



Attendance Policy

Calcot Infants and Junior Schools

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Attendance Policy

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Further sources of information:

- 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 Act 2002
- The Education (School Day and School Year) (England) Regulations 1999
- The Changing of School Session Times (England) (Revocation) Regulations 2011
- The Education and Inspections Act 2006

Other DfE guidance

[School attendance - Parental responsibility measures](#)
[Working together to improve school attendance - GOV.UK \(www.gov.uk\)](#)
[Keeping children safe in education](#)
[Supporting pupils with medical conditions at school](#)
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Summary of Key Information

Below is a summary of key attendance information and an outline of some of our procedures we follow at Calcot Schools. Should you require further information, please refer to the relevant section within this policy.

Calcot Schools are committed to providing an education of the highest quality for all of their pupils. In order to do this, children must be punctual and form good habits of regular attendance at school from an early age. Regular attendance and punctuality are crucial factors in children achieving their full potential at school.

The whole school community – pupils, parents and carers, teaching and support staff and school governors – have a responsibility for ensuring good school attendance and have important roles to play. By law, all children of compulsory school age (between 5 and 16) must receive a suitable, full time education. This is a stipulation under Section 44 of the Education Act 1996.

This policy outlines the procedures we follow to ensure a child's attendance is good and is based on current government and Local Authority guidance and statutory regulations. It reflects the various education laws and guidance produced by the Department for Education (DFE).

Punctuality

It is important that children arrive for school on time. If they arrive after the register closes they will be marked as Late. If they arrive 30 minutes late they will be marked as a U and this is recorded as unauthorised.

	School Starts	Marked as Late (L)	Marked as Unauthorised (U)
Nursery 7.30-9.00 (breakfast club)	9.00am	9.15am	9.30am
Infant School (Rec-Y2)	8:30am	8:45am	9:00am
Afternoon Registration	1:00pm	-	-
Junior School (Y3-6)	8:30am	8:45am	9:00am
Afternoon Registration	1:00pm	-	-

Types of absence

There are two formal registration windows each day-morning and afternoon registration. Every half day absence from school has to be classified by school as either authorised or unauthorised. It is for this reason that we need clear information about the reason for absence.

As a school we want to support parents where children are genuinely unwell and when their absence falls below 95%. To continue to authorise their absence we will ask you to provide some medical information such as prescriptions or doctor's appointments.

Authorised absences are mornings or afternoons away from school for unavoidable causes such as:

- Illness
- Medical appointments which unavoidably fall in school time i.e. hospital or clinical appointments, **not routine** check-ups.

- Emergencies or other unavoidable causes;
- Religious observance

Despite these absences being authorised, they will still affect a student's overall attendance percentage for an academic year.

Unauthorised absences are those which the school does not consider reasonable and for which the school has not given its permission in advance. This type of absence can lead to the Local Authority using sanctions or legal proceedings. Examples of unauthorised absence include:

- parents/carers keeping children off school unnecessarily
- absences which are not properly explained
- children who arrive at school too late to get an attendance mark e.g. due to sleeping in
- shopping, looking after other children, birthdays, day trips
- holidays during term time
- excessive illness without medical information (medical information is requested when attendance drops below 95%)

Requesting absence

We understand that on occasion your child may need to be absent from school for extenuating circumstances. If this is the case parents will need to complete an absence request form, which can be obtained from the school office. Applications for absence, during term time, must be made in advance. Where ever possible, school request that this is a month in advance.

Please note that the DFE issued guidance for school in May 2022 and stated that head teachers should "only grant leaves of absence in exceptional circumstances"

The school's Governing Board has given the Headteacher full authority to grant or deny a request based upon previous attendance and potential impact on the child's education.

Absence requests may be authorised if your child's attendance is above 95% and the reason for absence is due to an exceptional circumstance such as:

- a pupil is to participate in an approved performance for which a licence has been granted by the Local Authority,
- a pupil is involved in an **exceptional** special occasion – in authorising such an absence the individual circumstances of the particular case and the pupil's overall pattern of attendance will be considered,
- where the school is satisfied that the child is too ill to attend;
- where there is an unavoidable cause for the absence which is beyond the family's control, eg extreme weather conditions;
- the absence occurs on a day exclusively set aside for religious observance by the religious body to which the pupil's / student's parents belong;
- other **exceptional circumstances** (e.g. a family bereavement) and **for a very limited period.**

Holidays

Holidays during school time will **not** be authorised.

