Armfield Academy

Attendance Policy 2026 - 2028

Policy Version & Issue Date	November 2026
Electronic copies of this plan are available from	Armfield Academy Blackpool
Hard copies of this plan are available from	Armfield Academy Blackpool
Date of next review	June 2028 (as required)
Person responsible for Review	Leyla Cooke Armfield SLT

Philosophy

Armfield Academy is committed to providing a full and efficient educational experience to all pupils. We believe that if pupils are to benefit from education, punctuality and good attendance is crucial. As an Academy, we will organise and do all we can to ensure maximum attendance for all pupils. Any problems that impede punctuality and regular attendance will be identified and addressed as soon as possible.

It is the policy of our Academy to celebrate achievement. Attendance is a critical factor to a productive and successful Academy career. Armfield Academy will actively promote and encourage 100% attendance for all our pupils, with the minimum expectation of 96% attendance.

Armfield Academy will give a high priority to conveying to pupils and parents the importance of regular and punctual attendance. We recognise that parents/carers have a vital role to play and there is a need to establish home-Academy links and communication systems that can be utilised whenever there is concern about attendance.

If there are problems that affect a pupil's attendance, we will investigate, identify and strive in partnership with parents and students to resolve these problems as quickly and efficiently as possible. We will adopt a clearly focussed approach aimed at returning the student to full attendance at all times.

Principles

The Academy will:
● Ensure that all staff are aware of the registration procedures, registration regulations and education law.
● Complete electronic or paper registers accurately at the beginning of each morning and afternoon session.
● Complete electronic registers at the beginning of each lesson.
● Stress to parents/carers the importance of contacting staff early on the first day of absence.
● Display attendance rates around the Academy and reward good and improved attendance of all pupils.
● Set targets for attendance as outlined in the Armfield Academy Improvement Plan (AIP).
● Promote the role of the Form tutor/class teacher in monitoring and rewarding good attendance for pupils in their tutor group/class.
● Promote positive staff attitudes to pupils returning after absence.
● Consult with all members of the Academy community and the Pupil Welfare Officer (PWO) service in developing and maintaining the whole Academy attendance policy.
● Ensure regular evaluation of attendance procedures by Senior Leaders and the Local Governing Body.
● Include attendance and related issues in the newsletters sent to parents and pupils.
● Report to the Local Governing Body three times a year.
● Work towards ensuring that all students feel supported and valued through communicating the clear message that if a pupil is absent, they will be missed.
● Have in place procedures that will allow absentees to catch up on missed work without disrupting the learning of others.

Procedures & Responsibilities
The academy will:
● If no contact is received from the parents/carers of an absent pupil on the first morning of absence, we will contact the parent by telephone, text message or a home visit.
● Weekly attendance meetings will take place between the Academy and PWO to discuss deteriorating attendances or attendances of concern.
● With prolonged absence, a safeguarding visit may be necessary and will be undertaken by the Academy, PWO and/or Police. The aim is to identify and resolve any difficulties that are preventing the student from attending the Academy and to safeguard the student. The parents/carers will be made aware of their legal responsibility regarding attendance.

● Attendance targets will be set which will be monitored by a variety of key stakeholders in school, including Form Tutors/Class Teachers with the support of the Pastoral Team, Attendance Team, SLT and PWO.
● The parents/carers will be asked for their support in fulfilling the legal requirements regarding Academy attendance.
● In the event of a pupil returning after a long-term absence an individual reintegration meeting will be initiated by the Phase Lead in conjunction with the Student Mentor, Form Tutor/Class Teacher and the PWO.
● To address attendance concerns, the Pastoral Team will adopt strategies that include:
    o Individual reintegration meeting in order to write an effective Attendance Progression Plan for pupils returning from long term absence which aims to support pupils to return to a full time timetable within no longer than 6 weeks. These plans are monitored and reviewed with daily safeguarding protocols applied.
    o Initial daily contact with parents to discuss any potential attendance barriers.
    o Positive rewards and reward schemes
    o Establishing a good relationship with parent/student in order to provide the support needed for improved attendance.
● Reward good and improved attendance through:
    o Attendance rewards
    o Class Charts points
    o Reward lunches/breakfasts
    o Fast passes
    o Celebration assemblies

