

BLACK COUNTRY FEDERATION

ATTENDANCE POLICY

Brockmoor Primary School • Brierley Hill Primary School



|               |                                                               |
|---------------|---------------------------------------------------------------|
| POLICY OWNER  | Senior Leadership Team                                        |
| APPROVED BY   | Governing Body                                                |
| APPROVAL DATE | September 2026                                                |
| REVIEW DATE   | September 2027 or earlier if statutory/local guidance changes |
| REVIEW CYCLE  | Annual                                                        |

Aspiration and opportunity for every child

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## 1. Purpose and principles

Regular attendance is fundamental to pupils' education, safeguarding, wellbeing and belonging. Black Country Federation (BCF) works with pupils and families to secure strong attendance at Brockmoor Primary School and Brierley Hill Primary School. Our approach is relational, supportive and persistent: we identify barriers early, work with families to remove them and use formal intervention when support has not worked, has not been engaged with, or is not appropriate.

Attendance is not treated as a percentage alone. Leaders consider the amount of education missed, patterns of absence, the reasons behind them, the pupil's individual circumstances and, most importantly, whether action is improving attendance and access to education.

- Build a culture in which attendance is everyone's responsibility.
- Set clear expectations for pupils, parents, staff and leaders.
- Use attendance and safeguarding information together to identify concerns quickly.
- Intervene early, understand barriers and agree precise support.
- Apply expectations fairly, including reasonable adjustments for disability, SEND and health needs.
- Work closely with Dudley MBC and other partners where additional or statutory support is required.
- Evaluate impact: what has changed, is attendance improving, and is the pupil accessing more education?

## 2. Statutory framework and local arrangements

This policy has been written with regard to the Department for Education's statutory guidance Working together to improve school attendance (updated July 2026), the School Attendance (Pupil Registration) (England) Regulations 2024, current national attendance codes, Children Missing Education statutory guidance, Keeping Children Safe in Education 2026, Education Act 1996 duties, Equality Act 2010 duties and guidance for pupils with health needs who cannot attend school.

BCF also follows Dudley Metropolitan Borough Council School Attendance & Education Support Service (SA&ESS) arrangements, including the local REPS process for recurring, emerging, persistent and severe absence. Where national or local requirements change, the current statutory or local process takes precedence and this policy will be reviewed.

## 3. Leadership, roles and responsibilities

### 3.1 Governing Body

- Provide strategic oversight of attendance and promote its importance across the Federation.
- Review attendance information at least termly, including overall attendance, persistent absence, severe absence and key cohorts.
- Challenge leaders on trends, barriers, actions and the impact of support.
- Ensure leaders meet registration, safeguarding, data-sharing and local authority duties.
- Ensure staff with attendance responsibilities receive appropriate training.

Named governor with attendance oversight: Joanne Spence.

### 3.2 Senior Attendance Champion

Senior Attendance Champion: Samantha Bridgwood.

- Lead the Federation's attendance strategy and maintain a strong whole-school culture of attendance.
- Review attendance patterns and priority pupils/cohorts with school attendance teams.
- Ensure support is timely, proportionate and followed through.
- Oversee escalation to Dudley SA&ESS where required.
- Report impact, emerging risks and next steps to executive leaders and governors.

### 3.3 Day-to-day attendance leads

Brockmoor: Helen Stanton - Attendance Officer / Office / DDSL.

Brierley Hill: Bethany Bowen - Attendance Officer / Pastoral / DDSL.

- Maintain accurate registers and follow up unexplained absence.
- Communicate with families and record contacts, evidence, plans and reviews.
- Identify patterns early and coordinate attendance support.
- Escalate safeguarding concerns immediately to a DSL.
- Work with pastoral, SEND and external partners as appropriate.

### 3.4 Executive and safeguarding oversight

Executive Director Lana Duffin holds strategic responsibility for attendance within the Federation's inclusion, culture and safeguarding remit. Attendance-related safeguarding concerns are escalated to the DSL team without delay.

