



Woodend Farm school
Kindness comes in many forms

Attendance Policy

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Original Author: Gemma Quantrill



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RECORD OF POLICY AMENDMENT / HISTORY

Version / Issue	Author	Date	Reviewed/ Approved By Governors	Reason for Change
1	Gemma Quantrill	09/08/22	26/01/2023	New Policy
V1.1	Gemma Quantrill	19/10/23	08/11/2023	Annual update
V1.2	Sarah Coney/Nicola Overland	09/05/24		Amendments to reflect new attendance system in place
V1.3	Anna Kinsville	18/09/2024	30/09/2025	Amendments in line with new legislation (August 2024)
V1.4	Anna Kinsville	17/10/25		Added legislation link



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1. Aims

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

- Promoting good attendance
- Reducing absence, including persistent and severe absence
- Ensuring every pupil has access to the full-time education to which they are entitled
- Acting early to address patterns of absence
- Building strong relationships with families to ensure pupils have the support in place to attend school

We will also promote and support punctuality in attending lessons.

2. Legislation And Guidance

This policy meets the requirements of the [working together to improve school attendance \(applies from August 2024\)](#) from the Department for Education (DfE), and refers to the DfE's statutory guidance on [school attendance parental responsibility measures](#). These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

- Part 6 of [The Education Act 1996](#)
- Part 3 of [The Education Act 2002](#)
- Part 7 of [The Education and Inspections Act 2006](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006 \(and 2010, 2011, 2013, 2016 amendments\)](#)
- [The school attendance \(pupil registration\) \(England\) Regulations 2024](#)
- [The Education \(Information About Individual Pupils\) \(England\) \(Amendment\) Regulations 2024](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013 and the 2024 amendment](#)
- <https://www.legislation.gov.uk/ukxi/2024/208>

This policy also refers to the DfE's guidance on the [school census](#), which explains the persistent absence threshold, [keeping children safe in education](#), [Mental Health Issues affecting a pupils attendance: guidance for schools](#).

3. Roles and Responsibilities

The Board of Governors are responsible for:

- Setting high expectations of all school leaders, staff, pupils and parents
- Making sure school leaders fulfil expectations and statutory duties, including:
- Making sure the school records attendance accurately in the register, and shares the required information with the DfE and local authority
- Making sure the school 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 school's policies and ethos
- Making sure the school'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 school has high aspirations for all pupils, but adapts processes and support to pupils' individual needs
- Regularly reviewing and challenging attendance data and helping school leaders focus improvement efforts on individual pupils or cohorts who need it most
- Working with SLT to set goals or areas of focus for attendance and providing support and challenge
- Monitoring attendance figures for the whole school and repeatedly evaluating the effectiveness of the school's processes and improvement efforts to make sure they are meeting pupils needs
- Where the school is struggling with attendance, working with school 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 school's legal requirements for keeping registers
 - The school'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 Executive Headteacher

The Executive Headteacher is responsible for:

- Implementation of this policy at the school
- Monitoring school-level absence data and reporting it to Board of Governors
- Supporting staff with monitoring the attendance of individual pupils
- Monitoring the impact of any implemented attendance strategies
- Issuing fixed-penalty notices, where necessary
 - Issuing fixed penalties, where necessary, and/or authorising Safeguarding and Pastoral Practitioner to be able to do so.
 - Working with the parents of pupils with special educational needs and/or disabilities (SEND) to develop specific support approaches for attendance for pupils with SEND, including where school transport is regularly being missed, and where pupils with SEND face in-school 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 school's high expectations for attendance and punctuality regularly to pupils and parents through all available channels



3.3 The Designated Senior Leader Responsible for Attendance

The Designated Senior Leader is responsible for:

