



Amington Heath Primary School and Nursery

Attendance Policy

Written by Charlotte Davies

Approved on: 07/10/2026

Review by: 07/11/2027

1. Aims and Principles

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

- Promoting good attendance
- Reducing absence, including persistent and severe absence
- Ensuring every pupil has access to the full-time education to which they are entitled
- Acting early to address patterns of absence
- Building strong relationships with families to ensure pupils have the support in place to attend school.

We will also promote and support punctuality in attending lessons.

Children may sometimes experience difficulties attending school. Parents and carers are encouraged to contact the school at the earliest opportunity if their child is experiencing barriers to attendance so that we can work together to understand the difficulties and provide appropriate support.

2. Legislation and Statutory Guidance

This policy has been written with regard to the Department for Education's statutory guidance *Working together to improve school attendance*, updated July 2026, and the School Attendance (Pupil Registration) (England) Regulations 2024. It also reflects the national framework for penalty notices and Staffordshire County Council's local attendance and enforcement procedures.

Part 6 of [The Education Act 1996](#) Part 3 of [The Education Act 2002](#)

Part 7 of [The Education and Inspections Act 2006](#)

This policy also refers to the DfE's guidance on the school census, which explains the persistent absence threshold.

The law entitles every child of compulsory school age to an efficient, full-time education suitable to their age, aptitude, and any special educational need they may have. It is the legal responsibility of every parent to make sure their child receives that education either by attendance at a school or by education otherwise than at a school.

Where parents decide to have their child registered at school, they have an additional legal duty to ensure their child attends that school regularly. This means their child must attend every day that the school is open, except in a small number of allowable circumstances such as being too ill to attend or being given permission for an absence in advance from the school.

The class attendance register is a legal document and a statutory requirement. The attendance register is taken at the beginning of each morning and afternoon session, and shows whether an absence is authorised or unauthorised. Parents of a child of compulsory school age have a legal responsibility to ensure that their child receives sufficient and suitable full-time education. The Local Education Authority has a legal duty to see that these statutory obligations are met.

Although attendance at Nursery is not compulsory, the school promotes regular attendance from the earliest stage. We monitor Nursery attendance, work with families where attendance causes concern and use consistent procedures to help establish positive attendance habits before children reach compulsory school age. Statutory attendance enforcement measures do not apply to children who are not of compulsory school age.

Regular school attendance is essential for a child to make satisfactory educational progress. Of course, children may have to stay away for illness or exceptional reasons, but they should only be absent when absolutely essential.

Every half-day absence from school has to be classified by the school as either AUTHORISED or UNAUTHORISED. Only school can authorise the absence, not parents. This is why information about the cause of each absence is always required. Unauthorised absences are those which the school does not consider reasonable and for which no "leave" has been given. This includes:

- parents keeping children off school unnecessarily.
- absences which have not been properly explained.
- children who arrive at school too late to get a mark.

Regular attendance supports pupils' learning, wellbeing and wider development and is an important protective factor, particularly for vulnerable pupils.

3. Roles and Responsibilities

Improving attendance is everyone's business. The barriers to accessing education are wide and complex, both within and beyond the school gates, and are often specific to individual pupils and families. The foundation of securing good attendance is that school is a calm, orderly, safe, and supportive environment where all pupils want to be and are keen and ready to learn.

The governing board

- 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
- Making sure staff receive adequate training on attendance
- Holding the headteacher to account for the implementation of this policy

The headteacher

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
- Considering and making referrals to Staffordshire County Council for penalty notices or other statutory intervention where appropriate.
- 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
- Working with education welfare officers to tackle persistent absence

The office manager

The office manager (with support from the designated senior leader) is responsible for:

- Calling parents to chase reasons for absence between 9.30am and 10.00am on the first day of absence
- Informing a member of SLT or Family Support Worker when parents cannot be contacted
- 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 headteacher
- Advising when to issue fixed- penalty notices
- Take calls from parents/ carers about absence on a day-to-day basis and record it on the school system
- Transfer calls from parents to members of the senior leadership team of Family Support Worker in order to provide them with more detailed support on attendance.

The office manager can be contacted via 01827 337465 or office@amingtonheath.staffs.sch.uk

The family support worker

The family support worker is responsible for:

- Conducting home visits for absent pupils when parents cannot be contacted
- Working with parents of persistently absent children to improve attendance (under the guidance and support of the designated senior leader)
- Holding parent workshops and providing direct or indirect support to families experiencing difficulties with attendance and/or punctuality.
- Supporting parents who have difficulty in getting their children into school due to specific circumstances
- Work directly with children who are or at risk of becoming school refusers.

