

SPALDING HIGH SCHOOL



ATTENDANCE POLICY

HEADMISTRESS:	Mrs M K ANDERSON
LINK GOVERNOR:	Mr E FRAGALE
School Attendance Champion:	Mrs T WALDRON
Attendance Officer:	Mr J SKINNER
DATE AGREED:	November 2024
REVIEW FREQUENCY:	Biennial

Executive Summary:

This policy sets out the expectations of attendance and punctuality that apply to all students at Spalding High School to enable them to access and benefit from their full education. It also outlines the procedures undertaken for the recording and monitoring of attendance and the School's work with families to build trusting relationships and remove any barriers to attendance. Improving attendance is everyone's responsibility, teaching and non-teaching staff, the governing body, the local authority and other partners. We expect students to attend daily and to arrive on time (8.55am). Parents/carers must ensure their child/children attend school daily and on time and notify the school before 9am of any absence by email: enquiries@spaldinghigh.lincs.sch.uk or voicemail 01775 719714. Every effort must be made to make medical/dental appointments outside of school time. Parents/carers must notify our Attendance Officer, Mr J Skinner, jason.skinner@spaldinghigh.lincs.sch.uk in advance of any appointments, including evidence of the appointment. Should a leave of absence during term time be requested, this is to be submitted on the relevant form (Appendix 2) 15 days before the absence. Leave of absence will only be granted by the Headmistress in exceptional circumstances. Penalty notices will be issued by Lincolnshire County Council at the request of the School if an unauthorised period of absence exceeds 4.5 school days in a ten-week period or if a child is present in a public place during school hours without reasonable justification during the first 5 days of any exclusion.

This policy reflects the statutory guidance:

'Working together to improve school attendance' - Statutory Guidance for maintained schools, academies, independent schools and local authorities August 2024.

Chairman of Governors

Date

Headmistress

Date

Section 1: Rationale

- 1.1 Spalding High School is committed to maintaining a whole school culture that promotes the benefits of high attendance. We will work with parents and carers and partners to ensure that attendance is as high as possible and that every student (including Sixth Form) has access to the full-time education to which they are entitled.
- 1.2 The School has a legal duty to regularly monitor, analyse and identify students or cohorts that require support and to put effective strategies in place. Students should come to school every day. It is for the Headmistress to authorise absence, not the parent/carer.
- 1.3 Parents/carers have a legal responsibility to ensure that their child attends school, parents whose children are of compulsory school age and registered at school are responsible for ensuring that their children attend school regularly. The School will follow up absence and poor punctuality through our effective and robust day to day processes. We will follow the ladder set out in 'Working together to improve school attendance' Guidance for schools, academies, independent schools and local authorities August 2024. (Appendix 1)
- 1.4 It is essential for students to get the most out of their school experience, including their attainment, well-being and wider life chances. There is a strong link between full attendance and excellent achievement. The students with the highest attainment at the end of Key Stage 4 have higher rates of attendance over the key stage compared to those with the lowest attainment.
- 1.5 Regular attendance is extremely important in helping to safeguard our most vulnerable students and to provide the best opportunity for their needs to be identified and supported.
- 1.6 When the School identifies students who are at risk of persistent or severe absence (see categories below), we will work collaboratively with other schools, local authorities and partners to provide support and remove barriers to attendance (Section 8).

Categories of attendance:

- 95 to 100% - as expected
- 91 to 94% - at risk of persistent absence
- 80 to 90% - persistent absence
- 51 to 79% - at risk of severe absence
- Less than or equal to 50% - severe absence

Section 2: Developing and maintaining a whole school culture that promotes the benefits of high attendance

As a School we will:

- 2.1 Make attendance a central part of our ethos by ensuring we have a calm, orderly, safe and supportive environment where all students want to be and are keen and ready to learn.
- 2.2 Explore all possible reasons for absence including academic underachievement, bullying, SEND, medical conditions, disabilities, safeguarding, mental health well-being and disadvantage. Making use of appropriate resources and funding, including pupil premium funding.
- 2.3 Identify a member of the SLT with overall responsibility for attendance (Deputy HT) - School Attendance Champion.
- 2.4 Use the regular Targeting support meetings with the Local Authority to analyse data.

- 2.5 Ensure all staff are consistent in their approach towards attendance and receive the necessary training/professional development.
- 2.6 Set high expectations of attendance and punctuality and build strong relationships with families to work together to remove barriers to attendance.
- 2.7 Demonstrate the benefits of good attendance in our curriculum evenings, displays, assemblies, weekly bulletins and form periods.
- 2.8 Recognise children missing in education can act as a vital warning sign to a number of safeguarding concerns including neglect, sexual abuse and child sexual and criminal exploitation.