- Leading attendance across the school
- Setting a clear vision for attendance improvement
- Having a clear understanding of improving and maintaining good attendance
- Evaluating and monitoring expectations and processes
- Having an oversight of data analysis
- Devising specific strategies to address areas of poor attendance identified through data
- Arranging calls and meetings with parents to discuss attendance issues, including home visits.
- Delivering targeted intervention and support to pupils and families
- Monitoring and analysing attendance data (see section 7 and appendix 2)
- Benchmarking attendance data to identify areas of focus for improvement
- Providing regular attendance reports to school staff and reporting concerns about attendance to the designated senior leader responsible for attendance and the Headteacher
- Working with education welfare officers to tackle persistent absence
- Advising the headteacher/appointed senior leader (authorised by the headteacher) when to issue fixed-penalty notices
- Take calls from parents about absence on a day-to-day basis and record it on the school system
- The Designated Senior Leader responsible for attendance is Anna Kinsville and can be contacted via akinsville@woodendfarm.school or admin@woodendfarm.school or on 01376 790202

3.4 Class Teachers

Class teachers are responsible for recording attendance on a daily basis, using the correct codes, and submitting this information to the school office by 9.45 am on the same day.

3.5 Parents/Carers

Parents/Carers are expected to:

- Make sure their child attends every day on time
- Call the school to report their child's absence before 9am on the day of the absence and each subsequent day of absence and advise when they are expected to return
- Provide the school with more than 1 emergency contact number for their child
- Ensure that, where possible, appointments for their child are made outside of the school day
- Seek support where necessary for maintaining good attendance, by contacting Anna Kinsville, Pastoral and Safeguarding lead who can be contacted via 01376 790202 or email – akinsville@woodendfarm.school

3.6 Pupils

Pupils are expected to:



Attend school every day on time

4. Recording Attendance

4.1 Attendance Register

We will keep an electronic attendance register and record attendance at the start of the morning session and once during the afternoon session. Registers will remain open for no longer than 30 minutes after the start of each session.

Each entry will show whether the pupil is:

- Present
- Attending an approved educational activity
- Absent (authorised or unauthorised)
- Unable to attend due to exceptional circumstances

Retention: All entries in the attendance and admission registers will be preserved for 6 years from the date of entry.

Amendments: Any amendment will include the original entry, amended entry, reason, date, and name of the person making the change.

Data Sharing: We will:

- Submit statutory returns to the local authority and DfE.
- Notify the local authority of:
 - Pupils added to or deleted from the admission register (within 5 days).
 - Pupils with 10+ unauthorised sessions in 10 school weeks.
 - Pupils likely to miss 15+ days due to illness.

Pupils must arrive in school by 9:30 am on each school day.

The register for the first session will be taken at 9:45am and will be kept open until 9.50am. The register for the second session will be taken at 12.40pm and will be kept open until 13.00pm.

4.2 Unplanned Absence

The pupil's parent/carers must notify the school of the reason for the absence on the first day of an unplanned absence by 9am or as soon as practically possible by calling the school on 01376 790202 or email – Admin@woodendfarm.school (see also section 7).



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

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

If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents/carers will be notified of this in advance.

4.3 Planned Absence

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

Requests for leave of absence should be emailed to admin@woodendfarm.school, requests will then be passed to the Executive Headteacher to authorise.

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

The pupil's parent/carer must also apply for other types of term-time absence as far in advance as possible of the requested absence. Go to section 5 to find out which term-time absences the school can authorise.

4.4 Lateness and Punctuality

A pupil who arrives late:

- Before the register has closed will be marked as late, using the appropriate code
- After the register has closed will be marked as absent, using the appropriate code
- When a pupil is persistently late the school will write to the parent/carer inviting them to a school based meeting/home visit.

4.5 Following Up Unexplained Absence

The school will follow up any absences to ascertain the reason, ensure proper safeguarding action is taken where necessary, identify whether the absence is approved or not and identify the correct attendance code to use.

