



# The Sutton Academy

## Attendance & Punctuality Policy

Status	<b>Statutory</b>
Responsible Trustees' Committee	<b>ALT</b>
Date last approved by TB	<b>Not Applicable</b>
Responsible Person	<b>Mr R Hodgson</b>
To Review Date	<b>September 2025</b>
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## **AIMS AND PURPOSE**

Central to raising standards in education and ensuring all students can fulfil their potential students must attend school regularly to benefit from their education. The Sutton Academy believes that regular attendance is the key to enabling students to maximise the educational opportunities available to them and become resilient, confident and competent young adults who are able to realise their full potential and make a positive contribution to their community. Missing out on lessons leaves students vulnerable to falling behind. Students with poor attendance tend to achieve less in secondary school.

The Sutton Academy values all students and will work with families to identify the reasons for non attendance and try to resolve any difficulties. Our Attendance Policy should not be viewed in isolation; it is a strand that runs through all aspects of school improvement, supported by our policies on safeguarding, bullying, behaviour and SEND.

## **LEGAL FRAMEWORK**

This policy draws from the following legislation, setting out the legal powers and duties that govern school attendance:

**The Education Act 1996 - sections 434(1)(3)(4)&(6) and 458(4)&(5)**

**The Education and Inspections Act 2006**

**The Education (Pupil Registration) (England) Regulations 2006**

**Parental responsibility measures for attendance and behaviour 2020**

**Children missing in education 2016**

**Keeping children safe in education 2024**

**Working together to improve school attendance 2024**

**Summary of responsibilities where a mental health issue is affecting attendance 2023**

## **OBJECTIVES**

1. To promote good attendance and reducing absence, including persistent absence by effectively removing the barriers to attendance.
2. To recognise the external factors which influence student attendance and work with parents and the school to address these.
3. To provide an effective and efficient system for monitoring attendance and punctuality.
4. To minimise the disruption caused by late arrivals or non-attendance to the quality of the education and provisions for all pupils
5. To encourage students to take full advantage of their educational opportunities by attending school regularly.

## GENERAL PRINCIPLES

1. All children aged 5 - 16 years must receive suitable education. (Section 7, Education Act (1996)). A pupil of compulsory school age who is registered at a school must, by law, attend regularly.
2. By law, parents have the prime responsibility for ensuring that students of compulsory school age attend regularly. (Section 576, Education Act (1996)).
3. The Local Authority (LA) must offer educational provision for all children of school age.
4. By law, all schools (except those where all students are boarders) are required to keep an attendance register, and all students must be placed on this register from the beginning of the first day on which the school has agreed or has been notified that the student will attend the school.
5. Every entry in the attendance register will be preserved for 3 years after the date on which the entry was made.
6. By law, all schools must keep an admissions' register, the contents of which includes all students, their personal details, (including at least two telephone numbers for different safe adults, to ensure that we can always contact someone in the event of an emergency), the date of admission (or re-admission), information regarding parents and details of the school last attended.
7. Students will be removed from roll only when they complete their education stage, transfer to another school, move out of the area or emigrate or following a parental request for elective home education. We follow statutory guidance for removing pupils from roll and notifying the local authority.
8. There is a clear link between attainment and attendance. Under section 444 (1) of the Education Act 1996 (EA 1996), a parent commits an offence if they fail to ensure their child's regular attendance at a school where the child is registered. We therefore enforce the use of statutory action to encourage and promote attendance, this is done to ensure that all students can benefit from their legal right to receive an education.
9. School will communicate attendance concerns to the student's social worker, if they have one or The Virtual School Head, if the student is a looked after child. This will be done as soon as there is an attendance concern and immediately upon becoming

a persistent absentee. Unexplained absences will also be communicated to the social worker and Virtual School Head, where relevant.

## **ROLE OF THE ACADEMY**

Students are registered twice a day for attendance (as well as during each lesson). The two attendance registers happen in the morning during ready to learn and again during period 4. The academy will record whether a student's absence is authorised or not and will use the national attendance and absence codes to help monitor student's attendance patterns over time.

**The academy aims for all students to maintain a minimum 96% attendance throughout the academic year.** Students who drop to or below 90% will be regarded as a persistent absentee. The academy will support parents and carers who may be experiencing difficulty in ensuring good attendance for the student; this support will be given in consultation with the Year Team, Attendance Officer, Academy Leadership Team and the External Education Welfare Service.

Student attendance is monitored by the:

- Form tutor during ready to learn
- Subject teacher in each lesson
- Year Team (Head of Year and Achievement Leader)
- Attendance Officer (AO)
- Academy Leadership Team member in charge of attendance and punctuality
- External Education Welfare Officer (EWS)

### Monitoring and Reviewing Attendance

We recognise that early intervention can prevent poor attendance. We monitor attendance and punctuality throughout the year. We recognise that certain groups of students may be more at risk of poor attendance and will provide support and assistance wherever possible.

