Attendance Policy 2026–2027

Written by:	Approved by:	Status	Last Review	Next Review
LCOU	Trustees	Under Review	September 2026	September 2027

1. Aims and Principles

Caistor Yarborough Academy is committed to providing an education in which every student can achieve, feel safe and participate fully in Academy life.

Regular attendance is essential to educational achievement, wellbeing, safeguarding and future outcomes.

The Academy recognises that attendance is **everyone's responsibility** and will promote a whole-school culture in which high attendance is expected, valued and supported.

Our aims are to:

- develop and maintain a whole-Academy culture that promotes the benefits of good attendance;
- ensure every student has access to the full-time education to which they are entitled;
- promote regular and punctual attendance;
- reduce absence, including persistent and severe absence;
- identify emerging patterns of absence at the earliest opportunity;
- understand and address barriers to attendance;
- work in partnership with students and families;
- provide support before attendance problems become entrenched;
- work effectively with the Local Authority and other agencies;
- identify where absence may indicate a safeguarding concern;
- use attendance data effectively to identify individual students and groups requiring support;
- ensure accurate attendance and admission records are maintained in accordance with statutory requirements;
- use legal intervention where appropriate and where support has not been successful, has not been engaged with or is not appropriate.

The Academy recognises that attendance is not simply an administrative matter. Being in school is an important protective factor for children and young people.

2. Statutory Framework and Guidance

This policy has been developed with regard to relevant legislation and statutory guidance, including:

- **Working Together to Improve School Attendance**, Department for Education;
- **Keeping Children Safe in Education 2026**;
- **Children Missing Education** statutory guidance;
- **School Attendance (Pupil Registration) (England) Regulations 2024**;
- Education Act 1996;
- Education Act 2002;
- Education and Inspections Act 2006;
- Equality Act 2010;
- Children and Families Act 2014;
- relevant regulations and national frameworks concerning attendance penalty notices.

The Academy will review this policy when statutory guidance or legislation changes.

3. Attendance and Safeguarding

Attendance is an important safeguarding matter.

Children being absent from education repeatedly, for prolonged periods, or unexpectedly can be a warning sign of safeguarding concerns.

This may include, but is not limited to:

- neglect;
- child sexual exploitation;
- child criminal exploitation;
- county lines;
- domestic abuse;
- harmful family circumstances;
- mental health difficulties;
- bullying or child-on-child abuse;
- radicalisation;
- risk of becoming a child missing education;
- other risks within the family or community.

All staff must remain alert to patterns of absence and changes in attendance.

Where attendance or absence raises a safeguarding concern, staff must follow the Academy's Child Protection and Safeguarding Policy and inform the **Designated Safeguarding Lead (DSL) or a Deputy DSL**.

Attendance concerns involving children already known to children's social care, including children in need, children subject to a child protection plan and looked-after children, will be considered in the context of their wider safeguarding needs.

Attendance and safeguarding staff will work closely together to ensure concerns are identified and acted upon promptly.

4. Roles and Responsibilities

4.1 Trustees

Trustees are responsible for:

- promoting the importance of attendance throughout the Academy's ethos and policies;
- ensuring leaders fulfil statutory attendance duties;
- regularly reviewing and challenging attendance data;
- considering attendance for vulnerable groups and identified cohorts;
- ensuring appropriate attendance systems and resources are in place;
- ensuring staff receive appropriate attendance training;
- holding the Headteacher to account for the implementation of this policy.

4.2 Headteacher

The Headteacher is responsible for:

- implementing this policy;
- ensuring a strong whole-school attendance culture;
- ensuring statutory attendance requirements are met;
- monitoring Academy attendance and absence data;
- reporting attendance information to Trustees;
- supporting leaders to address individual and cohort attendance concerns;
- evaluating the effectiveness of attendance strategies;
- ensuring appropriate use of support and legal intervention;
- ensuring attendance practice is aligned with safeguarding responsibilities.

4.3 Designated Senior Leader for Attendance

The designated senior leader for attendance is:

Louise Coulson

The designated senior leader will:

- lead attendance strategically across the Academy;
- communicate a clear vision for attendance improvement;
- establish and maintain high expectations;
- evaluate attendance systems and processes;
- oversee attendance data analysis;
- identify priorities, trends and groups requiring additional support;
- devise strategies to address poor attendance;
- ensure appropriate support is provided to students and families;
- work with Heads of Year, pastoral staff, the DSL, SENDCO and other relevant colleagues;
- work with the Local Authority and external agencies;
- oversee interventions for persistent and severe absence;
- monitor the impact of attendance strategies;
- ensure staff understand their attendance responsibilities;
- report attendance information to the Headteacher and Trustees.

