



Attendance Policy

Active from: 19.08.24

Review Date: August 2025

Policy Version: 3.1



Only print / reprint if needed
Reduce | Reuse | Recycle

Attendance Policy

Procedure management log

Document Name	Attendance Policy
Author/s	N Khan
Date approved/ ratified	
Date active	19.08.2024
Date of review	August 2024

Document history

Version	Date authored	Date approved	Date active
1.1	01.09.22		01.09.22
2.1	01.08.23		01.09.23
3.1	01.08.24		19.08.24

"The Government expects schools to promote good attendance and reduce absence, including persistent absence, ensure every pupil has access to full-time education to which they are entitled and act early to address patterns of absence."

Parents are expected to perform their legal duty by ensuring their children of compulsory school age who are registered at school attend regularly and arrive to school on time".

Madani Schools Federation

Madani Boys School | Madani Girls School

Attendance Policy | 2024-25

This policy meets the requirements of the [working together to improve school attendance](#) from the Department for Education (DfE), and refers to the DfE's statutory guidance on [school attendance parental responsibility measures](#).

These documents are drawn from the following legislation setting 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 \(and 2010, 2011, 2013, 2016 amendments\)](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)

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

The policy should be read and complied with in conjunction with the following documents (including latest updates at time of active policy) on this page. The policy reflects current legislation, accepted best practice and complies with government guidance where available.

- 2024 | DfE | Working Together to Improve School Attendance
- 2024 | DfE | Keeping Children Safe in Education
- 2023 | Ofsted | Education Inspection Framework
- 2024-25 | Children Missing in Education Protocol
- 2024-25 | MSF Policy | Child Protection
- 2024-25 | MSF Policy | Attitude to Learning
- 2024-25 | MSF Policy | Code of Conduct
- Guide for maintained schools on the management of pupil attendance - Aug 23
- Policy and practice guide for schools on absent pupils and safe and well checks - (Aug 2024)
- Forthcoming statutory guidance, legislation and LA guidance.

Governors' Committee Responsible: Personal Development, Behaviour & Attitudes

Governor Lead: H Suleman, Chair of Governors

Executive Headteacher: R Laher

Senior Designated Safeguarding Lead: N Khan

Attendance & Welfare Officer/ Child Missing in Education Officer: A Hajat

Education Welfare Officer: Jackie Cooper 0116 454 5519 / 07753 234 773 /

Jackie.Cooper@leicester.gov.uk

1. Aims

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 or any safeguarding concerns
- Building strong relationships with families to ensure pupils have the support in place to attend school (including working with external agencies where needed).

We will also promote and support punctuality in attending lessons.

2. Roles & Responsibilities

2.1 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 Executive Headteacher to account for the implementation of this policy

2.2 The Executive Headteacher

The Executive 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, where necessary

2.3 The Designated Senior Leader responsible for 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

The designated senior leader responsible for attendance/school attendance champion is **Mr N Khan** and can be contacted on 0116 249 8080.

2.4 The Attendance & Welfare Officer (AWO)

The school AWO is responsible for:

- Monitoring and analysing attendance data (see section 5 & 6)
- Benchmarking attendance data to identify areas of focus for improvement
- Producing attendance reports and follow up unauthorised absences
- Providing regular attendance reports to school staff and reporting concerns about attendance to the designated senior leader responsible for attendance and the Executive Headteacher
- Working with education welfare officers to tackle persistent absence
- Advising the Headteacher (or Deputy Head Teacher / Assistant Head Teacher, authorised by the Headteacher) when to issue fixed-penalty notices

The AWO also:

- Acts as first line of contact to parents in relation to attendance and truancy.
- Telephones parents to discuss absence in a sensitive but firm manner and building positive relationships with parents and developing strategies to improve attendance.
- Close working with the EWO, SDSL/ DSL(s), Heads of House and Form tutors
- Administers daily attendance and punctuality checks
- Ensures registers are always taken, are accurate and maintained in a timely manner
- Ensures that presence, lateness, unauthorised or authorised absence are recorded accurately and reliably in a manner that support relevant School Policies.
- Production of termly attendance and absence statistics

