PITMASTON PRIMARY SCHOOL

ATTENDANCE & PUNCTUALITY POLICY

This policy is to be read in conjunction with the Behaviour and Relationships Policy, SEND and Inclusion Policy, Child Protection and Safeguarding Policy, Supporting Pupils with Medical Conditions Policy and Online Safety Policy.

At Pitmaston Primary School we believe in promoting excellent attendance and punctuality for all of our pupils in order for them to make the most of the opportunities that school has to offer. We believe that regular attendance is vitally important in promoting successful learning, as well as developing key life skills which are essential for success in the world beyond school. It has been proven that attainment can be closely linked to attendance and in order to achieve their full potential children should aim for the highest levels of attendance and punctuality.

As stated in Working together to improve school attendance July 2026,

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

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

We rely on our partnership with parents and recognise that it is a parent's legal responsibility to ensure that their children attend school in a regular and committed manner. In support of this, the following information outlines our commitments in ensuring that attendance at Pitmaston Primary continues to be of the highest priority.

AIMS

- To ensure excellent levels of pupil attendance and punctuality, aiming for 100%.
- To establish an ethos of 'school attendance matters' through proactive strategies to promote good attendance and punctuality.
- To work closely with parents/carers to fulfil our obligations to the children by placing high priority on the regular attendance and punctuality of all pupils.
- To ensure procedures within the school identify and follow up all absences and patterns of absence at the earliest opportunity.
- To have a clear and consistently applied escalation process.
- To continuously develop the school's celebration of good attendance and punctuality.
- To provide a school that has a *"calm, orderly, safe, and supportive environment where all pupils want to be and are keen and ready to learn" (Working together to improve school attendance, July 2026*).

ATTENDANCE AS A SAFEGUARDING PRIORITY

The school recognises that attendance is a key safeguarding responsibility. Poor attendance, persistent absence, recurring lateness, unexplained absence and children missing education may be indicators of abuse, neglect, exploitation, mental health needs, family difficulties, child criminal exploitation, child sexual exploitation, peer-on-peer abuse or other safeguarding

concerns. Attendance information will therefore be considered alongside all other safeguarding information and concerns.

Attendance data will be routinely shared with the Designated Safeguarding Lead (DSL) and attendance patterns will form part of the school's wider safeguarding monitoring arrangements.

CHILDREN MISSING EDUCATION (CME)

The school acknowledges that children missing education are at significant risk of underachieving, having poorer health outcomes, becoming victims of harm, exploitation or radicalisation, and becoming Not in Education, Employment or Training (NEET) which may increase the risk of safeguarding concerns.

The school will:

- Follow daily procedures for any absence.
- Undertake home visits where appropriate.
- Involve the Designated Safeguarding Lead and Family Engagement Lead where attendance patterns indicate possible attendance or safeguarding concerns.
- Follow local authority CME procedures.
- Investigate unexplained and prolonged absence promptly.
- Notify the Local Authority when required i.e. Notification of Irregular Attendance for any absence of 10 days or more.
- Work with external agencies to ensure children remain safe and receive their entitlement to education.

When a child transfers schools at a non-standard transition point the **School Administrator will phone the new school to confirm the child has started before removing/transferring records**. If the child fails to attend on the agreed start date, school will take appropriate measures to establish the child's whereabouts, seeking support from the Local Authority if needed.

For a child to transfer school, consent is required from all parents with Parental Responsibility (PR) for that child. When a child's name is removed from the register, other than at usual transition points (i.e. the end of year 6), the school will inform the Local Authority. A child can be removed from the admission register if the child does not return to school for **10 days following an authorised absence or is absent from school without authorisation for 20 consecutive days.**

ELECTIVE HOME EDUCATION

If a parent is considering making the transition from formal school education to permanent home education, then the correct procedure must be followed i.e. removing the child's name from the school register. School will endeavour to ascertain the parent and pupil voice to ensure that this decision has the child's best interests at heart. Parents should understand that once this has been done if they change their mind at a later date they would need to formally reapply for a place at the school; there would be no guarantee of a space being available for their child and they may be placed on a waiting list.

TARGET

"Improving attendance is everyone's business…some pupils find it harder than others to attend school and therefore at all stages of improving attendance, schools and partners should work in partnership with pupils and parents collaboratively to remove any barriers to

attendance by building strong and trusting relationships and working together to put the right support in place" (Working Together to Improve School Attendance, July 2026).

