

Old Clee Primary Academy

'Inspired to Believe, Learning to Succeed'

Attendance Policy



Approved by: Curriculum, Standards, SEND & Welfare

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1. Aims

This policy aims to show our commitment to meeting our obligations with regards to school attendance, including those laid out in the Department for Education’s (DfE’s) statutory guidance on [working together to improve school attendance \(applies from 19 August 2024\)](#), through our whole-school culture and ethos that values good attendance, including:

- Setting high expectations for the attendance and punctuality of all pupils
- Promoting good attendance and the benefits of 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 make sure 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 is based on the Department for Education’s (DfE’s) statutory guidance on [working together to improve school attendance \(applies from 19 August 2024\)](#) and [school attendance parental responsibility measures](#). The guidance is based on the following pieces of legislation, which set 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 \(and 2010, 2011, 2013, and 2016 amendments\)](#)
- [The School Attendance \(Pupil Registration\) \(England\) Regulations 2024](#)

- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013 and the 2024 amendment](#)

It also refers to:

- [School census guidance](#)
- [Keeping Children Safe in Education](#)
- [Mental health issues affecting a pupil's attendance: guidance for schools](#)

3. Roles and responsibilities

3.1 The governing board

The governing board is responsible for:

- Setting high expectations of all academy leaders, staff, pupils and parents/carers
- Making sure academy leaders fulfil expectations and statutory duties, including:
 - Making sure the academy records attendance accurately in the register, and shares the required information with the DfE and local authority
 - Making sure the academy works effectively with local partners to help remove barriers to attendance, and keeps them informed regarding specific pupils, where appropriate
- Recognising and promoting the importance of school attendance across the academy's policies and ethos
- Making sure the academy's attendance management processes are delivered effectively, and that consistent support is provided for pupils who need it most by prioritising staff and resources
- Making sure the academy has high aspirations for all pupils, but adapts processes and support to pupils' individual needs
- Regularly reviewing and challenging attendance data and helping academy leaders focus improvement efforts on individual pupils or cohorts who need it most
- Working with academy leaders to set goals or areas of focus for attendance and providing support and challenge
- Monitoring attendance figures for the whole academy and repeatedly evaluating the effectiveness of the academy's processes and improvement efforts to make sure they are meeting pupils' needs
- Where the academy is struggling with attendance, working with academy leaders to develop a comprehensive action plan to improve attendance
- Making sure all staff receive adequate training on attendance as part of the regular continued professional development offer, so that staff understand:
 - The importance of good attendance
 - That absence is almost always a symptom of wider issues
 - The academy's legal requirements for keeping registers
 - The academy's strategies and procedures for tracking, following up on and improving attendance, including working with partners and keeping them informed regarding specific pupils, where appropriate
- Making sure dedicated training is provided to staff with a specific attendance function in their role, including in interpreting and analysing attendance data
- Holding the headteacher to account for the implementation of this policy

3.2 The headteacher

The headteacher is responsible for:

- The implementation of this policy at the academy
- Monitoring academy-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, and/or authorising the attendance lead to be able to do so
- Working with the parents/carers of pupils with special educational needs and/or disabilities (SEND) to develop specific support approaches for attendance for pupils with SEND, including where academy transport is regularly being missed, and where pupils with SEND face in-academy barriers
- Communicating with the local authority when a pupil with an education, health and care (EHC) plan has falling attendance, or where there are barriers to attendance that relate to the pupil's needs
- Communicating the academy's high expectations for attendance and punctuality regularly to pupils and parents/carers through all available channels
- Sharing information from the academy register with the local authority, including:
 - Notifying the local authority when a pupil's name is added to or deleted from the academy admission register outside of standard transition times
 - Providing the local authority with the details of pupils who fail to attend the academy regularly, or who have been marked with an unauthorised absence for a continuous period of 10 school days
 - Providing the local authority with the details of pupils who the academy believes will miss 15 days consecutively or cumulatively because of sickness

3.3 The designated senior leader responsible for attendance

The designated senior leader is responsible for:

- Leading, championing and improving attendance across the academy
- Setting a clear vision for improving and maintaining good attendance
- Evaluating and monitoring expectations and processes
- Having a strong grasp of absence data and oversight of absence data analysis
- Regularly monitoring and evaluating progress in attendance
- Establishing and maintaining effective systems for tackling absence, and making sure they are followed by all staff
- Liaising with pupils, parents/carers and external agencies, where needed
- Building close and productive relationships with parents/carers to discuss and tackle attendance issues
- Creating intervention or reintegration plans in partnership with pupils and their parents/carers
- Delivering targeted intervention and support to pupils and families

The designated senior leader responsible for attendance is Mrs L Kinnaird and can be contacted via email contact@oldcleepa.co.uk

3.4 The attendance officer

The academy 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 academy 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 issue fixed-penalty notices

The attendance officer is Miss J Smith and can be contacted via email contact@oldcleepa.co.uk

3.5 Class Teachers

Class teachers are responsible for recording attendance for both morning and afternoon sessions on a daily basis, using the correct codes (see Appendix 1), and submitting this information to the academy office.

3.6 Academy Office/Admin staff

Academy office/admin staff will:

- Take calls from parents/carers about absence on a day-to-day basis and record it on the academy system
- Transfer calls from parents/carers to the headteacher/pastoral lead where appropriate, in order to provide them with more detailed support on attendance

3.7 Parents/Carers

Where this policy refers to a parent, it refers to the adult the academy and/or local authority decides is most appropriate to work with, including:

- All natural parents, whether they are married or not
- All those who have parental responsibility for a child or young person
- Those who have day-to-day responsibility for the child (i.e. lives with and looks after them)

Parents are expected to:

- Make sure their child attends everyday on time
- Call the academy to report their child's absence before 08:45 on the day of the absence and each subsequent day of absence, and advise when they are expected to return
- Provide medical evidence for absences and/or appointments where possible
- Provide the academy with more than 1 emergency contact number for their child
- Ensure that, where possible, appointments for their child are made outside of the academy day
- Avoid arranging holidays during term time
- Avoid keeping their child away from the academy for any reason other than illness or other authorized explanation.
- Seek support, where necessary, for maintaining good attendance.

3.8 Pupils

Pupils are expected to:

- Attend the academy every day, on time
- To ensure all messages and notes from parents/carers are taken to the appropriate place

4. Recording attendance

4.1 Attendance register

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

We will take our attendance register at the start of the first session of each academy day and once during the second session. It will mark, using the appropriate national attendance and absence codes from the Academy Attendance (Pupil Registration) (England) Regulations 2024, 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

See Appendix 1 for the DfE attendance codes.

We will also record:

- Whether the absence is authorised or not
- The nature of the activity, where 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 6 years after the date on which the entry was made.
- The school gates open to pupils from 08:30 with the day starting at 08:45 and ends at 15:15.
- Pupils must arrive in school by 08:45 on each school day.

4.2 Unplanned absence

The pupil's parent must notify the academy of the reason for the absence on the first day of an unplanned absence by 08:45, or as soon as practically possible, by calling the academy office, who can be contacted on 01472 691887 or contact@oldcleepa.co.uk

Where the absence is longer than 5 days, or there are doubts about the authenticity of the illness, the academy will ask for 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 academy is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents 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 notifies the academy in advance of the appointment. Please provide evidence of appointments where possible.

However, we encourage parents 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 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 academy 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

The doors at the academy open from 08:30 and close at 08:45. After the doors are closed pupils must arrive through the main academy entrance.

We monitor pupils arriving at the academy after 08:45 with a view to officering potential intervention. All pupils who arrive after 08:45 will be marked as late, late marks can lead to poor attendance. Arriving after this time can affect your child's progress. It also disrupts the classroom when lessons have already begun. Therefore, not only must children attend school regularly, but they must not be late.

It is the parent/carers responsibility to ensure children are at school on time, if your child is persistently late you may be invited to a meeting to discuss this, or you may be issued with a penalty notice.