Section 3: Regulations regarding absence

- 3.1 Students should only be absent if it is unavoidable. Allowing a student to be absent from school without good reason is against the law. The School, not parents, is required to classify every half-day absence as either *authorised* or *unauthorised*. This is why information about the cause of each absence is always required.
- 3.2 The Department for Education (DfE) has identified students as persistent absentees if they miss 10% or more of their own possible sessions and as severe absence if they have missed 50% or more of School.

Categories of attendance:

- 95 to 100% - as expected
- 91 to 94% - at risk of persistent absence
- 80 to 90% - persistent absence
- 51 to 79% - at risk of severe absence
- Less than or equal to 50% - severe absence

- 3.3 Authorised absences are those mornings or afternoons that students are away from school for an unavoidable reason such as illness or where the Headmistress has granted a leave of absence (section 4). If the student is unfit for school, parents/carers should contact the School on the first day of absence, by telephone, to explain the reason for absence. 01775 719714 or email enquiries@spaldinghigh.lincs.sch.uk. (We expect students to try to attend school if they feel slightly unwell in the morning and see if they improve, if they feel too unwell to continue we will contact home for them.)
- 3.4 Parental contact must then continue for each subsequent day of absence unless an agreement has been made between parents/carers and the School so contact is less frequent in case of long term absence.
- 3.5 Every effort must be made to make medical/dental appointments outside of school time. Parents/carers must notify our Attendance Officer, Mr J Skinner, Jason.skinner@spaldinghigh.lincs.sch.uk in advance of any appointments, including evidence of the appointment. Explanation for absence slips in students' planners may then be filled out and Form Tutors will fill in a leave permission slip which the student must hand in at the School Office as they leave, and the students' attendance code will be updated accordingly. It is expected that students will endeavour to attend school before or after medical appointments, it is not acceptable to take a whole day off school for these.
- 3.6 Unauthorised absences are those which the School does not consider unavoidable and for which no leave of absence has been granted (Section 4). Providing a note may not be sufficient if the reason given is not genuinely unavoidable. Examples of reasons that would not be authorised include concerts, shopping, as a 'treat.' Absences that are not properly explained will also be classed as unauthorised.

- 3.7 Local authorities and all schools have legal powers to use attendance contracts, education supervision orders (ESOs), attendance prosecution, parenting orders, notices to improve and fixed penalty notices to address poor attendance in school.
- 3.8 Punctuality – students must attend on time to be given an attendance mark for a session, unless the lateness is unavoidable. Parents/carers are expected to ensure that their child is present at registration. Arriving more than 5 minutes after the start of a session, without good reason, will result in a late mark. If students arrive after 9am they must go to reception, sign in and explain the reason for their lateness. If a pupil arrives after 9.30am (after the register has closed) they will be recorded using the U code (unauthorised absence.)
- 3.9 For repeated patterns of lateness without good reason, students should be required to make up the time missed which may be via a departmental or pastoral detention (see Behaviour for Learning Policy.)

Section 4: Leave of absence

- 4.1 The School can grant a leave of absence (LOS) when a pupil needs to be absent from school with permission. LOAs are restricted to the specific circumstances set out in regulation 11 of the School Attendance (Pupil Registration) (England) Regulations 2024. These circumstances are:
- Taking part in a regulated performance or employment abroad
 - Attending an interview
 - Study leave (must be used sparingly with revision opportunities in school)
 - A temporary, time-limited part-time timetable
 - Exceptional circumstances – requested in advance
- 4.2 Permission to grant leave of absence rests with the Headmistress and will only be granted in exceptional circumstances. Should a parent/carer have a request for a leave of absence, the request must be submitted on the form 'Application for Leave of Absence during term time' (Appendix 2) 15 days before the absence. Making a request does not authorise the absence, consideration will be given to all applications; however, what amounts to 'exceptional circumstances' is a matter for the discretion of the Headmistress. Schools must consider each application for a leave of absence individually considering the specific facts and circumstances and relevant background context behind each request. Where a leave of absence is granted, the school will determine the number of days a pupil can be absent from school. As head teachers should only grant leaves of absence in exceptional circumstances it is unlikely a leave of absence will be granted for the purposes of a family holiday. Parents should plan their holidays around school breaks and avoid seeking permission from schools to take their children out of school during term time unless it is absolutely unavoidable. If the absence is not authorised and it exceeds 4.5 days in any ten week period, a Penalty Notice warning letter will be sent. If parents/carers choose to ignore this warning, a Penalty Notice and Fine will be issued by Lincolnshire County Council
- 4.3 All unauthorised absence will be recorded on the student's file and may result in further action being taken (see section 8)
- 4.4 Leave of absence will never be granted at times of either mock or external examinations. External examinations cannot be rearranged.
- 4.5 Absence due to prolonged illness / medical grounds [Supporting pupils with medical conditions at school - GOV.UK \(www.gov.uk\)](#) may require referral to The Pilgrim Hospital School <http://www.pilgrim.lincs.sch.uk> The responsibility for determining whether or not any absence is to be authorised rests ultimately with the Headmistress.