Fixed Penalty Notices and other sanctions

At Calcot, we aim to work with our families to support their child's attendance and will seek to resolve any concerns by working together to support the family in improving their child's attendance. We will work with families to:

- keep parents informed about their child’s attendance
- discuss the attendance concerns school have
- ascertain what may be causing the attendance difficulties and if applicable put in some strategies to support the child so that they can attend school
- set attendance targets and review these

Where this is not successful then more formal procedures will be followed and additional support will be sought from the Education Attendance Officer (EAO) and Local Authority. As a very last resort, when support has been exhausted then legal interventions will be deemed appropriate by the local authority. These will include:

- Penalty Notices
- Education Supervision Orders
- Fast Track intervention
- Attendance prosecutions
- Parenting Orders

Importance of attendance and punctuality



Categories of Attendance

Attendance 95%-100%	Attendance 90%-94.9%	Attendance below 90%	Attendance below 50%
Good Attendance	Attendance to monitor	Persistent absence	Severely absent

PUPIL ABSENCE PROCEDURE SUMMARY

Parents/carers are expected to inform the school on the first day of a child’s absence before 8:35am when registers are completed.

To report your child's absence you can:

- leave a brief message on our absence voicemail facility by calling 0118 9418189 for Nursery, Reception, Year 1 or Year 2 children or 0118 9428727 for children in Year 3, Year 4, Year 5 or Year 6. Please confirm your child’s name, class, reason for absence and how

long you expect your child to be absent from school, if known. A voicemail should be made for **every** consecutive day of absence.

- email the school office team at office@c-jun.w-berks.sch.uk; office@c-inf.w-berks.sch.uk

The school will make every effort to contact parents/carers who do not contact the school, to check the child's welfare and clarify the reasons for absence. Where appropriate, home visits may take place, targets will be set, attendance contracts will be put in place and referrals will be made to the Local Authority Penalty Notice Team as appropriate. Please see the procedure flowchart for more details (Appendix 4)

Please note that if your child's illness is as a result of diarrhoea or/and vomiting **Government advice is that pupils can return to school 48 hours after the diarrhoea and vomiting ends**. Please see the useful guide below:-

Do I need to keep my child off school?



Chicken Pox Until all spots have crusted over	Conjunctivitis No need to stay off but school or nursery should be informed	Diarrhoea & Vomiting 48 hours from last episode	Glandular Fever No need to stay off but school or nursery should be informed	Hand, foot & mouth No need to stay off but school or nursery should be informed	Impetigo Until lesions are crusted & healed or 48 Hours after commencing antibiotics
Measles or German Measles 4 days from onset of rash	Mumps 5 days from onset of swelling	Scabies Until after first treatment	Scarlet Fever 24 hours after commencing antibiotics	Slapped Cheek No need to stay off but school or nursery should be informed	Whooping Cough 48 Hours after commencing antibiotics
Flu Until recovered	Head Lice No need to stay off but school or nursery should be informed	Threadworms No need to stay off but school or nursery should be informed	Tonsillitis No need to stay off but school or nursery should be informed		

1. Introduction

Calcot School is committed to providing an education of the highest quality for all pupils. Promoting good school attendance, good punctuality and reducing absence is central to ensure:

- every pupil's day-to-day welfare and safeguarding
- every pupil has access to full-time education
- that pupils make good progress academically and personally
- that pupils leave with the best possible opportunities for their future

This policy outlines the responsibilities for the school and parents in ensuring that pupils' attendance at Calcot School is the best it can be. It also outlines the strategies used by the school, alongside West Berkshire Council, to support and improve attendance.

The policy aims for all pupils to attend school regularly so they will be able to take advantage of the educational opportunities available.

Within this document 'parent' is defined as someone who has parental responsibility for a child or who has the care of that child.

2. Roles and responsibilities

2.1 Pupils (when developmentally ready to take some responsible) are expected to:

- Attend school every day.
- Arrive at school on time.
- Be appropriately prepared for the day and ready to learn.
- Tell a trusted adult if there is a problem that might affect their school attendance.

2.2 Parents are responsible for:

- Ensuring that their children attend school regularly and on time.
- Informing the school on the first day of absence, by 8:30am, with a detailed explanation given such as unwell with vomiting during the night, unwell with a high temperature.
- Providing full contact details, and emergency contact details; and update the school if any changes to these occur.
- Working in partnership with the school to resolve issues which may lead to non-attendance.
- Avoiding arranging medical/dental appointments during school hours.
- Not booking holidays during term-time.
- Treating staff with respect.
- Actively supporting the work of the school.
- Calling on staff for help when they need it.
- Communicating as early as possible circumstances which may affect absence or require support.
- Proactively engage with support offered.

2.3 All school staff are responsible for:

- Promoting good attendance.
- Providing a welcoming and safe environment, which encourages attendance and promotes the best performance from children.
- An awareness that absence from school is a potential safeguarding risk and understand their role in keeping children safe.
- Expecting regular attendance and punctuality from all members of the school community.

2.4 Head Teacher and Senior Leadership are responsible for:

- Ensuring the Attendance Policy is consistently applied throughout the school.