Our families will:

- Ensure their child attends the Academy every day, arrives on site by **08:40 AM** ready for line-up, and is punctual to every lesson (secondary)
- Contact the Attendance Office by **08:30 AM** on **every day** of unexpected absence 01253 207702, providing a specific medical or emergency reason.
- Schedule routine medical and dental appointments outside of Academy hours wherever possible, and submit a **Request for Medical Leave of Absence** via email with supporting proof in advance for urgent appointments during the school day.
- Inform the Academy at the earliest opportunity of any pastoral, medical, or home difficulties that may affect their child's attendance so support can be put in place early.
- Engage openly and cooperatively with the Academy, Pastoral Team, and Pupil Welfare Officer (PWO) if attendance or punctuality falls below expectations
- A request for holidays during term time must be submitted to the academy but will not be automatically authorised. The decision to authorise will be made by the Headteacher in line with up=to-date government guidance. **All term time holidays should be avoided**.

Our pupils will:

- Strive for 100% attendance (and at least the Academy minimum expectation of 96%) so they get the most out of their education.
- Arrive on the Academy site by our recommended time of **08:40 AM** ready to line up in their year groups before morning registration opens at **08:45 AM**.
- Move promptly between lessons (secondary) throughout the day and attend any late detentions (secondary) if punctuality expectations are missed.
- Report to a member of staff if they feel unwell during the school day - never contact parents/carers directly using their own mobile phone.
- Take responsibility for completing any work missed following an absence, using the Academy's catch-up procedures without disrupting the learning of others.
- Talk to their Form Tutor, Class Teacher, Student Mentor, or the Pastoral Team as soon as possible if anything in or out of school is making it difficult to attend or arrive on time.

Daily Timetable & Register Closure Windows

The academy day operates on the following strict statutory timetable:

08:20 AM ── Gates Open Secondary / 08:30AM Gates Open Primary
08:40 AM ── **Arrival** on Site to Line Up in Year Groups / with Class Teacher
08:45 AM ── Morning Registration Opens
08:46 AM ── Late Gate Opens (Secondary) Office (Primary) (Code L applied for arrivals between 08:45AM and 09:15AM
09:15 AM ── Registration Closes (Exactly 30 mins after opening). Code U applied thereafter.
12:05 PM ── Afternoon Registration Opens
12:35 PM ── Afternoon Registration Closes

Code L (Late before register close): Recorded as a present mark but triggers punctuality tracking.
Code U (Late after register close): Recorded as an **unauthorised absence** for the session and counts toward legal intervention thresholds under The Education (Penalty Notices) England Regulations 2024

Parent Absence Notification Protocols

- Parents/carers must contact the Attendance Office by **08:30 AM** on every day of unexpected absence, stating the specific medical or emergency reason.
- If no notification is received by 09:15 AM, the Attendance Team initiates automated SMS, followed by telephone calls to every emergency contact recorded on the pupil MIS.
- Pupils who become unwell during the school day must present to a member of staff who will ensure that their symptoms are assessed. Pupils will **never be sent home unattended**; they must be collected in person by a named adult logged on the pupil's profile. **Pupils must not make contact home via their own mobile phone**.

If no contact is received from the parents/carers of an absent pupil on the first morning of absence we will:
● Contact home by telephone, text message or a home visit.
● Send out the attendance officer or pastoral staff to complete home visits where appropriate
● 3 days of absence will trigger absence Nudge Letters to parents/carers communicating their child's attendance, the impact on learning and the support we can provide. These letters will be sent at 3,6,9,12, 15 &18 days absent cumulatively across the academic year.
● Once the Nudge Letters have been triggered, the Assistant Headteacher in charge of Attendance will incorporate the student in the weekly discussions with the PWO.
● After a maximum of 10 days' absence, the Assistant Headteacher will ask the PWO or the Police to call at the pupil's home. The aim of this being to identify and resolve the difficulties that are preventing the student from attending the Academy or to safeguard the student. The parents/carers will be made aware of the legal requirements regarding Academy attendance.