Section 5: Monitoring attendance

5.1 The role of the Form Tutor: –

- To complete a statutory electronic register at the beginning of each morning by 9am. The electronic register complies with the nationally agreed attendance codes for absence (Appendix 3). The Attendance Officer will update the codes on the register as telephone calls are received from parents/carers;
- To check any completed 'Explanation for Absence' slips in the students' planners, to discuss attendance with the student and alert the Attendance Officer/Head of Year to any concerns.

5.2 The role of the Class Teacher: –

- To complete the electronic register for every lesson as soon as is practicable (within the first 10 minutes of the lesson) and in the case of period 5, to complete a register at 2pm. The class teacher should alert the Attendance Officer/reception if any concerns arise, e.g. a student was present in morning registration but absent for their lesson without reason;
- To respond to requests for work for students who are unable to attend school but well enough to complete work (e.g. COVID+, broken leg, EBSA) by the date requested.

5.3 The role of the Attendance Officer: –

- To monitor the statutory registers on a daily basis and to follow up any irregularities;
- To take the phone calls from parents regarding absence and update the register codes accordingly;
- To make calls to parents/carers. Calls are made to parents/carers whose children are absent, but we have not received parental notification on day 1 of absence. We expect parents/carers to notify us on every day of absence, unless alternative arrangements have been made for long term illness.
- To prepare daily reports for HOYs/SLT in addition to fortnightly reports for pastoral meetings to look for trends and patterns;
- To attend fortnightly pastoral meetings to discuss attendance of individual students;
- To work closely with parents, students and staff over individual cases where attendance is an issue. To send staged attendance concern letters home (less than 90% attendance triggers a stage 1 letter, stage 2 letter then follows if there has been no improvement). The Stage 2 letter also triggers an attendance panel meeting;
- If the attendance of a student becomes a more significant cause for concern, to complete one of the Lincolnshire County Council Notification Surveys :

Pupils not attending regularly (PNAR) : Regulation 13(7) and (8) of the School Attendance (Pupil Registration) (England) Regulations 2024 requires schools to inform the local authority of any pupils who have **10 or more consecutive school days absence without the school's permission**. The School will provide the name and address of any school age pupil who has missed ten continuous school days where their absence had been recorded with one or more of the codes as unauthorised (G, N, O and/or U).

Sickness returns: from August 2024, schools are required, as part of the statutory guidance 'Working together to improve school attendance' to inform the Local Authority of sickness returns. Schools are required to provide the Local Authority with the full name and address of all pupils of compulsory school age who have been recorded with code I (illness) and who the school has reasonable grounds to believe will miss 15 days consecutively or cumulatively because of sickness.

- To share daily attendance data with the LA via Wonde;
- The Attendance Officer/HOY may make a home visit and/or may initiate further action via the Local Authority such as an Education Supervision Order;
- To use CPOMs to record concerns / action;
- To administer the Attendance Reward Scheme (section 6).

5.4 The role of the Head of Year: –

- In collaboration with the Form Tutors and the Attendance Officer, to promote good attendance, monitor the attendance of their year group, and use CPOMs to record concerns / action;
- To work with the Attendance Officer to contact home if issues arise;
- To attend Attendance Panel Meetings and set up Pastoral Support Plans as necessary;
- To liaise with the SENDCO to initiate the EBSA ladder where significant barriers to attendance exist and, if the need arises, to make a home visit (with another member of staff, during the School Day).

