



Special Partnership Trust

ATTENDANCE POLICY

Date Last Reviewed: March 2026

Next Review: March 2027



Attendance Policy

Rationale:

All schools within our Special Partnership Trust seek to ensure that our pupils receive a full-time education which maximises opportunities for each to realise his/her true potential with regards to academic progress and social development.

Each of our schools will provide a welcoming, caring environment, whereby each member of the school community feels valued, safe and secure. All school staff will work with pupils and their families to ensure each pupil attends school regularly and punctually.

Aims

We are committed to meeting our obligation with regards to school attendance through our whole-school culture and ethos that values good attendance, including:

Promoting good attendance

Reducing absence, including persistent and severe absence

Ensuring every pupil has access to the full-time education to which they are entitled

Acting early to address patterns of absence

Building strong relationships with families to ensure pupils have the support in place to attend school

We will also promote and support punctuality in attending lessons.

Legislation and guidance

This policy meets the requirements of the [working together to improve school attendance](#) from the Department for Education (DfE), and refers to the DfE's statutory guidance on [school attendance parental responsibility measures](#). These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

Part 6 of [The Education Act 1996](#)

Part 3 of [The Education Act 2002](#)

Part 7 of [The Education and Inspections Act 2006](#)

[The Education \(Pupil Registration\) \(England\) Regulations 2006 \(and 2010, 2011, 2013, 2016 amendments\)](#)

[The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)

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

Roles and responsibilities

School Attendance Leads

Nancealverne School	Beth Jones	01736 365 039
Cury School	Richard Triggs	01326 771 192
Curnow School	Sam Murray	01209 215 432
Pencalenick School	Hannah Tame	01875 520 385
Doubletrees School	Louise Doyle	01726 812 757
Orchard Manor	Peter Smith & Esther Craddock	01626 862 363
Brunel School	Emily Johnston	01803 665 522
Mill Water School	Rowan Allen	01395 568 890
Bosvena School	Josh Tyers	01208 640 108
Lampard School	Tamsin Winter	01271 345 416
Castlebridge School	Bridget Williams	01822 851 240

Trustees/ LGB

The Trustees and LGB are responsible for:

Promoting the importance of school attendance across the school's policies and ethos

Making sure school leaders fulfil expectations and statutory duties

Regularly reviewing and challenging attendance data

Monitoring attendance figures for the whole school

Making sure staff receive adequate training on attendance

Holding the headteacher to account for the implementation of this policy

The Headteacher

The Headteacher is responsible for:

Implementation of this policy at the school

Monitoring school-level absence data and reporting it to governors

Supporting staff with monitoring the attendance of individual pupils

Monitoring the impact of any implemented attendance strategies

Requesting fixed-penalty notices, where necessary

Role the Designated/Deputy Safeguarding (DSL) lead

The DSL/DDSL will scrutinise the attendance information emailed via the Office Team **each** morning; any unauthorised absence will be immediately addressed.

The designated senior leader responsible for attendance

The designated senior leader is responsible for:

Leading attendance across the school

Offering a clear vision for attendance improvement

Evaluating and monitoring expectations and processes

Having an oversight of data analysis

Devising specific strategies to address areas of poor attendance identified through data

Arranging calls and meetings with parents to discuss attendance issues

Delivering targeted intervention and support to pupils and families

The Headteacher is responsible for ensuring 10-day UA and 15-day illness absence is reported to the LA via the LA agreed mechanisms

The attendance officer

The school attendance officer is responsible for:

Monitoring and analysing attendance data (see section 7)

Benchmarking attendance data to identify areas of focus for improvement

Providing regular attendance reports to school staff and reporting concerns about attendance to the designated senior leader responsible for attendance and the headteacher

Working with education welfare officers to tackle persistent absence

Advising the headteacher when to request fixed-penalty notices

Class teachers.

Class teachers are responsible for recording attendance on a daily basis, using the correct codes, and submitting this information to the school office to be done by 9:30pm and 1:40pm SPT school use ARBOR to record/ submit registration information.