If parents and carers are experiencing difficulty in getting pupils to school

Where parents and carers experience difficulty in securing regular attendance for their child, they are urged to contact Armfield Academy at the earliest opportunity. Parents should contact the Armfield Attendance Team attendance@armfield.fcat.org.uk
Armfield Academy is committed to working collaboratively and transparently with families to identify, understand, and remove barriers to attendance. By establishing early dialogue, the academy and family can work together to implement tailored support strategies and voluntary attendance plans, ensuring every pupil is fully supported to attend school regularly.

Religious Leave of Absence

For a day set aside exclusively for religious observance by the religious body the parent(s) belongs to, pupils will be granted one day for each occasion of religious observance with a maximum of three days over one academic year. As a rule, 'a day set apart for religious observance', is a day when the pupil's parents would be expected by the religious body to which they belong to stay away from their employment in order to mark the occasion. These absences, if granted, will be recorded as authorised using the 'R' code. These are the codes as stipulated by the Department for Education and whilst absence is authorised, it does count against the child's attendance. This is the DfE national policy.

Sporting and External Competitions

In accordance with Regulation 10 of the *School Attendance (Pupil Registration) (England) Regulations 2024*, where a pupil is representing the Academy, their county, or a national governing body in a sporting event that is approved in advance by the Academy and supervised by an authorised adult, the session will be recorded as Code P (attending an approved educational activity - present) at the Headteacher's discretion. Necessary evidence will need to be provided.

Sporting events, private club competitions, or trials not arranged or supervised by the Academy do not qualify for Code P. Parents/carers must submit a written leave of absence request in advance with supporting evidence from the relevant sporting body. In line with Regulation 11, leave will only be authorised (Code C) at the Headteacher's discretion where the circumstances are deemed exceptional and the pupil's overall attendance and academic progress are satisfactory.

Punctuality

As both attendance and punctuality are linked to pupil progress, pupils are expected to arrive at the Academy on time every day. It is very disruptive to their own education and that of others in their class, if they are late.

Pupils who arrive after the register closes at 9.15am will be marked absent for the whole session (a session being a morning or an afternoon). This absence will be unauthorised and occasions of lateness should be rare. A pupil who is persistently absent, by reason of lateness, will be dealt with in the same way as other students with an emerging pattern of absence. If the matter is not resolved immediately, it can be referred to the Pupil Welfare Service.

We are committed to ensuring that pupils set excellent standards of punctuality and attendance and therefore pupils that are late to school or lessons will complete late detentions (secondary). Pupils who fail to attend their detention, or are persistent in their lateness, will be referred to the academy's internal fixed term exclusion unit (secondary) and may lead to placements within other local schools.

Performance

Armfield Academy aims for the highest standards for attendance and punctuality to enable our pupils to reach their full potential.

When evaluating success, the Academy will consider whether or not:
● Attendance has improved and whether attendance levels are in line or better than the national average.
● Punctuality has improved.
● Integration or progression plans have been successful.
● The Academy has been successful in raising the profile of attendance both within the Academy, governing body and the local community.
● Pupils are fully aware of the importance of punctuality and regular attendance and the attendance procedures operating within the Academy.
● Attendance issues have been included as topics in Academy assemblies, RSHE lessons or as a theme for any other lessons.

Practice
The Academy will recognise the importance of good practice by:
● Keeping and maintaining registers accurately.
● Maintaining a consistent approach to marking registers
● Regularly analysing attendance data.
● Maintaining effective and prompt communication with all stakeholders
● Ensuring prompt follow-up action in cases of non-school attendance.
● Liaising closely with the Academy's PWO.
● Collaborating with other schools within the Trust in order to ensure the success of this policy
●Every member of the Academy staff will make attendance and punctuality a priority and convey to the students the importance of their education.

