



# LEICESTER THERAPEUTIC SCHOOL

BUILDING FOUNDATIONS THROUGH NURTURE AND MINDSET

## Attendance Policy

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| <b>Policy Owner</b>                | Leicester Therapeutic School  |
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| <b>Linked Policies</b>             | Safeguarding & Child Protection Policy<br>Working with children<br>SEND Information Report<br>Ofsted Framework 2025<br>Curriculum Policy<br>Home School Agreement<br>Remote Learning<br>Parent Code of conduct                  |
| <b>ISS Regulatory Requirements</b> | Part 1 – Quality of Education<br>Sections 3(b)<br>Part 2 – Spiritual, moral, social, and cultural development of pupils<br>Section 5(b)(i)<br>Part 3. Welfare, health, and safety of pupils<br>Part 6. Provision of information |

## **Safeguarding at Leicester Therapeutic School**

At Leicester Therapeutic School, we are committed to providing an environment in which students feel safe and secure to access their education. All stakeholders are responsible for ensuring the safety and well-being of children. Safeguarding is everyone's responsibility, and all staff are encouraged to maintain an "it could happen here" attitude. We recognise our responsibility to safeguard all who access school and promote the welfare of all our pupils by protecting them from physical, sexual and emotional abuse, neglect and bullying. Leicester Therapeutic School are dedicated to creating a strong safeguarding culture, and that the safety and well-being of children is the central thread that embeds itself through all aspects of the school. If a person is concerned about anything they read, witness or hear with regards to the school, they should contact the school's designated safeguarding lead immediately or Headteacher. Safeguarding, and the safety and well-being of all pupils at Leicester Therapeutic School is carefully considered and a central theme through all school policies.

## **Special Educational Needs & Disabilities (SEND) at Leicester Therapeutic School**

At Leicester Therapeutic School, we are passionate about providing an inclusive education to children with special educational needs. We recognise and celebrate the individuality of our pupils and use personalised approaches, allowing pupils with SEND to feel supported during the school day. We strive to provide pupils with the same opportunities and experiences that pupils would have received at a mainstream school, believing passionately that in the right environment, with the right support, pupils will flourish in education. We do this by focusing on providing a SEND friendly environment, an adapted curriculum and a strong focus on developing pupils' personal, social and emotional development. The special educational needs and disabilities of all pupils at Leicester Therapeutic School is carefully considered and a central theme through all school policies. For more information, please read the school's SEND Information Report.

## **1. Mission Statement:**

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At Leicester Therapeutic School we firmly believe that attendance of all pupil's is everyone's responsibility.

## **2. Attendance Policy Aims:**

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Leicester Therapeutic School's attendance policy aims to meet its obligations with regards to school attendance by:

- Promoting good attendance and reducing absence, including persistent absence.
- Building and maintaining positive relationships with parents and carers, continuously promoting, and encouraging good attendance.
- Implementing the children missing from education and children absent from education protocol where necessary (KCSIE 2025).
- Ensuring every pupil has access to full-time education to which they are entitled.
- Ensuring children who access a part-time bespoke timetable, benefit from robust and rigorous monitoring, where the team will complete regular reviews which will offer a clear pathway to full-time education.
- Following a robust monitoring procedure which enables us to follow up absence daily to safeguard children, address patterns of absence and implement support at the earliest opportunity.
- Providing accurate and prompt information on attendance to relevant stakeholders as required.
- Ensuring effective and supportive interventions take place to enable pupils' views are considered and they are given every opportunity to maintain good attendance/return to lessons.
- Offering an interesting, engaging, multi-sensory curriculum, including personal development opportunities, to meet the identified needs of our pupils and encourage positive attendance and engagement.

## **3. Legislation and Statutory Guidance:**

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This policy meets the requirements of the school attendance guidance from the Department for Education (DfE) August 2024 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:

- The Education Act 1996.
- The Education Act 2011.
- The Education and Inspections Act 2006.
- The Education (Pupil Registration) (England) Regulations 2006.
- The Education (Pupil Registration) (England) (Amendment) Regulations 2010.
- The Education (Pupil Registration) (England) (Amendment) Regulations 2011.
- The Education (Pupil Registration) (England) (Amendment) Regulations 2013.
- The Education (Pupil Registration) (England) (Amendment) Regulations 2016.
- The Education (Pupil Registration) (England) (Regulations) 2024
- The Education (Penalty Notices) (England) (Amendment) Regulations 2013.
- Department for Education, Children Missing Education: Statutory Guidance for Local Authorities 2024

- Keeping Children Safe in Education 2025
- Working together to improve school attendance 2024
- Summary table of responsibilities for school attendance 2024

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

## **References:**

[Children missing education guidance August 2024](#)

[Keeping children safe in education 2025](#)

[Working together to improve school attendance August 2024](#)

[Summary table of responsibilities for school attendance August 2024](#)

[School attendance and absence: Legal action to enforce school attendance](#)

## **4. School Procedures:**

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### **Attendance register**

Leicester Therapeutic School keeps an attendance register, and all pupils must be placed on this register. The attendance register will be taken 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
- Late
- 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).