Class Teachers

Class teachers are responsible for:

- Recording attendance accurately at the designated registration time, using the appropriate codes, and submitting the register promptly.
- Supporting the attendance officer by following up unexplained absence with parents/carers where appropriate.
- Promoting good attendance and punctuality within the classroom and reinforcing the school's attendance expectations.

Parents/carers

Parents/carers are expected to:

- Make sure their child attends every day and on time
- Call the school to report their child's absence before 9.30am on the day of the absence and each subsequent day of absence and advise when they are expected to return to school.
- Only request leave of absence in exceptional circumstances and do so in advance.
- Ensure that, where possible, appointments for their child are made outside of the school day
- Ask for support when needed

Pupil

Pupils are expected to:

- Attend school every day on time

4. School Attendance and Registration Times

4.1 Attendance register

We will keep an 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 and once during the second session. It will mark whether every pupil is:

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

Any amendment to the attendance register will include:

- The original entry
- The amended entry
- The reason for the amendment
- The date on which the amendment was made
- The name and position of the person who made the amendment See appendix 1 for the DfE attendance codes.

We will also record:

- Whether the absence is authorised or not
- The nature of the activity if a pupil is attending an approved educational activity
- The nature of circumstances where a pupil is unable to attend due to exceptional circumstances We will keep every entry on the attendance register for 3 years after the date on which the entry was made. Pupils must arrive in school by 8.55am on each school day.

Morning

- Doors open: 8.40am
- Register taken: 8.55am
- Register closes: 9.25am

Afternoon

- Register taken: 1.15pm
- Register closes: 1.45pm

Pupils arriving after the register has started to be taken but before it closes will be recorded using Code L. Pupils arriving after the register has closed will be recorded using Code U, unless another attendance code more accurately reflects the circumstances. Code U is an unauthorised absence for that session.

4.2 Unplanned absence

The pupil's parent/carer must notify the school of the reason for the absence on the first day of an unplanned absence by 9.30am or as soon as practically possible by calling the school office staff.

We will mark absence due to illness as authorised unless the school has a genuine concern about the authenticity of the illness.

If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents/carers will be notified of this in advance.

4.3 Following up unexplained absence

Attendance is monitored as part of safeguarding, and unexplained/persistent absence will be treated as a safeguarding concern.

Where any pupil we expect to attend school does not attend, or stops attending, without reason, the school will:

- Call the pupil's parent/carer on the morning of the first day of unexplained absence to ascertain the
- reason. If the school cannot reach any of the pupil's emergency contacts, the school may visit the home, or if no contact can be obtained contact the police.
- Identify whether the absence is approved or not
- Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than 5 working days after the session
- Call the parent/carer on each day that the absence continues without explanation to ensure proper safeguarding action is taken where necessary. If absence continues, the school will consider involving an education welfare officer

4.4 Lateness

Pupils arriving after the morning register has started to be taken at 8.55am but before it closes at 9.25am will be recorded as late using Code L. Pupils arriving after the register has closed at 9.25am will be recorded using Code U, unless another attendance code more accurately reflects the circumstances. Code U is recorded as an unauthorised absence for that session.

The school will monitor patterns of lateness and work with pupils and families to understand and address any barriers to punctual attendance. Repeated Code U absences may contribute towards the national threshold for considering legal intervention.

5. Illness and Medical Appointments

Where a pupil is absent due to illness, the school will normally accept the parent's/carer's explanation and record the absence using the appropriate code. Where absence is prolonged, repeated or causes concern, the school will contact the family to understand the circumstances, consider what support may be required and ensure the absence continues to be coded appropriately. Where necessary, advice or support may be sought from the Education Welfare Service or other relevant professionals.

If the authenticity of the illness is in doubt, the school may ask the pupil's parent/carer to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

Where possible, medical and dental appointments should be made outside school hours. Where this is not possible, pupils should attend school before and/or after the appointment where practicable. Code M will only be used for the session or sessions where absence is reasonably necessary for the appointment, taking account of the appointment time, travel distance, transport arrangements, the pupil's health and any other relevant individual circumstances. The school may ask for confirmation of an appointment where this is reasonable and proportionate.