The designated senior leader can be contacted via the Academy.

4.4 Attendance Officer/Attendance Administration

The staff responsible for attendance administration will:

- operate the Academy's daily attendance procedures;
- monitor registers and identify unexplained absence promptly;
- receive absence notifications from parents/carers;
- accurately record attendance and absence on Bromcom;
- carry out first-day contact;
- follow up unexplained absences;
- escalate concerns regarding a student's whereabouts, welfare or safety;

- alert the DSL/pastoral team where safeguarding concerns arise;
- monitor and analyse attendance information;
- produce attendance reports;
- work with Heads of Year and the designated senior leader;
- communicate appropriately with parents/carers;
- maintain accurate attendance records;
- support referrals to the Local Authority where appropriate.

Parents/carers can contact the Academy regarding attendance via:

01472 851383
attendance@cyac.org.uk

4.5 Heads of Year and Pastoral Staff

Heads of Year and pastoral staff will:

- monitor attendance within their year groups;
- identify students at risk of poor attendance;
- contact and meet with families;
- explore barriers to attendance;
- agree appropriate support and attendance actions;
- monitor improvement;
- work closely with attendance, safeguarding and SEND staff;
- escalate concerns where appropriate;
- contribute to attendance plans and multi-agency work;
- celebrate and promote improved and good attendance.

4.6 Tutors

Tutors will:

- complete the morning register accurately and promptly on Bromcom;
- raise unexplained absence or attendance concerns;
- encourage a positive culture of attendance;
- discuss attendance appropriately with students;

- identify changes in presentation, behaviour or attendance that may require pastoral or safeguarding action;
- reinforce punctuality and Academy expectations.

4.7 Class Teachers

Class teachers must:

- complete registers accurately within the first five minutes of every lesson;
- record students arriving late;
- alert the pastoral team promptly where a student expected in a lesson is missing;
- challenge truancy and lesson absence;
- contribute positively to the Academy's attendance culture;
- raise safeguarding concerns in accordance with the Academy's safeguarding procedures.

Registers are safeguarding documents and must be completed accurately and promptly.

5. Parents and Carers

Parents/carers are expected to:

- ensure their child attends the Academy every day it is open unless an absence has been authorised or there is a valid reason for absence;
- ensure their child arrives on time;
- contact the Academy on the **first and every subsequent day of an unplanned absence**;
- provide the reason for absence;
- provide an expected return date where possible;
- provide further information or evidence where reasonably requested;
- avoid arranging appointments during Academy hours where possible;
- request any planned leave of absence in advance;
- not take holidays during term time;
- work constructively with the Academy where attendance becomes a concern;
- engage with agreed attendance support;
- attend meetings when requested;
- keep the Academy informed of any barriers affecting attendance;
- provide at least two current emergency contact numbers;

- inform the Academy promptly of changes to contact details or family circumstances.

6. Students

Students are expected to:

- attend every Academy day and every timetabled lesson;
- arrive on time;
- attend registration and all lessons promptly;
- report to the appropriate office if arriving late;
- follow Academy signing-in and signing-out procedures;
- work with staff where attendance or punctuality is a concern;
- tell a trusted adult if there is something making it difficult for them to attend.

Students should know that asking for help with attendance is encouraged.

7. Recording Attendance

The Academy will maintain attendance and admission registers in accordance with statutory requirements.

Attendance registers will be taken:

- at the beginning of the morning session;
- at the beginning of the afternoon session.

The Academy also expects lesson registers to be completed promptly for safeguarding and internal monitoring purposes.

For each compulsory school-age student, the register will record whether the student is:

- present;
- absent;
- attending an approved educational activity;
- unable to attend due to circumstances recognised within the statutory attendance codes.

The appropriate DfE attendance code will be used.

Any amendment to the attendance register will retain:

- the original entry;

- the amended entry;
- the reason for the amendment;
- the date of amendment;
- the identity of the person making the amendment.

Attendance records will be retained in accordance with statutory requirements.

8. Academy Day and Registration

Students should arrive at the Academy by **8:48am**.

The morning register will be taken at **8:50am**.

The morning register will close at **9:20am**.

Students arriving after the register has opened but before it has closed will be recorded as late using the appropriate attendance code.

A student arriving after the register has closed without an authorised reason will normally be recorded using the appropriate unauthorised absence code.

The afternoon register will be taken in accordance with the Academy timetable.

9. Punctuality

Good punctuality is an important part of regular attendance.

Students arriving late must follow the Academy's signing-in arrangements.

