



## Attendance Policy

|  |
|--|
| <b>Issue No. 2</b>                               |
| <b>Issue Date:</b> 20/08/25                      |
| <b>Renewal Date:</b> 20/08/26                    |
| <b>Originator:</b> Simon Willcock                |
| <b>Responsibility:</b> Senior Deputy Headteacher |
| <b>Last Reviewed:</b> 20/08/25                   |
| <b>Review Period:</b> 1 year                     |

Signed by:

I. Newcombe

Link Governor

Date: 20/08/2025

Previous Review: 18/06/2024

# Contents:

1. Aims
2. Legislation and guidance
3. Roles and responsibilities
4. Recording attendance
5. Authorised and unauthorised absence
6. Strategies for promoting attendance
7. Attendance monitoring
8. Monitoring arrangements
9. Links with other policies
10. School statement

# Attendance Policy

## 1. 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.

## 2. 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.

## 3. Roles and responsibilities

### 3.1. The governing board

The governing board is 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 Executive Headteacher to account for the implementation of this policy
- Link governor for attendance to QA the School's Attendance procedures.

### 3.2. The Executive Headteacher

The Executive 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
- Issuing fixed-penalty notices, where necessary

### 3.3. 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 designated senior leader responsible for attendance is Simon Willcock, Senior Deputy Headteacher, and can be contacted via the school office.

### 3.4. The Attendance Manager

The school Attendance Manager is responsible for:

- Management of the Attendance team.
- 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 Executive Headteacher
- Working with education welfare officers to tackle persistent absence
- Advising the Executive Headteacher and Senior Deputy Headteacher when to issue fixed-penalty notices
- Take app messages, emails and calls from parents about absence on a day-to-day basis and record it on the school system

The Attendance Manager is Lisa Tailby and can be contacted via the school office.

### 3.5. Class teachers and form tutors

Class Teachers and Form Tutors are responsible for recording attendance on a daily basis, using the correct codes, and submitting this information to the school office at the start of every tutor period and lesson.

### 3.6. The attendance team

School admin staff will:

- Take app messages, emails and calls from parents about absence on a day-to-day basis and report this to the Attendance Team.
- Transfer calls from parents to the Attendance Team in order to provide them with more detailed support on attendance

### 3.7. Parents/carers

Parents/carers are expected to:

- Make sure their child attends every day on time
- Call the school to report their child's absence before 9am on the first day of the absence and each subsequent day of absence, and advise when they are expected to return

- 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

### 3.8. Pupils

Pupils are expected to:

- Attend school every day on time

## 4. Recording attendance

### 4.1. Attendance register

We will keep an attendance register, and place all pupils onto this register.

We will take our attendance register at the start of the first session of each school day and once during the second session. It will mark whether every pupil is:

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

Any amendment to the attendance register will include:

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

See appendix 1 for the DfE attendance codes.

We will also record:

- 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.

Pupils must arrive in school by 8:30am on each school day.

The register for the first session will be taken at 8:40am and will be kept open until 9:05am. A register is then taken at the start of all subsequent lessons that day.

### 4.2. 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 contacting the school office staff (see also section 7).

This can be done through the school app or by calling the school absence line on 0116 282 4326 and selecting option 2.

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 about the authenticity of the illness, the absence will be recorded as unauthorised and parents/carers will be notified of this in advance.

#### 4.3. 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 absence by contacting the school office, they will be required to provide evidence of the appointment for this to be authorised.

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. Go to section 5 to find out which term-time absences the school can authorise.

#### 4.4. 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

Students who are regularly late will receive consequences following the school behaviour policy. If lateness continues we will contact parents to discuss and address these concerns.

#### 4.5. Following up unexplained absence

Where any pupil we expect to attend school does not attend, or stops attending, without reason, the school will:

- Call the pupil's parent/carer on the morning of the first day of unexplained absence to ascertain the reason. If the school cannot reach any of the pupil's emergency contacts, the school may look to contact any external agencies if this is considered appropriate (i.e. Social Services, the Police).
- Identify whether the absence is approved or not
- 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
- 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

#### 4.6. Reporting to parents/carers

Your child's attendance is available to all parents/carers at any time through the app including any unauthorised absences that your child currently has. This will also be sent out to all parents with their regular school reports.