### 3.5 Parents/carers

- Ensure their child attends every day the school is open unless the child is unable to attend or the school has authorised absence.
- Ensure their child arrives on time and ready to learn.
- Notify school by 09:00 on the first day of absence, explain the reason and provide an expected return date where known.
- Keep school contact details up to date and engage with reasonable offers of support.
- Request leave of absence in advance and understand that leave during term time can only be granted in exceptional circumstances.

### 3.6 Pupils

- Attend regularly and arrive on time.
- Engage with support and tell a trusted adult when something is making attendance difficult.
- Contribute to attendance plans and reviews where age and circumstances make this appropriate.

## 4. The school day, registers and punctuality

Registers at both schools open at 08:40 and close at 08:50. Registers are electronic and are taken consistently for all pupils.

A pupil arriving after 08:50 but before 09:20 will be recorded using the appropriate late attendance code. Where a pupil arrives after the register has closed, the appropriate statutory attendance code will be used according to the circumstances. The school follows the current DfE national attendance codes and does not create local attendance codes.

Persistent lateness is followed up because repeated late arrival results in missed learning and may indicate wider barriers or safeguarding concerns.

## 5. Reporting absence and first-day response

Parents/carers must notify the relevant school by 09:00 on the first day of absence, giving the reason and expected return date where known.

- Brierley Hill Primary School office: 01384 816980.
- Brockmoor Primary School office: 01384 816635.

If no reason has been received, the Attendance Officer/office team will normally make the first contact attempt by 10:00 on day 1. The school will make further reasonable attempts that day using available contact methods and record those attempts.

Where there has been no meaningful contact by day 2, further contact will be attempted and a welfare check considered. Where concerns continue, a home visit and/or checks with relevant partners may be undertaken.

Safeguarding concerns are escalated to the DSL immediately; the school will not wait for a fixed number of days where risk is identified.

For pupils with additional vulnerabilities, including an EHC plan, social care involvement, known safeguarding concerns, young carers or significant health needs, the school may escalate more quickly and involve relevant partners.

An unexplained absence is recorded using the appropriate statutory code while the circumstances are established. The register is amended when the reason is established, in accordance with the statutory registration requirements.

## 6. Understanding and authorising absence

The school distinguishes between the reason a pupil is absent and whether that reason meets the statutory criteria for an authorised absence. Parents cannot authorise absence; the school determines the correct register code using the statutory framework.

The school will seek to understand barriers rather than make assumptions. Decisions will be evidence-informed, proportionate and consistent, while taking account of individual circumstances and safeguarding information.

## 7. Attendance support: identify, understand, support and review

Attendance is reviewed routinely so that support begins before absence becomes entrenched. BCF uses an assess-plan-do-review approach rather than waiting for a pupil to reach the persistent absence threshold.

### 7.1 Early identification

Attendance Officers monitor individual and cohort patterns weekly. Where attendance falls below 95%, or where a concerning pattern is identified regardless of percentage, the school will review the circumstances and normally make early contact with the family.

### 7.2 Understanding barriers

The school will speak with the pupil and family, consider SEND, health, safeguarding, transport, family circumstances, anxiety or emotionally based school avoidance, and draw on other professionals where appropriate. The purpose is to identify the actual barrier, not simply restate the attendance figure.

### 7.3 Attendance Support Plan

Where additional support is required, an Attendance Support Plan (ASP) will set out the barriers identified, actions, responsible people, timescales, review dates and the improvement sought. Reviews will normally be at least fortnightly while concerns remain active.

Support may include pastoral key-worker support, SEND review, reasonable adjustments, reintegration planning, family support, school nursing, mental-health services, Early Help/Family Help, educational psychology, alternative provision consideration or other appropriate services. Support will be tailored to the pupil rather than applied as a standard package.

### 7.4 Impact review

At each review leaders will ask: Has attendance improved? Is the pupil attending more consistently? Have barriers reduced? Is the pupil accessing more education? What evidence shows this? If improvement is not sustained, the plan will be adapted or escalated.

## 8. Persistent and severe absence

A pupil is persistently absent when they miss 10% or more of possible sessions. A pupil is severely absent when they miss 50% or more of possible sessions.

Persistent and severe absence receive additional senior oversight. Severe absence is treated as a priority because the pupil is absent more often than present. The school will work intensively with the family and relevant partners, with safeguarding considered throughout.