- Conveying clear messages about how absence affects attainment, wellbeing and wider outcomes.
- Empower all staff to take responsibility for attendance.
- Recognising attendance as an important area of school improvement. Make sure it is resourced appropriately (including through effective use of pupil premium funding) to create, build and maintain systems and performance.
- Having a designated attendance champion (Assistant Head Teachers) in the senior leadership team with clearly assigned responsibilities which are identified within the attendance policy, escalation of procedures and school improvement plan.
- Making sure staff receive professional development and support to deploy attendance systems effectively.
- Consulting with the Local Authority Education Attendance Service where there are concerns around pupil's attendance or if there is a child missing from education.
- Governors should have an accurate view of school attendance and engage in escalation procedures where appropriate.

3. Recognising and rewarding good attendance

At Calcot School we regularly discuss and celebrate good attendance to help pupils and parents to understand the importance. This is done through publicising good attendance during assemblies, newsletters and the termly report to the Governing Body. The school offer incentives for good or improving attendance by recognising this with attendance certificates, class trophies and attendance badges, which are awarded in assembly. In addition, we call families when there is an improvement in attendance to thank them for working with the school.

The school will remain mindful that some children, due to long term medical conditions, may never be able to achieve a high rate of attendance. This is taken into account when considering rewards for attendance and will include improved attendance so that individuals are not disadvantaged in these circumstances.

4. Recording Attendance

4.1 Attendance registers

Accurate and timely registers enable the school to safeguard children as well as to recognise and act upon any concerning attendance patterns. Registers are taken at the start of every morning and afternoon session.

4.2 Lateness

Parents are responsible for ensuring their child arrives at school on time.

- Pupils are expected to be on site by 8:30am.
- Pupils who arrive between 8:45-9:00am will be marked as late, but counted as present for that session.
- Pupils who arrive after the register has closed at 9:00am, will be marked as absent for that session. If the parent provides a satisfactory explanation this will be marked as an 'authorised absence'; if the parent fails to provide a satisfactory explanation this will be marked as an 'unauthorised absence' for that session.
- If there is persistent lateness we will follow the flowchart in appendix 5.

Responding to absence

Parents are responsible for contacting the school when their child is absent to explain the detailed reason. This can be done by:

- Calling the Infant School Office on 0118 9418189, if their child attends Nursery, Reception, Year 1 or Year 2.

- Calling the Junior School Office on 0118 9428727, if their child attends Year 3, Year 4, Year 5 or Year 6.
- Emailing the school offices office@c-inf.w-berks.sch.uk or office@c-jun.w-berks.sch.uk with their child's name, year group and reason for absence.
- Recording their child's absence on MCAS web dashboard, which will in turn notify the school office.

If no reason is given, or further information is required, a phone call is made to parents in the first instance (or by text, email or letter if unable to make contact)

- To ensure safeguarding, if absence continues without explanation, or if further information is needed, a home visit may be carried out.
- Home visits are not pre-arranged and can be made at any time, as required, at the discretion of the school. Staff will always carry identification and will expect to see the child in question, if only briefly, to ascertain how they are.
- Once sufficient information has been gained, an absence code is determined by the appropriate member of staff in line with DfE guidance in Working Together to improve school attendance (2022). This decision is based on the information provided by parents when the child's absence is reported and will influence whether an absence is authorised or unauthorised.

5 Authorised and unauthorised absence

5.1 Leave of absence in term time

Parents must get permission from the Head Teacher in order to take their child out of school during term time. A leave of absence is granted entirely at the Head Teacher's discretion provided that:

- A leave of absence application form is submitted in advance
- There are exceptional circumstances

Parents should plan holidays within the school breaks and avoid seeking permission from schools to take their children out of school during term time unless absolutely unavoidable.

5.2 When absences will be authorised

Absences will be authorised if:

- The pupil is absent with leave as agreed by the Headteacher due to exceptional circumstances.
- The pupil is ill and has not been asked to provide proof of absence. Whilst we will not ask for medical evidence as proof of absence, parents are welcome to provide this.
- The parent notifies the school of a medical or dental appointment (which could not be made outside of school hours).
- The absence occurs **during time** exclusively set aside for religious observance by the religious body to which the pupil's parent belongs.
- The pupil is the child of Traveller parents who are known to be travelling for occupational purposes and have agreed this with the school, but it is not known whether the pupil is attending alternative provision.
- Leave of absence to allow a pupil to take part in a performance within the meaning of s37 of the Children and Young Persons Act 1963 © for which a child performance licence has been issued.

Only the school can authorise an absence. Where a parent has provided no explanation or the explanation given is not deemed to be valid, the absence will be treated as unauthorised.

6 Monitoring and improving irregular attendance

6.1 Reducing persistent absence

We regularly monitor cases where attendance is below 95%. In cases where absences are increasing, actions are taken which aim to prevent children becoming or remaining a 'persistent absentee' (<90%).