### 5. Authorised and unauthorised absence

#### 5.1. Approval for term-time absence

The Executive 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 Executive Headteacher's discretion, including the length of time the pupil is authorised to be absent for.

We define 'exceptional circumstances' as a major family event such as the funeral of

a close relative, serious or terminal illness of a close relative or when significant family trauma has occurred and it is believed that a break is in the child's best interest.

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

Any request should be submitted as soon as it is anticipated and in writing by contacting the school through the app or through e-mail. The Executive Headteacher will require evidence to support any request for a leave of absence.

Valid reasons for **authorised absence** include:

- Illness and medical/dental appointments (see sections 4.2 and 4.3 for more detail)
- 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
- Traveler pupils travelling for occupational purposes – this covers Roma, English and Welsh gypsies, Irish and Scottish travelers, showmen (fairground people) and circus people, bargees (occupational boat dwellers) and new travelers. Absence may be authorised only when a traveler 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

## 5.2. Legal sanctions

The school or local authority can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age.

If issued with a fine, or penalty notice, each parent must pay £160 per parent per child (discounted to £80 if paid within 21 days). If there is occasion to issue a second Penalty Notice for unauthorised leave of absence within a rolling 3 year period, it will be issued at the higher rate of £160 per parent per child, with no opportunity to pay at the lower level. A Penalty Notice cannot be issued if there is a third occasion of unauthorised leave of absence in the rolling 3 year period and it is highly likely that the local authority will take direct prosecution action in the Magistrates' Court which can result in parents receiving a criminal conviction. Any cases of extended periods of unauthorised absence, linked to holidays or trips away, are highly likely to result in prosecution action by the local authority.

Penalty notices can be issued by the Executive Headteacher, local authority officer or the police.

The decision on whether or not to issue a penalty notice may consider:

- The number of unauthorised absences occurring within a rolling academic year. Fines will be considered when there have been 5 days of unauthorised absence within a 10-week period
- One-off instances of irregular attendance, such as holidays taken in term time without permission. 4 or 5 or more consecutive days- 4 days applies where the absence immediately precedes or is attached to a school closure. (e.g. school holidays/INSET/ bank holiday)
- Where an excluded pupil is found in a public place during school hours without a justifiable reason

If the payment has not been made after 28 days, the local authority can decide

whether to prosecute or withdraw the notice.

## **6. Strategies for promoting attendance**

Student attendance is shared with them through form time and the importance of good attendance is promoted through displays, assemblies and form time throughout the school year. At the end of every half term students with good attendance are recognised and given the opportunity to win rewards.

## **7. Attendance monitoring**

The attendance data of all students in the school is monitored and analysed on a weekly basis to ensure that support for any attendance concerns is in place in a timely manner. Students at risk of becoming Persistent Absence (PA) students (below 90% attendance) and Sever Absence (SA) students (below 50%) can be quickly identified and the correct support identified.

### **7.1. Monitoring attendance**

The school will:

- Monitor attendance and absence data weekly, half-termly, termly and yearly across the school and at an individual pupil level
- Identify whether or not there are particular groups of children whose absences may be a cause for concern

Pupil-level absence data will be collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics. The school will compare attendance data to the national average, and share this with the governing board.

### **7.2. Analysing attendance**

The school will:

- Analyse attendance and absence data regularly to identify pupils or cohorts that need additional support with their attendance, and use this analysis to provide targeted support to these pupils and their families
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns

### **7.3. Using data to improve attendance**

The school will:

- Provide regular attendance reports to Form Teachers and Pastoral staff, and other school leaders, to facilitate discussions with pupils and families
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies

### **7.4. Reducing persistent and severe absence**

Persistent absence is where a pupil misses 10% or more of school, and severe absence is where a pupil misses 50% or more of school.

The school will:

- Use attendance data to find patterns and trends of persistent and severe absence

- Hold regular meetings with the parents of pupils who the school (and/or local authority) considers to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement at school
- Provide access to wider support services to remove the barriers to attendance

## 8. Monitoring arrangements

This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum annually by the Senior Deputy Headteacher responsible for attendance. At every review, the policy will be approved by the full governing board.