1. We set challenging attendance targets for the whole academy.
2. Student-level absence data is collected regularly and published at national and local authority level through the DfE's school absence national statistics releases. We compare our attendance data to the national average.
3. Specific measures are taken to monitor attendance. These processes are embedded and regularly checked to ensure the effective safeguarding of all students through specific tailored interventions. Data on attendance is collected and analysed a minimum of once a half term. Key analysis is made of:

- Patterns of absence
  - Patterns of lateness
  - Patterns of medical appointments
  - Correct and consistent use of absence codes
  - Trends in reasons for absence, for example, use of the C code, leave of absence and exclusions
  - Trends in particular groups of children for example, pupils with Special Educational Needs and Disability (SEND).
4. Attendance data informs action planning and supports the identification of key priorities in our Academy Improvement Plan and future revisions of this policy. The attendance data will be reported Principal and all other relevant staff, to facilitate discussions with students and families. Data will also be used by the academy to monitor the impact of any interventions put in place to modify them and inform future strategies. Further details can be found in appendix 1: Maintaining an attendance register.

## **ROLE OF THE PARENTS**

1. Within the home school agreement it is the responsibility of the parent to ensure that the student attends the academy each day and arrives on time. Students should only be absent for genuine reasons such as sickness, medical appointments, exceptional circumstances (e.g. funerals). Details of the Academy attendance intervention triggers can be found in appendices 2.
- 2. Parents must notify the Academy immediately if a student is absent, providing a reason for the absence and continue to contact the Academy each day until their child returns.**
3. Although the Academy appreciates difficulties many parents have in arranging holiday leave during school holiday time, they are asked not to make arrangements for holidays during term time as it will not be authorised. The Principal can only authorise holidays in term time in exceptional circumstances and each request is taken on its merit. An extended absence for holidays will inevitably have an adverse effect on student progress and achievement. Teachers will not set work for students on holiday in school time.

## **AUTHORISED AND UNAUTHORISED ABSENCE**

### Authorised Absence

1. This is when the Principal authorises a genuine reason for absence that has been supported by a note from the parent.

Examples are:

- Illness, medical and dental appointments
  - Interviews with prospective employers and colleges
  - Dual registration
  - Approved educational off-site activities
  - Representation in sport or other areas
  - Special situations and occasions (e.g. funerals)
  - Religious or cultural observances
2. The Attendance Officer and Attendance Administrator must bring any concerns regarding the above to the Assistant Principal with responsibility for attendance (e.g. too much time off for performances or a pattern to illness). The Assistant Principal will discuss these with the Principal.

### Unauthorised Absences

1. This is when the Principal does not authorise the reason for absence even if it has been supported by a note from the parent. If an absence has been supported by a note from the parent and the absence is recorded as unauthorised the parent must be informed immediately.

Examples of unauthorised absence could be:

- Known truancy
- Absent with no information from parent (regardless of reason)
- Working (this must be reported to the Principal)
- Time off for birthdays, family celebrations
- Holidays
- Looking after siblings (this must be reported to the Principal)
- Errands for parents (e.g. shopping).
- Persistent absenteeism without documentary medical proof.

### Following up absence and taking statutory action

1. We will follow up any absences to ascertain the reason. Any pupils who fail to attend regularly or who are absent for more than one week will be referred to the academy DSL and Assistant Principal for attendance.

2. Unexplained absences will be followed up on the morning of the first day of unexplained absence and the school will identify whether the absence is approved or not. The academy will identify the correct code to use and will input it as soon as the reason for absence is ascertained. This will take no longer than 5 working days after the session.
3. In the case where the reason for absence cannot be ascertained by the academy and no reason has been issued for the student's absence, the academy will initiate safeguarding procedures and the DSL and Assistant Principal will decide on the best course of action to ensure the safety of the student, following procedures for children missing in education as outlined in the document from the Department of Education.
4. It may occasionally be necessary to inform parents that no further absences will be authorised for a particular student unless medical evidence is provided. This decision can only be made by the Assistant Principal in charge or attendance in consultation with the DSL and where relevant, the SENDCo.

### **Persistent Absenteeism (PA)**

5. **Any student whose attendance falls to or below 90% is defined as a Persistent Absentee.** (Section 5: DFE guidance "*Working together to improve school attendance*" 2024).
6. Every absence must be supported by official documentation proving appointments, on-going illness/ medical conditions. Without such documentation, absences are recorded as unauthorised and will continue to be unauthorised until documentation has been received by the Attendance Officer.
7. Students who fall into this category will be brought to the attention of the Academy Leadership Team link and the Attendance Officer in the regular register checks. The following processes will be followed:
8. The academy Attendance Officer will monitor attendance over a six week period or longer with letters, home visits and parental meetings. **The academy will only accept up to two medical appointment cards when a student is being monitored for their attendance.**
9. If there is no improvement and/or documentary proof is still not forthcoming, the Attendance Officer and ALT will consult with External Education Welfare Service on

the most appropriate next step. This is likely to involve a further meeting and either a parenting contract put in place with an additional six week monitoring period or a Fixed Penalty Notice (FPN) will be served by Education Welfare Service (EWS).

10. If the student's unauthorised absence continues over this monitoring period the Attendance Officer and Academy Leadership Team link will request that the Education Welfare Service begin court proceedings.
11. The academy strategy for tackling absences can be found in Appendix 4 and further details on legal proceedings can be found in appendix 5.