5.5 The role of the SENDCO: -

- In collaboration with the Attendance Officer, to monitor the attendance of pupils with SEND and/or EAL;
- To attend Attendance Panel Meetings, and if the need arises to make home visits for those pupils;
- To liaise with the Attendance Officer regarding any temporary reduced timetables and/or temporary remote provision [Providing remote education: guidance for schools - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/providing-remote-education-guidance-for-schools)
- To liaise with Head of Years to initiate the EBSA ladder where significant barriers to attendance exist for all pupils, not just those with additional needs;
- To collaborate with Head of Years and/or to initiate Early Help and mental health referrals where appropriate for pupils with additional needs;
- To use the Valuing SEND tool to evaluate current provision, and to help identify any possible unmet additional needs, for any pupil on the EBSA ladder;
- To attend link meetings for pupils on roll at any alternative provision provider;
- To work with the Attendance officer to monitor the attendance of pupils attending an alternative provision provider;
- To conduct visits to all alternative provision providers

5.6 The role of the Pastoral Support Assistant: –

- To support individual students with attendance issues and support the work of the Form Tutors, Attendance Officer and Head of Year.

5.7 The role of the SLT with strategic responsibility for attendance (Attendance Champion): -

- To ensure a clear school Attendance Policy is in place and updated yearly. That expectations, procedures and responsibilities are understood and followed by all leaders, staff, students, parents and governors;
- To be responsible for preventing poor attendance through effective whole school attendance management and to ensure that early intervention takes place to reduce absence before it becomes habitual;
- To lead on additional targeted support for persistently and severely absent students; (See section 8)
- To safeguard our most vulnerable students by monitoring their attendance (CFC meetings) and supporting them to come to school by working collaboratively with other schools, local authorities and partners to provide support and remove barriers to attendance;
- To present and discuss data with the Local Authority at the termly targeting support meeting and to act on any recommendations made
- To prepare and present an annual Attendance Executive Summary to governors to outline the School and County priorities and to compare the School data to National Data, to look at trends over time, percentage absence by category and individual case studies.

5.8 The role of the governors: -

- To appoint a link governor with responsibility for attendance;
- To take an active role in attendance improvement and support the School to prioritise attendance, making attendance a central part of the School's ethos;
- To set high expectations of all leaders, staff, students and parents;

- To take responsibility for the strategic development of attendance at the School, to critically analyse and evaluate the data and ensure that this policy and our procedures are being followed and carried out effectively.

5.9 The role of the Headmistress: -

- To ensure compliance with regulations;
- To support staff in addressing issues as and when they arise;
- To ensure governors are aware of their responsibilities;
- To challenge staff who are not adhering to this policy and the School's procedures.

Section 6: Promoting Full Attendance

- 6.1 Parents receive weekly information about their child's attendance via the SIMS Parent App. They also receive summary information on termly progress cards and the annual report and at any other time when the School has concerns about a student's attendance rate. Full attendance is encouraged by all staff, especially Form Tutors (during form time and PHSCE) and by Heads of Year in Assemblies. There is an attendance section in the students' planners.
- 6.2 The Year 7 form with the highest termly attendance (3 terms) is awarded the 'Attend Well Bear' (AttWell Bear) to keep in their form room for the term.
- 6.3 In order to recognise excellent attendance the School runs an attendance reward scheme. Should a student's attendance be above 97% at the end of the year then they will be entered into the attendance raffle draw.
- 6.4 Attendance certificates will be awarded in the Achievement Assemblies (terms 4 and 6) for students whose attendance is above 97% in terms 1 and 2 (term 4 award) and terms 3 and 4 (term 6 award).
- 6.5 Attendance excellents will be awarded on a two-week basis for any student who has had 100% attendance over the preceding two weeks.
- 6.6 At the end of the year, house points are awarded to students who have attendance above 97%.
- 6.7 100% attendance certificates are awarded on a yearly basis and special certificates are awarded to students whose attendance is above 97% during their school career.

Section 7: Work missed due to absence

- 7.1 If students are too ill to attend School, they are not expected to complete the work at home and should not request work from staff. Students need to remember that absence from school causes a number of problems e.g. missing vital explanations in lessons and having to find the time to catch up on return. They should only miss school if it is unavoidable.
- 7.2 If the student is well enough to do some work, they could carry out some private reading or project work, check Microsoft Teams to see if the work for the day has been saved there or complete online activities;
- 7.3 Students could keep in touch with schoolwork by speaking to a friend who may be able to collect work, make a note of homework set and perhaps photocopy notes made in class or collect worksheets/handouts;
- 7.4 On return to school it is the student's responsibility to catch up with work that has been missed and to seek help from staff as necessary;
- 7.5 In cases of prolonged absence or if additional support is needed, the student should talk to their Form Tutor, Head of Year or another member of the Pastoral Team;

- 7.6 In exceptional circumstances, when absence is for a prolonged period, it may be possible for the School to provide work in some subjects. When work is sent home in these situations, parents need to ensure that the completed tasks are returned to school so that an element of continuity can be ensured;
- 7.7 Work will not be set for students taking holidays during term time (section 4).

