



Wallisdean Infant School and Wallisdean Junior School

Attendance Policy

1. Aims

We are committed to meeting our obligation with regard 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.

As a Federation, we will take appropriate action when necessary in order to ensure full attendance for every child.

- Promote good attendance and reduce absence, including persistent absence
- Ensure every child has access to full-time education to which they are entitled; and,
- Act early to address patterns of absence
- To monitor and support children whose attendance is a cause for concern and work in partnership with parents and carers to resolve any difficulties
- To analyse attendance data regularly to inform future policy and practice
- To work closely and make full use of the support from the wider community including the Parent Support Worker and multi-agency teams

Parents must perform their legal duty by ensuring children of compulsory school age who are registered to a school attend regularly and all pupils must be punctual to their lessons.

2. Legislation and guidance

- By law, all children of compulsory school age must have a proper full-time education. However, if your child is under compulsory school age, by enrolling them in our school your agreement to follow our attendance expectations is implied
- Parents are responsible for making sure this happens, either by registering the child at a school or by making other arrangements that provide an effective education. Failure to do this could result in prosecution
- If a child is registered as a pupil at Wallisdean Federation, the school must give permission for absence in exceptional circumstances and the education authority can take legal action against the parent(s) if the child does not attend or is late
- Children should attend school regularly to ensure full access to the curriculum.

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](#)
- <https://www.legislation.gov.uk/ukxi/2006/1751/contents> [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](#)
- [school attendance parental responsibility measures.](#)

3. Roles and responsibilities

The following people have key responsibilities in the pursuit of high levels of attendance and punctuality:

3.1 The governing body

The governing body is responsible for monitoring attendance figures for the whole school on at least a termly basis. It also holds the Executive Head Teacher to account for the implementation of this policy.

- To set and monitor progress towards annual targets for attendance
- To evaluate the effectiveness of the Attendance Policy
- To monitor the impact of contracts
- To attend meetings with parents to issue parent contracts for attendance.

The link governors for attendance are Andrew Feltham and Sam Hoggarth.

3.2 The Executive Head Teacher and Attendance Champion

The Executive Head Teacher and Attendance Champion are responsible for:

- Implementation of this policy at the schools
- Monitoring school-level absence data and reporting it to governors
- Supporting staff with monitoring the attendance of individual pupils
- Monitoring the impact of any implemented attendance strategies
- Issuing fixed-penalty notices, where necessary
- To ensure that effective systems are in place to accurately reflect individual pupil and group and whole school attendance patterns
- To monitor individual pupil, group and whole school attendance and punctuality
- To refer to Parent Support Worker
- To work in partnership with key agencies if attendance and / or punctuality is an issue
- To provide Governors with information to enable them to evaluate the success of policy and practice
- To write to parents/carers regarding any concerns about their child's attendance
- To arrange meetings with parents/carers to discuss support and set targets for those experiencing attendance difficulties.
- 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.
- Leading, championing, and improving attendance across the Federation
- 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
- Creating intervention or reintegration plans in partnership with pupils and their parents/carers
- Planning targeted intervention and support to pupils and families

The designated senior leader responsible for attendance is Ruth Tonkin who can be contacted via r.tonkin@wallisdeanfederation.co.uk

3.3 Admin officer

The admin officer:

- Reports concerns about attendance to the Executive Head Teacher and Attendance Champion through regular meetings and monitoring individual children's attendance
- Works with school attendance support team to tackle persistent absence
- Arranges calls and meetings with parents to discuss attendance issues
- Advises the Executive Head Teacher when to issue fixed-penalty notices.
School admin staff are expected to take calls from parents about absences and record it on the School's system.
- To prepare, manage, and coordinate the use of the school's attendance system
- To contact parents/carers on the first day of their child's absence to establish the reason
- To ensure that a satisfactory reason for every absence has been established for each child at the end of each week
- To make a judgment in conjunction with the Executive Head Teacher/Attendance Champion whether an absence is authorised or unauthorised
- To report any absences of vulnerable children to DSL/Social Worker.

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.