#### How PA looks per term

Half term 1 - 7 or more sessions

Half term 1-2 - 14 or more sessions

Half term 1-3 - 20 or more sessions

Half term 1-4 - 25 or more sessions

Half term 1-5 - 31 or more sessions

Half term 1-6 - 38 or more sessions

#### Holidays

1. From the 1<sup>st</sup> September 2013, the law gives **no entitlement** to parents to take their child on holiday during term time.
2. Any application for leave must only be in exceptional circumstances and the Principal must be satisfied that the circumstances are exceptional and warrant the granting of leave. The Principal would not be expected to class any term time holiday as exceptional. Parents can be fined by the Local Authority for taking their child on holiday during term time without consent from school.
3. The Government and Ofsted consider that children of secondary school age should have at least 95% average attendance each year. This would mean no more than 9 days absence in a year.
4. The Sutton Academy upholds the legal directions provided by the government and acts to only grant term time holidays in exceptional circumstances.
5. The law stipulates that all requests for holidays during term time be refused, unless they meet the following criteria:
  - A parent in the armed forces-who has set leave periods.



- Written proof from your employer that this is the ONLY time you can take a holiday - however the student's attendance over the last 12 months will be checked to see if it is at least 95% before it is authorised, unless extraordinary reasons apply.
  - Religious festivals i.e. attending a wedding for a day but this does not include associated activities such as a honeymoon.
  - A family that needs time together due to an unexpected crisis like a terminal illness.
6. Even when the above criterion is met, holidays will not be authorised during GCSE (including Mock Exams) or A Level exam periods.
  7. The Academy will NOT authorise absence for any term time holidays, unless the above exceptional circumstances have been met. Parents are also required to complete a Request **for a Holiday during Term Time form** *before* the holiday commences. Holiday leave being authorised is legally at the discretion of the Principal (or a delegated senior Member of the Academy Leadership Team) and cannot exceed 10 school days in any school year September - July.

### **What happens if the holiday is unauthorised?**

1. In instances where requests for holidays during term time are refused, but the student is absent from school, this is likely to result in the issuance of a fine and the student's absence will be deemed to be unauthorised.
2. A family with a child (children) with more than 10 sessions of unauthorised leave of absence in a term can be issued with a fixed penalty notice. Repeated unauthorised holidays could result in the family being prosecuted. Please refer "Legal Sanctions" for details of the fixed penalty notice given for unauthorised leave.
3. This Policy is underpinned by the following DFE statutory guidance, "*working together to improve school attendance*" 2024. Further details of which can be found at:  
[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/1099677/Working\\_together\\_to\\_improve\\_school\\_attendance.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1099677/Working_together_to_improve_school_attendance.pdf)

### **Reporting an Absence**

For a planned appointment:

1. Send in a copy of the paperwork for the appointment as soon as possible (such as letter or appointment card) marked for the attention of the attendance officer, or bring the original to either reception, who will take a copy for you.

2. On the day of the appointment write a letter, including the time you wish the student to leave The Academy in your letter on the date or week of the appointment so the form tutor is also aware and the teacher can release a student to sign out.
3. Student should report to student reception to be signed out.

**Except for very rare occasions there is no need for any student to take a whole day off school for an appointment.**

For unexpected illness or exceptional event

1. In order to make informed decisions about their child's fitness for attending parents are encouraged to refer to the NHS guidance 'Is My Child Too Ill for School?'. Any authorisation of absence through illness is done so at the discretion of the member of staff delegated to carry out this task. See appendix 3: Supporting parental decisions for absences.
2. The Academy must be notified EVERY DAY the student is absent unless the Doctor has set a period of absence. You can do this by:
  - a. phoning the Academy on 01744 678 859 and recording a message on the absence line
  - b. replying back with the reasons your child is absent to the absence text message sent on the day of the absence
3. For an absence of 5 or more days parents/carers must supply the Academy with a Doctor's note or medical evidence.
4. Where attendance is of a serious concern, we may require medical evidence to authorise any further periods of absence through illness. This will be determined on an individual basis. Parents will be notified of this by letter. Telephone calls and handwritten notes from a parent will not be accepted as medical evidence when attendance is a serious concern. For the purpose of this policy, 'serious concern' may be defined as: repeated unexplained/unauthorised absences or 3 x separate illnesses within a half term where no medical condition or underlying health issues have been identified.
5. Acceptable forms of medical evidence include:
  - Medical card with one appointment entered with the student's name and surgery stamp included, signed by the receptionist
  - Letter from a professional such as a hospital consultant
  - Evidence of consultation with NHS 111
  - Medication prescribed by a GP

- Copy of prescription
- Print screen of medical notes / call log
- Letters detailing hospital appointments

### **Students with medical conditions or special educational needs and disabilities**

Some students face greater barriers to attendance than their peers. These can include students who suffer from long term medical conditions or who have special educational needs and disabilities. Their right to an education is the same as any other student and therefore the attendance ambition for these students should be the same as they are for any other student.

The academy will:

1. Work with parents to improve attendance, be mindful of the barriers students face, make reasonable adjustments, and put additional support in place where necessary to help them access their full-time education. It is also expected that parents will engage with the support offered both internally and with external partners to ensure our children have all the support they need to thrive.
2. Encourage positive conversations so that a good support plan can put in place including making reasonable adjustments.
3. Consider possible explanations for absence including Emotionally Based School Avoidance (EBSA).
4. Work with parents to consider whether additional support from external partners (including the local authority or health services) would be appropriate, making referrals in a timely manner and working together with those services to deliver any subsequent support.
5. Ensure relevant referrals are made for students who are too ill to attend school, which may include medical agency support such as CAMHS.
6. Establish strategies for removing the in-school barriers this may include considering support or reasonable adjustments for uniform, transport, routines, access to support in school and lunchtime arrangements.
7. Ensure joined up pastoral care is in place and consider whether a time-limited, closely monitored and reviewed, phased return to school would be appropriate, for example for those affected by anxiety about school attendance.