Section 8: Persistent and severe absence

- 8.1 **Categories of attendance:**
- <90% Persistent absence
 - 51% - 79% At risk of severe absence
 - 50% Severe absence
- 8.2 Where absence escalates and students' attendance drops, the School will put additional targeted support in place to remove any barriers to attendance and reengage these students;
- 8.3 As a School we will always sensitively consider the reasons for absence and put supportive rather than punitive strategies into place;
- 8.4 The Lincolnshire Emotionally Based School Avoidance (EBSA) Ladder will be adopted to support students with school avoidance due to their mental health and well-being;
- 8.5 For severely absent students, the School will work with partners to prioritise support for the student and their family, this could include consideration for an education, health and care plan (EHCP) or an alternative form of educational provision;
- 8.6 If all avenues of support have been facilitated by the School, local authority, and other partners, and the appropriate educational support or placements (e.g. an education, health and care plan) have been provided but severe absence for unauthorised reasons continues, it is likely to constitute neglect. In cases where we consider it to be a safeguarding concern, the Designated Safeguarding Lead will report this to the Children's Social Care (CSC.) Further information is available in the statutory guidance on [Keeping children safe in education - GOV.UK \(www.gov.uk\)](#)

Section 9: Responding to absence

- 9.1 If there are Child Protection concerns, then the Lincolnshire Area Child Protection Procedures should be followed immediately;
- 9.2 If a note or telephone call is not received from parents/carers, the parents/carers will be contacted on the day of the absence by text, email or phone call;
- 9.3 Where there is no response, contact will be made after three days of unexplained absence, or there may be a home visit from members of the school staff (two staff will visit);
- 9.4 Should a child/children be absent with no explanation given for a period of 5 days a referral will be made to the Children Missing From Education (CME) Team via a phone call to Lincolnshire County Council Customer Service Centre via 01522 782111. Should a child/children be absent for a total of four weeks without any explanation, and after due investigation, the School is entitled to remove this child/children from the register. Parents/Carers would then have to re-apply for a place in the school should they wish their child/children to return;
- 9.5 Where non-attendance continues (not CME) the case will be discussed with the LCC Attendance Team and further action planned. Parents/Carers may be invited to attend a meeting in school.

- 9.6 School will send termly attendance letters, set targets and monitor attendance where attendance has been less than 90%.
- 9.7 We aim to review each child's attendance every term. If a student's attendance is below 90%, a letter setting an attendance target for the following weeks will be sent home.
- 9.8 If this target has not been met a Stage 2 letter will be sent and the parent/carer and student will be asked to attend an initial School Attendance Panel meeting with the Attendance Officer and/or Form Tutor/Head of Year. Targets for the next time period will be set.
- 9.9 Should this target not be reached the parent/carer and student will be invited to a 2nd School Attendance Panel meeting which will give the student a further opportunity to meet a new attendance target.
- 9.10 If at the end of this monitoring period there are ongoing unauthorised absences these could result in referral to the LCC attendance team with the possibility of action such as an:

- Attendance contract
- Education supervision order
- Attendance prosecution
- Parenting orders
- Penalty notices

Details of which can be found in the following documents:

- <https://www.gov.uk/school-attendance-absence/help-with-getting-your-child-to-go-to-school>
- [School attendance and absence: Overview - GOV.UK \(www.gov.uk\)](https://www.gov.uk/school-attendance-absence/overview)
- [Working together to improve school attendance \(applies from 19 August 2024\) \(publishing.service.gov.uk\)](https://publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/123456/working-together-to-improve-school-attendance-applies-from-19-august-2024.pdf)

Section 10: National Framework for Penalty Notices

- 10.1 A Fixed Penalty Notice is a legal tool, issued by the Local Authority under Section 444 of the Education Act 1996, which allows parents to be fined for their child's unauthorised absence from school. Unauthorised absence may include persistent lateness after the register has closed, holidays taken during term time without the School's consent, or other absences not approved by the Headmistress. Parents are reminded that only the School has the discretion to authorise absences, and these will be considered on a case-by-case basis.
- 10.2 The decision to request a Fixed Penalty Notice is made by the Headmistress in consultation with the school's Attendance Officer and follows the School's intervention procedures. Prior to issuing an FPN, the School will communicate with the parents to attempt to resolve attendance concerns. However, if a child's unauthorised absences reach the threshold set by the Local Authority—typically 10 or more sessions (5 school days) within a 10-week period—the school may proceed with a request for an FPN without further notice.
- 10.3 For a first offence, if a parent pays the Penalty Notice within 21 days from the date it is served the sum due from the parent to discharge the Penalty Notice is £80. The parent can still pay the Notice after 21 days, but the payment increases to £160. This must be paid before 28 days have passed from the date of service.
- 10.4 If a parent pays the amount due within the times set out above, then no further action will be taken against that parent for the offence on the date(s) set out in the Penalty Notice.
- 10.5 For a further offence within a three-year rolling period, the payment will be £160. There is no discretion permitted for early payment.