Every entry in the attendance register will be preserved for 3 years after the date on which the entry was made.

### **Unplanned absence**

Parents or carers must notify the school daily to report of an unplanned absence. Contact should be made by 9:00am or as soon as possible if, for example, their child is unable to attend due to ill health. Parents and carers must notify the school by contacting the main reception via telephone or by emailing our school office on [admin@ltschool.co.uk](mailto:admin@ltschool.co.uk). Where an email or voice mail has been received from a parent or carer, the school

administrator will make a follow up phone call to confirm the reason for absence, encouraging verbal communication and parental engagement, in line with Leicester Therapeutic Safeguarding approach.

Absence due to illness will be authorised unless the school has a genuine concern about the authenticity of the illness. If the authenticity of the illness is in doubt and where there are ongoing concerns around poor attendance and or punctuality, Leicester Therapeutic School will ask parents 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.

### **Absence will be recorded as unauthorised if:**

- Leicester Therapeutic School is not satisfied about the authenticity of the illness
- Parents or carers fail to notify the school of planned or unplanned absence
- Parents or carers provide a reason that does not meet the threshold for authorised absence
- Pupils arrive to school after the register is closed (30 minutes after their expected time of arrival)

Parents and carers will be notified by the school administrator or a member of SLT when absence is unauthorised.

### **Medical or dental appointments**

Missing registration for a medical or dental appointment is counted as an authorised absence, providing, parents or carers have presented evidence of appointments wherever possible and where advance notice has been given. However, we do encourage parents and 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. Parents and carers can notify the school via the main reception via telephone or email, in addition to this, parents and carers can communicate the appointment with class teachers, who must then notify the school administrator.

Applications for other types of absence in term time must also be made in advance. Information relating to whether the school can authorise such absences can be found in the '*Authorised and Unauthorised Absence*' section.

### **Lateness and punctuality**

The first register of the day opens at 09:00 and is kept open until 09:30. The afternoon register opens at 13:00 and is kept open until 13:30. Due to the complex, special educational needs and disabilities of our pupil's, those attending school on a bespoke timetable are granted the same 30-minute open register. A pupil who arrives late but before the register has closed will be marked as late. (This will be authorised). The rationale for a 30-minute open register is based on the identified needs of our pupils, journey times and traffic for pupils travelling a greater distance by transport. A pupil who arrives after the register has closed will be marked as absent, using the appropriate code. (See *Attendance register for specific pupil's lateness*). Leicester Therapeutic School will aim to support parents and carers to develop a plan if there are persistent punctuality issues, this will involve the class teacher initially, with guidance from the DSL and SLT. Each plan will be bespoke for the individual.

## **Following up absence**

The school administrator will follow up any absences by contacting parents and carers at the earliest opportunity, to ascertain and or confirm the reason for absence. The school administrator will identify whether the absence is approved or not and identify the correct attendance code to use. The school administrator records their findings on CPOMS and informs the DSL at the earliest opportunity to ensure proper safeguarding action is taken where necessary. At Leicester Therapeutic School, our DSL and school administrator work closely to monitor each case of unauthorised absence. Where absence is persistent, the DSL assesses the safeguarding risks and liaises with SLT and outside professionals to form an action support plan, this could lead to potential home visits. Each case is treated on its own merit. At Leicester Therapeutic School we will adhere to the protocol for children missing from education as per Department for Education, Children Missing Education: Statutory Guidance (2024).

## **Reporting to parents**

At Leicester Therapeutic School, attendance data is communicated with parents and carers via reports twice per academic year, in addition to annual review meetings and any other meeting such as attendance monitoring and safeguarding meeting etc. However, Parents and carers can request attendance data at any time by contacting the school administrator or class teacher. Class teachers make weekly phone calls home to parents and carers, any points of punctuality and attendance can also be discussed during these calls.

## **5. Authorised and Unauthorised Absence**

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### **Granting approval for term-time absence**

The Headteacher will not grant any leave of absence to pupils during term time unless they consider there to be 'exceptional circumstances'.

Exceptional circumstances cover:

- If a parent or carer is service personnel and is returning from a tour of duty abroad where it is evidenced the individual will not be in receipt of any leave in the near future that coincides with school holidays.
- Where an absence from school is recommended by a health professional as part of a parent, carer or child's rehabilitation from a medical or emotional issue.
- The death or terminal illness of a close relative, only if Headteacher is satisfied that the circumstances are truly exceptional
- Out of school programmes such as music, arts or sport operating at a high standard of achievement. Documentary evidence of this event will be required.
- Religious observance – The Education Act 1996 S444(3) (c), states "on any day exclusively set apart for religious observance by the religious body to which his/her parent belongs";
- To attend a wedding or funeral of a close relative if the Headteacher is satisfied that the circumstances are truly exceptional; Leave should only be authorised for this purpose when a Headteacher is satisfied that there is a persuasive reason for holding the wedding during term time and there WILL be an onus on parents and carers to show clear evidence that this absence is absolutely an exceptional circumstance. In difficult family situations the Headteacher may use his/her discretion in granting leave and each case should be addressed on its individual merits, taking into account the overall welfare of the child.