Teachers must;

- not mark a pupil present unless the pupil is in the room when they call the register

School office staff

School office staff will:

Take calls from parents about absence on a day-to-day basis and record it on the school system

Transfer calls from parents to the class teacher in order to provide them with more detailed support on attendance

Ensure first day follow up calls for all any unauthorized absence.

Parents/carers

Parents/carers are expected to:

Make sure their child attends every timetabled day on time

Call the school to report their child's absence before 9am on the day of the absence and each subsequent day of absence), and advise when they are expected to return. A reason for absence must be given and will be recorded on the attendance register.

Provide the school with more than 1 emergency contact number for their child

Ensure that, where possible, appointments for their child are made outside of the school day

Pupils

Pupils are expected to:

- Attend school every day on time

Education Welfare Officer (EWO):

In order to address any continued/persistent pupil absences once the attendance intervention strategy protocols have been followed the SPT will refer the pupil/student to the Education Welfare Officer with a view to improving the situation; parents will be notified of such measures. The school will provide the following information to inform the future work of the EWO:

- Reason for referral and any other relevant information
- Prior action taken by referrer (include details of contact with parents)
- Attendance data

The school will work with the EWO in the pursuit of any recommendations made; reviews of such work and the impact of this will be agreed with the EWO.

The Special Partnership works with Peninsula Education to provide attendance support and EWO services.

Recording attendance

4.1 Attendance register

All SPT schools keep an attendance register and place all pupils onto this register.

SPT schools take our attendance register at the start of the first session of each school day and at the start of the afternoon session. It will mark whether every pupil is:

- Present
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to exceptional circumstances

Any amendment to the attendance register will include:

- The original entry

- The amended entry
- The reason for the amendment
- The date on which the amendment was made
- The name and position of the person who made the amendment

We will also record:

- [For pupils of compulsory school age] Whether the absence is authorised or not
- The nature of the activity if a pupil is attending an approved educational activity
- The nature of circumstances where a pupil is unable to attend due to exceptional circumstances

We will keep every entry on the attendance register for 3 years after the date on which the entry was made.

Pupil arrival time is clearly stated in each school – and pupils are expected to arrive in school on time each day.

There are clear registration procedures in each school – identifying registration time/s and the length of time registration/s takes place.

Unplanned absence

The pupil's parent/carer must notify the school of the reason for the absence on the first day of an unplanned absence by 9am or as soon as practically possible by calling the school office staff.

We will mark absence due to illness as authorised unless the school has a genuine concern about the authenticity of the illness.

If the authenticity of the illness is in doubt, the school may ask the pupil's parent/carer to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

If the school is not satisfied with the authenticity of the illness, the absence will be recorded as unauthorised and parents/carers will be notified of this as soon as possible.

A safe and well check would be conducted if a child is absent without contact from parent after 2 days and after 5 days if there is contact but child is still away, or earlier where there are safeguarding concerns. This may also include a home visit from school staff or other professionals.

Schools are required to report **Children Missing Education (CME)** to the **Local Authority (LA)** as soon as they become aware that a child is not receiving suitable education and their whereabouts or educational provision is unknown.

According to general statutory guidance, a school should notify the LA **immediately** when:

- A child is **removed from the school roll** without a known destination school.
- A child has **10 or more days of continuous unauthorised absence** without explanation.
- There are **safeguarding concerns** linked to the absence.
- A child **fails to start at the school** after being offered a place and no alternative education is known.
- A child is **believed to have moved away** but no confirmation of a new school has been received.

The Local Authority has a **Children Missing Education (CME) Team** that handles these referrals. Schools typically use a **CME referral form**, which can be found on the Local Authority website or through their education portal.

Planned absence

Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent/carer notifies the school in advance of the appointment.

Parents should request leave of absence using the SPT request form – and attach any appointment/invitation letters.

However, we encourage parents/carers to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary.