- 10.6 Once a Penalty Notice has been issued, no prosecution for the non-attendance detailed in the Penalty Notice can be brought against the parent until the payment period of 28 days has passed and the Penalty has not been paid.
- 10.7 All payments must be made to the LA.
- 10.8 A third Penalty Notice cannot be issued to the same parent in respect of the same child within 3 years of the date of issue of the first. In a case where the national threshold is met for a third time (or subsequent times) within those 3 years, alternative action should be taken instead. This will often include considering prosecution but may include other tools such as one of the other attendance legal interventions.

National threshold for issuing penalty notices

- 10.9 A penalty notice will only be issued in circumstance where the Local Authority is satisfied that the criteria for prosecution would be met if the option of a penalty notice is not taken up by the parent/carer. The circumstances in which a notice may be issued are:
- if an unauthorised period of absence exceeds 4.5 school days in a ten-week period or if a child is present in a public place during school hours without reasonable justification during the first 5 days of any exclusion. The period of 10 weeks can span different terms or school years.
- 10.10 Parents are urged to take all reasonable steps to avoid penalties, including working with us to resolve attendance issues and keeping the School informed of any extenuating circumstances affecting their child's attendance. The School recognises that in some instances, absences may be unavoidable due to medical or other significant factors, and in such cases, appropriate documentation may be requested.

Notices to improve

- 10.11 A Notice to Improve is a final opportunity for a parent to engage in support and improve attendance before a penalty notice is issued. If the national threshold has been met and support is appropriate but offers of support have not been engaged with by the parent or have not worked, a Notice to Improve will be sent to give parents a final chance to engage in support.

Procedure for Issuing Penalty Notices (PNs)

- 10.12 PNs will only be issued within the terms of the Code of Conduct. The Inclusion and Attendance Team of the LA are responsible for the administration and issue of a PN in Lincolnshire. The LA will ensure that PN notices are properly issued. They will only issue them for offences where the LA is satisfied that the matter meets the threshold for a prosecution.

Further information including copies of the code of conduct can be found on Lincolnshire County Council's website:

[Fixed penalty notice - Code of Conduct - Policies, strategies and plans – Lincolnshire County Council](#)

There is no right of appeal against a PN and a parent/carer can either accept or pay the same or decline payment subject to them being aware that further action may be taken by the Local Authority if the PN remains unpaid.

Section 11: Reintegration following long term absence

- 11.1 The return to school for a student after long-term absence or reduced timetable requires special planning. For example, it may be appropriate to establish a Pastoral Support Programme (PSP) as agreed between the school and the family.

- 11.2 Designated staff (Head of Year/SEND/CO) should be responsible for deciding on the programme for return and for the management of that programme.
- 11.3 All staff need to be aware that this is a difficult process that will require careful handling and that any problems should be notified to the responsible staff member as soon as possible.
- 11.4 Programmes may need to be tailored to meet individual need and may involve phased, part-time re-entry with support in class as appropriate.
- 11.5 The Children and Families Act 2014 (Section 100) places a duty on governing bodies of maintained schools, proprietors of academies to make arrangements for supporting pupils at their school with medical conditions. Medical Support Plans will specify the type and level of support required to meet the medical needs of such students.