Where lateness becomes persistent, the Academy may:

- discuss the concern with the student;
- contact parents/carers;
- issue appropriate consequences in accordance with the Behaviour Policy;
- monitor punctuality;
- hold an attendance meeting;
- explore barriers to punctuality;
- establish an attendance/punctuality plan.

Repeated lateness after registration has closed contributes to unauthorised absence and may contribute towards statutory intervention.

10. Unplanned Absence

Parents/carers must notify the Academy on the **first and every subsequent day** of an unplanned absence by **8:45am**, or as soon as reasonably practicable.

This should be done by:

Telephone: 01472 851383
Email: attendance@cyac.org.uk

Parents/carers should provide:

- the reason for absence;
- the likely duration;
- the expected return date where known.

The Academy will determine the appropriate attendance code.

Absence due to illness will normally be authorised where the Academy is satisfied that the student is genuinely unable to attend.

11. Medical Evidence

The Academy does not routinely require medical evidence for ordinary illness.

Where there are genuine concerns regarding the authenticity, frequency or nature of illness-related absence, the Academy may ask parents/carers for appropriate evidence.

This may include:

- appointment confirmation;
- prescription information;
- medication;
- hospital correspondence;
- other appropriate evidence.

Evidence will only be requested where it is reasonable and necessary.

The Academy will consider each case individually and will work with families to understand health-related barriers to attendance.

12. Medical and Dental Appointments

Parents/carers should arrange medical and dental appointments outside Academy hours wherever possible.

Where this is not possible:

- the Academy should be informed in advance;

- appropriate evidence may be requested;
- students should attend the Academy before and/or after the appointment wherever reasonably possible;
- absence should be limited to the minimum time required.

The Academy will use the appropriate statutory attendance code.

13. First-Day Response and Unexplained Absence

Where a student is expected to attend but is absent without explanation, the Academy will act promptly.

This will normally include:

1. checking attendance and internal records;
2. contacting the parent/carer;
3. contacting additional emergency contacts where necessary;
4. considering known safeguarding or vulnerability information;
5. liaising with pastoral and safeguarding staff;
6. continuing attempts to establish the child's whereabouts.

If the student's whereabouts cannot be established, the Academy will consider the child's individual circumstances and level of risk.

Action may include:

- further contact attempts;
- a home visit;
- contacting the DSL;
- contacting children's social care;
- contacting the police;
- contacting other relevant agencies.

The appropriate response will be determined by the circumstances and safeguarding risk.

The Academy will not wait for a fixed number of days before taking safeguarding action where there is reason to believe a child may be at risk.

14. Children Missing Education

A child missing education is not the same as a child who is simply absent from school.

However, repeated or prolonged absence may increase the risk of a child becoming missing from education.

The Academy will follow statutory **Children Missing Education** guidance and work with the Local Authority where:

- a child's whereabouts cannot be established;
- a child stops attending;
- there are concerns that a child is not receiving suitable education;
- removal from the admission register is being considered;
- statutory notification requirements apply.

The Academy will make reasonable enquiries and complete required notifications before removing a student from roll.

Safeguarding considerations will remain central throughout.

15. Leave of Absence During Term Time

Parents do not have an automatic right to take children out of school during term time.

The Headteacher may grant a leave of absence only in circumstances permitted by the School Attendance Regulations.

Where a request relates to **exceptional circumstances**, each application will be considered individually.

Requests should be made in advance using the Academy's Leave of Absence Request Form.

The request should explain:

- the reason for the absence;
- proposed dates;
- relevant circumstances;
- any supporting evidence.

The Headteacher will determine:

- whether leave can be granted;
- the number of days authorised;
- the appropriate attendance code.

Holidays taken for convenience or financial reasons will not normally constitute exceptional circumstances.

Where leave is not authorised and the student is absent, the absence will be recorded as unauthorised and may result in statutory action.

16. Attendance Support

Where attendance starts to become a concern, the Academy will seek to understand **why**.

The Academy will work with students and families to identify barriers and agree appropriate support.

This may involve:

- meetings with the student;
- contact with parents/carers;
- attendance meetings;
- pastoral intervention;
- SEND support;
- support for mental health and wellbeing;
- support regarding bullying;
- reasonable adjustments;
- Early Help/Family Help;
- support from external services;
- Local Authority attendance support;
- attendance plans;
- targeted intervention.

Support will be proportionate to need.

Where appropriate, the Academy may agree formal attendance expectations with parents/carers.

17. Supporting Students with SEND, Health Conditions or Additional Needs

The Academy recognises that some students experience barriers to attendance because of:

- SEND;
- physical health conditions;
- mental health needs;
- disabilities;
- anxiety;
- sensory needs;
- other additional needs.

The Academy will work with families to understand these barriers and provide appropriate support.