The pupil's parent/carer must also apply for other types of term-time absence as far in advance as possible of the requested absence.

Lateness and punctuality

A pupil who arrives late:

- Before the register has closed will be marked as late, using the appropriate code
- After the register has closed will be marked as absent, using the appropriate code.
- School staff will identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than 5 working days after the session
- School staff will call the parent/carer on each day that the absence continues without explanation to ensure proper safeguarding action is taken where necessary. If absence continues, the school will consider involving an education welfare officer and home visits may be carried out.

Within this Trust a pupil will be marked late (L) if they arrive after the start of the school day but within [30] minutes of the start time and as an unauthorised lateness (U) if they arrive outside of this start time. Each school's registration times are available on the individual school's website.

Reporting to parents/carers

The school will regularly inform parents about their child's attendance and absence levels.

Authorised and unauthorised absence

Approval for term-time absence

The headteacher will only grant a leave of absence to a pupil during term time if they consider there to be 'exceptional circumstances'. A leave of absence is granted at the headteacher's discretion, including the length of time the pupil is authorised to be absent for.

The school has developed a protocol on how it manages pupil leave of absence in exceptional circumstances; to support this process our schools will undertake a risk assessment to secure safeguarding. If the school has any doubt in regard to the safety of any pupil whose parent has requested an exceptional circumstance this will be discussed with the CEO/LADO/Social Care/MARU with immediate effect. In accordance to established protocols any Child in Care will not be authorised for any leave of absence from the school without discussing this with their allocated social worker.

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request.

Any request should be submitted as soon as it is anticipated and, where possible, at least 15 school days prior to the absence, and in accordance with any leave of absence request form, accessible via school office/ website. The headteacher may require evidence to support any request for leave of absence. Term time holidays are not considered to be exceptional circumstances.

Valid reasons for **authorised absence** include:

- Illness and medical/dental appointments
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents belong. If necessary, the school will seek advice from the parents' religious body to confirm whether the day is set apart
- Traveller pupils travelling for occupational purposes – this covers Roma, English and Welsh gypsies, Irish and Scottish travellers, showmen (fairground people) and circus people, bargees (occupational boat dwellers) and new travellers. Absence may be authorised only when a traveller family is known to be travelling for occupational purposes and has agreed this with the school, but it is not known whether the pupil is attending educational provision. Absence should only be authorised where the pupil has attended at least 200 sessions in the preceding 12 months (rolling period)

Operation Encompass:

Operation Encompass is a police and education early intervention initiative designed to provide immediate support to children experiencing domestic abuse. It involves a police notification system to schools about domestic abuse incidents involving their students, enabling schools to offer timely support and intervention. The school will take particular notice of any child who has been subject to an Operation Encompass telephone call; if a child

is absent this will immediately be followed up with contact via MARU/Social Care/CEO/LADO. All details will be recorded in the school's safeguarding chronology.

Pupils with Long Term Health Issues:

If a pupil is unable to attend school because of long term health issues, then there may be referred to the Local Authority Hospital Education Service (HES) so that trained teachers from HES can deliver learning at home.

If a pupil is unable to attend school because of long term health issues, this may require a section 19 medical referral and schools will follow the process of completing a such a referral according to their Local Authority. If there is no referral process, then this request should be recorded via an interim review process, where needed. A "Section 19 medical referral" refers to the process where a local authority arranges suitable education for a child of compulsory school age who cannot attend school due to illness. (Reference: Arranging Education for children who cannot attend school because of health needs – DfE December 2023)

Reduced timetables:

Reduced timetables can be used as an interim measure to support pupils with a medical need who need to reduce the hours they access school. Reduced timetables need to be agreed by both the school, parents and any external agencies that support the pupil and in consultation with the SEN caseworker. The school may request medical evidence that supports the reduced timetable and all parties will be invited to complete a risk assessment around the reduction in timetable. When the reduced timetable is agreed, the Local Authority are notified. These are short term measures to support a reintegration back to full time education. These should not be used to manage behaviour. We do recognise that some of our pupils have long term or degenerative health conditions. In these cases we would aim to regularly review the reduced timetable and all parties to agree that these arrangements continue to be in the best interests of the pupil. Each school must follow the processes laid out by their own Local Authority to both agree the reduced timetable and also to notify the Local Authority that this is in place. As part of this process the school must ensure that:

- a written agreement is in place, signed by parents
- there is a risk assessment in place (either one provided by the Local Authority or the Special Partnership Trust's own format)
- there is an agreement between the parents and school regarding any work provided by school for the time periods that the learner is not attending school
- a date for the next review meeting is agreed

Where a student attends school on a reduced timetable, their absences should be coded as C2. This includes where pupil has an agreed phase transition or reintegration into school.

Flexi-schooling:

Another option is to register a pupil for "Flexi-schooling" where a pupil can be educated off site; if flexi-schooling is agreed by any of our schools within our Special Partnership Trust they will follow the protocols determined by the Local Authority.

Any flexi-schooling agreement will be discussed/ agreed by the LGB and recorded as such in the minutes held; review of the flexi-school agreement will fall in line with the protocols agreed by the Local Authority. The school will discuss all aspects of school work which will be addressed in the home environment and regularly reviewed by the school, this process will be discussed/ agreed with the parents and sent home, this will form the basis of all discussions held.

Flexi schooling applications will be reviewed on a case by case basis, but in general our schools do not support this arrangement as they work to ensure the onsite offer meets pupils needs as outlined in the EHCP.

Out of school provision:

Some pupils/students within our Special Partnership Trust receive their education off site; any such provision will have been agreed by both the school and the Local Authority and will be documented as such within their Annual Review paperwork. As such, the school remains responsible for the education, safety and welfare of the pupil/student.

In order for any one of our schools to monitor this agreed school offer, each school will:

- Where children are off site, attendance should be recorded daily.
- Agree the aims/outcomes of the out of school provision/school offer with the Local Authority (record all aims/outcomes/frequency of visits within the agreed documentation provided by the LA)
- Ensure any out of school provider has the appropriate DBS checks and are compliant with the Keeping Children Safe in Education documentation
- Record the number of pupils within the Head Teachers report to Trustees/LGB
- Record the pupils electronically in accordance to the Local Authority's spread sheet 'Children missing from education' each term
- Make regular checks (at least half termly) with the provider on the agreed aims/outcomes (record all such checks on the template provided)

Please refer to the Alternative provision policy.

Strategies for promoting attendance

Each school works closely with pupils/ parents and carers to promote positive attendance and engagement with school. The context of pupil need is key – and development of an appropriate package of education, support care is an essential part of promoting attendance.

Legal sanctions

If your child is absent from school without authorisation, you will be committing an offence under the Education Act 1996. We may submit a request to Cornwall Council for a Penalty Notice to be issued, in accordance with Sections 444A and 444B of the said Act. Penalty Notices are issued per liable parent, per child and each carry a fine of £80 if paid within 21 days or £160 if paid after this but within 28 days.

If your child is further absent from school without authorisation within any 3-year period, you will be committing a further offence under the Education Act 1996. We may submit a request to Cornwall Council for a Penalty Notice to be issued, in accordance with Sections 444A and 444B of the said Act. Penalty Notices for a second offence are issued per liable parent, per child and each carry a fine of £160, payable within 28 days.

Importantly, fines per parent will be capped to two fines within any three-year period. Once this limit has been reached, other action such as a parenting order or prosecution will be considered.

Failure to pay the Penalty Notice may also result in legal action. If you are prosecuted and attend court because your child has not been attending school, you could get a fine of up to £2,500. Cornwall Council may also apply for the costs incurred in taking the matter to Court, including legal costs.

Absence not authorised by the school may also result in a prosecution in the Magistrates' Court under Section 444(1) or Section 444(1A) of the Education Act 1996, leading to a fine of up to £2,500 and/or a custodial sentence. Again, Cornwall Council may also apply for the costs incurred in taking the matter to Court, including legal costs.