Pupils maintaining an attendance rate below 90% are statutorily classified as persistently absent (PA) - a cohort that nationally demonstrates significantly lower academic outcomes at Key Stage 4 compared to their peers. Cumulative casual absences of just one or two days per fortnight, account for a loss of approximately four full weeks of instructional time across an academic year. High attendance is directly linked to superior GCSE attainment, securing essential pathways into further education, apprenticeships, and future employment. Beyond academic metrics, regular attendance instils essential personal routines, resilience, and social development required for successful transition into post-16 education and adulthood.

Attendance	Learning Lost	Attainment Impact	Graduated Interventions
98% – 100%	0 – 4 Days	**Highest Success:** 94.8% chance of achieving 5+ GCSEs at Grade 5–9.	**Celebrate & Reward:** Attendance assemblies, celebration letters/certificates, Class Charts/Dojo points, fast passes, and reward lunches/breakfasts.
95% – 97.9%	5 – 9 Days	**Good Standard:** High probability of target attainment maintained.	**Early Awareness:** Form Tutor/Class Teacher check-ins, first-day absence calls, Nudge Letters (at 3 and 6 cumulative days), and continued rewards for good/improved attendance.
93% – 94.9%	10 – 13 Days	**Slight Risk:** ~75% chance of achieving target GCSE grades.	**Targeted Pastoral Support:** Nudge Letters (at 9 and 12 days), Attendance Team monitoring, medical verification requested for illness absences below 95%, and Phase Lead/Student Mentor barrier-identification conversation.
90% – 92.9%	14 – 19 Days	**At Risk of PA:** Drops to ~52% chance of 5+ Grade 5–9 GCSEs.	**Formal Early Intervention:** Inclusion in weekly Assistant Headteacher & PWO case discussions (triggered below 92%), Nudge Letters (at 15 and 18 days), home visits, and a Voluntary Attendance Plan / Attendance Progression Plan with parents/carers.
85% – 89.9%	20 – 29 Days	**Persistent Absentee:** Drops to ~34.7% chance of 5+ Grade 5–9 GCSEs.	**Statutory Persistent Absence Support & Formalisation:** PWO-led family meeting, formal Attendance Contract / parenting support, SENDCo/EBSA reasonable adjustments check, and formal warning of legal action where unauthorised absence reaches 10 sessions in 10 weeks.
50% – 84.9%	30 – 50 Days	**Severe PA:** Drops to <26.7% chance of 5+ Grade 5–9 GCSEs.	**Multi-Agency & Legal Escalation:** Intensive PWO and multi-agency Early Help/Social Care review, individual reintegration meeting (up to 6-week Attendance Progression Plan) on return, and Penalty Notices or prosecution proceedings where support is refused or ineffective.
< 50%	50+ Days	**Severely Absent:** Critical risk of academic failure and social isolation.	**Intensive Multi-Agency & Safeguarding Action:** Joint Academy, Local Authority, PWO, and DSL/Police safeguarding oversight, bespoke multi-agency support package (EHCP/Early Help/Social Care), and statutory legal enforcement (Education Supervision Orders or prosecution).

Armfield Academy, in conjunction with the PWO service, will identify cohorts of students whose attendance is lower than 92%* or missing 10 or more sessions. Appropriate interventions will be considered including PWO involvement.

Where improvement in attendance is not secured, court proceedings can be used to prosecute parents and if proven a range of sentences including fines of up to £2500 and/or 3 months' imprisonment. Other disposals, such as, Parenting Orders or Community sentences can be imposed depending upon the circumstances. Costs may also be imposed.

A range of supportive early interventions led by the PWO will seek to improve attendance and avoid the need for prosecution.