Unless there is a genuine illness or exceptional circumstance for why a child cannot attend school, we expect all pupils to strive for 100% attendance and to arrive punctually at 8.45 a.m. to start the school day at 8.50 a.m. promptly.

ROLES AND RESPONSIBILITIES

PUPILS

- Pupils should strive to attend school every day and be on time.
- Pupils should have a clear understanding of the importance of attending school as well as acceptable and unacceptable reasons for absence.
- Pupils should tell their parents/carers or class teacher of any reason that prevents them attending/wanting to attend school.
- In instances of lateness, pupils should report to the school office upon arrival.

PARENTS/CARERS

- Parents/carers have a legal responsibility to ensure that their child attends school every day and arrives on time.
- Parents/carers should have a clear understanding of the importance of attending school, acceptable and unacceptable reasons for absence, and the fact that an absence will remain unauthorised until a satisfactory explanation has been given.
- Parents/carers should work closely with the school and inform the office on the first day of their child's absence and where necessary all other days thereafter.
- In circumstances where a parent is having difficulty getting the child to attend please seek the support of the school as quickly as possible through the Family Engagement Lead or a member of the Senior Leadership Team. This can be done by phoning the school office.
- For further information about how parents/carers can work with school and Worcestershire Local Authority to support their child's attendance, follow the link below to a short guide written by members of the Attendance Action Alliance, together with the Department for Education. https://www.childrenscommissioner.gov.uk/back-into-school/resources-for-families/

DESIGNATED SAFEGUARDING LEAD (DSL)

- Monitor attendance information where safeguarding concerns exist.
- Be informed of unexplained absence, persistent absence and patterns of concern.
- Consider whether absence may indicate abuse, neglect, exploitation, mental health needs or other safeguarding concerns.
- Coordinate referrals for Early Help, Children's Social Care or other agencies where appropriate.
- Ensure attendance concerns are considered within safeguarding assessments and plans.

The Deputy Head Teacher is the named senior member of staff with the lead responsibility for attendance and punctuality and the Family Engagement Lead is the attendance lead support. Governors have a responsibility for monitoring attendance targets. The Receptionist is the attendance administrative support.

Members of school staff; the Senior Leadership Team, Governors, teaching and non-teaching staff all have responsibility for attendance and punctuality in school. *"Improving attendance is everyone's business. The barriers to accessing education are wide and complex, both within*

and beyond the school gates, and are often specific to individual pupils and families" (Working together to improve school attendance, July 2026).

Attendance matters are reviewed by the Family Engagement Lead, Deputy Headteacher, Headteacher and members of the Senior Leadership team. Attendance monitoring is reported termly to the Governing body. The school will consult with any other relevant agencies such as School Health, Early Help Team, Educational Psychologist, Children and Mental Health Service (CAMHS), Children's Services, Education Engagement Service (EES) and others to seek to support individual cases as appropriate.

ATTENDANCE CHAMPIONS

Each KS2 class will elect an Attendance Champion who will

- Help encourage good attendance and punctuality in school.
- Support pupils who may find attending school difficult.
- Share positive messages about attendance with classes across school.
- Help support attendance incentives including sharing weekly class attendance winners in assemblies, delivering Full House Friday and Attendance HERO awards.

ABSENCE FROM SCHOOL

- Parents/carers are asked to inform the school by telephone (01905 423710 – option 1) if a pupil is absent, because of illness, on the first day of absence *no later than 9.30 a.m*. providing the reason and where necessary on each subsequent day of absence.
- If school has **not** been contacted by the parents/carers, the office will make contact by telephone. This will be recorded on the school system with the reason for absence.
- Where a pupil returns to school following an absence and school has not received a written or verbal explanation in response to requests for this from school, an unauthorised mark will be recorded on the child's attendance register.
- After 2 days' absence, where there has been no contact from parents/carers the pupil's name will be referred to the Family Engagement Lead and/or the Deputy Head Teacher who will try to make contact with the parents/carers or any of the named contacts. If no contact is made, the Family Engagement Lead/Deputy Head Teacher could conduct a home visit with another member of staff.
- If no contact can be made a letter will be delivered by hand to the home address and where there are concerns the police may be asked to do a 'welfare check' which may then be reported to Worcestershire Children's Services.
- Where a child is open to Children's Social Care the allocated Social Worker will be informed regarding any unexplained or prolonged absence.
- Should there be frequent absence due to illness, the Family Engagement Lead and/or Deputy Headteacher will ask to meet parents and may ask for medical evidence, such as prescription/prescribed medication /appointment letter/letter from GP or consultant. If these are not provided the absence could be recorded as unauthorised.
- If a pupil is going to be absent from school for a long period of time due to illness or other authorised extenuating circumstances, school will liaise with the Education Engagement Service in order to best support the pupil.
- If any member of staff is concerned about a reason for absence, the Family Engagement Lead, Deputy Headteacher or member of the Senior Leadership Team should be informed.
- In relation to absences for religious observance, as set out under the 1996 Act *"a pupil has not failed to attend school regularly and therefore the parent has not committed an offence under section 444(1) or (1A) of the Act (the statutory defences) as the absence was on a day set aside for religious observance by the religious body to which*

