



Attendance Policy

Written by	Approved by	Status	Last Review	Next Review
JHos	Trustees	Under Review	September 2024	September 2025



Contents

1. Aims
2. Legislation and guidance
3. Roles and responsibilities
4. Recording attendance
5. Authorised and unauthorised absence
6. Strategies for promoting attendance
7. Attendance monitoring
8. Monitoring attendance
9. Links with other policies
10. Appendix 1: Attendance codes



1. Aims

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

- To create a whole academy ethos where all stakeholders are working together to continuously improve attendance for all students, and subgroups including SEND and Disadvantaged students.
- Reducing absence, including persistent and severe absence
- To raise levels of achievements and outcomes
- Ensuring every pupil has access to the full-time education to which they are entitled
- To monitor and respond quickly to any student absence in line with DfE guidance
- Acting early to address patterns of absence
- Building strong relationships with families to ensure pupils have the support in place to attend the Academy
- To work in partnership with all stakeholders and external multi agencies
- To meet all legal requirements regarding recording and documenting attendance in line with the DfE guidance
- 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 19 August 2024 .pdf](#) from the Department for Education (DfE), and refers to the DfE's statutory guidance

[Summary table of responsibilities for school attendance applies from 19 August 2024 .pdf](#). 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 Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)

This policy also refers to the DfE's guidance on the school census, which explains the persistent absence threshold.

3. Roles and Responsibilities

3.1 The Trust board

The Trust board is responsible for:

- Promoting the importance of school attendance across the Academy's policies and ethos
- Making sure Academy leaders fulfil expectations and statutory duties



- Regularly reviewing and challenging attendance data
- Monitoring attendance figures for the whole Academy
- Making sure staff receive adequate training on attendance
- Holding the headteacher to account for the implementation of this policy

3.2 The Headteacher

The headteacher is responsible for:

- Implementation of this policy at the Academy
- Monitoring Academy-level absence data and reporting it to governors
- Supporting staff with monitoring the attendance of individual pupils
- Monitoring the impact of any implemented attendance strategies
- Issuing fixed-penalty notices, where necessary

3.3 The designated senior leader responsible for

attendance. The designated senior leader is responsible for:

- Leading attendance across the Academy
- Offering a clear vision for attendance improvement
- 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
- Delivering targeted intervention and support to pupils and families
- The designated senior leader responsible for attendance is Jack Hostead and can be contacted via email (jack.hostead@cyac.org.uk).

3.4 The attendance officer

The Academy attendance officer is responsible for:

- Completing the daily first day calling procedures to ensure the whereabouts of all students is known and to ensure the Safeguarding of all students. This entails: - Taking calls from parents/carers about absence on a day-by-day basis. Recording the absences onto the MIS System Bromcom.
- Forwarding on any concerns about attendance, student wellbeing or safety, to the Head of Year, SLT or DSL if necessary.
- Monitoring and analysing attendance data (see section 7)



- Benchmarking attendance data to identify areas of focus for improvement
- Providing regular attendance reports to Academy staff and reporting concerns about attendance to the designated senior leader responsible for attendance and the Headteacher
- Hold regular meetings with Head of Years to discuss attendance concerns in their year group.
- Create action plans to address poor attendance.
- Work with the Headteacher to request fixed penalty notices when required.
- The Attendance Officer is Vicky Kirman and can be contacted via phone or email (01472 851383 or vicky.kirman@cyac.org.uk.)

3.5 Class teachers/form tutors.

Tutors are responsible for:

- Accurately completing the Tutor register on Bromcom, by 8.55am.
- Accurately recording on Bromcom any student who arrives late to the Academy.
- Informing their tutees weekly of their YTD attendance figure.
- Adopting the whole Academy ethos of encouraging and promoting excellent attendance

Class Teachers are responsible for :

- Accurately completing all registers, on Bromcom, within the first five minutes of EVERY lesson.
- Report to the Pastoral Team the names of any students who are missing from their lesson
- Accurately recording any student who arrives late to lesson
- Adopting the whole Academy ethos of encouraging and promoting excellent attendance.

3.6 Parents/Carers

Parents/carers are expected to:

- Ensure their child attends the Academy on time, every day, properly dressed and equipped and in a fit condition to learn.
- Follow the procedures on section 4.2 regarding unplanned absences
- Follow the procedures on section 4.3 regarding planned absences
- Liaise with the Academy if the absence is likely to be prolonged to allow for suitable work to be set.
- Not take children on holiday during term time given that any financial saving is unlikely to outweigh the educational costs to the child.
- Work with Academy staff and other agencies to improve school attendance
- Provide the Academy with a minimum of two emergency contact numbers for their child



3.7 Pupils

Pupils are expected to:

- Attend every timetabled lesson on time.
- Report to the main office if they arrive to the Academy late and sign in using the signing in system.
- Work with Academy staff and other agencies to improve school attendance.
- Record their own attendance weekly in the school planner.