### **To request Exceptional leave of absence**

1. If you wish to request exceptional leave then please collect an authorised absence request form from either reception, or the bottom of this policy to be submitted to the Principal.

Please note:

2. As of October 2013 the Principal will be unable to grant any leave during term time unless there are exceptional circumstances. There has been an amendment in The Education (Pupil Registration) (England) Regulations 2006. These amendments make clear that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. The Sutton Academy will adhere to the new amendments.
3. If parents apply for exceptional leave of absence and the request is refused, a Fixed Penalty Notice can be issued if parents persist in taking the child out of school.

### **NOTICES TO IMPROVE**

1. A Notice to Improve is a final opportunity for a parent to engage in support and improve attendance before a penalty notice is issued. If the national threshold has been met and support is appropriate but offers of support have not been engaged with by the parent or have not worked, a Notice to Improve will be sent to give parents a final chance to engage in support.
2. A Notice to Improve does not need to be issued in cases where support is not appropriate and an authorised officer can choose not to use one in any case, including cases where support is appropriate but they do not expect a Notice to Improve would have any behavioural impact (e.g. because the parent has already received one for a similar offence).

### **LEGAL SANCTIONS**

1. Penalty notices are issued to parents as an alternative to prosecution where they have failed to ensure that their child of compulsory school age regularly attends the school where they are registered or, in certain cases, at a place where alternative provision is provided.
2. Penalty notices must be issued in line with the Education (Penalty Notices) (England) Regulations 2007, as amended and can only be issued by the Principal and designated attendance lead within the Sutton Academy, a local authority officer or the police. They must also be issued in line with Local Codes of Conduct which are drawn up and maintained by each local authority.
3. Penalty Notices will be considered when:

- A student is absent from school and the absence has not been authorised by the school. The threshold is 10 sessions of unauthorised absence in a rolling period of 10 school weeks. A school week means any week in which there is at least one school session. This can be met with any combination of unauthorised absence (e.g. 4 sessions of holiday taken in term time plus 6 sessions of arriving late after the register closes all within 10 school weeks). These sessions can be consecutive (e.g. 10 sessions of holiday in one week) or not (e.g. 6 sessions of unauthorised absence taken in 1 week and 1 per week for the next 4 weeks). The period of 10 school weeks can also span different terms or school years (e.g. 2 sessions of unauthorised absence in the Summer Term and a further 8 within the Autumn Term).
- A student has accrued unauthorised absence following or within a Notice to Improve period.

4. A penalty notice is an out of court settlement which is intended to change behaviour without the need for criminal prosecution. If repeated penalty notices are being issued and they are not working to change behaviour they are unlikely to be most appropriate tool. Therefore, only 2 penalty notices can be issued to the same parent in respect of the same child within a 3 year rolling period and any second notice within that period is charged at a higher rate:

- The first penalty notice issued to a parent in respect of a particular pupil will be charged at £160 if paid within 28 days. This will be reduced to £80 if paid within 21 days.
- A second penalty notice issued to the same parent in respect of the same pupil is charged at a flat rate of £160 if paid within 28 days.
- A third penalty notice cannot be issued to the same parent in respect of the same child within 3 years of the date of issue of the first. In a case where the national threshold is met for a third time (or subsequent times) within those 3 years, alternative action should be taken instead. This will often include considering prosecution, but may include other tools such as one of the other attendance legal interventions.

5. If the penalty is not paid by the end of the 28 day period, the local authority must decide either to prosecute for the original offence to which the notice applies, or withdraw the notice. Parent(s) can only be prosecuted if 28 days have expired, and full payment has not been made. 200.

6. There is no right of appeal by parents against a penalty notice.

7. Penalty Notices will be used in accordance with St Helens Council's Penalty Notice Protocol.

## **PROSECUTION**

1. The academy will always work with local partners and families to understand the barriers to attendance and provide support. Where that is not successful, or is not engaged with, the law protects pupils' right to an education and provides a range of legal interventions to formalise attendance improvement efforts, and where all other avenues have been exhausted, enforce it through prosecuting parents.
2. Section 444 of the Education Act 1996 states that if a parent fails to ensure the regular school attendance of their child if he/she is a registered student at a school and is of compulsory school age, then they are guilty of an offence.
3. The academy will provide the Local Authority with evidence required for a prosecution under Section 444 of the Education Act 1996 and will appear as a prosecution witness if required by the court. This is to ensure that parents realise their own responsibilities in ensuring attendance at school and most importantly about returning children to education.
4. Parents who fail to secure their child's regular attendance at a school, for which there are 2 separate offences: section 444(1) where a parent fails to secure the child's regular attendance; and section 444(1A) where a parent knows that the child is failing to attend school regularly and fails to ensure the child does so. The section 444(1) offence may result in a fine of up to level 3 (£1,000) and the section 444(1A) offence may result in a fine of up to level 4 (£2,500), and/or a community order or imprisonment of up to 3 months.
5. Alternatives to Section 444 prosecution are Parenting Contracts, Penalty Notices or an Education Supervision Order. Further details of these can be found in appendices 3.