the pupil's parent(s) belong.) Parents are requested to complete a Leave of Absence Request form for this in advance.

- After 10 consecutive days' absence, we are required to report this on the Worcestershire Children's Services Portal. In line with the Education Regulation Act (1996) if a child is absent from school for longer than 20 days with no authorised reason the child's name could be taken off roll.
- Where a child has been absent for two days within any one week of school, the class teacher will spend some time with the pupil to complete the 'It's Nice to See You' form. This will ensure the child can then catch up on what was missed and allows their voice to be heard regarding any concerns or questions they might have in relation to returning to school.

It is a school's decision whether to accept a reason for a child's absence and whether to authorise that absence. In the majority of cases a parents' note explaining that their child was ill, for example, can be accepted without question or concern. In exceptional circumstances further evidence of a child's absence may be requested. However, schools can challenge parents' statements or seek additional evidence if they have any concerns regarding a child's attendance.

Where attendance concerns emerge, the school will consider whether the child and family may benefit from targeted intervention for example through Supporting Families. Attendance concerns will be viewed within the context of the child's wider wellbeing, family circumstances and safeguarding needs.

APPOINTMENTS

- We encourage parents/carers to make appointments outside of school hours. Many GP surgeries, dentists and hospitals offer before and after school appointments.
- We accept occasionally there will be the need for emergency appointments, however these will be rare. Parents/carers are requested to provide written or verbal confirmation of these appointments.
- Pupils must be signed in and out at the office and these absences will be recorded as appropriate.
- We do not expect pupils to be absent all day for a medical appointment, unless there are exceptional circumstances.

PLANNED ABSENCE FROM SCHOOL

- Government legislation states that no planned absence from school will be authorised, unless there are exceptional circumstances.
- Parents must notify school of any planned absence from school in writing using the 'Leave of Absence Request Form' available at the office, or on the school website under Parent/Forms/Absence Request Form (see appendix 2). This must be made prior to the absence taking place. **Absence requests for exceptional circumstances will only be accepted by the Headteacher when completed on this form.**
- If necessary, school may liaise with the Education Engagement Teams in addressing unauthorised absence linked to planned absence from school.
- Only exceptional circumstances warrant granting a leave of absence. We will consider each application for a leave of absence individually taking into account the specific facts and circumstances and relevant background context behind each request.

PUNCTUALITY

- Pupils are expected to arrive at school by 8.45 a.m. for an 8.50 a.m. start. The school gates close at 8.55 a.m., arriving after this up to 9.30 a.m. will be considered as late.
- Pupils arriving late must report to the School Office so that their attendance can be recorded.
- Pupils arriving after 9.30 a.m. will receive an unauthorised late mark unless a satisfactory reason is given. This results in the pupil being absent on the attendance report for the morning session.
- Action to address lateness will be the responsibility of the Family Engagement Lead and/or Deputy Headteacher. Class registers MUST reflect the correct late code ('L' to be used prior to 9.30am, 'U' to be used after 9.30am and 'M' to be used if a medical / dental appointment has resulted in the late arrival of a pupil). For further guidance on register codes please see Appendix 1.
- Valid reasons for lateness could include medical appointments, which have been agreed with school prior to the appointment.

REPORTING TO PARENTS/CARERS

A child's overall attendance will be reported to the parents/carers at the end of the academic year distributed within the end of year school report. Attendance certificates can be requested via the school office if required.

REWARDS

We have a number of attendance rewards in order to promote the importance of attendance and punctuality and our ethos that 'school attendance matters.'