## 9. Links with other policies

This policy links to the following policies:

- Child protection and safeguarding policy
- Behaviour policy

### Appendix 1: attendance codes

The following codes are taken from the DfE's guidance on school attendance.

| Code      | Definition                    | Scenario   |
|-----------|-------------------------------|--|
| /         | Present (am)                  | Pupil is present at morning registration                                       |
| \         | Present (pm)                  | Pupil is present at afternoon registration                                     |
| <b>L</b>  | Late arrival                  | Pupil arrives late before register has closed                                  |
| <b>B</b>  | Off-site educational activity | Pupil is at a supervised off-site educational activity approved by the school  |
| <b>D</b>  | Dual registered               | Pupil is attending a session at another setting where they are also registered |
| <b>J1</b> | Interview                     | Pupil has an interview with a prospective employer/educational establishment   |
| <b>K</b>  | Off-site education            | Pupil is at a supervised provision provided by the LA                          |

|          |                           |   |
|----------|---------------------------|---|
| <b>P</b> | Sporting activity         | Pupil is participating in a supervised sporting activity approved by the school |
| <b>V</b> | Educational trip or visit | Pupil is on an educational visit/trip organised, or approved, by the school     |
| <b>W</b> | Work experience           | Pupil is on a work experience placement   |

| <b>Code</b>                 | <b>Definition</b>                 | <b>Scenario</b>   |
|-----------------------------|-----------------------------------|---|
| <b>Authorised absence</b>   |                                   |   |
| <b>C</b>                    | Authorised leave of absence       | Pupil has been granted a leave of absence due to exceptional circumstances  |
| <b>C1</b>                   | Authorised leave of absence       | Regulated performance or employment abroad  |
| <b>C2</b>                   | Authorised leave of absence       | Part-time timetable   |
| <b>E</b>                    | Excluded                          | Pupil has been excluded but no alternative provision has been made  |
| <b>I</b>                    | Illness                           | School has been notified that a pupil will be absent due to illness   |
| <b>M</b>                    | Medical/dental appointment        | Pupil is at a medical or dental appointment   |
| <b>Q</b>                    | Unable to attend                  | Lack of access arrangement  |
| <b>R</b>                    | Religious observance              | Pupil is taking part in a day of religious observance   |
| <b>S</b>                    | Study leave                       | Year 11 pupil is on study leave during their public examinations  |
| <b>T</b>                    | Gypsy, Roma and traveller absence | Pupil from a traveller community is travelling, as agreed with the school   |
| <b>Unauthorised absence</b> |                                   |   |
| <b>G</b>                    | Unauthorised holiday              | Pupil is on a holiday that was not approved by the school   |
| <b>N</b>                    | Reason not provided               | Pupil is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time) |
| <b>O</b>                    | Unauthorised absence              | School is not satisfied with reason for pupil's absence   |
| <b>U</b>                    | Arrival after registration        | Pupil arrived at school after the register closed   |

| <b>Code</b> | <b>Definition</b>               | <b>Scenario</b>  |
|-------------|---------------------------------|--|
| <b>X</b>    | Not required to be in school    | Pupil of non-compulsory school age is not required to attend               |
| <b>Y1</b>   | Unable to attend                | Normal transport not available   |
| <b>Y2</b>   | Unable to attend                | Widespread travel disruption   |
| <b>Y3</b>   | Unable to attend                | Unavoidable partial closure of the school and pupil is asked not to attend |
| <b>Y4</b>   | Unable to attend                | Unavoidable full closure of the school and pupil is asked not to attend    |
| <b>Y5</b>   | Unable to attend                | Criminal Justice Detention   |
| <b>Y6</b>   | Unable to attend                | School closed due to Public Health Guidance                                |
| <b>Y7</b>   | Unable to attend                | Unavoidable other than circumstances Y1-Y6                                 |
| <b>Z</b>    | Pupil not on admission register | Register set up but pupil has not yet joined the school                    |
| <b>#</b>    | Planned school closure          | Whole or partial school closure due to half-term/bank holiday/INSET day    |

We believe this school policy:

- is an essential part of the school;
- supports staff in managing certain situations;
- provides guidance, consistency, accountability, efficiency, and clarity on how the school operates;
- provides a roadmap for day-to-day operations;
- ensures compliance with laws and regulations, gives guidance for decision-making, and streamlining internal processes;
- is designed to influence and determine all major decisions, actions and all

- activities taking place within the boundaries set by them;
- stems from the school's vision and objectives which are formed in strategic management meetings