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request. A leave of absence is granted entirely at the Headteachers discretion. Valid reasons for **authorised absence** include:

- Illness and medical/dental appointments – as explained in sections 3.2 and 3.3
- 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

#### **Examples of circumstances NOT considered as exceptional**

*Holidays abroad for the purpose of visiting a sick relative, excepting where that person is seriously ill. Medical evidence may be requested.*

*Holidays taken in term time due to lower cost/parental work commitments.*

#### **Legal sanctions**

Schools can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age.

If issued with a penalty notice, parent's must pay £80 each within 21 days or £160 each within 21 days. The payment must be made directly to the local authority.

The decision on whether or not to issue a penalty notice ultimately rests with the Head teacher, following the local authority's code of conduct for issuing penalty notices. This may take into account:

- A 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 an excluded pupil is found in a public place during school hours without a justifiable reason
- If the payment has not been made after 21 days, the local authority can decide whether to prosecute parents or withdraw the notice.

## **4. Strategies for Promoting Attendance**

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At Leicester Therapeutic School we want to create an ethos around the importance of having an excellent attendance record. We recognise and celebrate attendance half termly by giving awards to pupils in specific attendance brackets. Examples of awards are reward visits, certificates and parental contact.

We work closely with parents and carers to support consistently high attendance, looking to support our pupils and their needs to maintain attendance. Class teachers make weekly phone calls to discuss the week and address any concerns arising. The Senior Leadership Team and Designated Safeguarding Lead are then informed of support required and make decisions on a case-by-case basis to support pupils in moving forward.

All Pupils have an Attendance Plan which reflects their individual journey at Leicester Therapeutic School. The plan identifies the pupil's type of journey (Transition, Full-time, Bespoke or Reintegration support plans) , reasons or cause, strategies, actions, and impact. The plan considers the pupil's, parents and carers views and is collectively completed, monitored, and reviewed by the class teams and DSL. the school administrator. Leicester Therapeutic School recognises the importance of pupils, parents, class teachers and members of the senior leadership team all actively being involved in a child's attendance plan as we believe this will ensure the best possible outcome for the child. (See Appendix 2)

## **5. Attendance Monitoring**

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At Leicester Therapeutic School, we maintain a consistent approach across all pupil's attendance and punctuality, the school administrator and DSL carry out attendance monitoring review sessions weekly and complete an attendance audit during the last week of every term. A detailed report is shared with the Headteacher.

We review and monitor pupils' attendance and punctuality over a ten-week period (the last 100 sessions), in line with the legal framework.

We complete electronic registers twice a day using Arbor, registers are checked by the school administrator once registers are closed. The school administrator records absence and reason for absence on CPOMS, including any communication with parents, carers and professionals and any action taken. The information collated on Arbor registers and CPOMS support attendance monitoring review sessions and is reflected in individual pupil's Attendance plans. The information recorded, informs our next steps. We promote positive attendance by working together with parent's and carers, offering support wherever possible to overcome any potential barriers. We actively encourage parental engagement and meet with all parents and carers who request support, at the earliest opportunity. We may request or carryout a welfare home visit for pupils who are not in school and where there has been no communication from parents or carers. We actively liaise with professionals who are supporting families and provide them with regular updates on individual children's attendance and absence. We adhere to the legal framework and take appropriate steps to monitor and support children who are at risk of becoming children missing in education and those absent from education. We report all safeguarding concerns to the local authorities and follow mandatory reporting in line with legislation and good practice which includes children missing in education.

**Pupils' attendance and punctuality over the last 10 weeks will be categorised into the following stages:**

**Stage 1 – Absence & Punctuality - Correspondence** (See Appendix 3)

A stage 1 support letter will be issued to parents or carers of pupils who have 5 unauthorised absences, including unauthorised absences due to late arrivals after a register is closed.

**Stage 2 - Absence & Punctuality - Meeting**

A stage 2 letter will be issued to parents or carers of pupils who have 8 unauthorised absences, including unauthorised absences due to late arrivals after a register is closed. The purpose of the letter will be to invite parents or carers to a meeting at our school to discuss identified support needs and implement a support plan regarding future attendance and punctuality. Parents will be informed that any absence or lateness

moving forward will be unauthorised without consistent communication or reasonable evidence of appointments and illness. During the meeting, parents or carers will be offered support and guidance. Parents and carers will be provided with information about Parent Contracts, legal framework, including Penalty Notices and the process of the Legal Intervention Team.

### **Stage 3 - Absence & Punctuality – Action**

#### **Persistent Absence:**

Leicester Therapeutic School defines the persistent absence threshold is 10%. If a pupil's individual overall absence rate is greater than or equal to 10%, the pupil will be classified as a persistent absentee. This will be reflected in pupil's individual attendance plans which will be supported by all staff at school.