- All staff reward good attendance and punctuality on a daily basis through praise and encouragement.
- Weekly assemblies promote attendance through two 'Attendance Class of the Week' trophies. These are awarded to the classes in KS1 and KS2 with the highest attendance for the week. This is also celebrated through the 'Pitmaston Car Race' displays which reflect the weekly attendance figures for each class.
- Each Friday, any class with 100% attendance earn a special 'Full House Friday' ping pong ball, to put in the Full House Friday jar. At the end of each half term, one ping pong ball is chosen at random and the winning class are rewarded with a special non-school uniform.
- Attendance HERO postcards are awarded on a monthly basis, to all children who have been Here Everyday Ready On time.
- At the end of the year, the class from each key stage who have been awarded the weekly 'Attendance Class of the Week' trophy most frequently will be rewarded.
- Pupils who have previously had poor attendance/punctuality and make significant improvement following intervention will be issued with a praise letter or postcard acknowledging their improvements.

PROCEDURES

Registers

An accurate and consistent registration system is crucial both to provide a solid foundation for analysis of absence and to support any statutory interventions. If completed incorrectly this can constitute a risk in the event of an emergency evacuation. The register is a legal document and must be kept accurately.

Attendance registers will be kept in accordance with legal requirements, local authority guidelines and school regulations. Pitmaston Primary School use electronic registration to keep registers and the procedures for marking registers are as follows:

Procedure	**Person responsible**
1. Registers must be taken by 9.00 a.m. and 1.15 p.m. promptly.	**Class teacher**
2. On each occasion a school must record whether a child was present, absent or present at approved educational activity. No pupil should be marked present unless actually in the room when the register is called or unless he or she has been given permission to be absent by the registering teacher.	**Class teacher**
3. A code must be entered for every child for the two daily registers, spaces must not be left in the register.	**Class teacher**
4.Record reasons for absence if known including who informed.	**Admin Support**
5. If unsure of code – leave as 'N' code – the code will be amended by Admin support team.	**Class teacher/ Admin Support**
6. Daily – First Day Calling and updates to registers.	**Receptionist**
7. Weekly – checking for consistency in recording.	**Receptionist**

Every half a day of absence from school has to be classified by the school as either authorised or unauthorised. Authorised absence is where the Headteacher has either given approval in advance for a pupil of compulsory school age to be away, or has accepted an explanation offered afterwards as satisfactory justification for absence. All other absences, including persistent lateness, must be treated as unauthorised.

Absence can only be authorised by a person designated to do so by the Headteacher. At Pitmaston Primary School the Deputy Headteacher/Attendance lead has been designated to authorise absence in the absence of the Headteacher

If the school if forced to close due to circumstances beyond our control this does not affect pupils' attendance.

Attendance registers may be kept manually or electronically. School complies with and uses the DfE compulsory national attendance codes, see Appendix 1.

POOR ATTENDANCE

School attendance of 95% or less is below average and therefore, children whose attendance falls below this, will be closely monitored by the Deputy Headteacher and Family Engagement Lead and further action considered. School will challenge the attitude of those pupils and parents/carers who give a low priority to attendance.

Schools will analyse individual pupil data to identify quickly patterns of absence which cause concern and parents will be informed by the school where their child's attendance causes concern.

School has a clear and escalating approach to intervention where there are concerns regarding school attendance including letters home, phone calls, regular meetings with parents/carers and home visits.

After school has attempted to address attendance issues with the parents/carers and there is no improvement, external agencies may be involved including the Education Engagement Teams.

PERSISTENT ABSENTEEISM

Pupils with persistent absenteeism will be identified (pupils with more than 10% absence rate) and a 'Barriers to Attendance Support Plan' will be put in place through a formal Attendance Meeting to address the underlying reasons for the absence level. Where the child's attendance remains a concern following supportive strategies further referrals may be made to an EES and may result in penalty action.

When a pupil reaches the persistent absence threshold, the school will assess whether attendance issues may be linked to:

- Safeguarding concerns.
- Mental health needs.
- Special Educational Needs and Disabilities (SEND).
- Medical needs.
- Child criminal exploitation.
- Child sexual exploitation.
- Domestic abuse.
- Young caring responsibilities.
- Bullying, discrimination or peer-on-peer abuse.

Appropriate support and referrals will be considered where needs are identified, for example, where the child's attendance remains a concern following supportive strategies further referrals may be made to an EES and may result in penalty action.