Money raised from fines is only used by the local authority to cover the costs of administering the system, and to fund attendance support. Any extra money is returned to the government.

Attendance monitoring

Through the regular scrutiny of attendance records the Head Teacher (DSL) and Deputy Head Teacher (DDSL) will be able to identify any concerns in relation to attendance particularly in relation to any aspects of the safeguarding chronology held by the school.

If a pupil is beginning to show a sporadic attendance record and this is not linked to any on-going medical complaint or additional reason of which the school is aware, the school will attempt to rectify this with the parents. The school will contact the parents initially via a telephone call to discuss and clarify reasons for lower attendance (all telephone conversations will be logged by the school). This will always be followed up with a letter outlining what has been discussed / agreed. If any issues continue, the Head Teacher will write to the parents / carers inviting them to a meeting (alongside The Education Welfare Officer and social care colleagues if / as appropriate) to discuss the reason(s) why attendance continues to decline and agree a support plan to rectify this.

If the child concerned continues to attend school sporadically following these measures this will be discussed with MARU / the EWO Team for their advice and guidance as outlined within our Safeguarding Policy.

Where there are multi agency partners involved the school will work alongside them to support attendance and will continue to report any safeguarding concerns through the usual channels.

The Trust wide Safeguarding Group considers attendance policy and practice as part of the safeguarding remit. Analysis of attendance (through trust wide reporting) informs the safeguarding group of attendance trends and patterns across the Trust.

Attendance Data

It is recognised that there are **no national attendance data sets** to benchmark our pupil's attendance although through research we have identified the following averages:

National average absence rate special schools	9.1%	SPT attendance target: 90% or above
National average mainstream	5.2%	

It is our aim therefore to scrutinise our attendance data to determine reasons for non-attendance to ensure we do not exceed the data benchmark.

It will be the responsibility of the office team to collate all attendance data recorded in pupil's registration certificates found within SIMs collating and presenting this in an attendance data report to the Head Teacher each term end. This data will enable the Attendance Officer to determine two aspects:

School data is analysed in detail every term as part of the head teacher reporting to Governors and Trustees.

- Raw data (**ACTUAL** attendance data recorded via registration certificates / Arbor)
- **VERIFIED** data (data which has been scrutinised to determine reasons/codes for any absenteeism)

Using agreed templates, the attendance officer will scrutinise the attendance data for each pupil whose attendance falls below the SPT benchmark (90.19%) adding supporting commentary if/as required. This information will be passed onto the Head Teacher to inform the report to the LGB/Trustees.

Monitoring and analysis of attendance data:

Through the scrutiny of attendance codes, the Attendance Officer will identify percentages in agreed areas to inform verified data using the raw data presented; such data will be supported by a commentary which demonstrates how the data has been analysed providing the reader with further context. Following such procedures will enable the attendance office to produce verified attendance data which in turn will be reported to the LGB/Trustees each term.

The Attendance Officer has the responsibility for monitoring progress data for any pupil who may experience a prolonged absence from school alongside the Head Teacher of the school and are not meeting the SPT attendance benchmark. Data associated with progress over time will be scrutinised and where this has slowed (emerging progress) opportunities will be identified to 'close the gap'. Such measures will be discussed / reviewed with the class teacher and the parents / carers will be contacted to discuss further; follow up discussions (if/as required) will take place in Pupil Progress meetings and will include parents/carers if/as necessary.

Where appropriate, the school will work closely with parents / carers to ensure the continuation of targets – e.g. –PLGs, therapy, academia can be addressed as much as possible whilst the pupil is at home. Where appropriate, the school will endeavour to provide any

additional resources – e.g. – iPad, notebooks, and therapy plans that the parents would need to address targets identified. Remote learning will not be offered if the pupil is able to attend school, or if they are too ill to access it.