[Supporting pupils at school with medical conditions \(publishing.service.gov.uk\)](https://publishing.service.gov.uk)

Section 12: Identifying children at risk of missing education

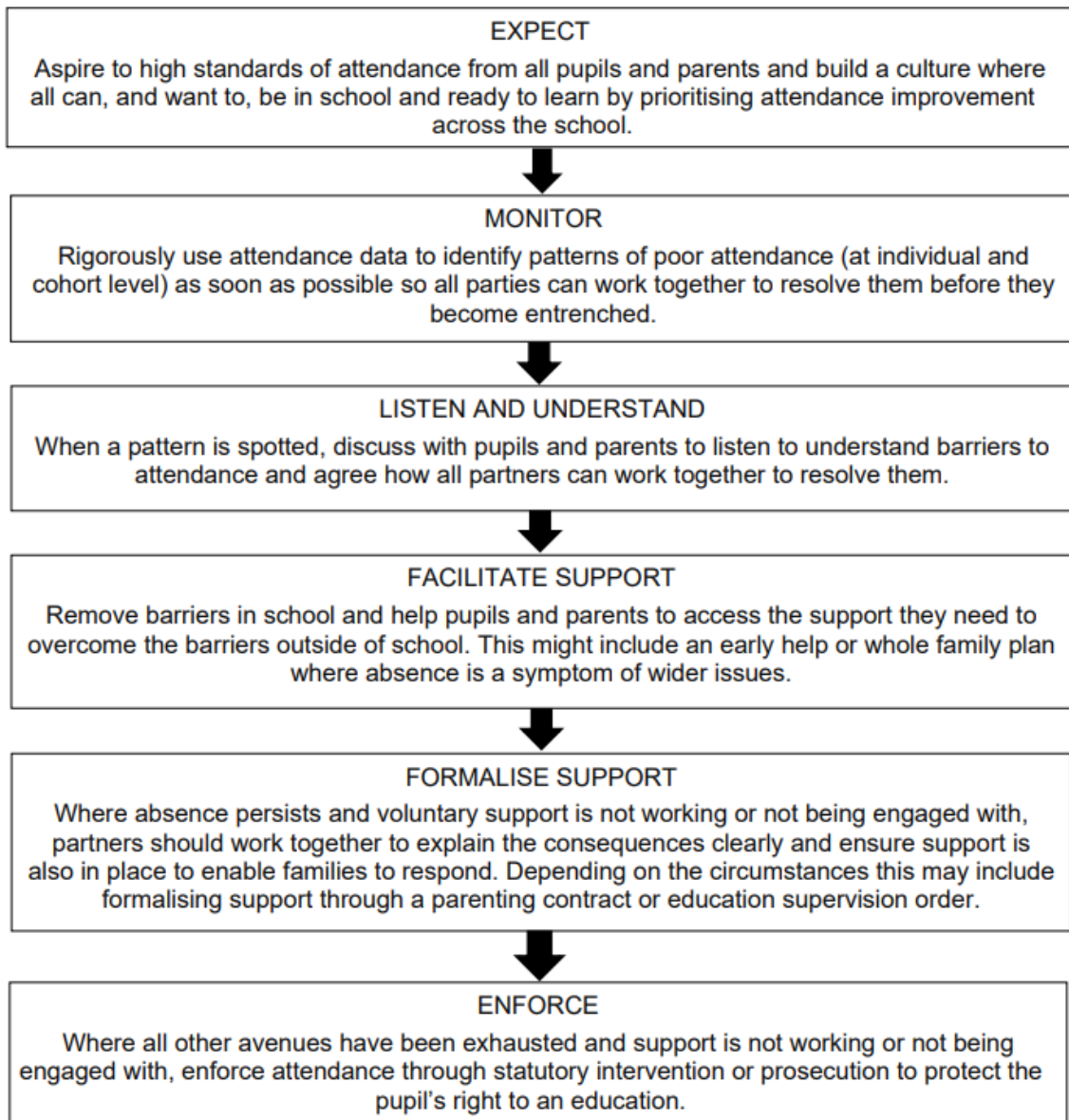
Please refer to the Spalding High School Children Missing in Education Policy.

Elective Home Education (EHE)

All schools are required to notify their Local Authority when a parent wishes to remove a child from their register, to elect to Home Educate. This is to be done via the LCC Pupil attendance and absence notifications portal.

The school will request a meeting with parents to fully discuss their decision to withdraw, the aim of this meeting is for parents to share any concerns they may have but also an opportunity for school to share all relevant information about EHE, including duties and responsibilities of the parent, to support parents in making a fully informed decision.

APPENDIX 1





Application for Leave of Absence for a student during term time

The law requires all registered students to attend school for the whole school day, only the Headmistress can authorise absence. Leave of absence under **exceptional circumstances** may be granted. Absences, even if authorised due to exceptional circumstances must be restricted to less than **10 days in any one academic year**. Please note that exceptional circumstances are regarded as circumstances beyond the parents' control, e.g. a period of serious illness/bereavement in the family or a religious festival. The cost of a holiday, the availability of flights, birthdays, weddings, public events and gifts are **not** regarded as exceptional circumstances.