Unauthorised attendance will be followed up as follows:

- Call the pupil's parent/carer on the morning of the first day of unexplained absence to ascertain the reason within one hour of the provision starting. If CP, CIN or LAC, home visit must take place if we are unable to make contact. If student not seen social worker should be informed.
- Identify whether the absence is approved or not
- Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than 5 working days after the session



- Call the parent/carer on each day that the absence continues without explanation to ensure proper safeguarding action is taken where necessary. If absence continues, the school will consider involving an education welfare officer
- Where appropriate offer support to the pupil and or their parents to improve attendance.
- Identify whether the pupil needs support from wider partners/directory of services, as quickly as possible and make necessary referrals
- Letter will be sent to parent/carers when attendance falls below 95% and monitored for 4 weeks. If attendance doesn't improve another letter will be sent. If attendance still fails to improve parents/carers will be called into a School Action Meeting (SAM) where an action plan will be discussed and produced. If attendance still fails to improve a fine may be issued and consider contacting the education welfare officer.

4.6 Reporting to Parents/Carers

Attendance is reported to parents regularly in monthly newsletters, half term and termly certificates in the written in pupils end of year report and verbally by safeguarding and pastoral practitioner when required and annual reviews.

5. Authorised and Unauthorised Absence

5.1 Approval for Term-Time Absence

The Executive Headteacher will allow pupils to be absent from the school site for certain activities or to attend other schools and settings / alternative provisions

The Executive Headteacher will only grant a leave of absence to a pupil during term time if they consider there to be 'exceptional circumstances'. A leave of absence is granted at the Executive Headteacher's discretion, including the length of time the pupil is authorised to be absent for set out in the [2024 attendance regulations](#).

We define 'exceptional circumstances' as absence that is out of the control of the parents/carer or child. Examples are bereavement, transport arranged by LEA failed to arrive where pupil lives beyond statutory walking distance.

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

Any request should be submitted as soon as it is anticipated and, where possible, at least 2 weeks before the absence, and in accordance with any leave of absence request form, accessible via the website. The Executive Headteacher may require evidence to support any request for leave of absence.

Valid reasons for authorised absence include:

- Illness and medical/dental appointments (see sections 4.2 and 4.3 for more detail)
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents belong. If necessary, the school will seek advice from the parents' religious body to confirm whether the day is set apart
- Traveller pupils travelling for occupational purposes – this covers Roma, English and Welsh gypsies, Irish and Scottish travellers, showmen (fairground people) and circus people, bargees (occupational



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boat dwellers) and new travellers. Absence may be authorised only when a traveller family is known to be travelling for occupational purposes and has agreed this with the school, but it is not known whether the pupil is attending educational provision.

- If the pupil is currently suspended or excluded from school and no alternative provision
- Leave of absence will not be granted for a pupil to take part in protest activity during school hours.
- As a leave of absence will only be granted in exceptional circumstances, it is unlikely a leave of absence will be granted for the purposes of a family holiday.
- The school 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 2 weeks before the absence, and in accordance with any leave of absence request form, accessible via Executive Headteacher or Safeguarding and Pastoral Practitioner. The Executive Headteacher may require evidence to support any request for leave of absence.

Absences may be recorded unauthorised when due to:

- Headache or slight cold
- Shopping
- Haircuts
- Missed bus
- Slept late
- No uniform
- Looking after brothers or sisters or unwell parents
- Minding the house
- Birthdays
- Holidays

5.2 Children Missing From Education

A child going missing from education is a potential indicator of abuse or neglect, and such children are at risk of being victims of harm, exploitation, or radicalisation.

There are many circumstances where a child may become missing from education, but some children are particularly at risk. These include children who:

- Are at risk of harm or neglect
- Come from Gypsy, Roma, or Traveller families
- Come from the families of service personnel
- Go missing or run away from home or care
- Are supervised by the Youth Justice System
- Cease to attend a school
- Come from new migrant families

We will follow our procedures for unauthorised absence and for dealing with children who go missing from education, particularly on repeat occasions, to help identify the risk of abuse and neglect, including sexual



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exploitation, and to help prevent the risks of going missing in future. This includes informing the Local Authority if a child leaves the school without a new school being named and adhering to requirements with respect to sharing information with the Local Authority, when applicable, when removing a child's name from the admission register at non-standard transition points.