## **PUNCTUALITY**

1. Students are expected to attend the academy for the appropriate start time to their year each day (see COVID-19 documents for any amendments).
2. On occasions when students do arrive late, they should sign in at Late Gate or after 9am at Student Reception. They will receive a late mark. This will ensure that we are able to record the student's attendance into the SIMS system, together with the time of their arrival.
3. Students who are persistently late and miss learning time will have their details forwarded onto the Educational Welfare Service (EWS) for consideration of the issuance of a Penalty Notice and will receive detentions from the Academy in accordance to the behaviour policy.
4. Persistent lateness to the academy and/or lessons will be appropriately sanctioned in accordance with the academy behaviour policy. Persistent lateness is defined as students who have 3 or more late marks recorded in a single half-term.

## **CELEBRATING GOOD ATTENDANCE AND PUNCTUALITY**

1. It is important that good attendance is acknowledged, celebrated and rewarded. Achievement in attendance is as important as achievement in subjects and this should be embedded within the ethos of the Academy. Awards will be given each term to students who achieve throughout the academic year:
  - Students who have 100% attendance will have their names entered for chances to win a prizes
  - Each term, letters are sent home to all students' parents and carers informing them of their child's attendance and offering congratulations or advice as necessary.
  - Awards will be given each term to tutor groups who achieve 100% attendance.
  - All awards will be presented in assembly.
2. We recognise that not all children, particularly those who are most vulnerable, are able to achieve 100% attendance through no fault of their own. We celebrate improvements in attendance and contextualised good attendance for individual students.

For the policy and procedures to be effective, it is important that all concerned play an active role and contribute to the partnership, i.e. parents, students and teachers. Hence

there must be consistency in teacher approach and Year Teams must take the responsibility for making enquiries and initiating action on attendance. We use a variety of strategies to encourage attendance:

- Building strong and enduring relationships with our students so they feel a sense of belonging in our school community.
- Verbal encouragement and praise.
- Create personalised and achievable targets for students, based on their medical needs and/or additional needs that is realistic and appropriate for each individual
- Create safe spaces for students to thrive.
- Make decisions on targets in consultation with families, while understanding that a medical condition can worsen suddenly and taking this into account.
- Create opportunities for dialogue with families about attendance, ensuring that we work in partnership with parents .
- Use different methods to encourage attendance; for instance, explaining the links between attendance and outcomes.
- Raise the profile of attendance with families, particularly when students start at the setting.
- Teach and model a love of learning, helping families to see the value of the education that is offered to them.



## **Appendix 1: Maintaining an attendance register**

1. The attendance register will be taken at the start of the first session of each school day and once during the pm session. It will mark whether each pupil is:
  - Present
  - Attending an approved off-site educational activity
  - Absent
  - Unable to attend due to exceptional circumstances
  
2. 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 making the amendment
  
3. The academy gates are open from: 8:05am. The school day starts at 8.35am. All students should be in their form room at this time.
  
4. The first (morning) registration session starts at 8.35am. Students will receive a late mark if they are not in their designated classroom by 8.38am. The register closes at 9.25am. Students will receive a mark of absence if they do not attend before this time. Attendance after the register closes will receive a mark to show that the pupil is on site, (U) but will count as an absent mark.
  
5. Students arriving late should report to the main school office and sign in via the electronic screen.
  
6. The second (afternoon) registration session start at 12:10pm.
  
7. If a student needs to leave school during the day, they must sign out at the main reception with a parent once authorisation has been given from the Year team.
  
8. Students educated off-site are monitored daily for their attendance at the off-site/alternative provision. Staff work closely with the staff at the off-site provision, the student, and their parents to support the student in maintaining good attendance.

## Recording Attendance

1. The national absence and attendance codes enable schools to record and monitor attendance and absence in a consistent way which complies with the regulations. They are also used for collecting statistics through the Census. The data helps schools, local authorities, and the Government to gain a greater understanding of the level of, and the reasons for absence. See Appendix 2 for the DfE attendance codes.
2. There should be no pre-population of codes and individual school tracking systems which monitor the whereabouts of students educated off-site, must be robust and quality assured regularly.
3. Where students are dual registered, are on voluntary service or are taking part in other approved educational activities, the register will be updated following regular discussion and information sharing with the other establishment.
4. The attendance officer and attendance administrator will check the missing register report throughout the day and report any registers that have not been completed.

## Appendix 2: Attendance Codes

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

Code	Meaning	Criteria	Statistical Value
/	Present at school AM	Must be in school at registration	Attending (Present)
\	Present at school PM	Must be in school at registration	Attending (Present)
L	Late arrival before register is closed	The pupil was absent when the register started being taken but arrives before the register is closed.	Attending (present)