- Registers are a vital legal document and class teachers are required by their contractual duties to take an attendance register at the beginning of both the morning and the afternoon session
- To respond promptly to any issue raised in the weekly analysis of registers by office staff
- To check in with children returning from absence and record any concerns on CPOMS
- To organise work to be sent home for children in their class who are expected to be absent for an extended period through sickness.

3.5 Parent Support Worker

- Support meetings with parent(s) to improve attendance (issue Parent Plan)
- Referrals to Early Help Hub (EHH)
- Report to Attendance Champion
- Monitor the impact of support
- Refer to other agencies.
- Liaising with pupils, parents/carers and external agencies, where needed.
- Building close and productive relationships with parents to discuss and tackle attendance issues

3.6 Parents

Where this policy refers to a parent, it refers to the adult the school 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 every day and on time
- Call the school to report their child's absence before 9.15am 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
- Keep to any attendance contracts that they make with the school and/or local authority
- Seek support, where necessary, for maintaining good attendance, by contacting Mrs Shackleton Parent Support Worker via p.support@wallisdean-inf.hants.sch.uk

Further information can be found at: [Attendance guidance for parents | Hampshire County Council \(hants.gov.uk\)](#)

3.7 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 place all pupils onto this register.

We will take our attendance register at the start of the first session of each school day and once during the second session. It will mark, using the appropriate national attendance and absence codes from the School 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

Pupils must arrive in school each day by:

Infants: 08:45 - The register for the first session will be taken at 08:45 and will be kept open until 09:00. The register for the second session will be taken at 13:15 and will be kept open until 13:30.

Juniors: 08:40 - The register for the first session will be taken at 08:40 and will be kept open until 08:55. The register for the second session will be taken at 13:15 and will be kept open until 13:30.

Registers must be completed carefully and accurately, as they provide a record of a pupil's attendance.

4.2 Unplanned absence

The pupil's parent/carer must notify the school on the first day of an unplanned absence by 09:15 or as soon as practically possible (see also section 7) by calling the school.

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, by phone or email, of the appointment and provides medical evidence.

Siblings will not be authorised to attend a sibling's appointment and therefore should attend school as normal.

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 Federation can authorise.

4.4 Lateness and punctuality

The school day begins at 08:40am (Junior School) or 08:45am (Infant School) and all **pupils are expected to be in school at this time.**

A pupil who arrives late:

- Morning registration is at 08:40am (Junior School) and closes at 08:55am or 08:45am (Infant School) and closes at 09:00am
- Pupils arriving after 08:50am (Junior School) or 08:55am (Infant School) must report to their school office so that their attendance (and lunch order) may be recorded. This will be coded **L** (late) in the attendance register in line with Hampshire County Council and Department of Education guidance
- Pupils arriving after 08:55am (Junior School) or 09:00am (Infant School) will be officially absent for the morning session. Arrival after the close of registration will be marked as unauthorised absence and coded **U** in line with Hampshire County Council and Department of Education guidance. This mark shows them to be on site, but is legally recorded as an unauthorised absence
- 10 sessions of unauthorised absence due to lateness may result in a penalty fine.

4.5 Pupil Absence for the Purposes of Religious Observance

The Federation acknowledges the multi-faith nature of British society and recognises that, on some occasions, religious festivals may fall outside school holiday periods or weekends and is recognised as such by a relevant religious authority. Where this occurs, the school will consider either authorising the pupil absence or making special leave for religious observance. Parents are requested to give advance notice to the school.

[Working together to improve school attendance](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/61222/Working_together_to_improve_school_attendance.pdf) - GOV.UK (www.gov.uk) page 86

4.6 Following up absence

Where any child we expect to attend school does not attend, or stops attending, the school will:

- Follow up on their absence with their parent/carer to ascertain the reason, by phoning the priority contact list in the first instance
- Ensure proper safeguarding action is taken where necessary
- Identify whether the absence is approved or not
- Identify the correct attendance code to use.