Schools are required to inform the local authority - as stated within The Education (Pupil Registration) (England) Regulations, 2006 - of the details of pupils who have been absent from school for 10 continuous school days and where contact cannot be made with the parent/carer to establish the reason for the absence and the absence has not been reported. KF will notify the local authority, via the Missing_Pupil_Checklist, of any child falling into one of the following categories:

- A pupil has gone missing and no contact can be made with parent/carer to establish reason for absence
- A pupil ceased to attend the school and forwarding address of the family is not known
- A pupil has not returned from holiday within 10 school days of the expected date of return
- A pupil fails to take up their place at the start of the academic year and the whereabouts of the young person is unknown

5.3 Pupils Deemed at High Risk

If a pupil is missing from school and the child is subject to a child protection plan and/or is a looked after child, the school will notify the key worker within the first 24 hours of the unauthorised absence if contact cannot be made with the family home. Where it is suspected or known that a pupil is at potential risk of harm, or where the school has information or reason to suspect that the pupil has been the victim of criminal activity or is at risk of Child Sexual Exploitation, the school will notify the Children and Families Hub and/or police without delay and then make a referral to the CME and EHE Team as soon as possible afterwards.

Staff will be trained to look out for signs and individual triggers to be aware of, when considering the risks of potential safeguarding concerns which may be related to being missing, such as travelling to conflict zones, FGM and forced marriage.

If a staff member suspects that a child is suffering from harm or neglect, we will follow local child protection procedures, including with respect to making reasonable enquiries. We will make an immediate referral to the Local Authority Children's Social Care and the Police if the child is in immediate danger or at risk of harm.

5.4 Legal Sanctions

The school or local authority can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age; We follow the National Framework for Penalty Notices (2024).

If issued with a fine, or penalty notice, each parent must pay £80 within 21 days or £160 within 28 days. The payment must be made directly to the local authority. If payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

Penalty notices can be issued by a headteacher, local authority officer or the police.

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

- The number of unauthorised absences occurring within a rolling academic year
- One-off instances of irregular attendance, such as holidays taken in term time without permission



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- Where an excluded pupil is found in a public place during school hours without a justifiable reason
If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.
- 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.
- A Notice to Improve will usually be issued before a penalty notice where support is appropriate but not engaged with.

6. Strategies for Promoting Attendance

In the belief that pupils are more likely to attend regularly if the curriculum is lively and meets their needs the curriculum will be regularly reviewed. Attendance statistics will be collected and used to inform pastoral and curriculum practices.

As a school we promote attendance by:

- Making expectations clear to parents with regard to attendance and punctuality in the Home School Agreement, School Prospectus and Annual Report from The Board of Governors.
- Maintaining awareness through newsletters, parent evenings and pupil reports will be used.
- Parents/carers, pupils and staff are regularly reminded of what constitutes authorised and unauthorised absence.
- Action plans around attendance will be developed with parents/carers for pupils that are being admitted to school with a known attendance concern.
- Informing parents/carers of all concerns regarding attendance and punctuality.
- Reintegrated pupils who have been absent from school for a significant period of time back into school through a structured and individually tailored programme.
- Ensuring all issues, which may cause a pupil to experience attendance difficulties, are to be promptly investigated by the school (bullying etc. needs to link with behaviour policy and equal opportunities policies).
- Woodend Farm School will have regular contact with the Inclusion Officer, from the Education Welfare Service, in order to identify and support those pupils who are experiencing attendance difficulties.

7. Attendance Monitoring

We are committed to identifying and addressing barriers to attendance early and providing tailored support for pupils and families.



Persistent absence: Missing 10% or more of sessions.

Severe absence: Missing 50% or more of sessions.

7.1 Monitoring and Escalation

We will:

- Analyse attendance data weekly and termly to identify patterns and trends.
- Hold meetings with parents/carers of pupils at risk of persistent or severe absence.
- Escalate support as needed, following this pathway:
- Early Help Plan → Attendance Contract → Education Supervision Order → Legal Action.
- Use a Notice to Improve before penalty notices where appropriate.