ATTENDANCE MEETING

Parents of pupils whose attendance gives cause for concern may be invited to attend an Attendance Meeting. An Attendance Meeting is a formal meeting to discuss the child's school attendance, identify barriers and agree a formal 'Barriers to Attendance Support Plan,' with clear actions, in order to improve school attendance.

An Attendance Meeting is chaired by the Deputy Headteacher (or member of the Senior Leadership Team) and will include the Family Engagement Lead. In addition, where appropriate, Governors and other school representatives who are involved with the child/ren will be invited to attend.

POOR PUNCTUALITY

A child who is 10 minutes late for school every day effectively misses out on 6 full days of their education over a year, having an impact on their achievement.

Persistent lateness is a form of absence and requires the Deputy Headteacher to speak with parents/carers to try and understand and support reasons for lateness. It is important that parents/carers are aware that persistent lateness can make a significant difference to their child's achievement. Persistent lateness is monitored by the Deputy Headteacher and Family Engagement Lead who will send lateness concern letters if there is an issue. If lateness persists the parents/carers will be invited in for a formal meeting to discuss it further. In some cases, where persistent lateness does not improve a referral will be made to the Education Engagement Teams and could lead to penalty action.

EDUCATION ENGAGEMENT TEAMS

For those families where poor attendance continues, a referral may be made to the Education Engagement Teams for further support. Where no significant improvements are seen a decision could be made to issue a Fixed Penalty Notice. These are fines issued to parents where a child has an amount of unauthorised absences over a certain period of time. In some cases, the same procedure will be followed for those families taking a leave of unauthorised absence. In certain circumstances, extremely low attendance with unexplained absences may also result in prosecution of parents for not ensuring their child's attendance at school.

INFORMATION SHARING:

Information relating to attendance may be shared internally and with external agencies where necessary to safeguard and promote the welfare of children. Data protection legislation does not prevent the sharing of information where there are legitimate safeguarding concerns.

FIXED PENALTY NOTICES

"Where absence persists and voluntary support is not working or not being engaged with, partners should work together to explain the consequences clearly and ensure support is also in place to enable families to respond. Depending on the circumstances this may include formalising support through an attendance contract or education supervision order".
(*Working together to improve school attendance, July 2026*)

Fixed penalty notices are issued to parents as an alternative to prosecution where they have failed to ensure that their child of compulsory school age regularly attends school. Fixed penalty notices are intended to prevent the need for court action and will only be used where a fixed penalty notice is deemed likely to change parental behaviour. As stated in 'Working together to improve school attendance,' (July 2026), fixed penalty notices could be issued for the following reasons;

- *"Penalty notices can be used by all schools (with the exception of independent schools) where the pupil's absence has been recorded with one or more of the unauthorised codes and that absence(s) constitutes an offence. A penalty notice can be issued to each parent liable for the offence or offences. They should usually only be issued to the parent or parents who have allowed the absence (regardless of which parent has applied for a leave of absence)".*

- *"…in line with the National Framework where an absence was unauthorised and support has been provided but has not worked or been engaged with, or would not have been appropriate in the circumstances of the offence (e.g. an unauthorised holiday in term time).*

REINTEGRATION

We recognise that reintegration for children that have had a long term absence (such as a prolonged stay in hospital) or for those that have shared provision could be challenging. We also recognise that there may be other groups of children that may need support in the school environment. The school recognises that attendance difficulties may sometimes arise from, Special Educational Needs and Disabilities, medical needs, Children Looked After and those with emotional wellbeing or mental health needs. The school will work with pupils, families and relevant professionals to identify barriers and support successful reintegration into education wherever possible.

We follow the Pitmaston Graduated Response for Supporting Children Experiencing Barriers to Attendance which outlines potential triggers, how we will assess need and the provision and intervention available at each stage. In accordance with our Equal Opportunities policy all of these cases will be supported by the school; individual needs will be assessed in order to seek support from relevant agencies as deemed appropriate.

If issues to do with absence are centred around allegations including peer on peer abuse such as bullying or racial abuse, the school will draw on its Behaviour and Relationship Policy, Inclusion Policy, SEND Policy, Equal Opportunities Policy and Anti-bullying Policy to work through these issues with both the parents/carers and the children concerned. Please contact school immediately if these problems are suspected.

CONCLUSION

This policy highlights the importance of attendance and punctuality of all our pupils at Pitmaston Primary School. Our school is committed to working towards our attendance targets as a milestone in striving towards the goal of 100% attendance for all. We consistently use a whole school approach to support and encourage parents/carers and pupils to attend school every day. We operate an open door policy and will always address individual needs to the best of our ability. In return, we expect the support of both parents/carers and children in achieving the best possible levels of attendance.