Pupil-level absence data is 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. We compare our attendance data to the national average and share this with governors. Leicester Therapeutic School collects our data on a hard and electronic copy (Arbor MIS System) this enables reporting to be undertaken.

Following a stage 2 meeting, we will closely monitor the attendance and punctuality of pupils at risk of legal action. Should a pupil obtain 10 unauthorised absence codes, we will consider the next steps. If it is deemed suitable, we will contact parents or carers in writing or invite them to a meeting to discuss next steps and the legal process, answering any questions that parents or carers may have. We will ensure parents and carers understand that once 10 or more unauthorised absences have been recorded, legal action may be taken.

Where appropriate and in line with Leicester City Council's legal framework, we will begin preparing the relevant paperwork for a referral to the Legal Intervention Team (LIT) and or Penalty Notices (PN). (See Appendix 4)

If unauthorised absence is a direct result of a holiday and where there are no known needs within the family, a PN warning will be issued prior to the holiday. The PN will be issued upon their return. The pupil will then be moved to a stage 1 category. Monitoring will continue.

#### **Absence & Punctuality - Complex needs/exceptional circumstances/Multi-Agency approach:**

At Leicester Therapeutic School, Senior Leadership Team members will regularly communicate with professionals who are actively involved in supporting the families and pupils attending our school. We will take their lead in respect of a pupil's attendance and absence. We will not proceed with legal action without their knowledge and support. Our aim is to support any family care plan's currently in place and build positive relationships to remove future barriers to positive attendance.

#### **Severe Absence:**

Persistent absentees, where no improvement is seen despite support and strategies being implemented and despite a multi-agency approach and action taken, Leicester Therapeutic School will continue to offer support and use strategies set out in individual pupil's Attendance Plans whilst seeking guidance from the Local Authorities regarding next steps.

## 6. Roles and Responsibilities

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### School Governors

The governing board is responsible for monitoring attendance figures for the whole school on at least a termly basis. It also holds the Headteacher to account for the implementation of this policy.

### Headteacher

The Headteacher is responsible for ensuring this policy is implemented consistently across the school, and for monitoring school-level absence data and reporting it to governors. The Headteacher also supports other staff in monitoring the attendance of individual pupils and issues fixed-penalty notices, where necessary.

### Class Teacher

In their capacity of monitoring attendance, the class teacher will:

- Monitors attendance data at the school and individual pupil's Attendance plans.
- Reports concerns about attendance to the Headteacher weekly (Daily where attendance is a safeguarding concern).
- Works closely with colleagues, parents, and children to complete and review pupil's attendance plans.
- Arranges calls and attendance meetings with parents (Stage 2), to discuss attendance issues and explore potential barriers and support required.
- Advises the Headteacher when to issue fixed penalty notices.

### School Administrator

- The School Administrator will distribute an Attendance welcome pack to all parents of children who are due to attend Leicester Therapeutic School. The welcome pack will include A statement of expectation, a Leicester Therapeutic School Positive Attendance Guide and a copy of the school's Attendance Policy.
- The School Administrator will complete electronic registers twice daily.
- The School Administrator will record attendance for those children attending school on a bespoke timetable.
- The School Administrator will oversee the recording and use of correct codes on the school system.
- The School Administrator will record absence on to CPOMS daily, including communication with parent, carer, and professionals in relation to absence.
- The School Administrator will attend fortnightly attendance monitoring sessions with the inclusion manager to review whole school and individual pupil's attendance and individual attendance plans.
- The School Administrator will advise the Headteacher when to issue fixed penalty notices.
- The School Administrator will follow up absence when pupil's absence is received via email or voicemail.
- The School Administrator will make wellbeing calls to families if SLT identify a need. Wellbeing calls may be carried out following ongoing absence, poor child or parental mental health, or as part of a pupil's attendance support plan or individual health care plan.

## Parents and Carers

Parents and carers are responsible in law for ensuring that their children of compulsory school age receive an efficient education suitable to their age, ability, aptitude and any special educational needs that they may have. Most parents and carers fulfil this responsibility by registering their children at a school.

Parents and carers whose children are registered at a school are responsible for ensuring that their children attend and stay at school.

Leicester Therapeutic School encourages and promotes positive parental engagement and asks parents to work closely with our school to ensure that their children are given every opportunity to access a full-time education and experience success.

## 7. Monitoring Arrangements

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### Monitoring arrangements

This policy will be reviewed annually by the Headteacher. At every review, the policy will be shared and agreed with the Governing Body.

### Appendix 1: Summary of Attendance Codes and Meanings

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In accordance with the School Attendance (Pupil Registration) (England) Regulations 2024 a pupil should be recorded as present or absent in the Attendance Register

On each occasion the register is taken the appropriate national attendance and absence code must be entered for every pupil (of both compulsory and non –compulsory school age) whose name is listed in the admissions register at the time (exception boarder)

Full information contained in the School Attendance (Pupil Registration) (England) Regulations 2024 and the Statutory Attendance Guidance Working Together to Improve Attendance 2024.