Where voluntary support is not securing improvement, the school will use Dudley's REPS arrangements to seek advice, formalise support or request enforcement where the legal and evidential thresholds are met.

## 9. Medical needs, SEND and reasonable adjustments

Illness will usually be accepted on the basis of the parent's notification. The school will not routinely require medical evidence. Evidence may be requested where absence is prolonged, frequent, patterned, raises genuine concern, or is needed to plan appropriate support. Requests will be reasonable, proportionate and explained.

Reasonable evidence may include appointment information, a prescription, hospital correspondence, a fit note or information from another health professional. The school will consider alternative evidence where a family cannot provide a particular document.

For pupils whose physical or mental health, disability or SEND affects attendance, the school will consider reasonable adjustments and work with the pupil, family, SENDCo and relevant professionals. This may include a carefully planned and time-limited reintegration or temporary reduced timetable where lawful and in the pupil's interests. Such arrangements will be recorded and reviewed, with a clear ambition to maximise face-to-face education.

Where a pupil is likely to miss 15 school days or more because of health needs, whether consecutive or cumulative, the school will work with Dudley MBC so that its section 19 responsibilities can be considered and suitable education secured where required.

Remote education is not a routine substitute for attendance. Where used for an individual pupil who cannot attend, it will be exceptional, time-limited, linked to a plan for education and reintegration, and kept under review.

## 10. Leave of absence and unauthorised term-time leave

Requests for leave of absence must be made in advance by a parent with whom the pupil normally lives, using the Federation Leave of Absence Request Form at Appendix 5. Requests should be submitted as early as possible so that the school can consider the individual circumstances before the proposed absence.

The Headteacher, or delegated senior leader, may grant leave only where exceptional circumstances exist. Each request is considered individually. If leave is granted, the school will determine the number of days authorised.

A holiday or other leave taken without authorisation will be recorded using the appropriate statutory code. Where the national threshold for a penalty notice is met, the school will follow Dudley MBC's current process and the National Framework for Penalty Notices.

The national threshold is 10 sessions of unauthorised absence in a rolling period of 10 school weeks. A school week is any week in which the school meets for at least one session. The threshold can be met by any combination of relevant unauthorised absence codes. Meeting the threshold does not remove the requirement for individual, proportionate decision-making.

## 11. Dudley REPS, formal support and legal intervention

BCF follows Dudley SA&ESS's REPS model for recurring, emerging, persistent and severe absence. The local approach is explicitly support-first: school must evidence that relevant barriers have been explored and appropriate support offered before formalisation or enforcement is requested, except where support is not appropriate for the type of absence.

### 11.1 Facilitating support

- Explore the individual needs of the pupil and family.
- Put appropriate in-school support in place and involve external services where needed.
- Create and regularly review an Attendance Support Plan.
- Use Targeting Support Meetings (TSMs), the school's Named Point of Contact (NPOC) and Dudley Duty Desk advice where appropriate.
- Where agreed with the NPOC, issue a Joint Early Warning Notice.

### 11.2 Formalising support

Where voluntary support has not worked or has not been engaged with, and the case meets Dudley's criteria, the school may submit a REPS Evaluation & Request with documentary evidence to SA&ESS. Dudley guidance

identifies a minimum threshold of 10 unauthorised sessions in 10 school weeks for this route, alongside evidence of the support and review work undertaken.

SA&ESS may issue a Notice to Improve (NTI), request further evidence, recommend further support or determine that another route is appropriate. Where an NTI is used, the improvement period is normally between three and six weeks. School support and review continue during this period.

### 11.3 Enforcement

Where support has been exhausted or is not engaged with and attendance has not improved, the school may submit a REPS Enforcement Request to Dudley SA&ESS. Dudley determines the appropriate and proportionate legal pathway, which may include a penalty notice or prosecution. Legal intervention applies only to pupils of compulsory school age and decisions are made case by case.

Dudley SA&ESS Duty Desk for school/professional enquiries: 01384 814317 / [ess.cs@dudley.gov.uk](mailto:ess.cs@dudley.gov.uk).