These actions will include:

- Regular and supportive telephone contact with the parent/s
- Supportive conversations and/or regular check-ins with the pupil (where appropriate)
- Use staged letters: first letter to indicate concern for a decline in attendance; second letter with an action or target to improve attendance
- Put individual support plans in place for pupils
- Meet with pupils and parents and create a SMART plan of action & review regularly
- Share plans & meeting notes with parents
- Home visits during holidays and an extended period of absence to support children in returning to school after a break
- Engage with relevant external agencies involved
- Put in place a My Family Plan
- If these actions have been taken and attendance fails to improve a referral will be made to the Local Authority Education Attendance Service

6.2 Attendance and safeguarding

It is recognised that poor attendance may be a sign or symptom of a wider safeguarding issue that requires further support (this could include but is not limited to domestic abuse, mental health difficulties, substance misuse, or financial strain). Where there are concerns about a child's welfare, action will be taken in line with the School's Safeguarding Policy.

6.3 Home Visits during school holidays

During school holidays, our attendance officer may contact some families and, in certain cases, carry out home visits to support children who experience anxiety about attending school or returning after a break. These visits are intended to offer reassurance, help ease any worries about the transition back to school, and provide families with the support they may need. Our goal is to work in partnership with families to reduce stress, build confidence, and ensure a smooth and positive return to school for every child.

6.4 Formal and legal interventions

Calcot School and the Education Attendance Officer will seek to resolve any attendance concerns by working together to support the family with improving a child's attendance. Where this is not successful, or where parents do not engage with support, then more formal procedures may be followed.

Parenting contracts

- A formal written agreement between a parent and the school and/or Local Authority to address irregular attendance at school.
- Parents cannot be compelled to enter a contract, and they cannot be agreed in a parent's absence.
- This is a supportive tool, which aims to provide an alternative to prosecution.
- The aim is for the parent(s), pupil (if old enough), the school and Local Authority to work in partnership towards the common goal of improved attendance.

If a parenting contract is not effective at improving attendance, or is deemed not appropriate, the Local Authority has the option to progress legal interventions as a last resort:

- Penalty Notices for holidays and ten unauthorised absences over a ten week period
- Education Supervision Orders
- Fast Track intervention
- Attendance prosecutions
- Parenting Orders

6.5 Support back into school following a period of absence

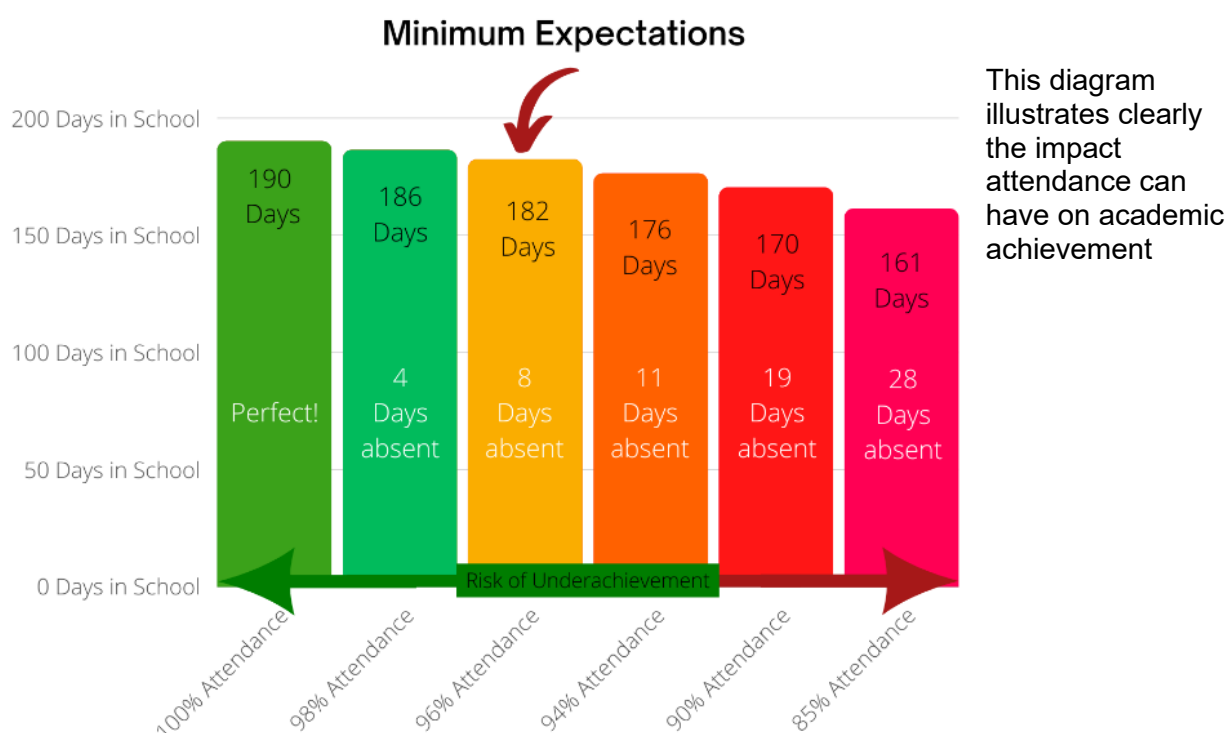
Pupils who have been excluded or have had periods of absence due to ill-health or truancy will receive appropriate support to return to school, build confidence and bridge the gaps in their learning. These plans are drawn up in collaboration with parents and the pupil.