Being 5 minutes late every day adds up to:	3 days of school missed per year
Being 15 Minutes late every day adds up to:	2 Weeks of school missed per year
Being 30 minutes late every day adds up to:	19 Days of school missed per year

As you can see, if your child is late for just 5 minutes every day it can add up to over three days lost each year and arriving 15 minutes late each day is the same as being absent for 2 weeks a year: for that reason, it is imperative that your child is punctual.

4.5 Following up unexplained absence

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

- Call the pupil's parent on the morning of the first day of unexplained absence to ascertain the reason. If the academy cannot reach any of the pupil's emergency contacts, the academy may request a home visit be made by the education welfare officer.
- 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(s) for which the pupil was absent
- Call the parent on each day that the absence continues without explanation, to make sure proper safeguarding action is taken where necessary. If absence continues, the academy will consider involving an education welfare officer
- Where appropriate, offer support to the pupil and/or their parents to improve attendance

- Identify whether the pupil needs support from wider partners, as quickly as possible, and make the necessary referrals
- Where support is not appropriate, not successful, or not engaged with the academy will issue a notice to improve, penalty notice or other legal intervention (see section 5.2 below) as appropriate.

4.6 Reporting to parents

The school will regularly inform parents (see definition of 'parent', as used in this policy, in section 3.7 above) about their child's attendance and absence levels via termly pupil reports.

5. Authorised and unauthorised absence

5.1 Approval for term-time absence

The headteacher will allow pupils to be absent from the academy site for certain educational activities, or to attend other schools or settings.

The headteacher will only grant a **leave of absence** to a pupil during term time if the request meets the specific circumstances set out in the [2024 school attendance regulations](#). These circumstances are:

- Exceptional circumstance

Requests that **MAY** be considered:

- Bereavement of a close family member
- Participation in a sporting event at city, regional or national level
- Recognised examinations for music or dance
- Other exceptional circumstances agreed on an individual basis by the headteacher

A leave of absence is granted at the headteacher's discretion, including the length of time the pupil is authorised to be absent for.

Leave of absence will only be granted in exceptional circumstances and it is unlikely a leave of absence will be granted for:

- family holidays
- parent/carer shift patterns
- if your child is in **Y1, Y2 & Y6**, as these are key year groups for statutory testing & assessment
- trips away e.g. (sporting or musical events, day trips, shopping)
- taking a long weekend away
- general family celebrations
- a pupil to take part in protest activity during school hours

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

Any request should be submitted as soon as it is anticipated and, where possible, at least 10 days before the absence, and in accordance with any leave of absence request form, accessible via our website www.oldcleepprimaryacademy.co.uk or by contacting the academy office contact@oldcleepa.co.uk. The headteacher may require evidence to support any request for leave of absence.

Other valid reasons for **authorised absence** include (but are not limited to):

- Illness (including mental-health 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 parent(s) belong(s). If necessary, the school will seek advice from the parent's religious body to confirm whether the day is set apart

- Parent(s) 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 academy, but it is not known whether the pupil is attending educational provision
 - If the pupil is currently suspended or excluded from school (and no alternative provision has been made)
- Other reasons the academy may allow a pupil to be absent from the academy site, which are not classified as absences, include (but are not limited to):
- Attending an offsite approved educational activity, sporting activity or visit or trip arranged by the school
 - Attending another school at which the pupil is also registered (dual registration)
 - Attending provision arranged by the local authority
 - If there is any other unavoidable cause for the pupil not to attend academy, such as disruption to travel caused by an emergency, a lack of access arrangements, or because the academy premises are closed

5.2 Sanctions

Our school will make use of the full range of potential sanctions – including, but not limited to, those listed below – to tackle poor attendance. Decisions will be made on an individual, case-by-case basis.

Penalty notices

The headteacher (or someone authorised by them), local authority or the police can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age, by issuing a penalty notice.