The Attendance & Welfare Officer is Ms A Hajat and can be contacted via 0116249 8080 (ext 8089) / ahajat@madani.leicester.sch.uk

2.5 The Heads of House (HOH)

The HOH will:

- Review attendance & punctuality weekly (more regularly for concern/ vulnerable students)
- Make attendance a high profile issue regularly by visiting tutor groups.
- Monitor the attendance of the Year group (individual and target groups)
- Meet weekly with the AWO to discuss individuals whose attendance is of concern.
- Investigate the cause of absence and plan strategies with tutors, parents or carers, EWO and other agencies
- Contact parents or carers regarding truanting and poor attendance and punctuality
- Congratulate and reward pupils on good or improved attendance and punctuality as appropriate
- Arrange meetings with parents or carers regarding pupil's attendance and punctuality
- Effectively liaise with other senior staff on attendance and punctuality related matters
- Refer pupils to the EWO (Education Welfare Officer) if after support and strategies absences continue
- Co-ordinate and plan for return of long-term absences or truants, liaising with pupils, parents or carers, teachers, AWO, SENCO, EWO, AHT, DHT.
- Ensure appropriate action is taken to address attendance and punctuality.

2.6 The Form Tutor

As the first point of contact with pupils, tutors are vital in promoting good attendance and punctuality. Form Tutors should:

- Have a formal routine for registers being taken accurately each morning.
- Form tutors should only use the / or L (late) codes when doing the registers (see Appendix 1).
- Acquire explanations of absences required from pupils on their return from school.
- Make enquires about unexplained absences and follow up with pupil to ensure that an explanation has been formally given to the school.
- Look out for trends or patterns in a pupil's attendance and inform the Year Leader of any specific concerns.
- Inform the AWO of any known future absences for pupils.
- Discuss lateness with pupils and parents (where possible) and the importance of punctuality emphasised.
- Acknowledge and encourage pupils on their return after absence/ holidays to catch up on the worked missed.

2.7 The Classroom Teachers

The main duties of all classroom teachers are to ensure that registers are called at the start in their lesson so that pupil's attendance can be logged and tracked. Classroom teachers should:

- Have a formal routine for registers being taken accurately at the start of each lesson.
- Classroom Teachers should only use / or L (late) code (see Appendix 1).
- If using an L code, please insert the minutes a pupil arrives late.
- Set an example of punctuality by arriving for lessons on time.
- Follow up any absences or suspected truanting from their respective lessons.
- Deal with lateness to lessons consistently and promptly.
- Sanction pupils who arrive late to any lesson. If a pupil is more than 2 minutes for the start of any lesson, this must be recorded as late and issued a 'C3 Late to Lesson'.
- Also log and sanction as late any student not being in line outside of the lesson promptly at the end of break and lunchtime (unless a pupil has a 'school slip' with a valid reason why they are late).
- Liaison with the Form Tutor, HOD and HOH regarding pupils whose attendance to their respective lessons is unsatisfactory.
- Maintain an accurate record of pupil's attendance to their respective lessons.

2.8 School Admin/ Office Staff

School admin/office staff will:

- Take calls from parents about absence on a day-to-day basis and record it on the school system
- Transfer calls from parents to the Head of House in order to provide them with more detailed support on attendance.

2.9 Parents/Carers & Pupils

Parents/carers are expected to:

- Make sure their child attends every day on time
- Call the school (0116 249 8080) to report their child's absence **before 8.00am** on the day of the absence and each subsequent day of absence, and advise when they are expected to return
- Provide the school with more than 1 emergency contact number for their child
- Ensure that, where possible, appointments for their child are made outside of the school day
- To provide a written explanation of their child's absence on or before the day that a pupil returns to school.
- To avoid holidays during term time and to inform the Executive Headteacher/ Deputy Headteacher at least a month in advance of any family event which requires absence during term time.

Pupils

Pupils are expected to:

- Attend school every day
- Attend in time, on time, in line and ready to learn

3. Recording Attendance

3.1 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 **8.08am** on each school day. The register for the first session will be taken at **8.10am** and will be kept open until 8.50am. The register for the second session will be taken at **12.40pm** and will be kept open until 1.00pm.