4. Recording Attendance

4.1 Attendance register

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

We will take our attendance register at the beginning of every Academy day and within the first five minutes of every lesson. It will mark 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 if 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 3 years after the date on which the entry was made.

Pupils must arrive to the Academy by 8.48am on each school day.

The register for the first session will be taken at 8.50am and will be kept open until 9.20am. Any student arriving after this time will be marked with a U code



(unauthorised absence) on the registers. The register for the second session will be taken at 1.18pm and will be kept open until 1.23pm.

4.2 Unplanned absence

The pupil's parent/carer must notify the Academy of the reason for the absence on the first AND

EVERY day of an unplanned absence by 8.45am or as soon as practically possible by calling the Academy office on 01472 851383 or by emailing attendance@cyac.org.uk (see also section 7). Parents/carers must also provide an expected return to school date, if possible.

Failure to notify the Academy will result in a text message and email being sent home, followed by a telephone call. If the whereabouts of the student are not ascertained, a home visit may be conducted. If a valid reason is not received by the Academy, the absence will be recorded as unauthorised.

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

If the authenticity of the illness is in doubt, the Academy 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 Academy 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

Medical Appointments

Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent/carer notifies the Academy in advance of the appointment, where possible. This can be done either by telephone 01472 851383 or email to attendance@cyac.org.uk

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 the Academy for the minimum amount of time necessary. The Academy will only authorise half a day absence for a medical appointment unless there are exceptional circumstances.

Requests for Leave of Absence/Term-Time Holidays

Children are not entitled to holidays during term times. Any request for leave of absence must be made to the Headteacher at least 4 school weeks prior to the date by completing the Leave of Absence Request Form. A copy of this can be found on



the Academy website or obtained via the main office. Go to section 5 to find out which term-time absences the Academy can authorise.

4.4 Lateness and Punctuality

A pupil who arrives late:

- Before the register has closed will be marked as late, using the appropriate code
- After the register has closed will be marked as absent, using the appropriate code
- For any student who is late, they will receive a break detention of 10 minutes. These are tracked by the Head of Years via the Bromcom system.
- For any students who are persistently late, a letter of concern will be sent home. If this does not improve, then a meeting will be held to address the issue.

4.5 Following up unexplained absence

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

- Call the student's parent/carer on the morning of the first day of unexplained absence to ascertain the reason. If the Academy cannot reach any of the student's emergency contacts, the Academy may conduct a home visit and if the whereabouts of the student is still unknown, the police will be contacted and the student will be reported as missing. This will be agreed between the parents (if they are contactable) and the Academy.
- 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 2 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 Academy will consider involving other agencies.

4.6 Reporting to parents/carers

The Academy ensures parents/carers are kept up-to-date of their child's attendance by:

- Use of My Child at School (MCAS) to always be able to see up-to-date attendance data for child
- Termly attendance letters



- Termly newsletters
- Student reports 3 times per year including attendance figures

5. Authorised and unauthorised absence

5.1 Approval for term-time absence

The 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 headteacher's discretion, including the length of time the pupil is authorised to be absent for.

The Academy considers each application for term-time absence individually, taking into account 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 4 weeks before the absence, and in accordance with any leave of absence request form, which can be found on the Academy Website or obtained from the main office. The Headteacher may require evidence to support any request for leave of absence.

Requests will only be authorised if deemed to be exceptional circumstances. If you still choose to take your child out of the Academy and the request has not been granted, the absences will be recorded as unauthorised and the local authority may be requested to issue a Fixed Penalty Notice.

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

5.2 Legal sanctions



The Academy or local authority can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age. From 19th August 2024, guidance is as follows:

- 1st Offence (after 19th August 2024) £80 per parent per child of paid within 21 days. £160 per parent per child when paid within 28 days.
- 2nd Offence (within in a 3-year period) £160 per parent per child to be paid within 28 days
- 3rd Offence (further offences within a 3 year period). The 3rd time a penalty notice is issued, the case will be presented straight to the Magistrates Court. Fines of up to £2500 per parent per child can be issued. Cases found guilty in Magistrates Court can show up on parents future DBS certificates as a failure to safeguard a child's education.