Agreed at the Governing Body Meeting on: October 2026

To be reviewed annually: September 2027

Appendix 1: **ATTENDANCE CODES, DESCRIPTIONS AND MEANINGS**

ATTENDING THE SCHOOL	
/\	present during registration
L	late arrival before the register is closed
ATTENDING A PLACE OTHER THAN THE SCHOOL	
V	attending an educational visit or trip
P	participating in a sporting activity
W	attending work experience
B	attending any other approved education activity
D	dual registered at another school
K	attending provision arranged by the local authority
ABSENT – LEAVE OF ABSENCE	
C1	in a regulated performance or undertaking regulated employment abroad
M	medical or dental appointment
J1	interview for employment or admission to another educational institution
S	absence for the purpose of studying for a public examination
X	non-compulsory school age pupil not required to attend school
C2	compulsory school age pupil absent due to part-time timetable
C	exceptional circumstances
ABSENT – OTHER AUTHORISED REASONS	
T	parent travelling for occupational purposes
R	religious observance
I	illness (not medical or dental appointments)
E	suspended or permanently excluded and no alternative provision made
ABSENT – UNABLE TO ATTEND SCHOOL BECAUSE OF UNAVOIDABLE CAUSE (CLASSIFIED FOR STATISTICAL PURPOSE AS NOT A POSSIBLE ATTENDANCE)	
Q	unable to attend because of a lack of access arrangements
Y1	unable to attend due to transport normally provided not being available
Y2	unable to attend due to widespread disruption to travel
Y3	unable to attend due to part of the school premises being closed
Y4	unable to attend due to whole school site being unexpectedly closed
Y5	unable to attend as pupil is in criminal justice detention
Y6	unable to attend in accordance with public health guidance or law
Y7	unable to attend due to any other unavoidable cause (must affect the pupil NOT the parent)
ABSENT – UNAUTHORISED ABSENCE	
G	holiday not granted by the school
N	reason for absence not yet established
O	absent in other or unknown circumstances
U	arrived in school after registration has closed
ADMINISTRATIVE CODES	
Z	prospective pupil not on admission register
#	Planned whole school closure

Appendix 2: **LEAVE OF ABSENCE REQUEST FORM**

Pitmaston Primary School
Malvern Road
Worcester
WR2 4ZF

Tel: 01905 423710

Email: office@pitmaston.worcs.sch.uk
Website: www.pitmaston.co.uk

Mrs K L Wilcock
Headteacher

Please read the following information carefully before making your request.

LEAVE OF ABSENCE REQUEST FORM

The law entitles every child of compulsory school age to an efficient, full-time education suitable to their age, aptitude, and any special educational need they may have. It is the legal responsibility of every parent to make sure their child receives that education either by attendance at a school or by education otherwise than at a school. Where parents decide to have their child registered at school, they have an additional legal duty to ensure their child attends that school regularly. This means their child must attend every day that the school is open, except in a small number of allowable circumstances such as being too ill to attend or being given permission for an absence in advance from the school. (Working together to improve school attendance, 2024).

Dear Parents/Carers,

At Pitmaston Primary School we believe that promoting positive school attendance is everyone's responsibility. Absence during term time is disruptive to a child's education and has a detrimental impact on their educational and social achievement. However, we understand that occasionally there might be **exceptional circumstances** where you need to take your child out of school during term-time.

Please complete this form, providing as much detail as possible, to seek permission to take your child out of school during term time. Leave of **absence will only be granted in exceptional circumstances** (please refer to Working together to improve school attendance, 2024: section 37.). The granting of leave of absence in school term time is, by law, a matter for consideration and decision by the school. We will consider each application for a leave of absence individually, taking into account the specific facts, circumstances and relevant background context behind each request.

There is no automatic right to any leave in term time. The Department for Education (DfE) and Worcestershire County Council (WCC) policy is that family holidays should not be taken in school term time.

Where parents have children in more than one school a separate request must be made to each school. The Headteacher of each school will make their own decision based on the factors relating to the child at their school. It is possible that because of these factors different decisions may be made.

In separated families, when a leave of absence request is received, the response letter – agreeing or refusing – will be sent to the requesting parent/carer. Where the child resides with both parents at different addresses, as part of a shared contact arrangement, we would expect this information to have been shared between both parties.