The school is open for all pupils from **7.30am for Breakfast Club**, which is free for all staff and pupils. These are held in the two dining halls.

Year 7 **Maktab/ Personal Development Programme** starts at **7.40am**.

3.2 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 8.00am or as soon as practically possible.

This can be done by calling the school 0116 249 8080 staff (also see section 4).

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

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.

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.

3.3 Planned absence

Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent/carer notifies the school in advance of the appointment.

The school recognises that a planned absence may be required on rare occasions. Should a parent/carer need to request a leave of absence, they will be asked to either put this in writing/ contacting the Attendance & Welfare Officer (ahajat@madani.leicester.sch.uk).

However, we encourage parents/carers to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary.

The pupil's parent/carer must also apply for other types of term-time absence as far in advance as possible of the requested absence. Go to section 4 to find out which term-time absences the school can authorise.

3.4 Lateness & punctuality

A pupil who arrives late:

- Before the register has closed will be marked as late, using the appropriate code
- After the register has closed will be marked as absent, using the appropriate code (unless reason allows it to be authorised)
- Any pupil arriving late will receive a 30min Supervised Study Detention (SSD) on the day (unless a suitable reason is provided).
- Where there is the risk of a pattern of persistent lateness emerging, the Heads of House and

AWO will work supportively with the individual and their family to address any barriers to attending school on time.

- The school has a strategy it uses to monitor, support and improve attendance and punctuality (see Appendix 2 to see part of the strategy). Please contact the AWO if you require more information.

3.5 Following up unexplained absence

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

- Send a safeguarding text message before 9.30am and a further reminder if no reply is received shortly after.
- 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 carry out a 'Safe & Well Check' at the address, speak to neighbours, contact 'Children's and Young Peoples Duty and Advice Service' or 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.

3.6 Reporting to parents/carers

The school will regularly inform parents about their child's attendance and absence levels, this is done via the app 'My Child at School' which also shows lates and also in termly pupil reports.

Attendance and punctuality concerns are also discussed weekly/fortnightly in dedicated pastoral and safeguarding meetings and concerns raised will also be shared with parents earlier where needed.

The school will meet with families where there are concerns, and listen, review and work with parents to ensure the support is right.

4. Authorised & Unauthorised Absence

4.1 Authorised | approval for term-time absence

The Executive 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 Executive Headteacher's discretion, including the length of time the pupil is authorised to be absent for.

We define 'exceptional circumstances' as an event/s that is an emergency and exceptional in its entirety.

*Taking holidays in term time will affect a child's schooling as much as any other absence and we expect parents to help us by not taking children away in school time. There is **no** entitlement to time off in school time to go on holiday.*

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 4 weeks before the absence, and in accordance with any leave of absence request form (Exceptional Leave Request Form - see Appendix 3), accessible via the school website or collect from the school

reception. The Executive/ Deputy Headteacher may require evidence to support any request for leave of absence.

Valid reasons for **authorised absence** include:

- Illness and medical/dental appointments (see sections 3.3 for more detail)
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents belong. If necessary, the school will seek advice from the parents' religious body to confirm whether the day is set apart
- Traveller pupils travelling for occupational purposes – this covers Roma, English and Welsh gypsies, Irish and Scottish travellers, showmen (fairground people) and circus people, bargees (occupational boat dwellers) and new travellers. Absence may be authorised only when a traveller family is known to be travelling for occupational purposes and has agreed this with the school, but it is not known whether the pupil is attending educational provision.

Unauthorised absence heightens safeguarding concerns around pupils and will have a negative impact on achievement, attainment and life chances of pupils.

4.2 Pupil 's who cannot attend school due to health needs and medical reasons and Emotional Based School Avoidance (EBSA).

We will always work in collaboration with our parents/carers when it comes to supporting pupils who are experiencing ongoing health issues. Evidence must be provided by a consultant which specifically outlines the condition that has led to the pupils being unfit to attend school at that time.