[Working together to improve school attendance \(applies from 19 August 2024\)](#)

**1. If a pupil is present in school the following codes from table 1 should be used**

| Code | Meaning                                | Criteria  | Statistical Value   |
|------|--|---|---------------------|
| /    | Present at school AM                   | Must be in school at registration   | Attending (Present) |
| \    | Present at school PM                   | Must be in school at registration   | Attending (Present) |
| L    | Late arrival before register is Closed | The pupil was absent when the register started being taken but arrives before the register is closed. | Attending (Present) |

**2. If a pupil is present in school the following codes from table 1 should be used**

| Code | Meaning   | Criteria   | Statistical Value                                    |
|------|---|--|--|
| K    | Attending education provision arranged by the LA  | <ul style="list-style-type: none"> <li>The nature of the provision must also be recorded.</li> <li>Code K can only be used if the child is present at the provision.</li> </ul>  | Attending an approved educational activity (present) |
| V    | Attending an Educational visit or trip  | <ul style="list-style-type: none"> <li>The pupil is attending a place, other than the school or any other school at which they are a registered pupil, for an educational visit or trip</li> <li>Arranged by or on behalf of the school and supervised by a member of school staff.</li> <li>The visit or trip must take place during the session for which it is recorded.</li> <li>Code V can only be used if the pupil is present at the visit.</li> </ul>  | Attending an approved educational activity (present) |
| P    | Participating in a sporting activity<br>P code can only be used if the pupil is present at the activity | <ul style="list-style-type: none"> <li>P code can only be used if the pupil is present at the activity The sporting activity must take place during the session for which it is recorded.</li> <li>The place is somewhere other than the school, another school where the pupil is registered, or a place where educational provision has been arranged for the pupil by a local authority under section 19(1) of the Education Act 1996 or sections 42(2) or 61(1) of the Children and Families Act 2014;</li> <li>the activity is of an educational nature;</li> <li>the school has approved the pupil's attendance at the place for the activity; and</li> <li>the activity is supervised by a person considered by the school to have the appropriate skills, training, experience and knowledge to ensure that the activity takes place safely and fulfils the educational purpose for which the pupil's attendance has been approved.</li> </ul> | Attending an approved educational activity (present) |

|          |   |  |  |
|----------|---|--|--|
| <b>B</b> | Attending any other approved Educational Activity | <ul style="list-style-type: none"> <li>• B code can only be used if the pupil is present at the activity Under arrangements by school or LA</li> <li>• In session for which it is recorded</li> <li>• The place is somewhere other than the school, another school where the pupil is registered, or a place where educational provision has been arranged for the pupil by a local authority under section 19(1) of the Education Act 1996 or sections 42(2) or 61(1) of the Children and Families Act 2014;</li> <li>• the activity is of an educational nature;</li> <li>• the school has approved the pupil's attendance at the place for the activity; and</li> <li>• the activity is supervised by a person considered by the school to have the appropriate skills, training, experience and knowledge to ensure that the activity takes place safely and fulfils the educational purpose for which the pupil's attendance has been approved.</li> <li>• As set out in the DfE's guidance on 'Providing remote education'. pupils who are absent from school and receiving remote education still need to be recorded as absent using the most appropriate absence code. Schools should keep a record of, and monitor pupil's engagement with remote education, but this is not formally tracked in the attendance register.</li> </ul> | Attending an approved educational activity (present)   |
| <b>D</b> | Dual Registered at another school                 | <ul style="list-style-type: none"> <li>• The school at which the pupil is scheduled to attend must record the pupil's attendance and absence with the relevant code.</li> <li>• Code D may only be used by either school for a session where the pupil is scheduled to attend the other school at which they are registered.</li> <li>• Schools should ensure that they have in place arrangements whereby all unexpected and unexplained absences are promptly followed up.</li> </ul>  | Not a possible attendance (neither present nor absent) |

**3. If a pupil is present in school the following codes from table 1 should be used**

| Code | Meaning   | Criteria   | Statistical Value                                      |
|------|---|--|--|
| M    | Leave of absence for medical or dental appointment                            | <ul style="list-style-type: none"> <li>• Agreement in advance</li> <li>• Application by parent child normally lives with</li> <li>• Minimum time necessary</li> <li>• Where pupil is absent at registration</li> </ul>   | Authorised absence                                     |
| X    | Non-compulsory school age pupil not required to attend school                 | <ul style="list-style-type: none"> <li>• For part time attendance</li> <li>• Absence for timetabled sessions to use appropriate code and not X</li> </ul>  | Not a possible attendance (neither present nor absent) |
| C2   | Leave of absence – compulsory school age pupil subject to part time timetable | <ul style="list-style-type: none"> <li>• Exceptional circumstances</li> <li>• if the school and a parent who the pupil normally lives with have agreed that, exceptionally, the pupil should temporarily be educated only part- time</li> <li>• Temporary</li> <li>• See Working Together to improve attendance</li> </ul> | Authorised absence                                     |
| C    | Leave of absence exceptional circumstances                                    | <ul style="list-style-type: none"> <li>• Exceptional circumstances</li> <li>• No blanket approach</li> <li>• School discretion</li> <li>• Generally, a need or desire for a holiday or other absence for the purpose of leisure and recreation would not constitute an exceptional circumstance.</li> </ul>                | Authorised absence                                     |