Should the school decide not to grant leave of absence and parents/carers still take their child out of school the absence will be recorded as unauthorised which may be subject to a Penalty Notice fine. This is issued to the parent/s who are liable for the offence/s (those who have allowed the absence to occur) regardless of which parent applied for the leave of absence. The Penalty Notice fine is charged at £160 if paid within 28 days. This will be reduced to £80 if paid within 21 days.

Yours sincerely,

K. Wilcock

Mrs K. Wilcock
Headteacher

PLEASE RETURN THE COMPLETED FORM TO THE SCHOOL OFFICE.

WHEN YOUR CASE HAS BEEN REVIEWED YOU WILL RECEIVE A RESPONSE LETTER AND A MEMBER OF STAFF MAY BE IN TOUCH TO DISCUSS THE DECISION WITH YOU.

I seek permission for a leave of absence during term time for:

Child's full name:			
Child's class:		**Child's age at time of leave:**	

From:		**To:**	
Total number of school days missed:			

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

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Please tick as appropriate:

- I do not have (an)other child(ren) at (an)other school(s) ☐
- I do have (an)other child(ren) at (an)other school(s) ☐ and their details are as follows:

  Child(ren) (full name(s) .....

  School(s) attended .....

Parent/Carer 1	Parent/Carer 2
Signature:	Signature:
Print name:	Print name:
Date:	Date:

Appendix 3 **ILLNESS ABSENCE FROM SCHOOL: A GUIDE FOR PITMASTON PARENTS AND CARERS**

Illness & Absence from School

Information for Pitmaston Parents & Carers

When your child is unwell it can be difficult deciding whether to keep them off school. This guide contains information about **common illnesses** your child might have, guidance on **whether or not you should bring them into school** and **how to contact school** to advise of your child's absence.

The NHS advise that a high temperature (fever) in children is 38°C or higher

My child will be absent: what should I do?

Please phone school ASAP, and no later than 9:30am, to leave a message on the absence line (option 1)



01905 423710

State your child's name, class, the reason for the absence and how long you expect them to be off school.

It is important you contact the school office directly—please do not rely on staff at the gate passing on verbal messages to the office. If we do not hear from you, you will be contacted by the school office. If contact is not made a home visit may be carried out by our Family Support Worker and/or a member of our Senior Leadership Team.

Medical appointments

We encourage medical appointments to be made outside of school hours, however understand that this might not always be possible i.e. hospital appointments which are difficult to reschedule, or emergency appointments. We ask that advance notice is given when taking a child out of school for an appointment. Please leave a message on the absence line (01905 423710—option 1) or send the relevant details in an email to the school office (office@pitmaston.worcs.sch.uk).

Support

If you would like to share any health related concerns which are likely to impact your child's regular attendance at school, please come and have a chat with **Kelethe Pusharski**, our school Family Support Worker or **Mrs Bream**, Deputy Head Teacher. If a Care Plan is then needed you will be put in touch with **Mrs Cameron**, school SENCo.

Please note: for any planned absence from school that is not linked with illness, parents/carers must complete a 'Leave of Absence Request' form (available from the office/via the Parent App) prior to the absence taking place.

ASTHMA: If your child has been diagnosed with Asthma or has been issued with an inhaler at a certain time during the year, please ensure we have a working and in-date inhaler in school, clearly labelled with their name and class. A medication administration form also needs to be completed (available from the main school office or on the Parent App). In school, we have an emergency Salbutamol inhaler however this will only be administered to your child if consent has been given (available on the App). If your child's Asthma is severe and a more individual management plan is in place, please inform school and a Care Plan will be created.

ALLERGIES: If your child has EpiPens or allergy medication, please ensure we have this in school at all times and it is clearly labelled with their name and class. If your child has a known allergy, or develops a suspected intolerance, please ensure we are informed ASAP so that staff can be made aware. A personalised Care Plan will be put in place to ensure all staff know what to look out for and what steps to follow if your child were to have a reaction in school. It is the parent's responsibility to ensure that all medication kept on site is in-date.

Can my child have medication in school?