To support a child returning to school after a long period of absence we may:

- Put in a reduced timetable (if needed) to support the child to returning to full time learning.
- Assign a member of staff, who the child has a good relationship with to support their return by meeting and greeting in the morning and touching base with them during the day.
-]Adapting transition times such as removing the need to line up.
- Nurture room for break/lunchtimes.
- ELSA sessions to support reintegration.
- Reduced demand of learning-specifically the afternoons if the child tires.
- Communication each day (especially for the first few days) between the teacher and parent via email, communication book or phone calls.

Why is good attendance so important?

- There is a clear link between high attendance and high academic achievement. Therefore, any absence, for any reason, has a negative effect on learning. At attendance rate of 90% is equivalent to missing half a day of school per week or one day per fortnight.
- Persistent absence (attendance below 90%) in particular, will seriously affect a pupil's learning. In addition, a pupil's late arrival disrupts teaching and unfairly affects the learning of others in the same class. Children who are persistently absent from school miss out on whole modules of learning and have to play catch-up, which can cause them unnecessary stress.



7. Children missing in Education

Calcot Schools promote good attendance and understand that persistent or unexplainable absences can be an indicator for children with welfare and safeguarding concerns. Knowing where our pupils are during school hours is an extremely important aspect of our safeguarding practice. Consequently, in all of our schools we ensure that information is shared between the DSL and those responsible for attendance.

Our staff are aware that patterns in absence can be indicators of safeguarding concerns such as child exploitation and are alert to the signs of children who may be at risk of travelling to conflict zones or honour-based abuse. Likewise, our schools understand that a parent failing to inform us that a child has an authorised absence could be a cause for concern and thus will follow their local attendance procedures in these circumstances in order to locate the child and ensure that they are safe. In line with best practice, we expect to have at least two emergency contact numbers for every pupil and three for those in the Early Years.

We have a duty to investigate unauthorised absences to establish if safeguarding concerns are evident and we also recognise that West Berkshire and Reading Local Authorities have a statutory duty to ensure that all children and young people of compulsory school age receive suitable and appropriate education. We will, therefore, support the appropriate Local Authority in ensuring that this duty is carried out effectively.

There are specific duties in respect of Children Missing Education (CME) and there are strict guidelines in respect of both the definition of CME and the legalities of deleting a pupil from a school roll as per the following guidance: DFE Guidance on Children Missing Education; The School Attendance (Pupil Registration) (England) Regulations 2024

Where a pupil leaves one of our schools, the Local Authority will be notified as soon as grounds for the deletion are met but no later than when the name is deleted from the register.

Please see **Appendix 2** for the grounds for deletion.

8. Children below statutory school age

Statutory amendments to the Early Years Statutory Framework, effective from September 2025, require schools and early years providers to follow up pupil absences in a timely and consistent manner. Although some of our early years' pupils are not yet of compulsory school age, parents and carers are still required to inform the school or nursery whenever their child will be absent.

Notification must follow the standard reporting procedures outlined in this policy. We follow these procedures as part of our duty of care to safeguard all children, regardless of whether they are of statutory school age or not.

As part of our safeguarding and monitoring responsibilities, we routinely review attendance data to identify any trends or patterns of concern. Please refer to the relevant sections of this policy for detailed information on the systems and procedures used to manage attendance and absence, including the actions that will be taken if a child does not arrive at school or nursery and the absence has not been reported by the parent/carer. The only exemption to our standard attendance procedures is that children who are not yet of statutory school age will not be referred to the local authority for a fixed penalty notice.

Where concerns arise regarding a child's welfare in relation to attendance, these must be referred to West Berkshire Children's Social Care Services. In certain circumstances, a home welfare visit may also be requested.

Appendix 1 – Breakdown of attendance codes

Breakdown of available codes

Please refer to Working together to improve school attendance [Working together to improve school attendance \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/90421/working-together-to-improve-school-attendance.pdf) page 56 onwards for the full definition of codes available.