BCF will continue to support the pupil and family during any formal or enforcement process. Referral to the local authority does not transfer the school's responsibility for attendance or safeguarding.

### 11.4 Fixed Penalty Notices

Penalty notices are one of the legal interventions available where unauthorised absence meets the national framework and support has not worked, has not been engaged with, or is not appropriate. The decision to issue a penalty notice is made in line with Dudley MBC arrangements and the National Framework for Penalty Notices.

The national threshold is 10 sessions of unauthorised absence within a rolling period of 10 school weeks. A school week means any week in which the school meets for at least one session. The threshold can be met by any combination of relevant unauthorised absence. Reaching the threshold means a penalty notice must be considered; it does not mean one will automatically be issued.

Penalty notices are issued to each parent, for each child. The current national rates are:

- First penalty notice for the same parent and child within a rolling three-year period: £160 if paid within 28 days, reduced to £80 if paid within 21 days.
- Second penalty notice for the same parent and child within that three-year period: £160, payable within 28 days, with no reduced rate.
- A third penalty notice cannot be issued to the same parent for the same child within three years of the first notice. If the national threshold is met again, alternative action will be considered. This will often include prosecution but may include another attendance legal intervention.
- If a penalty notice is not paid within the required period, Dudley MBC may pursue prosecution for the original attendance offence.

BCF does not use penalty notices as a substitute for appropriate attendance support. Where support is appropriate, the school will continue to work with the pupil and family before, during and after any formal intervention.

## 12. Children missing education and safeguarding

Absence can be an important safeguarding warning sign. The school follows Keeping Children Safe in Education and Children Missing Education statutory guidance and acts immediately where a pupil's whereabouts are unknown or there are safeguarding concerns.

The school will make reasonable enquiries, use emergency contacts, work with Dudley MBC and other partners, and record all actions. A pupil will not be removed from the admission register simply because they have been absent for 20 school days.

Where the statutory deletion ground relating to continuous absence may apply, the school will only delete the pupil from the admission register when all conditions in the School Attendance (Pupil Registration) (England) Regulations 2024 are met, including the required joint reasonable enquiries with the local authority and the absence of reasonable grounds to believe the pupil is unable to attend because of sickness or another unavoidable cause.

Parents/carers concerned about a pupil who may be missing from education should contact the school immediately: Brierley Hill 01384 816980; Brockmoor 01384 816635.

## 13. Attendance data, cohorts and impact

Attendance data is used to drive action, not simply to report percentages. Attendance Officers review pupil-level information weekly and the Senior Attendance Champion reviews patterns and impact at least monthly.

Leaders consider whole-school attendance alongside persistent and severe absence and relevant cohorts, including disadvantaged pupils, pupils with SEND, pupils with social care involvement, young carers, pupils with health needs, mobile pupils and other groups where local evidence identifies a concern.

BCF uses DfE attendance tools and published local/national information to understand context and benchmark performance. Cohort data is not used to make assumptions about individuals.

The key evaluation question is whether intervention has increased pupils' access to education. Leaders will review the change in attendance, patterns of absence, engagement with support and whether improvement is sustained.

## 14. Promoting and recognising attendance

BCF promotes the benefits of regular attendance positively and sensitively. Recognition must not stigmatise pupils or penalise children for circumstances outside their control.

- Classes can earn a 'popcorn piece' for days of 100% attendance; 10 pieces lead to an in-school class celebration.
- Attendance and improvement are recognised in weekly assemblies.
- Pupils with 96% or above attendance across a term may be invited to a termly celebration.
- Pupils achieving 100% attendance across a term may be included in a prize draw.
- Significant improvement and sustained engagement are also recognised so that celebration is not limited to pupils who already have high attendance.
- Reasonable adjustments and inclusive alternatives will be considered so that pupils with disability, SEND, medical needs or unavoidable authorised absence are not unfairly disadvantaged.

## 15. Governance, monitoring and review

Governors receive attendance information at least termly and challenge leaders on whole-school and cohort trends, persistent and severe absence, the quality and timeliness of support, safeguarding, use of formal intervention and, crucially, the impact of actions.

The Governing Body ensures that admission and attendance registers are maintained in accordance with the 2024 Regulations and that required attendance information is shared with the Secretary of State and local authority.