We can only give your child medicine if:

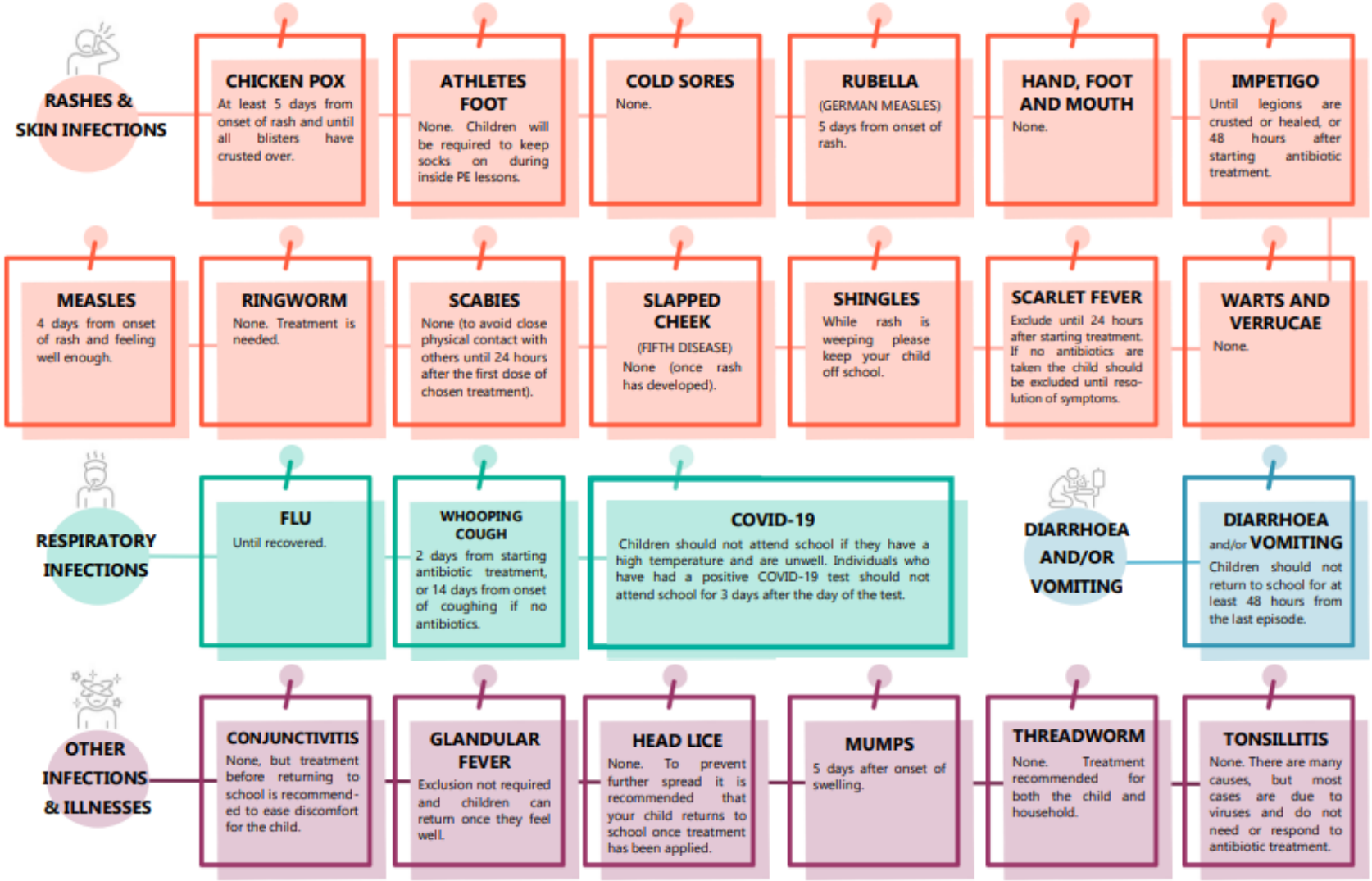
1) it is prescribed

&

2) you have completed an 'agreement for school to administer prescribed medication' form (available from the office)

We are unable to give your child any other medication (such as Calpol) and children are not, under any circumstances, allowed to keep medication for self-administration in their bags — however, if you wish to come into school to give the medicine yourself we will be happy to help arrange this. Please also remember that, due to the significant choking hazard they present, cough sweets are not allowed in school at any time.

Updated September 2025



DAYS TO BE KEPT AWAY FROM SCHOOL, AS RECOMMENDED BY PUBLIC HEALTH ENGLAND. If your child is poorly and you are unsure what to do, please phone the office who will be able to offer some guidance.

Updated September 2025

Appendix 4: **WORKING TOGETHER TO IMPROVE SCHOOL ATTENDANCE**

Providing support first before attendance legal intervention