If the absence is not authorised and it exceeds 4.5 days in any 10-week period, from August 2024 a Penalty warning letter will be issued to parent(s). If you choose to ignore this warning and take your child out of school, a Penalty Notice will be issued by Lincolnshire County Council for each child attending the school. Where a child resides with two parents a separate penalty notice will be issued to each parent.

To seek leave you need to complete this application form giving full details of the exceptional circumstances for which you are requesting leave and forward it to the Attendance Officer, via the e-mail enquiries@spaldinghigh.lincs.sch.uk , not less than 15 school days BEFORE the proposed period of absence.

The Headmistress may wish to consult the Chair of the School Governors before a decision is reached.

I wish to apply for of form

To be absent from School from to inclusive

Signed Parent/Carer Date

I have a child at Spalding Grammar School for whom I am also making a request Yes/No (please delete)
Please state clearly the **exceptional circumstances** under which your request is being made:

Please note that on the spot penalty notices can be issued by the police for students who are found in a public place during term time without a medical reason or authorisation from the school.

Approved/Not approved. Grounds approved on

Signed Attendance Officer Date

APPENDIX 3 – Attendance codes

Table 1

CODE	MEANING	TYPE
/ \	Present at the school / morning \ afternoon	Present mark
B	Attending any other approved educational activity: - Alternative provision not arranged through the approved framework	Present mark
C	Authorised circumstance (see Table 2: The C code for breakdown).	Authorised Absence
D	Dual registered at another school.	Present mark
E	Suspended or permanently excluded and no alternative provision made.	Authorised Absence
G	Holiday not granted by the school or term-time leave not granted by the school.	Unauthorised Absence
I	Illness (not medical or dental appointment).	Authorised Absence
J1	Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution.	Authorised Absence
K	Attending education provision arranged by the local authority: - Home tutoring - Approved framework for alternative provision - Blended learning.	Present mark
L	Late arrival before the registers have closed.	Present mark
M	Attended a medical appointment.	Authorised Absence
N	Reason for absence not yet established.	Unauthorised Absence
O	Absent in other or unknown circumstances.	Unauthorised Absence
P	Participating in a sporting activity.	Present mark
Q	Unable to attend the school because of a lack of access arrangements.	Not expected to attend
R	Religious observance.	Authorised Absence
S	Leave of absence for the purpose of studying for a public examination. Must be used sparingly with revision opportunities in school.	Authorised Absence
T	Parent travelling for occupational purposes, and the pupil has attended for at least 200 sessions in preceding 12 months.	Authorised Absence
U	Arrived in school after registration closed.	Unauthorised Absence
V	Attending an educational trip or visit.	Present mark
W	Attending work experience.	Present mark
X	Non-compulsory school age pupil not required to attend school.	Not expected to attend
Y	Unable to attend school because of unavoidable cause (see Table 2: The Y code for breakdown).	Not expected to attend
Z	Prospective or previous pupil not on admission register.	Not expected to attend

Table 2

CODE	MEANING	TYPE
The Y code: Unable to attend school because of unavoidable cause, is broken down into the following sub-codes to provide better differentiation of the reason:		
Y1	Unable to attend due to transport normally provided not being available.	Not expected to attend
Y2	Unable to attend due to widespread disruption to travel.	Not expected to attend
Y3	Unable to attend due to part of the school premises being closed. For example, this may be due to damage or teacher strikes.	Not expected to attend
Y4	Unable to attend due to the whole school site being unexpectedly closed. For example, extreme weather, damage, no hot water, or heating.	Not expected to attend
Y5	Unable to attend as pupil is in criminal justice detention. For example, in police detention, remanded to youth detention, awaiting trial or sentencing, or detained under a sentence of detention.	Not expected to attend
Y6	Unable to attend in accordance with public health guidance or law. Contrary to or prohibited by any guidance relating to the incidence or transmission of infection or disease.	Not expected to attend
Y7	Unable to attend because of any other unavoidable cause. For example, an emergency has prevented the pupil from attending. The unavoidable cause must be something that affects the pupil, not just the parent.	Not expected to attend
The C code: Authorised Absence is broken down into the following sub-codes to provide better differentiation of the reason:		
C	Leave of absence for exceptional circumstances. Where a leave of absence is granted, the school will determine the number of days a pupil can be absent from school. A leave of absence is granted entirely at the school's discretion.	Authorised Absence
C1	Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad.	Authorised Absence
C2	Leave of absence for a compulsory school age pupil subject to a part-time timetable.	Authorised Absence

APPENDIX 4 – Contact details

School Contacts

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