**4. If a pupil is present in school the following codes from table 1 should be used**

| Code | Meaning  | Criteria   | Statistical Value  |
|------|--|--|--------------------|
| R    | Religious observance   | <ul style="list-style-type: none"> <li>• The pupil is absent on a day that is exclusively set apart for religious observance by the religious body the parent(s) belong to (not the parents themselves)</li> </ul>   | Authorised absence |
| I    | Illness (not medical appointment)                                    | <ul style="list-style-type: none"> <li>• The pupil is unable to attend due to illness (both physical and mental health related). Schools should advise parents to notify them on the first day the child is unable to attend due to illness.</li> </ul>                                | Authorised absence |
| E    | Suspended or permanently excluded with no alternative provision made | <ul style="list-style-type: none"> <li>• The pupil is suspended from school or permanently excluded from school, but their name is still entered in the admission register,</li> <li>• and no alternative provision has been made for the pupil to continue their education</li> </ul> | Authorised absence |

## 1. Pupil Absent – Unavoidable Cause

| Code | Meaning   | Criteria  | Statistical Value                |
|------|---|---|----------------------------------|
| Q    | Unable to attend school because of lack of access arrangements          | <p>There is a lack of access arrangements for a pupil whose home is in England if— (a) a local authority have a duty to make travel arrangements in relation to the pupil under section 508B(1) of the 1996 Act(13) for the purpose of facilitating the pupil’s attendance at the school and have failed to discharge that duty; (b) a local authority have a duty to make travel arrangements in relation to the pupil because of section 508E(2)(c) of the 1996 Act(14) for the purpose of facilitating the pupil’s attendance at the school and have failed to discharge that duty; or (c) the school is an independent school that is not a qualifying school and— (i) the school is not within walking distance of the pupil’s home; (ii) no suitable arrangements have been made by a local authority for boarding accommodation for the pupil at or near the school; and (iii) no suitable arrangements have been made by a local authority for enabling the pupil to become a registered pupil at a qualifying school nearer to their home.</p> | <b>Not a possible attendance</b> |
| Y1   | Unable to attend due to transport normally provided not been available  | The pupil is unable to attend because the school is not within walking distance of their home and the transport to and from the school that is normally provided for the pupil by the school or local authority is not available  | <b>Not a possible attendance</b> |
| Y2   | Unable to attend due to widespread travel disruption                    | The pupil is unable to attend the school because of widespread disruption to travel caused by a local, national, or international emergency   | <b>Not a possible attendance</b> |
| Y3   | Unable to attend due to part of the school premises being closed        | Part of the school premises is unavoidably out of use and the pupil is one of those that the school considers cannot practicably be accommodated in those part of the premises that remain in use.  | <b>Not a possible attendance</b> |
| Y4   | Unable to attend due to the whole school site being unexpectedly closed | Where a school was planned to be open for a session, but the school is closed unexpectedly (e.g. due to adverse weather), the attendance register is not taken as usual because there is no school session. Instead, every pupil listed in the admission register at the time must be marked with code Y4 to record the fact that the school is closed.   | <b>Not a possible attendance</b> |

|    |   |   |                                  |
|----|---|---|----------------------------------|
| Y5 | Unable to attend as pupil is in criminal justice detention        | <p>The pupil is unable to attend the school because they are:</p> <ul style="list-style-type: none"> <li>• in police detention,</li> <li>• remanded to youth detention, awaiting trial or sentencing, or</li> <li>• detained under a sentence of detention.</li> </ul> <p>A pupil's absence should be recorded under code Y7 (Unable to attend because of any other unavoidable cause) if they are unable to attend because they are serving a community based (i.e. non-detained) part of a sentence of detention, referral order, or youth rehabilitation order that requires them to be absent during the school day</p> | <b>Not a possible attendance</b> |
| Y6 | Unable to attend in accordance with public health guidance or law | <p>The pupil's travel to or attendance at the school would be:</p> <ul style="list-style-type: none"> <li>• contrary to any guidance relating to the incidence or transmission of infection or disease published by the Secretary of State for Health and Social Care (or the equivalent in Scotland, Wales and Northern Ireland), or</li> <li>• prohibited by any legislation relating to the incidence or transmission of infection or disease.</li> </ul>  | <b>Not a possible attendance</b> |
| Y7 | Unable to attend because of any other unavoidable cause           | <p>This code should be used only where something in the nature of an emergency has prevented the pupil from attending the session in question. The unavoidable cause must be something that affects the pupil, not the parent. The fact that a parent has done all they can to secure the attendance of the pupil at school does not, in itself, mean the pupil has been prevented by unavoidable cause. Schools must also record the nature of the unavoidable cause (regulation 10(6))</p>  | <b>Not a possible attendance</b> |