**Depending on historic absence, family context and other circumstances, PWOs involvement might be triggered at a higher attendance rate to prevent a further increase in absence.*

Unauthorised Leave During Term Time

In addition to this and in support of the philosophy of this policy, leave during term time will not be authorised. In accordance with Government guidelines Head Teachers and Principals cannot authorise any leave in term time unless in exceptional circumstances. All requests for leave in term time must be submitted to the Academy in writing. The Academy can request the Local Authority to issue Penalty Notices to parents/carers following leave in term time.

The Headteacher will not authorise leave for any of the following reasons:

- Term-time holidays (including visiting family abroad, or family holidays requested on the grounds of a pupil's or sibling's Special Educational Needs and Disabilities as consistent routines and uninterrupted Assess, Plan, Do, Review cycles are essential for supporting our SEND and vulnerable learners to make sustained progress)
- Study leave
- Trivial illnesses
- Looking after the house or waiting for workmen/deliveries etc
- Looking after siblings, including dropping them off at school or nursery
- Helping with housework or a family business
- Being unhappy or not getting on with other students in school
- Being up late the night before
- Birthdays
- Weddings, other than that of an immediate parent/carer (subject to prior written request and exceptional circumstance approval from the Headteacher)

Medical and dental appointments

These should be made outside academy hours. Any urgent medical and dental appointments will only be authorised on sight of proof by completing the 'Request for Medical Leave of Absence' via the attendance team. If the absence is authorised, families must ensure they collect the student from visitors' reception as no pupil will be allowed out of the academy unaccompanied unless there is prior agreement with the academy. Families must also ensure that the pupil is aware of the appointment and is ready waiting (secondary) at the authorised time. It is not the responsibility of the academy to inform pupils (secondary) of appointments. In emergency situations and in the primary phase, we will ensure the pupil is aware of the appointment and brought to reception. In any other circumstances, the pupil has to make their own way to reception (secondary) at the authorised time. For pupils with long term illness / medical needs or those that suffer an illness for a period of time, please refer to the Medical Conditions policy.

Penalty Notices

Penalty notices may be issued in response to poor school attendance and unauthorised leave (holidays during term time) resulting in a fine and/or legal proceedings under Section 444(1) or 444(1)(A) in a magistrate's court. Please be aware that the maximum sentence for this offence is a fine of £2,500 and/or up to three months imprisonment.

From 19th August 2024:

● Penalty notices issued for offences that take place after 19 August 2024 will be charged at a new rate of £160 per parent per child. This can be paid at £80 if paid within 21 days

● Any second penalty notice issued to the same parent for the same child within a rolling 3-year period will be issued at the rate of £160 to be paid within 28 days with no option for a discounted rate

● The threshold at which a penalty notice must be considered is set at 10 sessions (equivalent to 5 days) of unauthorised absence within a rolling 10-school week period. This may include absences as a result of arriving late after the register closes. The 10 school weeks may span different terms or school years

● A maximum of two penalty notices may be issued to a parent for the same child within a rolling 3-year period, so at the 3rd (or subsequent) offence(s) another course of action will need to be considered (such as prosecution)

●Only penalty notices issued for absences taking place after 19 August 2024 will count towards the above thresholds

● Penalty notices can be issued when pupils are located in a public place without justification during the first five days of any period of exclusion

● Holidays will be unauthorised for all children. Fixed penalty notices will be utilised for requests of 5 days or more, even if attendance is 100%. As an Academy, we expect parents to utilise clear school closure times for holidays.

● If parents/carers feel that there are exceptional circumstances for the absence it will need to be discussed with the school attendance lead/Headteacher prior to the absence.

Non-Routine Admissions

The Academy welcomes non routine admissions and will support the pupil's integration by:

● Initiating an integration plan and/or referral to support staff as necessary.