Before issuing a penalty notice, the academy will consider the individual case, including:

- Whether the national threshold for considering a penalty notice has been met (10 sessions of unauthorised absence in a rolling period of 10 school weeks)
- Whether a penalty notice is the best available tool to improve attendance for that pupil
- Whether further support, a notice to improve or another legal intervention would be a more appropriate solution
- Whether any obligations that the academy has under the Equality Act 2010 make issuing a penalty notice inappropriate

Each parent who is liable for the pupil's offence(s) can be issued with a penalty notice, but this will usually only be the parent/parents who allowed the absence.

The payment must be made directly to the local authority, regardless of who issues the notice. If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

If issued with a **first** penalty notice, the parent must pay £80 within 21 days, or £160 within 28 days.

If a **second** penalty notice is issued to the same parent in respect of the same pupil, the parent must pay £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 the issue of the first penalty notice. In a case where the national threshold is met for a third time within those 3 years, alternative action will be taken instead.

A penalty notice may also be issued where parents allow their child to be present in a public place during school hours without reasonable justification, during the first 5 days of a suspension or exclusion (where the school has notified the parents that the pupil must not be present in a public place on that day). These penalty notices are not included in the National Framework, not subject to the same considerations about support being provided, and do not count towards the limit as part of the escalation process.

In these cases, the parent must pay £60 within 21 days, or £120.

Notices to improve

If the national threshold has been met and support is appropriate, but parents do not engage with offers of support, the school may offer a notice to improve to give parents a final chance to engage with support.

Notices to improve will be issued in line with processes set out in the local code of conduct for the local authority area in which the pupil attends school.

They will include:

- Details of the pupil's attendance record and of the offences
- The benefits of regular attendance and the duty of parents under [section 7 of the Education Act 1996](#)
- Details of the support provided so far
- Opportunities for further support, or to access previously provided support that was not engaged with
- A clear warning that a penalty notice may be issued if attendance doesn't improve within the improvement period, along with details of what sufficient improvement looks like, which will be decided on a case-by-case basis
- A clear timeframe of between 3 and 6 weeks for the improvement period
- The grounds on which a penalty notice may be issued before the end of the improvement period

6. Strategies for promoting attendance

6.1 Targets:

Year	2022/2023	2023/2024	2024/2025	2025/2026
Attendance Target	98%	98%	98%	98%

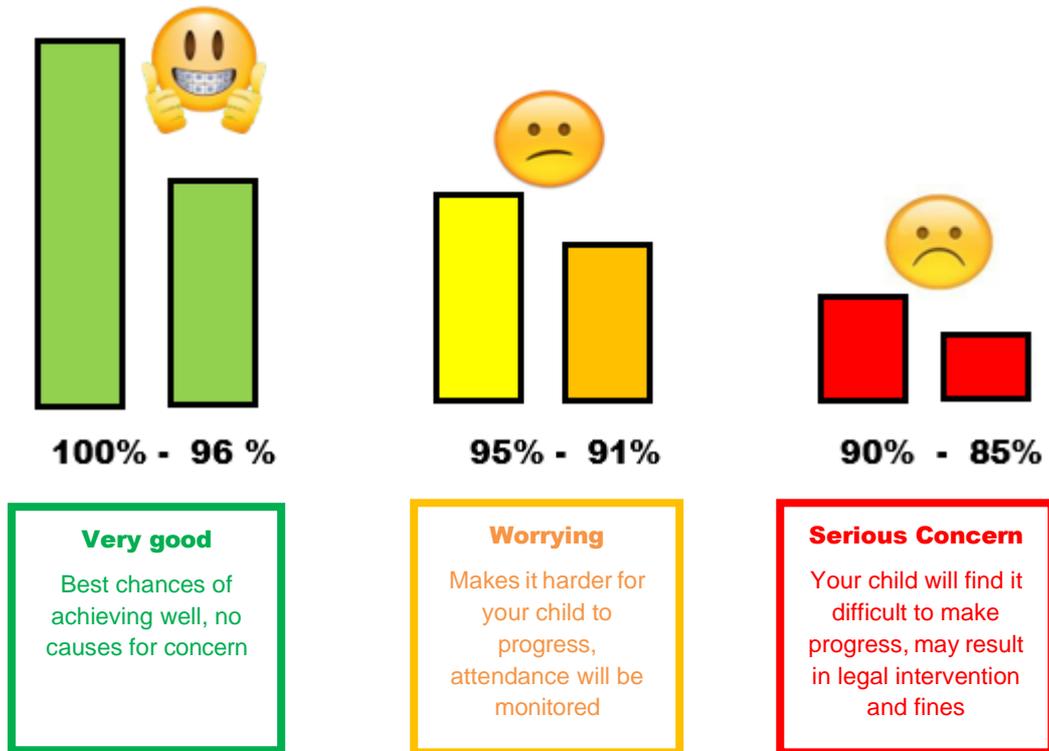
At Old Clee Primary Academy, we are committed to providing an education of the highest quality for all our pupils and to fostering a positive, inclusive community where every pupil feels valued, welcomed, and supported.