7.2 Pupils with Complex Barriers to Attendance

- Work closely with parents and carers through:
- Regular home visits.
- Phone calls and ongoing communication.
- Strategies to remove in-school barriers.
- Collaborate with external agencies where appropriate to provide additional support.

7.3 Pupils Absent Due to Mental or Physical Ill Health or SEND

- Provide individualised support, including:
- Listening to pupil and family needs.
- Making reasonable adjustments to routines.
- Using Thrive plans and toolkits where appropriate.
- Engaging external agencies (e.g., health services, mental health teams).
- Where a pupil has an Education, Health and Care (EHC) plan and attendance falls, or barriers to attendance are identified, the school will inform the local authority promptly.

7.4 Pupils Returning After a Lengthy or Unavoidable Absence

- Support reintegration through:
- Individual timetables and phased returns.
- Use of the Thrive approach and visual resources to aid transition.
- Close monitoring and regular review meetings with parents/carers.

7.1 Monitoring Attendance

The school will:

- The attendance officer monitors pupil absence on a weekly basis. Refer to Attendance Protocol (Appendix 2).
- Monitor attendance and absence data half-termly, termly, and yearly across the school and at an individual pupil level



- Identify whether or not there are particular groups of children whose absences may be a cause for concern

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

7.2 Analysing Attendance

The school will:

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

7.3 Using Data to Improve Attendance

The school will:

- 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 Safeguarding and Pastoral practitioner, to facilitate discussions with pupils and families, and to the governing board and SLT including special educational needs co-ordinators, designated safeguarding leads
 - 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

7.4 Reducing Persistent and Severe Absence

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

The school will:

- Follow its attendance protocol (see appendix 2)
- Consider potential safeguarding issues and where suspected or present, address them in line with the Keeping Safe in Education
- Use attendance data to find patterns and trends of persistent and severe absence
- Hold regular meetings with the parents of pupils who the school (and/or local authority) considers to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement at school
 - o Discuss attendance and engagement at school
 - o Listen, and understand barriers to attendance
 - o Explain the help that is available



- o Explain the potential consequences of, and sanctions for, persistent and severe absence
- o Review any existing actions or interventions
- Provide access to wider support services to remove the barriers to attendance
- Consider alternative support that could be put into place to remove any barriers to attendance and reengage these pupils. In doing so, the school will sensitively consider some of the reason for the absence.
- Implement sanctions where necessary.

8. Monitoring Arrangements

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

9. Links with Other Policies

This policy links to the following policies:

- Child protection and Safeguarding Policy
- Behaviour Policy

Appendix 1: Attendance Codes

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

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
B	Off-site educational activity	Pupil is at a supervised off-site educational activity approved by the school
D	Dual registered	Pupil is attending a session at another setting where they are also registered
K	Attending a different provision	Attending a provision arranged by the local authority



J	Interview	Pupil has an interview with a prospective employer/educational establishment
P	Sporting activity	Pupil is participating in a supervised sporting activity approved by the school
V	Educational trip or visit	Pupil is on an educational visit/trip organised, or approved, by the school
W	Work experience	Pupil is on a work experience placement
Code	Definition	Scenario
Authorised Absence		
C1	Authorised leave of absence	Pupil has been granted a leave of absence due to regulated performance or employment abroad
C2	Authorised leave of absence	Pupil has been granted a leave of absence due to temporary part-time timetable
C	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances (not covered by other codes)
E	Excluded	Pupil has been excluded but no alternative provision has been made
H	Authorised holiday	Pupil has been allowed to go on holiday due to exceptional circumstances
I	Illness	School has been notified that a pupil will be absent due to illness
M	Medical/dental appointment	Pupil is at a medical or dental appointment
R	Religious observance	Pupil is taking part in a day of religious observance