● Monitor attendance to ensure the pupil has settled into Academy life

● Maintain regular liaison with the pupil's parents/carers

● Refer to the Pastoral Manager and/or PWO if problems with integration or attendance issues persist

Vulnerable Cohorts & Safeguarding Protocols

Armfield Academy recognises that unexplained absence or emerging patterns of poor attendance are frequently early indicators of underlying safeguarding risks, well-being concerns, or unaddressed barriers to learning. In compliance with *Keeping Children Safe in Education 2026* (KCSIE 2026), *Working Together to Safeguard Children*, and the *Equality Act 2010*, the academy applies targeted, multi-agency protocols to safeguard and support vulnerable pupil cohorts.

Children with a Social Worker (Child Protection & Child in Need)

Pupils subject to a Child Protection Plan, a Child in Need Plan, or open Youth Offending Team supervision are categorised as high-priority attendance cohorts.

- If a pupil with an allocated Social Worker or YOT officer is absent without prior notification, the Attendance Team must inform the allocated worker directly by email/telephone **no later than 10:00 AM on Day 1 of absence**.
- The Designated Safeguarding Lead (DSL) is notified immediately of all unexplained absences within this cohort to evaluate immediate contextual risks.
- If contact with the family cannot be established by 11:00 AM, a safeguarding home visit will be conducted on Day 1 by the Attendance Team or Designated Safeguarding Lead.

Young Carers

Armfield Academy actively identifies young carers who provide unpaid care or emotional support to family members with physical illnesses, disabilities, mental health conditions, or addiction.

- Armfield Academy identifies young carers (defined under Section 17ZA of the Children Act 1989 as children under 18 providing care for another person) and records their status on the **School Census** in accordance with statutory DfE data collection requirements.
- In line with DfE statutory guidance (*Working Together to Improve School Attendance*), the Academy puts supportive measures in place before considering formal attendance enforcement where caring responsibilities create barriers to regular attendance.
- Where caring responsibilities impact a pupil's attendance, wellbeing, or educational progress, the Academy will refer the pupil (with appropriate consent) to the Local Authority for a statutory **Young Carer's Needs Assessment** under **Section 17ZA of the Children Act 1989**.

Looked After Children

- The attendance of Looked After Children is monitored daily by the Attendance Team and the **Designated Teacher** (appointed under Section 20 of the Children and Young Persons Act 2008). Any unexpected absence is reported on the morning of occurrence to the pupil's **allocated Social Worker** and the Local Authority's **Virtual School Head (VSH)**.
- In line with statutory guidance (*Promoting the education of looked-after children and previously looked-after children*), attendance targets, barriers, and support arrangements are reviewed and recorded within the pupil's statutory termly **PEP**.
- The Designated Teacher monitors the attendance of Previously Looked After Children and works with parents/guardians and the Virtual School Head (under its statutory advice and information duty, Section 2E of the Academies Act 2010 / Section 22(3B) of the Children Act 1989) to put early pastoral support in place where attendance concerns arise.

Pupils with Special Educational Needs & Disabilities (SEND) and Medical Needs

Proportionate Medical Evidence Guidelines

In accordance with DfE guidelines, Armfield Academy does not maintain a blanket policy when requesting GP notes or medical certificates for routine, short-term minor illnesses.

- Parents are signposted to official NHS guidance (*"Is my child too ill for school?"*) for managing common minor ailments. We strive to support pupils managing minor ailments to enable them to stay in school
- Formal medical verification (e.g. appointment cards, prescription slips, or consultant letters) will be requested where attendance falls below **95%** or where genuine, documented doubt exists regarding the authenticity of the illness.

Equality Act 2010 & Reasonable Adjustments

For pupils with physical disabilities, long-term health conditions, neurodivergent needs, or severe mental health difficulties (including Emotionally Based School Avoidance - EBSA):

- The SENCo and Pastoral Team will implement bespoke Reasonable Adjustments before any formal attendance legal enforcement is considered.
- Adjustments may include tailored arrival arrangements, quiet transition spaces, sensory adaptations, or time-limited attendance progression plans.
- Attendance barrier management for SEND pupils will be aligned directly with their Education, Health and Care Plan (EHCP) or SEN Support Framework.