6. Leave of Absence and Exceptional Circumstances

The headteacher will only grant a leave of absence to a pupil during term time if they consider there to be 'exceptional circumstances'. A leave of absence is granted at the headteacher's discretion, including the length of time the pupil is authorised to be absent for.

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request.

Any request should be submitted as soon as it is anticipated and, where possible, at least two weeks before the absence, and in accordance with any leave of absence request form, accessible via the school office. The headteacher may require evidence to support any request for leave of absence.

There is no entitlement to a holiday during term time. A holiday taken without permission will be recorded as unauthorised absence.

If a parent takes their child on unauthorised holiday, it will be unauthorised from day one. If parents take unauthorised leave they could face a fixed penalty notice whereby they will be fined. This applies to all parent/carers who have an active role in overseeing the education of the child/children.

Where the school believe a term time holiday has been taken without leave being requested, we may ask you to provide evidence to support a legitimate reason for absence. If appropriate evidence is not received within 5 school days, the child's absence will be unauthorised.

Regular and punctual attendance at school is both a legal requirement and essential for pupils to maximise their educational opportunities. In recognition of this, the law makes it an offence for a parent or carer to fail to secure the regular attendance of their child at a school at which the child is a registered pupil, without good reason or the agreement of the school.

Absence for religious observance will be authorised where the day is exclusively set apart for religious observance by the religious body to which a parent of the pupil belongs.

For a mobile child travelling for occupational purposes, the appropriate attendance code will be used only where the statutory criteria are met. The school will consider the individual circumstances and maintain appropriate contact with the family regarding the pupil's education and attendance.

If absence is genuinely unavoidable under exceptional circumstances, the headteacher may authorise an appropriate number of days. This would include a significant crisis in the child's circumstances which makes it impossible to attend school e.g. fire, sudden death or other major domestic crisis at home.

7. Part-time Timetables

All pupils of compulsory school age are entitled to full-time education. A part-time timetable will only be used in exceptional circumstances, where it is in the pupil's best interests and as part of a temporary plan to support reintegration into full-time education.

The arrangement will be agreed with the parent/carer, have a clear purpose and intended end date, and will be regularly reviewed with the aim of returning the pupil to full-time education as soon as possible.

The school's normal registration times continue to apply. Where the pupil is not required to attend a session under an agreed temporary part-time timetable, Code C2 will be used. Where the pupil is expected to attend but does not do so, the appropriate absence code will be used.

8. Remote Education

Remote education will not normally be used as a substitute for school attendance. Where it is considered appropriate for a pupil who is temporarily unable to attend school, it will be used only in accordance with relevant DfE guidance, for the shortest period necessary and alongside a clear plan to support the pupil's reintegration into face-to-face education. Any arrangement will be regularly reviewed.

9. Supporting Pupils Experiencing Barriers to Attendance

Maximising attendance is a priority. The school promotes positive behaviour and good attendance through its curriculum and pastoral systems. However, children are sometimes reluctant to attend school for a variety of reasons. Parents are encouraged to inform school at an early stage if this becomes a concern. The school works closely and sensitively with parents in resolving such difficulties. We recognise particular needs of individuals or groups, and will seek creative solutions to overcome problems wherever possible. If difficulties cannot be overcome in this way the school or the parent may refer the child to the Education Welfare Worker from the County Council, who will also try to resolve the situation with voluntary support.

10. Vulnerable Pupils, SEND, Health Needs and Young Carers

The school recognises that some pupils face greater barriers to attendance and may require additional support. This includes pupils with SEND, physical or mental health needs, pupils with a social worker and pupils who are young carers. Attendance concerns will be considered in the context of the pupil's individual needs and circumstances, and the school will work with families and relevant professionals to identify and remove barriers wherever possible.

Medical evidence will not be requested routinely or solely because a pupil's attendance has fallen below a particular percentage. Where further information is reasonably necessary to understand the impact of a pupil's health needs on their attendance and the support required, the school may request appropriate evidence. Any request will be considered on an individual basis and will be reasonable and proportionate to the circumstances.

Staff pay particular attention to the attendance of vulnerable groups, including pupils who are young carers. Where caring responsibilities may be contributing to absence or an emerging pattern of poor attendance, the school will work with the pupil, their family and relevant services to understand the circumstances, remove barriers and provide appropriate support.