To help our pupils achieve their full potential, we encourage both pupils and parents/carers to recognise the importance of excellent attendance and punctuality. Every day in school matters — consistent attendance and arriving on time make a significant difference to a child's learning and overall achievement.

As an academy, we are striving to reach a minimum attendance goal of **98%**, and we appreciate your continued support in helping us achieve this target.

6.2 Expectations

Good attendance is being at school at least **97%** of the year!



Attendance %	Weekly	Termly	Yearly
95%	¼ day missed per week	3 ½ days missed per term	10 days missed per year
90%	½ day missed per week	7 days missed per term	19 days missed per year
85%	1 day missed per week	10 days missed per term	29 days missed per year

Days missed = Learning time missed

6.3 Encouraging Good Attendance

We understand the significant impact that regular attendance has on your child's learning, well-being, and overall success. Good attendance is directly linked to raising achievement and helps develop essential skills for life and work.

At Old Clee Primary Academy, we have a range of initiatives in place to both celebrate and support attendance. We believe that recognising and rewarding good attendance and punctuality plays an important role in engaging and motivating our pupils, encouraging them to take pride in their commitment to learning.

How we promote and support good attendance and punctuality

Old Clee Attendance H.E.R.O's



We ask all of our children to be an Attendance **H.E.R.O** (Here **E**very day **R**eady **O**n time) and we encourage all children to keep our three attendance promises:

1. I will try my best to come to school every day.
2. I will try my best to arrive on time every day.
3. I will try my best to be prepared for school every day.

How we celebrate and reward attendance

Weekly:

- Celebrate attendance weekly in assembly
- Teachers track and celebrate class attendance
- Weekly attendance reward for best class in EYFS/KS1, Lower KS2 and Upper KS2 Prizes include class certificate and pupil sticker

Every Term:

- Whole academy year attendance reward for best class in EYFS/KS1, Lower KS2 and Upper KS2 prizes include class certificate, class trophy, pupil sticker and a class treat
- Whole academy 100% Attendance pupils receive a certificate and sticker
- Whole 97% and above attendance pupils receive a certificate and pupil stickers

Every Year:

- Whole academy 100% attendance receive a certificate and pupil sticker
- Whole academy 97% and above attendance pupils receive a certificate and pupil sticker
- Class with the best attendance over the year receive a class certificate and trophy

7. Supporting pupils who are absent or returning to school

Where a pupil has an education health and care (EHC) plan and their attendance falls, or the school becomes aware of barriers to attendance that related to the pupil's needs, the school will inform the local authority.

8. Attendance monitoring

8.1 Monitoring attendance

The academy will monitor attendance and absence data (including punctuality) half-termly, termly and yearly across the academy and at an individual pupil, year group and cohort level.

Specific pupil information will be shared with the DfE on request.

The academy has granted the DfE access to its management information system so the data can be accessed regularly and securely.

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 academy will benchmark its attendance data at whole school, year group and cohort level against local, regional, and national levels to identify areas of focus for improvement, and share this with the governing board.