4.7 Reporting to parents

- Parents/carers can see their child's attendance on the "My child at school" App. Which shows an up-to-date record.
- Parents/carers are informed of their child's current attendance at parents' evenings by class teachers
- Parents/carers are informed of their child's current attendance at the end of the autumn and spring term
- All absences, both authorised, unauthorised absence and lateness will be reported to the parent/carer at the end of the academic year within their child's report.
- Attendance is highlighted in the newsletter termly.

See Appendix 2 for a flow chart of school actions.

5. Authorised and unauthorised absence

5.1 Approval for term-time absence

The Executive Head Teacher will allow pupils to be absent from the school site for certain educational activities, or to attend other schools or settings.

The Executive Head Teacher 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:

- Taking part in a regulated performance
- A temporary, time-limited part-time timetable
- Exceptional circumstances

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

We define 'exceptional circumstances' as rare, significant, or unavoidable.

There is no legal entitlement for time off in school term time to go on holiday, therefore holiday requests will not be authorised.

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 one week before the absence, and in accordance with any leave of absence request form, accessible via the school office. The Executive Head Teacher 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 on 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 has been made)

Other reasons the school may allow a pupil to be absent from the school 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
- Attending work experience
- If there is any other unavoidable cause for the pupil not to attend school, such as disruption to travel caused by an emergency, a lack of access arrangements, or because the school 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.

Contacts

When the school identifies a decline in a pupil's attendance or where there is a known history of poor attendance, a structured support process will be initiated to engage parents and improve outcomes.

- **Parent Support Contract**
The first step will be the issuing of a Parent Support Contract. This outlines expectations and offers targeted support to help improve attendance. The contract will be reviewed over a six-week period.
- **Governor Attendance Contract**
If there is little or no improvement during the initial six weeks, a Governor Attendance Contract will be introduced. This will be agreed upon during a formal meeting involving the Executive Head Teacher and the Safeguarding Governor. This contract will also last for maximum of six weeks.
- **Further Action**
Should attendance still not improve following the Governor Contract, the school may escalate the matter to a **Notice to Improve** or make a referral to the **Local Authority's Attendance Team**.

Penalty notices

The Executive Head Teacher (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.

If the school issues a penalty notice, it will check with the local authority before doing so, and send it a copy of any penalty notice issued.

Before issuing a penalty notice, the school 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 school has under the Equality Act 2010 make issuing a penalty notice inappropriate
- Repeated absences for family events or special occasions, especially when parents have previously been advised that this is not acceptable.
- Term-time holidays where attempts have been made to avoid a Penalty Notice by only declaring part of the absence or planning around INSET days, bank holidays, or half terms to reduce the number of recorded sessions.

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 £80 within 21 days, or £160.

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

Whole school attendance will be reported to parents in the half-termly newsletter.

REWARDS – INFANT SCHOOL

- Children who achieve 100% attendance and no lates are presented with a certificate at the end of each term
- Where 100% attendance is achieved over consecutive terms, the children will progress from Bronze, onto Silver, then Gold certificates
- If a fourth consecutive term of 100% attendance is achieved, they will win an attendance medal along with a certificate
- If a fifth consecutive term of 100% attendance is achieved, the children are rewarded with a mystery prize
- An improved attendance postcard will be issued for improved persistent absences
- The class with the highest attendance is rewarded each week with a Weekly Attendance Cup and earns a place on the ½ termly Attendance League poster
- The class with 100% weekly attendance will be rewarded with a book token to then choose a book for their class library
- Each half term, the class at the top of the Attendance League wins the Governors' Attendance Cup and is rewarded with a non-school uniform day.
- Termly Wallisdean Federated Attendance Target Award" a certificate will be awarded to children who achieve 97% or over, but under 100%

REWARDS – JUNIOR SCHOOL

- Children who achieve 100% attendance and no lates are presented with a certificate at the end of each term
- Where 100% attendance is achieved over consecutive terms, the children will progress from Bronze, onto Silver, then Gold certificates
- If a fourth consecutive term of 100% attendance is achieved, they will win an attendance medal along with a certificate
- If a fifth consecutive term of 100% attendance is achieved, the children are rewarded with a mystery prize
- An improved attendance postcard will be issued for improved persistent absences

- The class with the highest attendance is rewarded each week with a Weekly Attendance Cup and earns a place on the ½ termly Attendance League poster
- The class with 100% weekly attendance will be rewarded with a book token to then choose a book for their class library
- Each half term, the class at the top of the Attendance League wins the Governors' Attendance Cup and is rewarded with an extra playtime.
- Termly Wallisdean Federated Attendance Target Award: a certificate will be awarded to children who achieve 97% or over, but under 100%

7. Attendance monitoring

The attendance/admin officer at our school monitors pupil absence on a daily basis.