The attendance of all pupils will be formally discussed at each pupil's Annual Review with parents / carers and recorded via our Annual Report to parents. Attendance data will be formally recorded within the review paperwork provided by the Local Authority. Attendance data will additionally be recorded in the electronic e-PEPs paperwork for all Children in Care; this will be the responsibility of the designated Child in Care Lead.

Every child attendance/absence is recorded using the agreed code in the class register which is completed by class teachers on our online electronic system, Arbor. This information is then made available to the Local Authority and the DfE.

Attendance codes

The following codes are taken from the DfE's guidance on school attendance. As of 1st August 2024, the DfE has released new attendance codes and archived some existing codes. All records of the old attendance codes will remain unchanged and can still be reported on as usual, but they should no longer be used for marking attendance.

Attendance codes currently in use

Code	Full name	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.
K	Education provision provided by LA	Education provision arranged by a local authority, rather than the school
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.

C1	Other Authorised Absence	Absence for a regulated performance or employment abroad
J1	Interview	Leave of absence to attend an interview for employment or admission into another educational institution
C2	Other Authorised Absence	Pupils on part-time timetables
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.
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.
I	Illness	This Illness code can be used for any form of illness, if you don't want to distinguish Covid-19 illness.
I01	Illness	This code maps to the statutory mark of I. This is for students absent due to non-coronavirus related illness (unless the truthfulness of the claim is in question). This code should not be used for medical or dental appointments.
I02	Confirmed case of Covid-19	This code maps to the statutory mark of I. This is for pupils who have a confirmed case of coronavirus.

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.
Y1	Unable to attend	Absence due to transport normally provided not being available.
Y2	Unable to attend	Widespread disruption to travel
Y3	Unable to attend	Part of school closed.
Y4	Unable to attend	Unexpected whole school closure (different from # for planned closures).
Y5	Unable to attend	Pupils in the criminal justice system.
Y6	Unable to attend	Absence due to public health guidance or law.
Y7	Unable to attend	Any other unavoidable cause.

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.

LEAVE OF ABSENCE / EXCEPTIONAL CIRCUMSTANCE LEAVE REQUEST FORM

The law does not grant parents an automatic right to take their child out of school during term time. Any absence from school will disrupt your child's learning. You may consider that a holiday will be educational, but your child will miss out on the teaching that their classmates will receive during your holiday. Attendance is vital to academic success and lost education poses a potential risk of underachievement. This is something we all have a responsibility to avoid.

The Department for Education no longer allows Headteachers to grant any leave of absence during term time unless there are exceptional circumstances. If you consider that your request for absence is exceptional you will need to complete the form attached to this notification. A response will be sent to you as soon as possible. If leave is not authorised and you nevertheless withdraw your child from school, the absence will be recorded as unauthorised absence.

If your child is absent from school without authorisation, you will be committing an offence under the Education Act 1996. We may submit a request to Cornwall Council for a Penalty Notice to be issued, in accordance with Sections 444A and 444B of the said Act. Penalty Notices are issued per liable parent, per child and each carry a fine of £80 if paid within 21 days or £160 if paid after this but within 28 days.

If your child is further absent from school without authorisation within any 3-year period, you will be committing a further offence under the Education Act 1996. We may submit a request to Cornwall Council for a Penalty Notice to be issued, in accordance with Sections 444A and 444B of the said Act. Penalty Notices for a second offence are issued per liable parent, per child and each carry a fine of £160, payable within 28 days. Importantly, fines per parent will be capped to two fines within any three-year period. Once this limit has been reached, other action such as a parenting order or prosecution will be considered. Failure to pay the Penalty Notice may also result in legal action. If you are prosecuted and attend court because your child has not been attending school, you could get a fine of up to £2,500. Cornwall Council may also apply for the costs incurred in taking the matter to Court, including legal costs.

Absence not authorised by the school may also result in a prosecution in the Magistrates' Court under Section 444(1) or Section 444(1A) of the Education Act 1996, leading to a fine of up to £2,500 and/or a custodial sentence. Again, Cornwall Council may also apply for the costs incurred in taking the matter to Court, including legal costs.