Monitoring will include:

- Absences are monitored on a daily basis by Admin, Pastoral and SLT.
- Telephone Calls/Texts are used daily to contact parents for reason for absence.
- Attendance concerns relating to vulnerable pupils (Safeguarding, SEN, PP) are discussed at weekly pastoral meetings with SLT, Welfare and Wellbeing Team and Attendance Lead.
- Attendance Review Meetings are held fortnightly with Attendance Lead and Education Welfare Officer.
- Class teachers are aware of regular pupil absences and will raise any concerns with Admin/SLT and discuss with parents.
- The persistence Absence threshold is **90%**. Therefore, any pupils with attendance below **90%** are classed as persistent absentees.

**Absence at this level is causing considerable damage to any child's educational prospects and we need parents'/carers' fullest support and co-operation to tackle this. Any child whose attendance has reached the PA threshold or is at risk of moving towards it are given priority for intervention.*

Possible intervention will be:

- Education Welfare involvement
- Attendance panel meetings including creating an action plan for improvement.
- Possible utilisation of extra-curricular clubs to improve attendance and punctuality.
- Intervention groups with the Welfare and Wellbeing Team to promote positive attitudes towards attendance and punctuality.
- Engaging with parents/carers and offering support packages where possible.
- Where parents fail to co-operate with support and strategies provided by the Academy, further advice may be sought which could lead to legal sanctions being imposed.

Staff work in partnership with the Local Police, PCSO's and Children's Services to support pupils and their families who have become persistent absentees.

8.2 Analysing attendance

The academy will:

- Analyse attendance and absence data regularly to identify pupils, groups or cohorts that need additional support with their attendance, and
- Identify pupils whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severe absence
- Conduct thorough analysis of half-termly, termly, and full-year data to identify patterns and trends
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns

Old Cleve Primary Academy's response to Absence

Pre Step	Discussion with identified member of staff	<ul style="list-style-type: none"> • Informal offer of support if required.
Step 1	Letter to inform parents attendance is dropping and offers parents the opportunity to rectify this	<ul style="list-style-type: none"> • Attendance dropping below 95% is a cause for concern. This is an initial letter to make parents aware and warn of possible SAP intervention if it doesn't improve. • This starts a 4 week monitoring period.
Step 2	Letter to invite parents in for School Attendance Panel meeting (SAP) as there is no improvement and additional absences.	<ul style="list-style-type: none"> • Meeting held in school with Education Welfare Officer to form an attendance action plan with support where required. • 4 week monitoring with 100% target expectation set.
Step 3	If attendance continues to drop parents will be issued with a pre-MAP (Management Attendance Panel Meeting) warning letter	<ul style="list-style-type: none"> • This letter warns parents that unless there is improvement in attendance they will be invited in for a Governor Attendance Panel meeting • 2 week monitoring period with 100% target expectation set.
Step 4	Letter inviting in to MAP meeting	<ul style="list-style-type: none"> • Continued absences result in a formal MAP meeting held in school. Formal attendance plan and expectations set out. Failure to improve will result in intent to prosecute. • 4 week monitoring period with 100% target expectation set.
Step 5	Notice of prosecution	<ul style="list-style-type: none"> • EWO refers the case to the Local Authority for intention to prosecute for continued non-attendance.

8.3 Using data to improve attendance

The academy will:

- Develop targeted actions to address patterns of absence (of all severities) of individual pupils, groups or cohorts that it has identified via data analysis
- Provide targeted support to the pupils it has identified whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severe absence, and their families (see section 8.4 below)
- Provide regular attendance reports to class teacher, to facilitate discussions with pupils and families, and to the governing board and academy leaders (including special educational needs co-ordinator, designated safeguarding lead and pupil premium lead)
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies
- Share information and work collaboratively with other schools in the area, local authorities and other partners where a pupil's absence is at risk of becoming persistent or severe, including keeping them informed regarding specific pupils, where appropriate

8.4 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. Reducing persistent and severe absence is central to the school's strategy for improving attendance.