This policy will be reviewed annually and sooner where statutory guidance, regulations or Dudley MBC attendance processes change.

## 16. Links to other policies and guidance

- BCF Child Protection and Safeguarding Policy
- BCF Relational Policy
- BCF Supporting Pupils with Medical Conditions Policy
- BCF SEND Policy and school SEND Information Reports
- BCF Remote Education Information
- BCF Data Protection Policy
- Department for Education: Working together to improve school attendance
- Department for Education: Children Missing Education
- Department for Education: Keeping Children Safe in Education 2026
- Dudley MBC School Attendance & Education Support Service (SA&ESS) REPS guidance

## Appendix 1. DfE attendance and absence codes

The School Attendance (Pupil Registration) (England) Regulations 2024 prescribe the national attendance and absence codes. BCF uses these codes and does not create local alternatives. The table below reflects the DfE code set in force for the 2026/27 academic year. If the DfE changes the statutory code set, the current national requirements take precedence and this appendix will be updated.

|  | DfE description / use                                                                                                                                                                                                                         |
|--|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | Morning session - present at the school when the attendance register begins to be taken.                                                                                                                                                      |
|  | Afternoon session - present at the school when the attendance register begins to be taken.                                                                                                                                                    |
|  | Attending a place for any other approved educational activity. The nature of the activity must be recorded.                                                                                                                                   |
|  | Absent with leave for other circumstances.                                                                                                                                                                                                    |
|  | Absent with leave for the purpose of participating in a regulated performance.                                                                                                                                                                |
|  | Absent with leave, of compulsory school age, because a temporary reduced timetable does not require attendance.                                                                                                                               |
|  | Attending another school at which the pupil is a registered pupil.                                                                                                                                                                            |
|  | Authorised absence because the pupil is suspended or permanently excluded and no alternative provision has been made.                                                                                                                         |
|  | Absent without leave for the purpose of a holiday.                                                                                                                                                                                            |
|  | Unable to attend because of sickness. This code is not used for medical or dental appointments.                                                                                                                                               |
|  | Absent with leave to attend an interview for employment or for admission to another educational institution.                                                                                                                                  |
|  | Attending a place other than the school, or another school at which the pupil is registered, for educational provision arranged by the local authority under the relevant statutory duties. The nature of the activity must also be recorded. |
|  | Absent when the attendance register begins to be taken, but arrives before the register has closed.                                                                                                                                           |
|  | Absent with leave to attend a medical or dental appointment.                                                                                                                                                                                  |
|  | Absent - circumstances not yet established.                                                                                                                                                                                                   |
|  | Absent in other circumstances without leave.                                                                                                                                                                                                  |
|  | Attending an approved educational activity that is a sporting activity.                                                                                                                                                                       |
|  | Unable to attend because of a lack of access arrangements by the local authority to facilitate attendance.                                                                                                                                    |
|  | Absent on a day exclusively set apart for religious observance by the religious body to which the parent belongs.                                                                                                                             |
|  | Absent with leave for the purpose of studying for a public examination.                                                                                                                                                                       |
|  | Mobile child whose parent is travelling in the course of their trade or business and who is travelling with that parent.                                                                                                                      |
|  | Absent for registration - arrived after the attendance register closed.                                                                                                                                                                       |
|  | Attending an approved educational activity that is a visit or trip.                                                                                                                                                                           |
|  | Attending an approved educational activity that is work experience.                                                                                                                                                                           |
|  | Absent with leave, not of compulsory school age, because the timetable does not require attendance.                                                                                                                                           |
|  | Unable to attend because the school is not within walking distance of home and transport not provided is not available.                                                                                                                       |

|  | DfE description / use                                                                                                                                               |
|--|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | Unable to attend because widespread disruption to travel caused by a local, national or international emergency prevents attendance.                                |
|  | Unable to attend because part of the school premises is unavoidably out of use and the pupil cannot practicably be accommodated elsewhere on site.                  |
|  | Unable to attend because the whole school is unexpectedly closed when it was due to meet a session.                                                                 |
|  | Unable to attend because the pupil is subject to a sentence of detention.                                                                                           |
|  | Unable to attend because travel to, or attendance at, school would be contrary to or prohibitive of public health guidance or law relating to infection or disease. |
|  | Unable to attend because of another unavoidable cause. The nature of the unavoidable cause must also be recorded.                                                   |
|  | Pupil's name entered in the admission register in advance of the agreed start date. This is not collected in the school census.                                     |
|  | Planned whole-school closure - no session is to take place. This is not collected in the school census.                                                             |