11. Attendance Monitoring and Early Intervention

The school will not wait for a pupil's attendance to fall below a particular percentage before identifying concerns or offering support. Attendance data will be reviewed regularly to identify emerging patterns, repeated absence, deteriorating attendance and concerns affecting particular groups. Where concerns are identified, the school will seek to understand the reasons for absence and provide proportionate support based on the pupil's individual circumstances and needs.

At Amington Heath we:

- Monitor and analyse attendance data regularly to ensure that intervention is delivered quickly to address

absence (register inspections, code analysis, cohort and group monitoring, punctuality, lesson attendance across subjects and benchmarking).

- Use attendance, pastoral and SEND staff who are skilled in supporting pupils and their families to identify and overcome barriers to attendance.
- Create action plans in partnership with families and other agencies that may be supporting families, for example, children's social care and early help services. Commission or deliver interventions to improve attendance.
- Monitor the impact of any intervention, making adjustments if necessary and using findings to inform future strategy.
- Where interventions fail to address attendance issues, identify the reasons why and, where appropriate, change or adjust the intervention.
- Follow local authority codes of conduct, policies and procedures and make referrals for statutory intervention when interventions have not resulted in improved attendance and relevant triggers / thresholds are met.

In line with statutory requirements, Amington Heath Primary School will share daily attendance data with the Department for Education via our management information system. The school will analyse this data and compare attendance data to the national average. A scrutiny of this data is shared half termly in the headteacher's report to governors. It also informs the whole school attendance improvement plan.

To reduce high incidence of separate blocks of absence, attendance checks are made to identify children who have been absent on at least 5 separate occasions over 6 weeks. As part of the school's monitoring arrangements, low attendance and/or repeated periods of absence may trigger further review and contact with parents/carers. This may include written communication, a conversation with parents/carers or a meeting to discuss emerging concerns and identify any support required. However, the school may identify concerns and offer support at any stage where an emerging pattern of absence is identified.

A record is made of the cause of the problem and the damaging effect of any erratic attendance is explained (see attendance graph). Parents and child are supported with any problems. It will be expected that the attendance will improve (unless there are genuine and unavoidable reasons).

Any child with poor attendance is continuously monitored until we are certain the problem has been overcome. This includes children in Nursery FS1; even though Nursery FS1 children (and some FS2 children) are not at the legal age of 5 to attend full time education. This is to start making good consistent approaches when bringing your child to school. It is also for parents to understand the processes once their child turns 5 years old.

12. Working with Families and Partners

- clear messages about expectations, routines and consequences delivered to new pupils and families through prospectus and admission/transition events
- reinforce routines and expectations on arrival and departure from the Senior Leadership Team
- regularly communicate expectations for attendance and punctuality and school performance through regular channels of communication with staff, pupils and parents
- recognise and celebrate improved attendance, good punctuality and pupils' efforts to overcome barriers to attendance where appropriate.
- identify reasons for absence, patterns, attendance of particular groups and the impact of interventions
- identify, report and support children missing education (CME)
- good support for children with medical conditions (including the use of individual healthcare plans), mental health problems and special educational needs (SEND)
- promote good attendance from an early age by implementing the Early Years Attendance Policy from Nursery 1.

- pupils consulted on attendance policy, practice, rewards and sanctions
- Our SEMH (Social, Emotion, Mental Health) mentor will meet with pupils and their families, individual's plans can be put in place

To maintain good communication with parents regarding poor attendance (or a fall in attendance) when an individual pupil's attendance becomes a concern or a child is absent on more than five separate occasions within a 6-week period, then parents will be sent a letter (see appendix 4) highlighting the attendance percentage and asked if they wish to come into school to discuss the matter. Where concerns continue, the school will review the circumstances with the family, consider what further support may be required and ensure each absence is coded appropriately according to the individual circumstances. Where appropriate, the school may seek advice or support from Staffordshire's Education Welfare Service.

13. Formal Support and Legal Intervention

Where absence persists, the school will work with the pupil and their family to understand and address the barriers to attendance. Support will be adapted according to the individual circumstances and may involve school staff, the Education Welfare Service and other relevant agencies.

Where voluntary support has not been successful or has not been engaged with, the school may formalise support in accordance with DfE guidance and Staffordshire County Council procedures.

Where support is not successful, is not engaged with, or is not appropriate, and unauthorised absence continues, the school may request statutory intervention from Staffordshire County Council. This may include a penalty notice or other legal intervention where the relevant criteria are met.