A child's parent/carer is expected to call the school in the morning if their child is going to be absent due to ill health (see section 4.2).

Attendance data will be collected monthly to establish patterns of irregular attendance. This will include children with: incomplete weeks; Monday and Friday absences; lateness; periods of extended absence; periods of unauthorised; and all children with attendance below 90%. This data will be discussed with the Executive Head Teacher and attendance panel as part of the regular half-termly meetings.

The persistent absence threshold is 10%. If a child's individual overall absence rate is greater than or equal to 10%, the child will be classified as a persistent absentee.

Child-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.

We collect and analyse attendance data, for example, to:

- Track the attendance of individual children
- Monitor and evaluate those children identified as being in need of intervention and support

See also Attendance Flow Chart and Lateness Flow Chart (Appendix 2).

8. Supporting pupils who are absent or returning to school

8.1 Pupils absent due to complex barriers to attendance

When pupils are absent due to complex barriers to attendance, such as family issues, socio-economic challenges, anxiety, or other external factors, the school will support by

- Understand the Root Cause
- Provide Tailored Support
- Engage with External Agencies
- Promote a Positive School Experience
- Support Emotional Well-being

8.2 Pupils absent due to mental or physical ill health or SEND

- Parent support to work with the parent(s) and Mental Health support to work with the child.
- Maintain communication during the absence. Via class Teacher providing any necessary resources or materials to continue their education remotely if possible.
- Transition Plan, create a transition plan for the child's return to school to outline steps for their return and support needs
- Emotional Support/ Social Integration Provide access to ELSA or other forms of support.
- Collaborate with the Inclusion leader to provide necessary support for SEND children.

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 relate to the pupil's needs, the school will inform the local authority.

8.3 Pupils returning to school after a lengthy or unavoidable period of absence

When pupils return to school after a lengthy or unavoidable absence, the school will provide them with support and guidance to help them reintegrate smoothly.

- Welcome Back and Reassurance,
- Transition Plan, create a transition plan for the child's return to school to outline steps for their return and support needs
- Emotional Support/ Social Integration Provide access to ELSA or other forms of support.

9. Attendance monitoring

9.1 Monitoring Attendance

This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum annually by the Executive Head Teacher and Attendance Champion. At every review, the policy will be approved by the Full Governing Body.

The Executive Head Teacher and attendance panel will discuss the impact of the Schools' Attendance Policy and the strategies used to promote good attendance annually and the Executive Head Teacher will recommend an attendance target to the Governors.

The school will benchmark its attendance data at the 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 body.

The Governors will set and review an annual target of attendance.

9.2 Analysing attendance

The school 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

9.3 Using data to improve attendance

- 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 teachers to facilitate discussions with pupils and families, and to the governing body and school leaders (including special educational needs co-ordinator, designated safeguarding leads, and pupil premium leads)
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies

9.4 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 school 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 school (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 school will sensitively consider some of the reasons for absence
- Implement sanctions, where necessary (see section 5.2, above)

10. Monitoring arrangements

This policy will be reviewed as guidance from the local authority and/or DfE is updated, and as a minimum of once a year by the Executive Head Teacher and Attendance Champion.

Following every review, the policy will be re-presented to the Governing Body.