Code	Meaning	Criteria	Statistical Value
K	Attending education provision arranged by the LA	<ul style="list-style-type: none"> <li>The nature of the provision must also be recorded.</li> <li>Code K can only be used if the child is present at the provision.</li> </ul>	Attending an approved educational activity (present)
V	Attending an Educational visit or trip	<ul style="list-style-type: none"> <li>The pupil is attending a place, other than the school or any other school at which they are a registered pupil, for an educational visit or trip</li> <li>Arranged by or on behalf of the school and supervised by a member of school staff.</li> <li>The visit or trip must take place during the session for which it is recorded.</li> <li>Code V can only be used if the pupil is present at the visit.</li> </ul>	Attending an approved educational activity (present)
P	Participating in a sporting activity P code can only be used if the pupil is present at the activity	<ul style="list-style-type: none"> <li>P code can only be used if the pupil is present at the activity The sporting activity must take place during the session for which it is recorded.</li> <li>The place is somewhere other than the school, another school where the pupil is registered, or a place where educational provision has been arranged for the pupil by a local authority under section 19(1) of the Education Act 1996 or sections 42(2) or 61(1) of the Children and Families Act 2014;</li> <li>the activity is of an educational nature;</li> <li>the school has approved the pupil's attendance at the place for the activity; and</li> <li>the activity is supervised by a person considered by the school to have the appropriate skills, training, experience and</li> </ul>	Attending an approved educational activity (present)

		<p>knowledge to ensure that the activity takes place safely and fulfils the educational purpose for which the pupil's attendance has been approved.</p> <ul style="list-style-type: none"> <li>• attendance has been approved.</li> </ul>	
<b>W</b>	Attending Work Experience	<ul style="list-style-type: none"> <li>• W code can only be used if the pupil is present at the activity Under arrangements by school or LA</li> <li>• In session for which it is recorded</li> <li>• The place is somewhere other than the school, another school where the pupil is registered, or</li> <li>• a place where educational provision has been arranged for the pupil by a local authority under section 19(1) of the Education Act 1996 or sections 42(2) or 61(1) of the Children and Families Act 2014;</li> <li>• the activity is of an educational nature;</li> <li>• the school has approved the pupil's attendance at the place for the activity; and</li> <li>• the activity is supervised by a person considered by the school to have the appropriate skills, training, experience and knowledge to ensure that the activity takes place safely and fulfils the educational purpose for which the pupil's</li> <li>• attendance has been approved.</li> </ul>	Attending an approved educational activity (present)
<b>B</b>	Attending any other approved Educational Activity	<ul style="list-style-type: none"> <li>• B code can only be used if the pupil is present at the activity Under arrangements by school or LA</li> <li>• In session for which it is recorded</li> <li>• The place is somewhere other than the school, another school where the pupil is registered, or a place where educational provision has been arranged for the pupil by a local authority under section 19(1) of the Education Act 1996 or sections 42(2) or 61(1) of the Children and Families Act 2014;</li> <li>• the activity is of an educational nature;</li> <li>• the school has approved the pupil's attendance at the place for the activity; and</li> <li>• the activity is supervised by a person considered by the school to have the appropriate skills, training, experience and knowledge to ensure that the activity takes place safely and fulfils the educational</li> </ul>	Attending an approved educational activity (present)

		<p>purpose for which the pupil's attendance has been approved.</p> <ul style="list-style-type: none"> <li>As set out in the DfE's guidance on 'Providing remote education'. pupils who are absent from school and receiving remote education still need to be recorded as absent using the most appropriate absence code. Schools should keep a record of, and monitor pupil's engagement with remote education, but this is not formally tracked in the attendance register.</li> </ul>	
<b>D</b>	Dual Registered at another school	<ul style="list-style-type: none"> <li>The school at which the pupil is scheduled to attend must record the pupil's attendance and absence with the relevant code.</li> <li>Code D may only be used by either school for a session where the pupil is scheduled to attend the other school at which they are registered.</li> <li>Schools should ensure that they have in place arrangements whereby all unexpected and unexplained absences are promptly followed up.</li> </ul>	Not a possible attendance (neither present nor absent)

<b>Code</b>	<b>Meaning</b>	<b>Criteria</b>	<b>Statistical Value</b>
<b>C1</b>	Leave of absence – performance or regulated employment abroad	<ul style="list-style-type: none"> <li>Performance licence issued by LA or</li> <li>Body of Persons Approval issued by LA or</li> <li>Justice of peace has given licence for pupil to go abroad for performance or regulated purpose</li> </ul>	Authorised absence
<b>M</b>	Leave of absence for medical or dental appointment	<ul style="list-style-type: none"> <li>Agreement in advance</li> <li>Application by parent child normally lives with</li> <li>Minimum time necessary</li> <li>Where pupil is absent at registration</li> </ul>	Authorised absence
<b>J1</b>	Leave of absence for Interview	<ul style="list-style-type: none"> <li>Agreement in Advance</li> <li>Application by parent child normally lives with</li> <li>In session absence recorded</li> </ul>	Authorised absence
<b>S</b>	Leave of absence for Studying for public examination	<ul style="list-style-type: none"> <li>This code should be used sparingly for Y11 pupils during public exams.</li> </ul>	Authorised absence
<b>X</b>	Non-compulsory school age pupil not required to attend school	<ul style="list-style-type: none"> <li>For part time attendance</li> <li>Absence for timetabled sessions to use appropriate code and not X</li> </ul>	Not a possible attendance (neither present nor absent)