As a school we will implement guidance set out by medical professionals and where suggested seek respite for pupils who might benefit from a placement in a medical unit. This includes mental health issues that a pupil may experience within school. Support from the Pastoral Team, School Counsellor/ MH Practitioner(s) and external agencies will be coordinated to ensure that pupils can access as much of the curriculum as possible and make the best possible progress in their learning. Please refer to our SEND Policy for further information how pupils with specific needs are supported in school.

4.3 What medical evidence should I provide?

At times, it is necessary for us to request medical evidence from parents to allow us to authorise their children's absence from school. Below is a guide to what we will accept as Medical Evidence.

- GP/Dental appointment card with date of appointment attended.
- Medical appointment letter.
- Empty prescribed medication packet with dispensing label attached.
- Copy of prescription.
- White return page of prescription. (Repeat prescription request)
- Medical letter from GP or medical professional advising pupil is unfit to attend school.
- Medical certificate
- Compliment slip from a Nurse at pupil's medical practice confirming they are unfit and are not able to attend school.

4.4 Unauthorised Absence | non-approval for term-time absence

Where absence is occurring which has not been agreed by the school this will be marked as unauthorised.

Definitions of unauthorised/unacceptable absence are:

- Truancy (including internal truancy)
- Parentally condoned absence without good reason

- Holidays in term time
- Lateness: Arrival after the register has closed
- Persistent lateness of this type can result in a Penalty Notice being considered
- No explanation is offered by the parent/carer
- The explanation offered is unsatisfactory (e.g. shopping, minding the house, etc)
- Family holidays (which are taken without the school's prior consent or knowledge and/or are in excess of any time agreed by the school)
- in addition, persistent illness will not be authorised unless a medical certificate or consultant letter is provided

4.5 Legal sanctions & Intervention

The school or local authority can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age.

If issued with a fine, or penalty notice, each parent must pay £80 within 21 days or £160 within 21 days. or, your case could be referred to by the Local Authority directly to the Magistrates' Court. The city [Code of Conduct on Penalty Notices](#) is available online. The Enforcement Policy is also available on the same website. The payment must be made directly to the local authority.

Penalty notices can be issued by a Executive Headteacher/ Deputy Headteacher, local authority officer or the police.

The decision on whether or not to issue a penalty notice may take into account:

- The number of unauthorised absences occurring within a rolling academic year
- One-off instances of irregular attendance, such as holidays taken in term time without permission
- Where a suspended/ excluded pupil is found in a public place during school hours without a justifiable reason

If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

Parents could be issued with a Penalty Notice of £160 per parent per child (discounted to £80 if paid within 21 days),

Legal intervention will be used where voluntary support is not appropriate, or where absence was not for legitimate reasons and support has not been engaged with/ and or been successful.

Note: Lates to school after the register closes may count as an unauthorised absence.

4.6 Further Info on sanctions (see Appendix 5 | Penalty Notices Changes 2024 | Leicester City Council)

- The Governors' policy at Madani Schools Federation only allows absence to be authorised in exceptional circumstances.
- In the case of an unauthorised holiday, the Education Welfare Service will be notified of the holiday taken and a Penalty Notice will be issued. Please note that such a Penalty is issued to each parent for each child taken out of school. For example: 3 siblings absent for term time leave will result in each parent receiving 3 separate fines.
- **1st 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 when paid within 28 days. Reduced to £80 per parent, per child if paid within 21 days.
- **2nd 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 when paid within 28 days. (No option to pay at £80 level).

- **3rd 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. The case will proceed to the Magistrates' court. Magistrate's fines can be up to £2,500 per parent, per child. Cases found guilty in Magistrates' Court can show on the parent's future DBS certificate and may impact on job applications and travel abroad
- Court prosecutions: Penalty Notices will not automatically be issued. Parents are advised that where the LA considers that a Penalty Notice is not appropriate due to the level of concern about a child's absence, prosecution action may be taken.

5. Strategies for Promoting Attendance & Punctuality

5.1 Rewards & sanctions

The school has a detailed strategy we use to monitor, support and improve attendance & punctuality. We do this by sanctions and celebrating good attendance and punctuality in assemblies, form group treats, school displays and end of term celebrations. A pupil's attendance also impacts on whether they are invited to attend the end of year reward or any school celebration event(s). Please contact the AWO if you require more information. Please also see section 3.4 and the Attitude to Learning (Behaviour) Policy for further details.