Operational note: staff should use the current DfE guidance when deciding which code applies. Some codes require additional information to be recorded in the attendance register. Where there is uncertainty, the Attendance Officer should seek advice from the Senior Attendance Champion or Dudley SA&ESS Duty Desk.

## Appendix 2. Attendance Letter 1 - Persistent Absence

*BCF template. Staff should personalise the pupil, school, attendance figure and signatory before issue.*

|                     |                                                  |
|---------------------|--------------------------------------------------|
| <b>SCHOOL</b>       | [BROCKMOOR / BRIERLEY HILL]                      |
| <b>DATE</b>         | [DATE]                                           |
| <b>PARENT/CARER</b> | [NAME AND ADDRESS]                               |
| <b>RE</b>           | Persistent absence: early support - [PUPIL NAME] |

Dear Parent/Carer,

We are writing because [PUPIL NAME]'s attendance has fallen to [XX.X%]. A pupil is classed as persistently absent when they miss 10% or more of their possible school sessions. We want to act early so that absence does not become more difficult to reverse.

We know that absence can have different causes. Our first priority is to understand whether there are barriers affecting attendance and what support may help. Please contact us if health, SEND, emotional wellbeing, family circumstances, transport or anything else is making regular attendance difficult.

Regular attendance gives pupils the best opportunity to learn, maintain friendships, access support and benefit fully from school. We will continue to monitor attendance and work with you to secure improvement. Where concerns continue, we may invite you to an attendance support meeting so that we can agree actions together.

Yours sincerely,  
[ATTENDANCE OFFICER / SENIOR ATTENDANCE CHAMPION]

## Appendix 3. Attendance Letter 2 - Review Concern

|                     |                                                      |
|---------------------|------------------------------------------------------|
| <b>SCHOOL</b>       | [BROCKMOOR / BRIERLEY HILL]                          |
| <b>DATE</b>         | [DATE]                                               |
| <b>PARENT/CARER</b> | [NAME AND ADDRESS]                                   |
| <b>RE</b>           | Attendance review: continuing concern - [PUPIL NAME] |

Dear Parent/Carer,

We are writing further to our previous contact about [PUPIL NAME]'s attendance. Despite the support and discussion so far, attendance has not yet shown sufficient or sustained improvement and remains a concern.

We remain committed to working with you. Please tell us about any continuing barriers so that we can review whether different or additional support is needed. We will review attendance again on [REVIEW DATE] and will be looking for the improvement agreed with you.

If improvement is not secured, we may invite you to an Attendance Support Plan meeting and, where appropriate, seek advice or support from Dudley School Attendance & Education Support Service. Any formal or legal action will be considered in line with this policy, Dudley arrangements and the national attendance framework.

Yours sincerely,  
[ATTENDANCE OFFICER / SENIOR ATTENDANCE CHAMPION]

## Appendix 4. Attendance Support Plan Meeting Invitation

|                     |                                                              |
|---------------------|--------------------------------------------------------------|
| <b>SCHOOL</b>       | [BROCKMOOR / BRIERLEY HILL]                                  |
| <b>DATE</b>         | [DATE]                                                       |
| <b>PARENT/CARER</b> | [NAME AND ADDRESS]                                           |
| <b>RE</b>           | Invitation to Attendance Support Plan meeting - [PUPIL NAME] |

Dear Parent/Carer,

We remain concerned about [PUPIL NAME]'s attendance, which is currently [XX.X%]. We would like to meet with you and, where appropriate, your child to understand the barriers to regular attendance and agree the support and actions needed to improve it.

The Attendance Support Plan will record the barriers identified, support available, actions for school and family, the improvement we are seeking and the date on which progress will be reviewed. It is intended to help us work together and will be adapted if the agreed support is not having the required impact.

