punctuality for all pupils from an early age. The following information shows how school attendance can affect your child's future progress.

Above 97%	Excellent attendance! Less than 6 days absence a year. This will help all aspects of progress and life in school. Children should reach their full potential, leading to the best possible start to their secondary education.
90-96%	Monitored attendance Up to 19 days absence a year; this equates to missing up to a month of school in the year. Absence is now affecting attainment and progress at school. Pupils will find it difficult to achieve their best.
90% and below	Cause for concern. Over 19 days absence a year; this equates to missing over a month of school in the year. Children will now be finding it extremely difficult to keep up and achieve their best. Parents of children with this level of attendance will receive a letter to advise them of concerns surrounding their child's attendance and if appropriate be asked to come to school to discuss how to improve their child's attendance. Parents of children with this level of attendance may be referred to the Early Help Unit to support them in improving their child's attendance. Regular reports for the HT/governors/Trust are generated for attendance 90% and below. Reasons for each absence will be considered by the HT and a decision made on action to be taken.

85% and
below

Serious concern Children with this attendance are missing up to a day for every week in school. Absence is causing **SERIOUS CONCERN**. It is likely to be seriously affecting attainment and progress and is disrupting the child's learning. Parents of children with this level of attendance may be referred to the Early Help Unit to support them in improving their child's attendance.

We have enclosed your child's current registration certificate for your attention.

We hope you find this information helpful, if you have any queries, or would like to talk to anyone about your child's attendance do not hesitate to contact me.

Yours sincerely

Miss N Capek
Head Teacher



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Attendance Letter 2

Dear (name of parent / carer)

Our records show that last term your child's attendance was below 90%. This is well below the schools target. To put this into perspective 90% attendance is equivalent to missing half a day of school each week.

Ongoing low attendance is a factor often linked to low levels of attainment. Many pupils have difficulty maintaining friendships if they have long or numerous periods of absence.

It is a parent's legal responsibility to ensure their child attends school. Regular unauthorised absence could lead to a Penalty Notice, which is a fine of either £160 or £80 if paid in 28 days. An unpaid fine or second penalty notice within 3 years can lead to prosecution.

We wish to help your child improve his/her attendance. If you would like to discuss your child's attendance please contact me at the school and I will be happy to talk with you and if required arrange a meeting in school.

We would appreciate your support to make sure your child's attendance now improves. The school will continue to monitor the situation and will be unable to authorise any further absences without medical evidence being provided.

Thank you for your co-operation

Yours sincerely

Miss N Capek
Head Teacher



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Date:

Attendance Letter 3

Dear (name of parent / carer)

Our records show that despite advising you that xxxx's attendance had fallen to below 90% we note that there has been no improvement over the past few weeks.

Xxxx's attendance is now xxxxxxxx. This is well below the schools target. To put this into perspective 90% attendance is equivalent to missing half a day of school each week.

Ongoing low attendance is a factor often linked to low levels of attainment. Many pupils also have difficulty maintaining friendships if they have long or numerous periods of absence.

It is a parent's legal responsibility to ensure their child attends school. Regular unauthorised absence could lead to a Penalty Notice, which is a fine of either £160 or £80 if paid in 28 days. An unpaid fine or second penalty notice within 3 years can lead to prosecution.

We wish to help your child improve their attendance therefore please contact school as soon as possible so we can arrange to meet at a convenient time to discuss how we can support you to ensure that xxxxx attends school regularly and is able to receive the education that they deserve.

Thank you for your co-operation

Yours sincerely

Miss N Capek
Head Teacher