Code	Full Calcot	Description
The student is counted as present.		
/ or \	Present am or pm	Present in school during registration.
L	Late	Late arrival before the register has closed
The student is counted as present, at an Approved Educational Activity.		
B	Educated off Site	The student is at an off-site supervised educational activity approved by the school.
J	Interview	At a job interview, or interviewing with another educational establishment.
P	Sporting Activity (Approved)	Pupil is taking part in a sporting activity that has been approved by the school and supervised by someone authorised by the school.
V	Educational trip	A residential trip organised by the school or a supervised strictly educational trip arranged by an approved organisation.
W	Work Experience	A student in the final two years of compulsory education is attending work experience.
The student is counted as absent, authorised.		
C	Other Authorised Absence	Only exceptional circumstances warrant an authorised leave of absence.
E	Excluded	If a student is excluded but still on the admission register, they should be marked E, for up to the sixth consecutive day of any fixed period (referred to as 'suspensions' by the DfE from Autumn 2021) or permanent exclusion.
H	Family Holiday (Agreed)	A leave of absence for a family holiday is granted entirely at the head teacher's discretion.
I	Illness	This Illness code can be used for any form of illness and is not a medical or dental appointment.
M	Medical/Dental Appointments	The student is absent due to a medical or dental appointment that could not be made outside of school hours.

R	Religious Observance	The student is absent for religious observance on a day designated by the religious body.
S	Study Leave	Study leave should be used sparingly and only granted to Year 11 pupils for public exams. Students should still be able to come into school to revise.
T	Traveller Absence	Used when Roma, English and Welsh Gypsies, Irish and Scottish Travellers, Showmen (fairground people) and Circus people, Bargees (occupational boat dwellers) or New Travellers are known to be travelling for occupational purposes and have agreed this with the school.
The student is counted as absent, unauthorised.		
G	Family Holiday (Not Agreed)	The Holiday was not authorised by the school or in excess of the period determined by the Headteacher.
N	No Reason	The reason for the absence has not been provided. If no reason for an absence is provided after a reasonable amount of time, it should be changed to O.
O	Unauthorised Absence	If the school is not satisfied with the reason given for absence they should record it as unauthorised.
U	Late (After Register Closes)	Schools should keep registers open for a reasonable amount of time, after which the student should be marked with a U.
These codes are not counted so will not affect attendance figures.		
D	Dual Registration	The student is registered at another school and attends it during this lesson e.g. students at a pupil referral unit. Schools should only record attendance and absences for sessions the pupil is scheduled to attend at their school.
X	Non-statutory school age absence	Sessions non-compulsory school-age children are not expected to attend. This code should only be used for early years students who have not yet passed the 1st January, 1st April or 1st September following their 5th birthday.
Y	Unable to attend due to exceptional circumstances	The school is closed due to an unavoidable cause or the student is unable to travel to the school. It can also be used where the pupil is in custody (for less than four months). This code is collected for statistical purposes but does not contribute to your attendance figures.
Z	Pupil Not On Roll	This code can be used when setting up registers in advance of pupils joining. Schools must take attendance for pupils from the first day the student should be attending the school.
#	School Closed To Pupils	This code should be used for whole or partial school closures that are known or planned in advance such as if the school is used as a polling station.

APPENDIX 2 – ANNEX A

Annex A: Grounds for deleting a pupil from the school admission register	
<i>Grounds for deleting a pupil of compulsory school age from the school admission register set out in the Education (Pupil Registration) (England) Regulations 2006, as amended</i>	
1	8(1)(a) - where the pupil is registered at the school in accordance with the requirements of a school attendance order, that another school is substituted by the local authority for that child in the order or the order is revoked by the local authority on the ground that arrangements have been made for the child to receive efficient full-time education suitable to his age, ability and aptitude otherwise than at school.
2	8(1)(b) - except where it has been agreed by the proprietor that the pupil should be registered at more than one school, in a case not falling within sub-paragraph (a) or regulation 9, that he has been registered as a pupil at another school.
3	8(1)(c) - where a pupil is registered at more than one school, and in a case not falling within sub-paragraph (j) or (m) or regulation 9, that he has ceased to attend the school and the proprietor of any other school at which he is registered has given consent to the deletion.
4	8(1)(d) - in a case not falling within sub-paragraph (a) of this paragraph, that he has ceased to attend the school and the proprietor has received written notification from the parent that the pupil is receiving education otherwise than at school.
5	8(1)(e) - except in the case of a boarder, that he has ceased to attend the school and no longer ordinarily resides at a place which is a reasonable distance from the school at which he is registered.
6	8(1)(f) - in the case of a pupil granted leave of absence in accordance with regulation 7(1A), that — (i) the pupil has failed to attend the school within the ten school days immediately following the expiry of the period for which such leave was granted; (ii) the proprietor does not have reasonable grounds to believe that the pupil is unable to attend the school by reason of sickness or any unavoidable cause; and (iii) the proprietor and the local authority have failed, after jointly making reasonable enquiries, to ascertain where the pupil is.
7	8(1)(g) - that he is certified by the school medical officer as unlikely to be in a fit state of health to attend school before ceasing to be of compulsory school age, and neither he nor his parent has indicated to the school the intention to continue to attend the school after ceasing to be of compulsory school age.
8	8(1)(h) - that he has been continuously absent from the school for a period of not less than twenty school days and — (i) at no time was his absence during that period authorised by the proprietor in accordance with regulation 6(2); (ii) the proprietor does not have reasonable grounds to believe that the pupil is unable to attend the school by reason of sickness or any unavoidable cause; and