We do not routinely require medical evidence for illness absence. Where illness is prolonged or repeated, or where we need evidence to understand complex health needs, reasonable adjustments or the correct attendance code, we may discuss proportionate evidence with you.

Where voluntary support does not secure improvement or is not engaged with, the school may work with Dudley School Attendance & Education Support Service to formalise support or consider legal intervention in line with statutory guidance and local arrangements.

Yours sincerely,  
[ATTENDANCE OFFICER / SENIOR ATTENDANCE CHAMPION]

## Appendix 5. Leave of Absence Request Form

Complete one form for each pupil. A request must be made in advance by a parent the pupil normally lives with. Leave for leisure or a holiday is not normally considered an exceptional circumstance. Each request is considered individually.

| SCHOOL                          | [BRK / BH] |
|---------------------------------|------------|
| PUPIL NAME                      |            |
| DATE OF BIRTH                   |            |
| YEAR / CLASS                    |            |
| PARENT/CARER NAME               |            |
| HOME ADDRESS                    |            |
| TELEPHONE / EMAIL               |            |
| FIRST DAY OF PROPOSED ABSENCE   |            |
| DATE PUPIL WILL RETURN          |            |
| NUMBER OF SCHOOL DAYS REQUESTED |            |

### Reason for request

Explain fully why you believe the circumstances are exceptional. Include relevant dates and any information you would like the school to consider.

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### Parent/carer declaration

I understand that requests are considered individually and that if leave is not granted and my child is absent, the absence will be recorded using the appropriate unauthorised code. Where the national threshold is met, a penalty notice may be considered. The threshold is 10 sessions of unauthorised absence in a rolling period of 10 school weeks. A first penalty notice is £160 per parent, per child, reduced to £80 if paid within 21 days. A second notice to the same parent for the same child within three years is £160 with no reduced rate. A third penalty notice cannot be issued within that three-year period and alternative legal action may be considered.

|                        |  |
|------------------------|--|
| PARENT/CARER SIGNATURE |  |
| DATE                   |  |

### For school use only

|                           |                                               |
|---------------------------|-----------------------------------------------|
| REQUEST RECEIVED          |                                               |
| DECISION                  | Authorised / Part authorised / Not authorised |
| NUMBER OF DAYS AUTHORISED |                                               |
| REGISTER CODE(S)          |                                               |
| DECISION MADE BY          |                                               |
| DATE PARENT ADVISED       |                                               |
| REASON / NOTES            |                                               |

## Appendix 6. Leave of Absence Decision Letter

|                     |                                                     |
|---------------------|-----------------------------------------------------|
| <b>SCHOOL</b>       | [BROCKMOOR / BRIERLEY HILL]                         |
| <b>DATE</b>         | [DATE]                                              |
| <b>PARENT/CARER</b> | [NAME AND ADDRESS]                                  |
| <b>RE</b>           | Decision on leave of absence request - [PUPIL NAME] |

Dear Parent/Carer,

Thank you for your application for leave of absence. We have considered the request individually, including the information and circumstances you provided.

### Decision - select the applicable wording before issue

**AUTHORISED / PART AUTHORISED:** The school has agreed that the following period may be authorised: [DETAILS]. The school will record the absence using the appropriate statutory attendance code.

**NOT AUTHORISED:** The school has not agreed that the circumstances justify leave of absence for the period requested. If your child is absent during this period, the absence will be recorded using the appropriate unauthorised attendance code.

Where unauthorised absence reaches the national threshold of 10 sessions in a rolling period of 10 school weeks, the school must consider whether a penalty notice is appropriate. Dudley MBC administers the local process. A first penalty notice is £160 per parent, per child, reduced to £80 if paid within 21 days; a second notice to the same parent for the same child within three years is £160 with no reduced rate. A third penalty notice cannot be issued within that three-year period and alternative legal action may be considered.

Prolonged absence does not automatically result in removal from the school roll. A pupil can only be removed where a statutory ground for deletion applies and all relevant legal requirements, including required enquiries with the local authority, have been met.

Yours sincerely,

For and on behalf of the Black Country Federation Senior Leadership Team