## 1. Absent for unauthorised reasons

| Code | Meaning                                     | Criteria   | Statistical Value           |
|------|---|--|-----------------------------|
| G    | Holiday not granted by school               | <p>The school has not granted a leave of absence and the pupil is absent for the purpose of a holiday.</p> <p>A school cannot grant a leave of absence retrospectively.</p> <p>If the parent did not apply in advance, leave of absence should not be granted.</p>   | <b>Unauthorised absence</b> |
| N    | Reason for absence not yet established      | Where absence is recorded as code N (reason not yet established) in the attendance register, the correct absence code should be entered as soon as the reason is ascertained, but no more than 5 school days after the session (regulation 10(7) to (9)). Code N must not therefore be left on the pupil's attendance record indefinitely; if a reason for absence cannot be established within 5 school days, schools must amend the pupil's record to Code O               | <b>Unauthorised absence</b> |
| O    | Absent in other or unknown circumstances    | Where 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 statistically classified as authorised.   | <b>Unauthorised absence</b> |
| U    | Arrived in school after registration closed | <p>Where a pupil has arrived late after the register has closed but before the end of session.</p> <p>Schools should actively discourage late arrival, be alert to patterns of late arrival and seek an explanation from the parent. All schools are expected to set out in their attendance policy the length of time the register will be open, after which a pupil will be marked as absent. This should be the same for every session and not longer than 30 minutes</p> | <b>Unauthorised absence</b> |

## Administrative Codes

| Code | Meaning                                     | Statistical Value    |
|------|---|----------------------|
| Z    | Prospective pupil not on admission register | <b>NOT COLLECTED</b> |
| #    | Planned whole school closure                | <b>NOT COLLECTED</b> |

## Appendix 2 – Individual Pupil Attendance Plan

### Leicester Therapeutic School Attendance Plan

Leicester Therapeutic School is committed to supporting all pupils to attend full time education. Promoting attendance is everyone's responsibility. Attendance is closely monitored by the Senior Leadership Team.

|                                 |   |  |
|---------------------------------|---|--|
| Pupil Name                      |   |  |
| Lead Staff                      |   |  |
| Type of Plan (✓)                | Transition attendance support plan                                  |  |
|                                 | Bespoke attendance support plan                                     |  |
|                                 | Reintegration attendance support plan                               |  |
|                                 | Full time attendance support plan – monitoring, no current concerns |  |
| Voice of the Child              |   |  |
|                                 |   |  |
| Voice of the Parent / Carer     |   |  |
|                                 |   |  |
| Identified Cause(s) / Reason(s) |   |  |
|                                 |   |  |
| Current Strategies              |   |  |
|                                 |   |  |

**Identified safeguarding needs:****Attendance Targets**

| <b>Date</b> | <b>Target</b> | <b>Date achieved</b> |
|-------------|---------------|----------------------|
|             |               |                      |
|             |               |                      |
|             |               |                      |

| <b>Date</b> | <b>Key Event / Action Log</b> | <b>Impact &amp; Risk (RAG)</b> |
|-------------|-------------------------------|--------------------------------|
|             |                               |                                |
|             |                               |                                |
|             |                               |                                |
|             |                               |                                |
|             |                               |                                |
|             |                               |                                |
|             |                               |                                |

## Appendix 3 – Stage 1 letter

---

«date\_of\_printing»

Dear «salutation»

Re: «chosen\_name» «chosen\_surname», Year «year», Class «reg»

Stage 1, attendance correspondence

Whilst carrying out routine monitoring of pupil's attendance and punctuality over the last ten-week period, it has been brought to our attention that your child's unauthorised absence has reached ....

The Leicester Therapeutic School Attendance policy offers guidance to parents and teachers and sets out our expectations for all pupils.

Our aim is to support you and «chosen\_forename» to improve their attendance and or punctuality over the next half term and ensure your child feels supported in school. We would like to identify any potential barriers to attendance and any additional support needs, at the earliest opportunity, so that we can offer you and your child the best possible support.

We would also like to take this opportunity to remind you that poor punctuality significantly impacts on pupils' overall attendance. We are unable to authorise attendance if your child is not in school after the register is closed. We hold an open register for 30 minutes from the time that each child is expected to attend. We recognise the potential difficulties that families can face when supporting children with special educational needs and disabilities, in addition, we also understand the challenges that fall outside of parent and carers control, such as transport and traffic issues. We therefore ask parents and carers to contact the school by 9am in the event of unavoidable lateness or absence. This will enable the school administrator to authorise absence wherever possible.

We will continue to monitor attendance and punctuality; we will keep you informed of the outcome of future monitoring sessions and will continue to encourage parental engagement, to prevent a stage two letter being issued.

If there is anything we can do to further support you, please do not hesitate to contact us. We would like to offer you our continued support.