S	Study leave	Year 11 pupil is on study leave during their public examinations
T	Gypsy, Roma, and traveller absence	Pupil from a traveller community is travelling, as agreed with the school
Code	Definition	Scenario
Unable to Attend – Unavoidable Cause		
Q	Unable to attend	No access arrangements (e.g., transport duty not met)
Y1	Unable to attend	Transport normally provided not available
Y2	Unable to attend	Widespread disruption to travel
Y3	Unable to attend	Part of school premises closed
Y4	Unable to attend	Whole school site unexpectedly closed
Y5	Unable to attend	Criminal justice detention
Y6	Unable to attend	Following public health guidance or law
Y7	Unable to attend	Any other unavoidable cause
Unauthorised Absence		
G	Unauthorised holiday	Pupil is on a holiday that was not approved by the school



N	Reason not provided	Pupil is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time)
O	Unauthorised absence	School is not satisfied with reason for pupil's absence
U	Arrival after registration	Pupil arrived at school after the register closed

Code	Definition	Scenario
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
Y	Unable to attend due to exceptional circumstances	School site is closed, there is disruption to travel as a result of a local/national emergency, or pupil is in custody
Z	Pupil not on admission register	Register set up but pupil has not yet joined the school
#	Planned school closure	Whole or partial school closure due to half term/bank holiday/INSET day



Appendix 2 – Attendance Protocol

Missing in Education Protocol		Daily calls to be made to the parent to establish the whereabouts and ensure that their needs are being met. Pupils who have been absent from school for 10 continuous school days and where contact cannot be made with the parent/carer to establish the reason for the absence and the absence has not been reported. Staff should notify Police immediately if we suspect the child is at risk of significant harm. We will follow our day 1-3 protocol to ensure the child is seen.	
%	Time scale	Action	By Whom
N/A	1-3 days no contact from parent/carer	Day 1 – truancy call within an hour of provision starting. If CP, CIN or LAC, home visit must take place if we are unable to make contact. If student not seen social worker should be informed.	Attendance Officer
		Day 2/3 – Phone call to parents as well as truancy call, no answer home visit is organised and Executive Headteacher informed.	Attendance officer
	4 days	Social Care Referral form to be completed – Executive Headteacher informed.	DSL
Unauthorised term holidays		Tutor to pass details to attendance officer	Executive Headteacher
		Where a request is declined by Executive Headteacher, declined leave of absence letter is to be sent to parents/carers explaining legislation.	Reception
		If students still takes the requested period as holiday on the first day of their return to school a copy of the letter and the students attendance report for the year should be sent to Local Authority requesting a penalty notice (they must have had 10 absences within 4 weeks).	Attendance Officer
Attendance protocol for students 95% and below			
100-96	Green	None required.	
95- 90	Amber	Follow attendance protocol outlined below – once attendance falls below 95% medical evidence must be provided for each absence.	



89 below	Red	Repeat the protocol outline below.	
%	Time scale	Action	By Whom

95		Letter 1 sent and Teacher spoken to – looking at patterns of behaviour (e.g. Mondays).	Attendance Officer
	4 weeks	If no improvement Letter 2 sent.	Attendance Officer
	4 weeks	Analysis of individuals (e.g. timetables, behaviours) and discussion with teachers.	Senior leader
	8 weeks	Letter 3 – parents invited in / visit to family home for School Action Meeting (SAM).	Senior leader
	9 weeks	SAM meeting – action plan agreed.	Senior leader and class teacher
	12 weeks	Fine issued	Attendance Officer

Attendance Officers Responsibilities

ACTION	BY WHOM
Check daily and weekly sheets, analysis of data to check patterns of absence	Attendance officer
Ensure medical evidence is provided one attendance decreases to 95% and below. Ensure that medical evidence is provided for any long term sickness absence (More than 5 days)	Attendance officer



Send out absence letters (1,2 and 3)	Attendance officer
Monitor patterns of attendance and fill out Persistent absence (PA) spreadsheet	Senior leader responsible for attendance
Meet weekly with Executive Headteacher to discuss students on Persistence Absence (PA) spreadsheet and next steps required to improve attendance.	Executive Headteacher, Senior Leader responsible for attendance and Attendance Officer
Referrals for penalty notice	Senior Leader responsible for attendance
½ term data analysis on vulnerable groups	Senior Leader responsible for attendance

End of document