Money raised from fines is only used by the local authority to cover the costs of administering the system, and to fund attendance support. Any extra money is returned to the government.

'Parent' as set out in Section 576 of the Education Act 1996, defines parent to include: natural parents, whether they are married or not; any person or body who has parental responsibility for a child (as defined by the Children Act 1989) and; any person who, although not a natural parent, has care of a child. Having care of a child means a person with whom a child lives and who looks after a child, irrespective of what their relationship is with said child.

All requests must be completed on this form; letters will not be accepted. This form should be returned to the Attendance Office at least 15 school days before the start of the absence.

I hope you will support our efforts in raising attendance and attainment in (SCHOOL NAME).

APPLICATION BY PARENT/CARER

If you consider an absence during term time to be an exceptional circumstance, please complete this form and return it to the Attendance Office at least 15 school days before the date you wish to remove your child from school.

Student Name: _____ DOB: _____

Tutor Group: _____

Home Address: _____

Post Code: _____

Name of Parent/Carer completing this form: _____

First day of absence: _____

Date of return to school: _____

If leaving your home address before the first day of absence, please provide the date on which you will leave _____

Total number of days missed: _____ days

Reason for absence: _____

I understand that if the absence request is unauthorised the school may request that Cornwall Council issue a Penalty Notice. I understand that a Penalty Notice is issued to **each** liable parent/carers of **each** child taken out of school and that this carries a fine of £80 if paid within 21 days, increasing to £160 if paid within 28 days (or £160 with no option to pay the lower amount if it is the 2nd penalty notice within a rolling 3-year period). I understand that if I do not pay the fine, it may result in legal action being taken against me. **I understand that parents have a duty to ensure their child's regular attendance at school and failure to do so is an offence under Section 444(1) and Section 444(1A) of the Education Act 1996.**

Signed

Dated

(Please ensure you give at least 15 school days' notice of the proposed absence)

Below to be completed by the school: FAO – Headteacher

% Current	% Last Year	Comments

Student Name: Tutor: Year:

.....

0 AUTHORISED:

Request has been authorised for the following dates only:

___ / ___ / ____ to ___ / ___ / ____

0 UNAUTHORISED:

Signed Headteacher

Date ___ / ___ / ____

Letter sent / Phone Call / other	Signed:	Date:
Action: PN Request	Signed:	Date:

Add to appendices:

SPT format for Risk assessment for reduced timetables.

SPT reduced timetable proformas short term and also long term medical needs (this will need to include the initial application and then the review meeting formats).



Appendix 1

Special Partnership Trust Flexi-School Placement Request Process

Purpose and Scope

This policy sets out the process for managing requests for flexi-school placements within the Trust and its schools. It ensures compliance with Department for Education (DfE) guidance and links arrangements to attendance protocols and safeguarding responsibilities.

Definition of Flexi-Schooling

Flexi-schooling refers to an arrangement where a child is registered at a school but attends part-time, with the remainder of their education provided at home by parents. This is distinct from elective home education, where the child is removed from the school roll.

Parents have the right to request flexi schooling – schools do not need to approve unless they are confident that is the optimum provision for a pupil.

Roles and Responsibilities

- **Parents/Carers:** Submit formal request, provide home education plan, comply with agreed attendance schedule.
- **Headteacher:** Assess request, ensure safeguarding and educational standards with clear reference to the EHCP, maintain accurate attendance records.
- **Trust:** Monitor consistency across schools, maintain central register of flexi-school arrangements.
- **Local Authority:** Provide advice and oversight where required.

Process for Managing Requests

Step 1: Parent Request

- Parents submit a written request to the Headteacher including:
 - Reason for flexi-schooling.
 - Proposed schedule.
 - Outline of home education provision.

Step 2: School Review

- Headteacher evaluates:
 - Impact on child's learning and safeguarding.
 - School capacity to manage arrangement.
- Consult Local Authority if necessary.