<b>C2</b>	Leave of absence – compulsory school age pupil subject to part time timetable	<ul style="list-style-type: none"> <li>• Exceptional circumstances</li> <li>• if the school and a parent who the pupil normally lives with have agreed that, exceptionally, the pupil should temporarily be educated only part- time</li> <li>• Temporary</li> <li>• See Working Together to improve attendance</li> </ul>	Authorised absence
<b>C</b>	Leave of absence exceptional circumstances	<ul style="list-style-type: none"> <li>• Exceptional circumstances</li> <li>• No blanket approach</li> <li>• School discretion</li> <li>• Generally, a need or desire for a holiday or other absence for the purpose of leisure and recreation would not constitute an exceptional</li> <li>• circumstance.</li> </ul>	Authorised absence

<b>Code</b>	<b>Meaning</b>	<b>Criteria</b>	<b>Statistical Value</b>
<b>T</b>	Parent travelling for occupational purposes.	<ul style="list-style-type: none"> <li>• The pupil is a mobile child and their parent(s) is travelling in the course of their trade or business and the pupil is travelling with them. A mobile child is a child of compulsory school age who has no fixed abode and whose parent(s) is engaged in a trade or business of such a nature as to require them to travel from place to place.</li> <li>• To help ensure continuity of education for pupils, when their parent(s) is travelling for occupational purposes in England, it is expected that the pupil should attend a school where their parent(s) is travelling and be dual registered at that school and their main school.</li> </ul>	Authorised absence
<b>R</b>	Religious observance	<ul style="list-style-type: none"> <li>• The pupil is absent on a day that is exclusively set apart for religious observance by the religious body the parent(s) belong to (not the parents themselves)</li> </ul>	Authorised absence
<b>I</b>	Illness (not medical appointment)	<ul style="list-style-type: none"> <li>• The pupil is unable to attend due to illness (both physical and mental health related). Schools should advise parents to notify them on the first day the child is unable to attend due to illness.</li> </ul>	Authorised absence

<b>E</b>	Suspended or permanently excluded with no alternative provision made	<ul style="list-style-type: none"> <li>The pupil is suspended from school or permanently excluded from school, but their name is still entered in the admission register, and no alternative provision has been made for the pupil to continue their education</li> </ul>	Authorised absence
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<b>Code</b>	<b>Meaning</b>	<b>Criteria</b>	<b>Statistical Value</b>
<b>Q</b>	Unable to attend school because of lack of access arrangements	There is a lack of access arrangements for a pupil whose home is in England if— (a) a local authority have a duty to make travel arrangements in relation to the pupil under section 508B(1) of the 1996 Act(13) for the purpose of facilitating the pupil's attendance at the school and have failed to discharge that duty; (b) a local authority have a duty to make travel arrangements in relation to the pupil because of section 508E(2)(c) of the 1996 Act(14) for the purpose of facilitating the pupil's attendance at the school and have failed to discharge that duty; or (c) the school is an independent school that is not a qualifying school and— (i) the school is not within walking distance of the pupil's home; (ii) no suitable arrangements have been made by a local authority for boarding accommodation for the pupil at or near the school; and (iii) no suitable arrangements have been made by a local authority for enabling the pupil to become a registered pupil at a qualifying school nearer to their home.	<b>Not a possible attendance</b>
<b>Y1</b>	Unable to attend due to transport normally provided not been available	The pupil is unable to attend because the school is not within walking distance of their home and the transport to and from the school that is normally provided for the pupil by the school or local authority is not available	<b>Not a possible attendance</b>
<b>Y2</b>	Unable to attend due to widespread travel disruption	The pupil is unable to attend the school because of widespread disruption to travel caused by a local, national, or international emergency	<b>Not a possible attendance</b>
<b>Y3</b>	Unable to attend due to part of the school premises being closed	Part of the school premises is unavoidably out of use and the pupil is one of those that the school considers cannot practicably be accommodated in those part of the premises that remain in use.	<b>Not a possible attendance</b>
<b>Y4</b>	Unable to attend due to the whole school site being unexpectedly closed	Where a school was planned to be open for a session, but the school is closed unexpectedly (e.g. due to adverse weather), the attendance register is not taken as usual because there is no school session. Instead, every pupil listed in the admission register at the time must be marked with code Y4 to record the fact that the school is closed.	<b>Not a possible attendance</b>

<b>Y5</b>	Unable to attend as pupil is in criminal justice detention	<p>The pupil is unable to attend the school because they are:</p> <ul style="list-style-type: none"> <li>• in police detention,</li> <li>• remanded to youth detention, awaiting trial or sentencing, or</li> <li>• detained under a sentence of detention.</li> </ul> <p>A pupil's absence should be recorded under code Y7 (Unable to attend because of any other unavoidable cause) if they are unable to attend because they are serving a community based (i.e. non-detained) part of a sentence of detention, referral order, or youth rehabilitation order that requires them to be absent during the school day</p>	<b>Not a possible attendance</b>
<b>Y6</b>	Unable to attend in accordance with public health guidance or law	<p>The pupil's travel to or attendance at the school would be:</p> <ul style="list-style-type: none"> <li>• contrary to any guidance relating to the incidence or transmission of infection or disease published by the Secretary of State for Health and Social Care (or the equivalent in Scotland, Wales and Northern Ireland), or</li> <li>• prohibited by any legislation relating to the incidence or transmission of infection or disease.</li> </ul>	<b>Not a possible attendance</b>
<b>Y7</b>	Unable to attend because of any other unavoidable cause	<p>This code should be used only where something in the nature of an emergency has prevented the pupil from attending the session in question. The unavoidable cause must be something that affects the pupil, not the parent. The fact that a parent has done all they can to secure the attendance of the pupil at school does not, in itself, mean the pupil has been prevented by unavoidable cause.</p> <p>Schools must also record the nature of the unavoidable cause (regulation 10(6))</p>	<b>Not a possible attendance</b>