5.1. Attendance monitoring

The school monitors and analyses attendance and absence data to identify pupils or cohorts that require support with their attendance. The school tailors its approach to the context and needs of particular cohorts of pupils.

5.2 Monitoring attendance

The School will:

- Monitor attendance and absence data half-termly, termly and yearly across the school and at an individual pupil level
- Identify whether or not there are particular groups of children whose absences may be a cause for concern

Pupil-level absence data will be collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics. The school will compare attendance data to the national average, and share this with the governing board.

5.3 Analysing attendance

The School will:

- Analyse attendance and absence data regularly to identify pupils or cohorts that need additional support with their attendance, and use this analysis to provide targeted support to these pupils and their families
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns

5.4 Using data to improve attendance

The School will:

- Provide regular attendance reports to class teachers/ form tutors, and other school and pastoral leaders, to facilitate discussions with pupils and families

- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies

5.5 Reducing persistent and severe absence | Children who are absent from education

Persistent absence is where a pupil misses 10% or more of school, and severe absence is where a pupil misses 50% or more of school.

The school will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Hold regular meetings with the parents of pupils who the school (and/or local authority) considers to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement at school
- Use professional curiosity to:
 - Highlight whether those children being absent from education for prolonged periods and/or as possible vulnerable children to a range of safeguarding issues including neglect, child sexual and child criminal exploitation/ county lines.
 - Respond to persistently absent children (and children missing education) to identify any abuse, helping prevent the risks of them becoming a child missing education in the future.
 - Where there are safeguarding concerns, these will be referred to social care
- Provide access to wider support services to remove the barriers to attendance
- Target unauthorised absence with further intervention involving safe & well checks, home visits, meetings, letters, closer monitoring (Appendix 4)

6. Monitoring arrangements

This policy will be reviewed as guidance from the DfE is updated, and as a minimum every year by the Attendance & Welfare Officer and SLT line manager. At every review, the policy will be approved by the local governing body.

7. Alternative Provision/ Part-time timetable

As a result of specific medical needs or exceptional circumstances, it may be necessary to direct a pupil to Alternative Provision. During this time, attendance is monitored in exactly the same way as if the pupils was accessing their education at MSF. Failure to attend Alternative Provision would lead to the same attendance procedures such as Fixed Penalty Notices and possible court action.

Part-time table

[Working together to improve school attendance](#) provides the following guidance:

“All pupils of compulsory school age are entitled to a full-time education. In **very exceptional circumstances**, where it is in a child's best interests, there may be a need for a **temporary** part-time timetable to meet their individual needs. For example, where a medical condition prevents a child from attending full-time education and a part-time timetable is considered as part of a re-integration package.

A part-time timetable will only be in place for **shortest time necessary** and will not be treated as a long-term solution. Any pastoral support programme or other agreement the school place a pupil on will have a **time limit** by which point the pupil will be expected to attend fulltime, either at school or alternative provision. There will also be formal arrangements in place for **regularly reviewing** it with the pupil and their parents/carer. In agreeing to a part-time timetable, the school has agreed

to a child being absent from school for part of the week or day and will treat absence as authorised.”

Where needed, if pupil a is placed in Alternative Provision or a part-time timetable Local Authority guidance will also be followed.

8. Links with other policies/ protocol / strategies

This policy links to the following protocol/ Policies:

- Children Missing in Education Protocol
- A&P Strategy & A2L Strategy
- Child Protection and Safeguarding Policy
- Attitude to Learning (Behaviour) Policy
- Remote Learning Policy
- SEND Policy