Step 3: Trust Oversight

- School submits summary of decision to Trust.
- Trust records arrangement in central register.

Step 4: Agreement and Documentation

- Draft a Flexi-School Agreement signed by:
 - Parent(s)
 - Headteacher
 - Local Authority because an EHCP has been issued.
- Agreement includes:
 - Attendance schedule.
 - Safeguarding responsibilities.
 - Review dates (termly).

Attendance Protocols

Coding:

- Use DfE-approved codes:
 - “C” – Authorised absence (home education days).
 - “B” – Off-site educational activity (if applicable).

Monitoring:

- Track attendance for in-school days.
- Include flexi-school pupils in overall attendance reporting.
- Escalate concerns if attendance falls below agreed levels.

Safeguarding and Welfare

- Maintain regular contact with parents.
- Include flexi-school pupils in safeguarding checks.
- Ensure access to school-based support services.

Review and Termination

- Termly review of:
 - Academic progress.
 - Attendance compliance.
 - Safeguarding.
- School reserves right to terminate arrangement if this becomes detrimental to child’s education or welfare.

Appendix 2

Form A - Flexi School Request Form

This form helps us work together to support a flexible schooling arrangement for your child. Please complete the sections below so we can understand your request and agree on a plan that works for everyone.

1. Child's Details

Child's full name:	
Date of birth:	
Year group/class:	
School name:	
Parent/guardian name(s):	
Home address:	
Contact number:	
Email address:	

2. Reason for Request

Please tell us why you are asking for a flexi school arrangement. This helps us understand how best to support your child.

Reason for request: (Please write your explanation below)

3. Proposed Flexi School Schedule

Please outline the days or times your child would attend school and the days/times they would learn at home .

School attendance days/times:	
Home education days/times:	
Proposed start date:	
Expected duration of arrangement (if known):	

4. Flexi School Plan (Overview)

Please give a brief outline of what learning will take place at home or in your identified provision. This does not need to be long or complicated.

You may wish to include:

- Subjects or topics you plan to cover
- Activities, resources, or online tools you will use
- How you will support your child's progress
- Any tutors, groups, or external activities involved

Flexi School plan summary:

(Write your summary here.)

Form B - School Decision

The school has reviewed this Flexi School Request and has made the following decision:

Decision:

- ☐ Approved – The school agrees to support the proposed flexi school arrangement
- ☐ Declined – The school is unable to support the request at this time

Explanation / Notes:

(Provide details outlining the reasons for approval or decline, any conditions, or further information.)

11. Signatures

Parent/Guardian:

Name: _____

Signature: _____

Date: _____



Form C - Flexi School Agreement

This agreement helps make sure everyone understands their role in supporting your child.

Attendance Schedule

We agree that the child will:

Attend school on: (Insert days/times)

Learn at home on: (Insert days/times)

Any changes should be discussed and agreed with the school in advance.

Parent Responsibilities

By entering this arrangement, parents/guardians agree to:

- Provide suitable learning during home education time
- Ensure the child attends school on agreed days and arrives on time
- Keep the school informed about any concerns, absences, or changes
- Support the child's behaviour and learning expectations
- Provide any resources needed for home learning

School Responsibilities

The school agrees to:

- Record attendance correctly based on the agreed schedule
- Provide teaching and learning during school hours
- Keep in regular contact with parents
- Monitor the child's progress while they are in school
- Follow safeguarding procedures at all times

Safeguarding Measures

To keep your child safe:

- Parents agree to provide a safe learning environment at home
- The school may ask for updates on wellbeing or progress
- Any safeguarding concerns will be handled according to statutory guidance
- The flexi school arrangement may be reviewed or withdrawn if concerns arise

Review Dates

We will meet to review how the arrangement is working.

Initial review date: _____

Future review frequency (e.g., termly): _____

School Representative:

Name/Role _____

Signature: _____

Date: _____

Parent/Guardian

Name: _____

Signature: _____

Date: _____