11. Links with other policies

This policy links to the following policies:

- Child Protection policy and Safeguarding policy
- Behaviour policy

October 2025

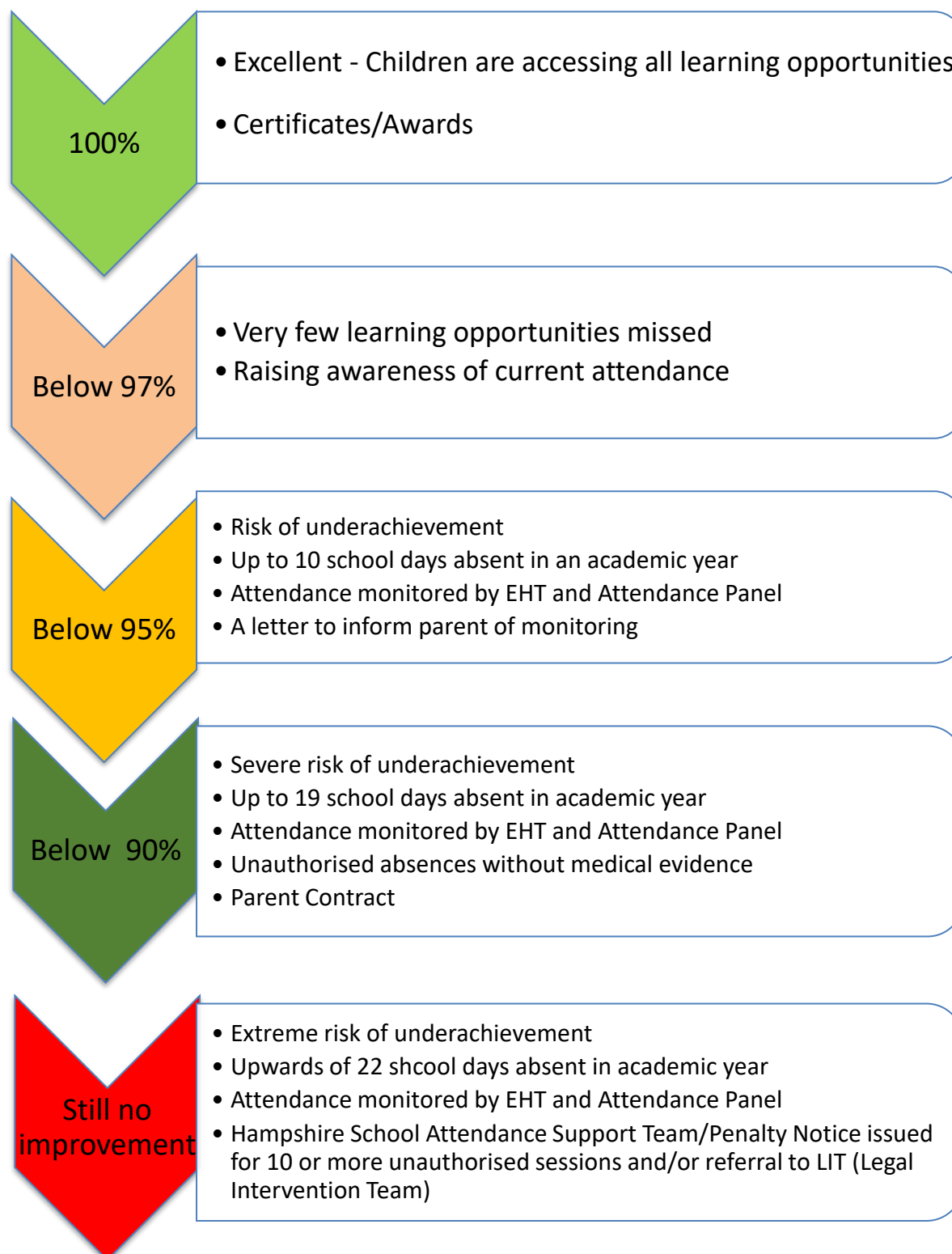
Appendix 1: attendance codes

The following codes are taken from the DfE's [guidance on school attendance](#).

Code	Definition	Scenario
I	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: • 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

Attendance Flow Chart



**This flow chart does not cover unauthorised holidays;
any unauthorised Leave of Absence for holidays during term time could
result in a Penalty Notice being issued.**

Lateness Flow Chart