Appendix 1 | Attendance Codes

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

Attendance Codes	New Mark Description	Mark Meaning	Export Marks
/	Morning session – present at the school when attendance register begins to be taken	Present	/
\	Afternoon session – present at the school when attendance register begins to be taken	Present	\
B	Attending a place for any other approved educational activity	Educational Activity	B
C	Absent with leave for other circumstances	Authorised Absent	C
D	Attending another school at which they are a registered pupil	Cancelled	D
E	Excluded from the school	Authorised Absent	E
G	Absent without leave for the purpose of a holiday	Unauthorised Absent	G
I	Unable to attend because of sickness	Authorised Absent	I
K	Attending a place, other than the school or another school at which they are a registered pupil, for educational provision arranged by LA	Educational Activity	K
L	Absent from the school when attendance register begins to be taken but attends before the taking of the register has ended	Present	L
M	Absent with leave for the purpose of attending a medical or dental appointment	Authorised Absent	M
N	Absent – circumstances not yet established	Unauthorised Absent	N
O	Absent – other circumstances	Unauthorised Absent	O
P	Attending a place for an approved educational activity that is a sporting activity	Educational Activity	P
Q	Unable to attend because of lack of access arrangements by LA to facilitate their attendance	Cancelled	Q
R	Day exclusively set apart for religious observance by the religious body to which the parent belongs	Authorised Absent	R
S	Absent with leave for the purpose of studying for a public examination	Authorised Absent	S
T	Mobile child whose parent is travelling in the course of their trade or business and is travelling with that parent	Authorised Absent	T
U	Absent for registration – arrived in school after registration closed	Unauthorised Absent	U
V	Attending a place for an approved educational activity that is a visit or trip	Educational Activity	V

W	Attending a place for an approved education activity that is work experience	Educational Activity	W
X	Absent with leave, not of compulsory school age and timetable does not require them to attend	Cancelled	X
Z	Pupil's name entered in advance of start date	Cancelled	Z
Attendance Subcodes Codes	New Mark Description	Mark Meaning	Export Marks
C0	Absent with leave for other circumstances	Authorised Absent	C
C1	Absent with leave for the purpose of participating in a regulated performance	Authorised Absent	C1
C2	Absent with leave, of compulsory school age and temporary reduced timetable does not require them to attend	Authorised Absent	C2
J1	Absent with leave for the purpose of attending an interview for employment or for admission to another educational institution	Authorised Absent	J1
Y1	Unable to attend because school is not within walking distance of pupil's home and transport to and from school normally provided is not available	Cancelled	Y1
Y2	Unable to attend due to widespread disruption to travel caused by a local, national, or international emergency	Cancelled	Y2
Y3	Part of the school premises is unavoidably out of use and pupil cannot be accommodated in parts of the premises that remain in use	Cancelled	Y3
Y4	Whole school closed when school was due to meet for a session, but session has been cancelled	Cancelled	Y4
Y5	Unable to attend because pupil is subject to a sentence of detention	Cancelled	Y5
Y6	Travel to or attendance at school would be contrary/prohibited by guidance/law relating to incidence or transmission of infection or disease	Cancelled	Y6
Y7	Unable to attend because of any other unavoidable cause	Cancelled	Y7

Appendix 2 | Attendance Tiers

The following table shows the attendance tiers used with MSF's Attendance (and punctuality) Strategy. Each tier involves rewards, sanctions, actions and interventions.

Please contact the AWO if you require more information.

Attendance %	Days Off	School Weeks Missed	Lessons Missed		Minutes Late Everyday	Days Lost Per Year
100-99% Fantastic Reflective Tier 1	0/190 (100%)	0	0		5	3
98-97% School Target Effective Tier 2	6/190 (97%)	1+	30		10	6.5
96.9-93% Cause for Concern Reactive Tier 3	10/190 (95%)	2 weeks	50		15	10
92.9-90% Worrying Ineffective Tier 4	19/190 (90%)	Almost 4 weeks	95		20	13
Below 90% Persistent Absentee Serious Worry Tier 5	29/190 (85%)	Almost 6 weeks	145		30	19

We're Here To-day & We're Here To-morrow

In Time, in Line, On Time

to be early is on-time | to be on-time is to be late | to be late is unacceptable

Appendix 3 | Exceptional Leave Request Form



MADANI SCHOOLS FEDERATION

Exceptional Leave Request Form

Do Not Book Any Flights or Accommodation Until This Form Has Been Completed

This form must be completed before the Executive Headteacher / Deputy Headteacher can consider your application for exceptional leave (This does not include holidays). You must complete all sections of the application.