14. Penalty Notices

Penalty Notices for Unauthorised Absence

Where a pupil has unauthorised absence, the school will consider whether further action is appropriate in line with the Department for Education's national framework for penalty notices and Staffordshire County Council's arrangements.

A penalty notice may be considered when a child has 10 sessions (5 school days) of unauthorised absence within a rolling period of 10 school weeks. The 10 school weeks may span different terms and school years. The sessions of absence do not have to be consecutive.

This can include unauthorised absence resulting from a holiday or other leave taken during term time without the Headteacher's permission.

Under the national penalty notice framework:

First penalty notice: £80 per parent, per child if paid within 21 days, increasing to £160 if paid within 28 days.

Second penalty notice: Where a second penalty notice is issued to the same parent for the same child within a three-year period, the charge is £160. There is no reduced rate for early payment.

Further offences: A third penalty notice cannot be issued to the same parent for the same child within three years of the first notice. If further unauthorised absence occurs, other legal action may be considered.

Penalty notices are issued per parent, per child. For example, where two parents take two children on an unauthorised term-time holiday, each parent could receive a separate penalty notice for each child.

Please be aware: There is no automatic entitlement to leave during term time. The Headteacher may only grant a leave of absence where they consider there to be **exceptional circumstances**. Each request will be considered individually.

15. Children Missing Education and Safeguarding

Where a pupil's whereabouts are unknown, or where prolonged absence raises concerns about the pupil's continued registration, the school will follow statutory Children Missing Education procedures and Staffordshire County Council guidance. A pupil will only be removed from the admission register where one of the statutory grounds for deletion is met and the required procedures have been followed.

Where the school is unable to establish a pupil's whereabouts or has concerns about their welfare, appropriate safeguarding enquiries will be made and relevant agencies contacted where necessary.

Attendance is an important part of safeguarding. Unexplained, prolonged or repeated absence may indicate a safeguarding concern and will be followed up promptly in accordance with the school's safeguarding procedures.

16. Links with other policies

This policy links to the following policies: Child protection and safeguarding policy Behaviour policy
Early Years Attendance Policy

17. Monitoring and Review

This policy will be reviewed whenever relevant statutory guidance or local authority procedures are updated and, as a minimum, annually. The policy will be approved by the governing board.

18. Summary of Update and Amendments

September 2026		

Appendix 1: attendance codes

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

Code	Summary	Rational	Classification of code
/	Present AM	The session is a morning session and the pupil is present at the school when the attendance register begins to be taken.	Attending
\	Present PM	The session is an afternoon session and the pupil is present at the school when the attendance register begins to be taken.	Attending
L	Late in registration time	The pupil is absent from the school when the attendance register begins to be taken but attends before the taking of the register has ended.	Attending
K	Local Authority alternative provision	The pupil is attending a place, other than the school or another school at which they are a registered pupil, for educational provision arranged by a local authority under section 19(1) of the 1996 Act(12) or section 42(2) or 61(1) of the 2014 Act.	Attending an approved educational activity
V	Educational Visit	The pupil is attending a place, other than the school or another school at which they are a registered pupil, for an educational visit or trip arranged by or on behalf of the proprietor and supervised by a member of school staff.	Attending an approved educational activity
P	Approved sporting activity	The pupil is attending a place for an approved educational activity that is a sporting activity.	Attending an approved educational activity
w	Work Experience	The pupil is attending a place for an approved educational activity that is work experience provided under arrangements made by a local authority or the proprietor as part of the pupil's education.	Attending an approved educational activity
B	School alternative provision	The pupil is attending a place for any other approved educational activity within paragraph (11) of The School Attendance (Pupil Registration) (England) Regulations 2024	Attending an approved educational activity
M	Medical Appointment	The pupil is absent with leave for the purpose of attending a medical or dental appointment.	Authorised absence
J1	Interview	The pupil is absent with leave for the purpose of attending an interview for employment or for admission to another educational institution.	Authorised absence
S	Study Leave	The pupil is absent with leave for the purpose of studying for a public examination. Study Leave	Authorised absence
X	Not required to attend	The pupil is not of compulsory school age and is absent with leave because their timetable does not require them to attend	Not a possible attendance
D	Dual Registered	The pupil is absent with leave for the purpose of attending another school at which they are a registered pupil. Dual Registered.	Not a possible attendance