<b>Code</b>	<b>Meaning</b>	<b>Criteria</b>	<b>Statistical Value</b>
<b>G</b>	Holiday not granted by school	<p>The school has not granted a leave of absence and the pupil is absent for the purpose of a holiday.</p> <p>A school cannot grant a leave of absence retrospectively.</p> <p>If the parent did not apply in advance, leave of absence should not be granted.</p>	<b>Unauthorised absence</b>



<b>N</b>	Reason for absence not yet established	Where absence is recorded as code N (reason not yet established) in the attendance register, the correct absence code should be entered as soon as the reason is ascertained, but no more than 5 school days after the session (regulation 10(7) to (9)). Code N must not therefore be left on the pupil's attendance record indefinitely; if a reason for absence cannot be established within 5 school days, schools must amend the pupil's record to Code O	<b>Unauthorised absence</b>
<b>O</b>	Absent in other or unknown circumstances	Where no reason for absence is established or the school is not satisfied that the reason given is one that would be recorded using one of the codes statistically classified as authorised.	<b>Unauthorised absence</b>
<b>U</b>	Arrived in school after registration closed	Where a pupil has arrived late after the register has closed but before the end of session. Schools should actively discourage late arrival, be alert to patterns of late arrival and seek an explanation from the parent. All schools are expected to set out in their attendance policy the length of time the register will be open, after which a pupil will be marked as absent. This should be the same for every session and not longer than 30 minutes	<b>Unauthorised absence</b>

### **Administrative Codes**

<b>Code</b>	<b>Meaning</b>	<b>Statistical Value</b>
<b>Z</b>	Prospective pupil not on admission register	<b>NOT COLLECTED</b>
<b>#</b>	Planned whole school closure	<b>NOT COLLECTED</b>

### **Appendix 3: Supporting parental decisions for absences**

#### **My child should come to the academy if....**

- Parent or carer is ill/sick with Cold Symptoms
- They have menstrual Issues
- They have an injury such as Breaks, Strains, Sprains and Pains
- They don't want to attend
- They have Conjunctivitis
- They have a Chronic disease. A copy of your child's care plan should be given into the academy, along with the required medication. Academy staff are trained to assist your child with their needs
- **Follow the COVID guidance that is applicable at the time**

#### **Keep your child at home if they have....**

- Vomiting and/or Diarrhoea, or a Rash with a fever
- Vaccine preventable diseases
- Strep Throat
- Impetigo
- Fever

**Appendix 4: Attendance review triggers**

½ termly attendance review							
Trigger	100%	99.9%-96%	95.9-94%	(94.9) 93.9-92%	91.9-88%	87.9-85%	<85
<b>Action / communication</b>	½ termly E-postcard last day of term	<b>Termly</b> Meeting expectations certificate	Achievement leader monitoring	Achievement leader student meeting  Call home	Head of Year student meeting  Call home	87.9-85% Head of Year Parental meeting	Academy Leadership Team mentoring  Trustee panel
	<b>Termly</b> Certificate					84.9-80% Assistant Principal Parental meeting	
	<b>Termly – Principal</b> Letter – accumulated attendance	Rewards event	Conversation	Attendance cards	Attendance action plan (1)  Attendance cards	Attendance action plan (2)	Attendance action plan (3)  Targeted Education Welfare Service referral
<b>Who</b>	Achievement Leader & Attendance admin team	Form Tutors		Achievement Leaders	Head of Year	Head of Year Assistant Principal	Designated Safeguarding lead Assistant Principal Trustee

## **Appendix 5 – Legal action to enforce school attendance**

Local councils and schools can use various legal powers if your child is missing school without a good reason. They can give you:

- a Parenting Order
- an Education Supervision Order
- a School Attendance Order
- a fine (sometimes known as a ‘penalty notice’)

**You can be given one or more of these but the council does not have to do this before prosecuting you.**

**Parenting Order** | This means you have to go to parenting classes. You’ll also have to do what the court says to improve your child’s school attendance.

**Education Supervision Order** | If the council thinks you need support getting your child to go to school but you’re not co-operating, they can apply to a court for an Education Supervision Order.

A supervisor will be appointed to help you get your child into education. The local council can do this instead of prosecuting you, or as well.

**School Attendance Order** | You’ll get a School Attendance Order if the local council thinks your child is not getting an education.

You have 15 days to provide evidence that you’ve registered your child with the school listed in the order or that you’re giving them [home education](#). If you do not, you could be prosecuted or given a fine.

**Penalty notice** | The first penalty notice issued to a parent in respect of a particular pupil will be charged at £160 if paid within 28 days. This will be reduced to £80 if paid within 21 days. A second penalty notice issued to the same parent in respect of the same pupil is charged at a flat rate of £160 if paid within 28 days.

**Prosecution** | You could get a fine of up to £2,500, a community order or a jail sentence up to 3 months. The court also gives you a Parenting Order.

<https://www.sthelens.gov.uk/schools-education/education-welfare-service/legal-sanctions-for-unauthorised-school-absence/>