Please complete this form and return to the school as soon as possible.

Please allow 1 school week for the school to process before contacting the school about the decision.

Child's Name	Form Group
---------------------	-------------------

I request exceptional leave for my above-named child

The reason for the exceptional leave is

.....
.....

(Please attach additional paper if required)

(Please note that the Executive Headteacher/ Deputy Headteacher is unable to consider your request unless you give a valid exceptional reason.)

First Day of Absence from School	Date of Return to School
---	---------------------------------

Full address of where you will be staying during the absence

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

I understand that:

- The Governors'/school policy at Madani Schools Federation only allows absence to be authorised in exceptional circumstances.
- In the case of an unauthorised holiday, the Education Welfare Service will be notified of the holiday taken and a Penalty Notice will be issued. Please note that such a Penalty is issued to **each parent, for each child, taken out of school**. For example: 3 siblings absent for term time leave will result in each parent receiving 3 separate fines.
- **1st 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 when paid within 28 days. Reduced to £80 per parent, per child if paid within 21 days.
- **2nd 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 when paid within 28 days. (No option to pay at £80 level).
- **3rd 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. The case will proceed to the Magistrates' court. Magistrate's fines can be up to £2,500 per parent, per child. Cases found guilty in Magistrates' Court can show on the parent's future DBS certificate and may impact on job applications and travel abroad
- **Court Prosecutions:** Penalty Notices will not automatically be issued. Parents are advised that where the LA considers that a Penalty Notice is not appropriate due to the level of concern about a child's absence, prosecution action may be taken.
- By law, all Penalty Notice payments go to the local authority and not to schools.

Signature

Date

I will arrange for the following friend / relative to notify the school if there are any changes to my leave which may affect my date of return and understand that you may contact that person in the event of my child not returning to school on the agreed date.

Name of Friend / Relative
.....

Relationship
.....

Address
.....
.....
.....

Telephone Number (mobile)
.....

Other Telephone Number (landline)
.....

Name of Parent / Carer
 Signed by Parent / Carer
 Date

This Section is for OFFICE USE ONLY*

Form checked (Initial)
 Attendance current year %

Deputy Head / Executive Head Teacher's Decision

Absence Authorised

YES / NO

The whole period of absence is unauthorised because:

- Previous holiday request
- Poor record of attendance to date
- Pupil in KS4 GCSE year
- Pupil in KS3 Assessment year
- Transition year – KS3 to KS4

YES / NO

Ethnicity

- Child Health / Disability
- Vulnerable Group
- Country of Concern
- Attendance Certificate
- Excessive Holiday Duration
- Pupil Meeting

YES / NO
 YES / NO
 YES / NO

Signed
Date

Penalty Notice Fines for School Absence are changing



With the introduction of the new National Framework for Penalty Notices, the following changes will come into force for Penalty Notice fines issued for unauthorised absence that occurs after 19 August 2024.

Per Parent, Per Child

Penalty Notice fines will be issued to each parent, for each child who was absent.

For example: 3 siblings absent for term time leave will result in **each** parent receiving 3 **separate** fines.

5 Consecutive Days of Term Time Leave

Penalty Notice fines will be issued for term time leave of 5 or more consecutive days, and for fewer days where this has happened before.

10 Sessions of Unauthorised Absence in a 10-week period

Penalty Notice fines will be considered when there have been 10 sessions of **absence in a 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 when 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 when paid within 28 days.

(No option to pay at £80 level)

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. The case will proceed to the Magistrates' court. Magistrate's fines can be up to £2,500 per parent, per child.

Cases found guilty in Magistrates' Court can show on the parent's future DBS certificate and may impact on job applications and travel abroad.

Court prosecutions: Penalty Notices will not automatically be issued. Parents are advised that where the LA considers that a Penalty Notice is not appropriate due to the level of concern about a child's absence, prosecution action may be taken.

By law, all Penalty Notice payments go to the local authority and not to schools.

Appendix 5 | Safe & Well Check – Flow Chart