Your support with this matter is much appreciated.

Yours Sincerely

## Appendix 4 – Stage 2 Meeting invite

---

«date\_of\_printing»

Dear «salutation»

Re: «chosen\_name», Year «year», Class «reg»

Stage 2, Meeting invite

As you are aware we have been monitoring your child's attendance and punctuality over the last ten-week period. Despite our previous correspondence, «chosen\_name» attendance has either continued to fall and/or the number of late arrivals after the register has closed has risen to 8, resulting in 8 or more unauthorised absences.

In line with our school's attendance policy, we would like to invite you to a meeting to discuss this matter further and implement a support plan to ensure «chosen\_name» is given every opportunity to access school with positive attendance.

You are invited to attend a meeting on .....

The meeting will be facilitated by our school administrator and DSL. If you require any support during the meeting via a relative or outside professional, you are welcome to invite them. Please may we ask that you inform us of your intention to attend and if you will be inviting any other persons.

We look forward to meeting with you, your support with this matter is much appreciated.

Yours Sincerely

## Appendix 5 – Stage 3 Legal action correspondence

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PLEASE ENSURE YOU HAVE COMPLETED AN MULTI AGENCY REFERRAL FORM (MARF) AND SENT THIS TO CHILDREN'S DUTY TEAM IF YOU HAVE **SAFEGUARDING** CONCERNs PRIOR TO MAKING A REFERRAL

Number of unauthorised absences within the last 100 possible school sessions: \_\_\_\_\_

| <u>Absence details</u>  |  | Referred due to: |
|---|--|------------------|
| NOTE: The threshold for making a referral to the Legal Intervention Team is 10 unauthorised absences (O, U, G Codes) within the last 100 possible school sessions. For all other absence please call the LIT Consultation line for advice |  |                  |

Complex needs

Not on school roll

Subsequent term time holiday

Percentage attendance over the last two terms (this can span different academic years): \_\_\_%

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### Details of person making this referral

Name:

School:

Role within school:

School address:

Contact telephone number:

E-mail:

Date:

**Important - Please DO NOT** send copies of letters, minutes of meetings and any other relevant reports from school or other agencies regarding attendance with this referral.

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### Details of child/young person

Name:

Date of birth:

Gender:

Address:

School:

Year group:

Previous school information: (if year 3 or 7 or have recently transferred school in year):

Ethnicity:

Young person's first language:

When was this child last seen by school staff: (Date)

Is the child looked after? Yes/No

Have school followed the CME guidance and completed the necessary tracking form if child is deemed to be CME? Yes/No. If no, please explain:

Does the child/YP receive FSM? Yes/No

Is the child/YP a Young Carer? Yes/No

Does the child/YP have SEN? Please give details:

Does the child/YP have any disabilities? Please give details:

---

### **Details of parents/Carers 1**

Name:

Relationship to the child:

Address:

Email address:

Contact telephone number:

Parents first language:

### **Details of parents/Carers 2**

Name:

Relationship to the child:

Address:

Email address:

Contact telephone number:

Parents first language:

### **Details of parents/Carers 3**

Name:

Relationship to the child:

Address:

Email address:

Contact telephone number:

Parents first language:

Has everything possible been undertaken to address the attendance concerns including contacting parents and speaking to the child where this is appropriate? Yes / No – if yes have you followed the Code of Conduct and Penalty Notice Process.

Has legal action been taken against the parent(s) in the past? Yes/No. If yes, please give details: e.g. name of parent and details of any legal sanctions issued.

Details of any Penalty Notices issued under the Education Act 1996 section 444A:

| Date if issue | Name of parent | APN number | Name of child | Was the PN paid? |
|---------------|----------------|------------|---------------|------------------|
|               |                |            |               |                  |

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Do you feel there are additional underlying unmet needs within the family Yes/No?

If yes, have you submitted an Interagency Referral Form (IARF) to address these issues? Please give details such as the date submitted and the reasons for the IARF:

Have you established if there are any siblings in different schools and whether there are concerns about their attendance also? Please give details of siblings and your contact with their schools: please do not leave this section blank, if there are no siblings, please state

What are the reasons given for absence? Please include parents and child's views: please do not leave this section blank

Has illness been cited as a reason, and have you received any medical evidence to support absences? Please give details of your view: please do not leave this section blank

What contact have you had with parents in relation to the school attendance concerns? please do not leave this section blank

What specific interventions and strategies have already been put in place or attempted to resolve concerns and improve attendance? Please ensure any information provided is recent. Please do not leave this section blank

Have you set up a Voluntary Parenting Contract prior to completing this referral?  
Yes/No If yes, please give details including date initiated and subsequent review dates:

Are there any other agencies involved in supporting the child/young person and/or the family as a whole?  
Please give names of professional, agency and their contact details:

**Please send this completed referral form to:**

**[education.welfare@leicester.gov.uk](mailto:education.welfare@leicester.gov.uk)**

Advice can be sought from the Education Welfare Team on 01164 545 510