	(iii) the proprietor of the school and the local authority have failed, after jointly making reasonable enquiries, to ascertain where the pupil is.
9	8(1)(i) - that he is detained in pursuance of a final order made by a court or of an order of recall made by a court or the Secretary of State, that order being for a period of not less than four months, and the proprietor does not have reasonable grounds to believe that the pupil will return to the school at the end of that period.
10	8(1)(j) - that the pupil has died.
11	8(1)(k) - that the pupil will cease to be of compulsory school age before the school next meets and— (i) the relevant person has indicated that the pupil will cease to attend the school; or (ii) the pupil does not meet the academic entry requirements for admission to the school's sixth form.
12	8(1)(l) - in the case of a pupil at a school other than a maintained school, an Academy, a city technology college or a city college for the technology of the arts, that he has ceased to be a pupil of the school.
13	8(1)(m) - that he has been permanently excluded from the school.
14	8(1)(n) - where the pupil has been admitted to the school to receive nursery education, that he has not on completing such education transferred to a reception, or higher, class at the school.
15	8(1)(o) where— (i) the pupil is a boarder at a maintained school or an Academy; (ii) charges for board and lodging are payable by the parent of the pupil; and (iii) those charges remain unpaid by the pupil's parent at the end of the school term to which they relate.

APPENDIX 3- Individual Pupil Record for persistent absentee.

Calcot Schools – Individual Attendance Record

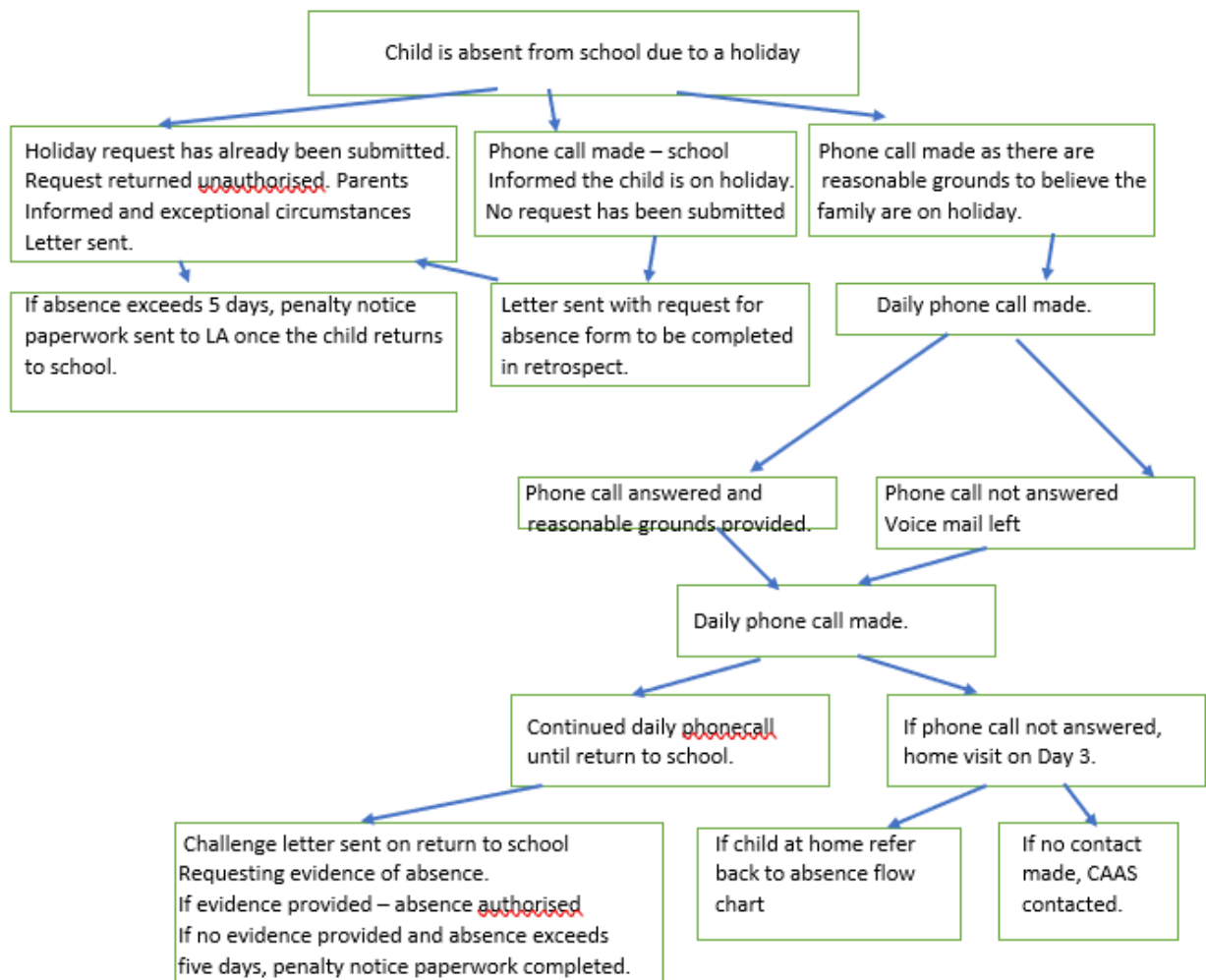
Name:	Reg group:	PPG/SEND/EAL
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<u>Week beginning</u>	<u>Overall attendance</u>	<u>Weekly attendance</u>	<u>Notes/Actions</u>