C	Exceptional circumstances	The pupil is absent with leave for any other purpose	Authorised absence
C1	Regulated performance	The pupil is absent with leave for the purpose of participating in a regulated performance or undertaking regulated employment abroad	Authorised absence
C2	Part-time timetable	The pupil is of compulsory school age and is absent with leave because, in accordance with an agreement between a parent who they normally live with and the proprietor that the pupil should temporarily be educated on a part-time basis, their timetable does not require them to attend.	Authorised absence
T	Traveller	The pupil is a mobile (i.e. Gypsy, Roma, Travelling) child, their parent is travelling in the course of their trade or business and the pupil is travelling with that parent.	Authorised absence
R	Religious observance	The day is exclusively set apart for religious observance by the religious body to which a parent of the pupil belongs.	Authorised absence
I	Sickness	The pupil is unable to attend because of sickness.	Authorised absence
Q	Local Authority failed to make access arrangements	The pupil is unable to attend because of a lack of access arrangements for them within paragraph (12) or (13). Local authority failed to make access arrangements.	Not a possible attendance
Y1	Normal Transport failed	The pupil is unable to attend because the school is not within walking distance of the pupil's home and the transport to and from school that is normally provided for the pupil by the proprietor or a local authority is not available.	Not a possible attendance
Y2	Travel disruption due to emergency	The pupil is unable to attend because of widespread disruption to travel caused by a local, national or international emergency.	Not a possible attendance
Y3	Partial school closure	Part of the school premises is unavoidably out of use and the pupil is one of those who the proprietor thinks cannot practicably be accommodated in those parts of the premises that remain in use.	Not a possible attendance
Y4	Whole school closure	Whole school site unexpectedly closed.	Not a possible attendance
Y5	Child in custody	The pupil is unable to attend because they are in criminal justice detention.	Not a possible attendance
Y6	Public health guidance	Unable to attend in accordance with Public Health guidance or Law	Not a possible attendance
Y7	Other unavoidable cause	The pupil is unable to attend because of any other unavoidable cause	Not a possible attendance
E	Excluded or suspended	The pupil is excluded or suspended from the school for any other reason.	Authorised absence

G	Family Holiday	The pupil is absent without leave for the purpose of a holiday.	Unauthorised absence
N	Not yet known	The circumstances of the pupil's absence have not yet been established.	Unauthorised absence
O	No reason or unsatisfactory reason	No reason for absence is established or the school is not satisfied that the reason given is one that would be recorded using one of the codes classified as authorised.	Unauthorised absence
U	Late after registration close	Arrived in school after the registration closed	Unauthorised absence
Z	Not on admission register	Prospective pupil not on admission register	Administration Code, not collected
#	Planned school closure	Planned whole school closure	Administration Code, not collected



AMINGTON HEATH PRIMARY SCHOOL

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‘Learning is Our Adventure’

Telephone: 01827337465 E-mail: office@amingtonheath.staffs.sch.uk

www.amingtonheath.staffs.sch.uk

Request for leave during term time

To: The head teacher of Amington Heath Primary School. Date.....

I request a leave of absence from school during term time for:

My child (full name).....

for the period from (date) to (date)

The **exceptional** circumstances and reason for this request are: -

.....

I have (an)other child(ren) in (an)other school(s) as follows

Child(ren) (full name(s))

School(s) attended

.....

.....

(Signature of 1st parent/carer(s))

..... Print Name.....

(Signature of 2nd parent/carer(s))

.....Print Name.....

Please return completed form to the school office. The school will write to you and inform you of the decision on whether the request is authorised or not.

For Office Use Only

Current Attendance... %

Number of school sessions taken as leave during term time (this academic year)

Agreed/Not Agreed

Request for leave is agreed/is not agreed for the above student to take leave during term time between the above dates. Rationale to decline request :

.....

Signed..... Head teacher .

Date

Notification of decision: Date letter sent to parent/carer.....

Policy updates and amendments

Date	Page	Amendment
6/9/24	4	Delegation of duties
	7, 8	Increase in fines
	7, 8, 9	Added information regarding penalty notice limit.
	13-15	Updates attendance codes in line with SCC policy
23/9/25	2	Change to reflect The DfE's Working Together to Improve School Attendance is now statutory
	6	Include that attendance is a safeguarding concern
	7	Added reference to "National Framework for Penalty Notices (DfE, August 2024)".
	11	In line with statutory requirements, Amington Heath Primary School will share daily attendance data with the Department for Education via our management information system