Safeguarding & Pupil File Transfers

When a pupil with an active Safeguarding/Child Protection file or identified acute vulnerability transfers from Armfield Academy to another educational setting:

- The Designated Safeguarding Lead (DSL) ensures that the pupil's confidential Child Protection file is securely transferred to the DSL of the receiving setting within 5 working days of the pupil joining the new school roll.
- For high-risk Child Protection cases, initial safeguarding handovers are conducted verbally between DSLs prior to or on the pupil's first day at the new setting.

Elective Home Education (EHE)

- In accordance with Regulations 9 and 13 of the *School Attendance (Pupil Registration) (England) Regulations 2024*, Armfield Academy will only remove a pupil from the admission register for Elective Home Education upon receiving written notification from the parent/carer. Upon deletion from the roll, the Academy immediately notifies the Local Authority (Blackpool Council).
- In line with *Keeping Children Safe in Education*, where a parent/carer notifies the Academy of an intention to home educate, the Academy will offer to coordinate a meeting with the Local Authority and relevant professionals (including Social Care or the SENCo where the pupil has a Social Worker or an EHCP) prior to removal from the roll to ensure the decision is in the child's best interests.
- Armfield Academy never advises or encourages parents/carers to home educate to avoid exclusion or resolve attendance difficulties.

Legislation and Statutory Guidance

This policy fulfills obligations set out under:

- Section 7 and Section 444 of the Education Act 1996 (Duty to secure regular attendance).
- Section 175 of the Education Act 2002 (Safeguarding duties).
- Equality Act 2010 (Public Sector Equality Duty and reasonable adjustments).
- Children Act 1989 & 2004 (Family Help and Child in Need duties).
- The School Attendance (Pupil Registration) (England) Regulations 2024.
- The Education (Penalty Notices) (England) (Amendment) Regulations 2024.
- Keeping Children Safe in Education 2026 (DfE Statutory Guidance).
- Working together to improve school attendance (DfE Statutory Guidance).

Attendance Team Contact Details

Attendance email – attendance@armfield.fcat.org.uk
Attendance number - 01253 207702

Assistant Headteacher Attendance	Mrs L Cooke
Attendance Manager	Miss R Preece
SENDCo	Mrs D Elliot
Designated Safeguarding Lead	Miss L Parkinson
Phase Lead (Year 7)	Mr S Walters
Phase Lead for Year 8 and 9	Miss E Panepinto
Phase Lead for Key Stage 4 - Year 10 and 11	Mrs R Forsythe
Governor with responsibility for attendance	Mr J Armfield

Present Codes	
/ \	present during registration
B	educated off site and taster days and do not fit K, V, P or W codes
K	attending provision arranged by the local authority
L	arrived after the register has started but before it has closed
P	Sporting activity with prior agreement from school
V	educational visit or trip
W	work experience
Absent Codes	
Authorised Absences	
C	exceptional circumstances
C1	in a regulated performance/undertaking regulated employment abroad
C2	absent due to part-time timetable
D	dual registered
E	suspended or permanently excluded
I	illness (not medical or dental appointments)

J1	job/school/college interview
M	medical or dental appointment
Q	unable to attend because of a lack of access arrangements
R	religious observance (only 1 day allowed, any more coded as C if agreed)
S	study leave
T	parent travelling for occupational purposes
X	non-compulsory school age pupil not required to attend school
Y1	unable to attend due to transport provided not being available
Y2	unable to attend due to widespread transport disruption
Y3	unable to attend due to part of the school premises being closed
Y4	unable to attend due to whole school closure
Y5	unable to attend as pupil is in criminal justice detention
Y6	unable to attend in accordance with public health guidance or law
Y7	unable to attend due to other avoidable cause (must affect the pupil NOT the parent)
Unauthorised Absence	
G	holiday (not agreed)
N	reason for absence not yet established (must be corrected within 5 days)
O	absent in other or unknown circumstances
U	late after register has closed
Z	pupil not yet on register
#	planned whole school closure (eg holidays, insets and polling station days)