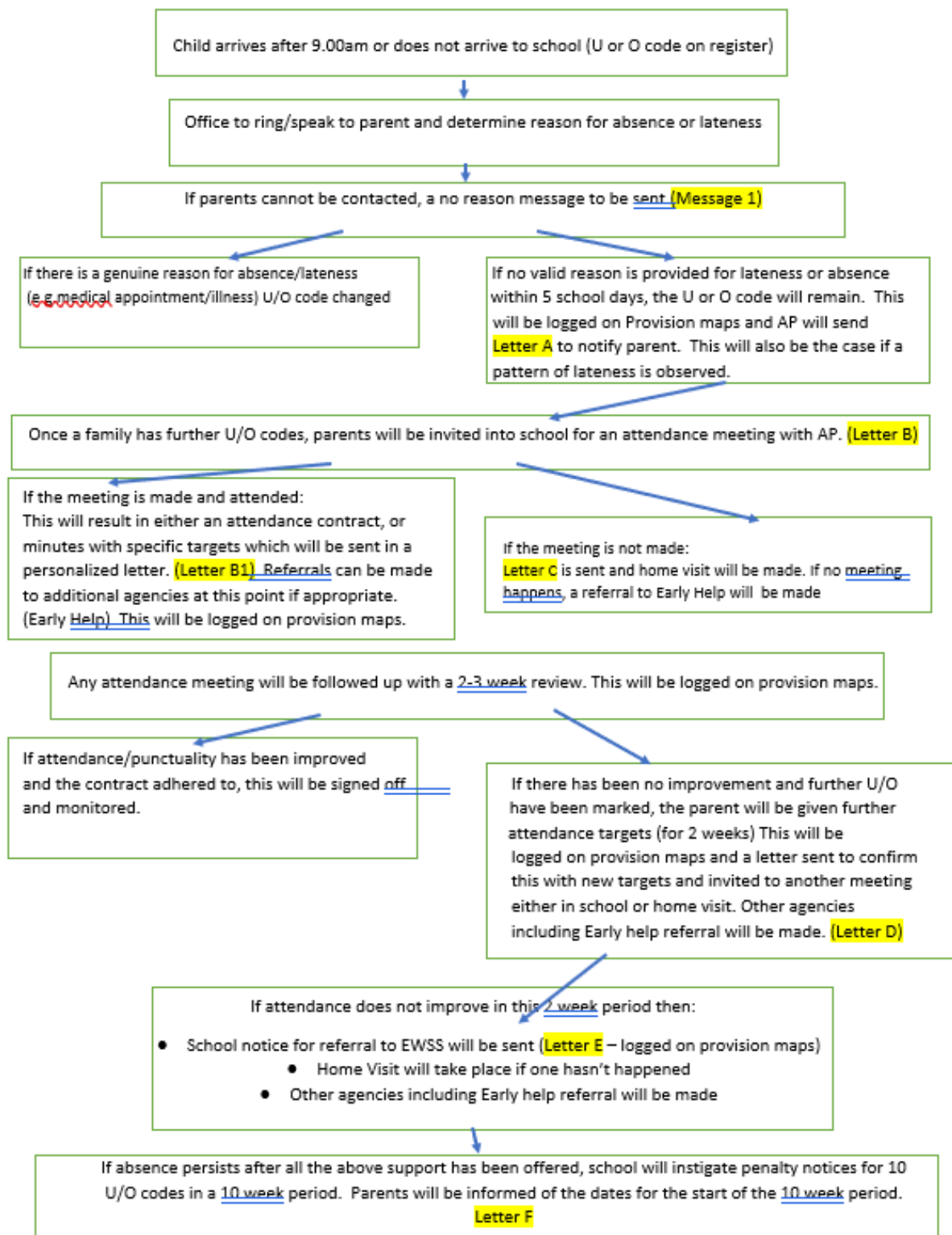


Appendix 4: Process for absence

Attendance processes in Calcot School: Holiday absence



Attendance processes Calcot Schools : U codes for late after 9.00am or unauthorised absences



Appendix 5: Process for children with persistent lateness

Attendance processes in Calcot School: Persistent Lateness