The academy will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Consider potential safeguarding issues and, where suspected or present, address them in line with Keeping Children Safe in Education
- Hold regular meetings with the parents of pupils who the academy (and/or local authority) considers to be vulnerable or at risk of persistent or severe absence, or who are persistently or severely absent, to:
 - Discuss attendance and engagement at school
 - Listen, and understand barriers to attendance
 - Explain the help that is available
 - Explain the potential consequences of, and sanctions for, persistent and severe absence
 - Review any existing actions or interventions
- Provide access to wider support services to remove the barriers to attendance, in conjunction with the local authority, where relevant
- Consider alternative support that could be put in place to remove any barriers to attendance and re-engage these pupils. In doing so, the academy will sensitively consider some of the reasons for absence
- Implement sanctions, where necessary (see section 5.2, above)

9. Monitoring arrangements

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

10. 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
L	Late arrival	Pupil arrives late before register has closed
Attending a place other than the school		
K	Attending education provision arranged by the local authority	Pupil is attending a place other than a school at which they are registered, for educational provision arranged by the local authority
V	Attending an educational visit or trip	Pupil is on an educational visit/trip organised or approved by the school
P	Participating in a sporting activity	Pupil is participating in a supervised sporting activity approved by the school
W	Attending work experience	Pupil is on an approved work experience placement
B	Attending any other approved educational activity	Pupil is attending a place for an approved educational activity that is not a sporting activity or work experience
D	Dual registered	Pupil is attending a session at another setting where they are also registered
Absent – leave of absence		
C1	Participating in a regulated performance or undertaking regulated employment abroad	Pupil is undertaking employment (paid or unpaid) during school hours, approved by the school
M	Medical/dental appointment	Pupil is at a medical or dental appointment
J1	Interview	Pupil has an interview with a prospective employer/educational establishment

S	Study leave	Pupil has been granted leave of absence to study for a public examination
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
C2	Part-time timetable	Pupil is not in school due to having a part-time timetable
C	Exceptional circumstances	Pupil has been granted a leave of absence due to exceptional circumstances
Absent – other authorised reasons		
T	Parent travelling for occupational purposes	Pupil is a 'mobile child' who is travelling with their parent(s) who are travelling for occupational purposes
R	Religious observance	Pupil is taking part in a day of religious observance
I	Illness (not medical or dental appointment)	Pupil is unable to attend due to illness (either related to physical or mental health)
E	Suspended or excluded	Pupil has been suspended or excluded from school and no alternative provision has been made
Absent – unable to attend school because of unavoidable cause		
Q	Lack of access arrangements	Pupil is unable to attend school because the local authority has failed to make access arrangements to enable attendance at school
Y1	Transport not available	Pupil is unable to attend because school is not within walking distance of their home and the transport normally provided is not available
Y2	Widespread disruption to travel	Pupil is unable to attend because of widespread disruption to travel caused by a local, national or international emergency
Y3	Part of school premises closed	Pupil is unable to attend because they cannot practicably be accommodated in the part of the premises that remains open

Y4	Whole school site unexpectedly closed	Every pupil absent as the school is closed unexpectedly (e.g. due to adverse weather)
Y5	Criminal justice detention	Pupil is unable to attend as they are: <ul style="list-style-type: none"> • In police detention • Remanded to youth detention, awaiting trial or sentencing, or • Detained under a sentence of detention
Y6	Public health guidance or law	Pupil's travel to or attendance at the school would be prohibited under public health guidance or law
Y7	Any other unavoidable cause	To be used where an unavoidable cause is not covered by the other codes
Absent – unauthorised absence		
G	Holiday not granted by the school	Pupil is absent for the purpose of a holiday, not approved by the school
N	Reason for absence not yet established	Reason for absence has not been established before the register closes
O	Absent in other or unknown circumstances	No reason for absence has been established, or the school isn't satisfied that the reason given would be recorded using one of the codes for authorised absence
U	Arrived in school after registration closed	Pupil has arrived late, after the register has closed but before the end of session
Administrative codes		
Z	Prospective pupil not on admission register	Pupil has not joined school yet but has been registered
#	Planned whole-school closure	Whole-school closures that are known and planned in advance, including school holidays

Ratification

Date ratified by the Governing Board: June 2025

Date of last review: June 2024

Next review date: Summer 2026

Signed by Chair of Governors: Richard Claridge

Date: 19th June 2025