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 take into account:

- 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
- Where an excluded pupil is found in a public place during school hours without a justifiable reason

6. Strategies for promoting attendance

Caistor Yarborough Academy will promote and celebrate exceptional attendance by:

- Presenting 100% attendance certificates to students at the end of every term and at the end of the academic year
- Announcing each week, the attendance stars of the week for the tutor group and year group with the highest attendance for the week
- All children with 100% attendance at the end of a term will be invited to have breakfast with their Head of Year
- Rewarding students with house points for exceptional attendance
- Rewarding students with positive points for every week a student achieves 100% attendance
- Rewarding students with an end of term reward trips if they show and maintain excellent attendance
- Displaying attendance data each week on the attendance notice board and in tutor rooms



7. Attendance Monitoring

The Attendance Officer provides the following attendance data:

- Daily attendance data is emailed out to all staff, confirming the day's attendance for the whole school and broken down by year group. A list of absent students is also included and the reason for absence.
- Weekly attendance data is emailed out to all staff using the 'Attendance Newsletter'. This contains a breakdown of attendance by year group, tutor group, yearly, termly and weekly. The newsletter also contains information about PA figures.
- Termly attendance data is sent out to SLT and is broken down by sub groups, including gender, FSM, PP and SEN.
- Attendance data is submitted and reported to Academy Trustees four times a year
- During termly meetings between Head of Years and the Attendance officer this data is analysed and strategies are put in place to support students to improve attendance.
- Comparisons of Academy attendance data compared to national and regional attendance figures (using FFT Aspire) are circulated weekly.

7.1 Monitoring Attendance

The Academy will:

- Monitor attendance and absence data half-termly, termly and yearly across the Academy 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 Academy will compare attendance data to the national average, and share this with the governing board.

7.2 Analysing Attendance

The Academy 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 Academy will:

- Provide regular attendance reports to all staff, including Academy leaders, to facilitate discussions with pupils and families



- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies

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 Academy will:

- 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 the Academy
- Provide access to wider support services to remove the barriers to attendance
- Report to the Local Authority via the PNAR system
- Follow the Attendance Policy and guidelines, through issues of letters, reports and fixed penalty notices.

8. Monitoring arrangements

This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum of one year by the Headteacher. At every review, the policy will be approved by the full board of Trustees.

9. Links with other policies

This policy links to the following :

- Child protection and safeguarding Policy
- Behaviour Policy



Appendix 1 : Attendance Codes

Mark	Type	Description
#	Cancelled	Cancelled
/	Cancelled	Planned whole or partial school closure - not counted in possible attendances
/	Present	Present at the school when attendance register begins to be taken
?	Missing Mark	Precreation Mark
\	Present	Present (PM)
0	Authorised Absent	I: Confirmed Case of COVID-19
B	Educational Activity	Attending a place for any other approved educational activity
C0	Authorised Absent	Absent with leave for other circumstances
C1	Authorised Absent	Absent with leave for the purpose of participating in a regulated performance
C2	Authorised Absent	Absent with leave, of compulsory school age and temporary reduced timetable does not require them to attend
D	Cancelled	Attending another school at which they are a registered pupil
E	Authorised Absent	Excluded (no alternative provision made)
G	Unauthorised Absent	Absent without leave for the purpose of a holiday
I	Authorised Absent	Unable to attend because of sickness
J1	Authorised Absent	Absent with leave for the purpose of attending an interview for employment or for admission to another educational institution
K	Educational Activity	Attending a place, other than the school or another school at which they are a registered pupil, for educational provision arranged by LA
L	Present	Absent from the school when attendance register begins to be taken but attends before the taking of the register has ended
M	Authorised Absent	Absent with leave for the purpose of attending a medical or dental appointment
N	Unauthorised Absent	Absent - circumstances not yet established
O	Unauthorised Absent	Absent - other circumstances



P	Educational Activity	Attending a place for an approved educational activity that is a sporting activity
Q	Cancelled	Unable to attend because of lack of access arrangements by LA to facilitate their attendance
R	Authorised Absent	Day exclusively set apart for religious observance by the religious body to which the parent belongs
S	Authorised Absent	Absent with leave for the purpose of studying for a public examination
T	Authorised Absent	Mobile child whose parent is travelling in the course of their trade or business and is travelling with that parent
U	Unauthorised Absent	Absent for registration - arrived in school after registration closed
V	Educational Activity	Attending a place for an approved educational activity that is a visit or trip
W	Educational Activity	Attending a place for an approved education activity that is work experience
X	Cancelled	Absent with leave, not of compulsory school age and timetable does not require them to attend
Y1	Cancelled	Unable to attend because school is not within walking distance of pupil's home and transport to and from school normally provided is not available
Y2	Cancelled	Unable to attend due to widespread disruption to travel caused by a local, national, or international emergency
Y3	Cancelled	Part of the school premises is unavoidably out of use and pupil cannot be accommodated in parts of the premises that remain in use
Y4	Cancelled	Whole school closed when school was due to meet for a session, but session has been cancelled
Y5	Cancelled	Unable to attend because pupil is subject to a sentence of detention
Y6	Cancelled	Travel to or attendance at school would be contrary/prohibited by guidance/law relating to incidence or transmission of infection or disease
Y7	Cancelled	Unable to attend because of any other unavoidable cause
Z	Cancelled	Pupil's name entered in advance of start date