This may include reasonable adjustments and liaison between:

- attendance staff;
- pastoral staff;
- the SENDCO;
- the DSL;
- health professionals;
- Local Authority services;
- other agencies.

Attendance expectations remain high for all students, but the support required to achieve good attendance may differ.

The Academy will avoid approaches that inadvertently penalise students for barriers linked to disability or SEND.

18. Persistent Absence

A student is considered **persistently absent** where they miss **10% or more** of their possible school sessions.

The Academy will identify students approaching or meeting this threshold and intervene early.

Actions may include:

- analysis of patterns and reasons for absence;
- meetings with the student and family;
- attendance support plans;
- targeted pastoral intervention;
- consideration of SEND or safeguarding needs;
- work with external agencies;
- Local Authority support;
- formal attendance intervention where appropriate.

The Academy will not wait until a student formally reaches the persistent absence threshold before offering support.

19. Severe Absence

A student is considered **severely absent** where they miss **50% or more** of possible school sessions.

Severe absence represents a significant educational and safeguarding concern.

Students who are severely absent will receive intensive, individualised support.

This will normally involve:

- senior leadership oversight;
- regular review;
- close work with parents/carers;
- consideration of safeguarding;
- appropriate multi-agency involvement;
- work with the Local Authority;
- a clear attendance plan;
- consideration of statutory intervention where appropriate.

20. Attendance Support and Legal Intervention

The Academy's approach is based on:

Expect – Monitor – Listen and Understand – Facilitate Support – Formalise Support – Enforce

The Academy will ordinarily seek to understand and remove barriers before progressing to legal intervention.

However, support and legal intervention are not mutually exclusive and there may be circumstances where legal intervention is appropriate.

Where voluntary support is unsuccessful, not engaged with or inappropriate, the Academy and/or Local Authority may consider formal measures including:

- attendance contracts;
- education supervision orders;
- attendance prosecution;
- parenting orders;
- penalty notices;
- other statutory interventions available in law.

Any intervention will be considered on the individual circumstances of the case.

21. Penalty Notices

Penalty notices may be considered where unauthorised absence meets the national threshold or where otherwise appropriate under the national framework.

The national threshold is met where a student has accumulated:

10 sessions of unauthorised absence within a rolling period of 10 school weeks.

Ten sessions are equivalent to five school days.

The 10-week period may span different terms and, where applicable under the national framework, school years.

The threshold can be met through any combination of unauthorised absence, including unauthorised leave and late arrival after the register has closed.

Meeting the threshold does not mean a penalty notice will automatically be issued.

The Academy and Local Authority will consider whether:

- support is appropriate;
- support has been provided;
- support has been engaged with;
- a penalty notice is the best available intervention;
- another legal intervention is more appropriate.

Penalty notices are issued in accordance with the national framework and Local Authority arrangements.

22. Penalty Notice Amounts

Where a penalty notice is issued under the national framework:

First penalty notice within a three-year period

- £80 if paid within 21 days;
- £160 if paid within 28 days.

Second penalty notice to the same parent for the same child within three years

- £160, payable within 28 days.

A maximum of **two penalty notices** may be issued to the same parent in respect of the same child within a three-year period.

Where the national threshold is met for a **third or subsequent time** within the three-year period, another penalty notice cannot normally be issued and alternative legal action will be considered.

Legal action may result in prosecution and a fine imposed by the court.

23. Attendance Data

The Academy will use attendance data actively rather than solely for reporting purposes.

Data will be analysed to:

- identify individual students requiring support;
- identify emerging absence;

- identify persistent and severe absence;
- identify trends by year group;
- identify vulnerable groups;
- analyse attendance of SEND and disadvantaged students;
- identify patterns relating to days, sessions or lessons;
- identify lateness;
- measure the impact of interventions;
- inform strategic planning.

Attendance will be reviewed regularly by appropriate leaders.

Trustees will receive attendance information at appropriate intervals.

The Academy will compare its data with available national, regional and Local Authority information where appropriate.

24. Sharing Attendance Information

Attendance information will be shared appropriately with:

- relevant Academy staff;
- parents/carers;
- Trustees;
- the Local Authority;
- the Department for Education;
- external agencies where there is a lawful and appropriate reason.

Attendance information is personal data and will be managed in accordance with data protection requirements.

Staff should only access and share information necessary for their professional role.

Safeguarding information regarding absence will be shared in accordance with KCSIE and the Academy's safeguarding procedures.

25. Attendance Communication with Families

The Academy will communicate with families clearly, respectfully and consistently about attendance.

Communication will seek to:

- explain why attendance matters;

- identify concerns early;
- recognise improvement;
- avoid unnecessarily adversarial language;
- encourage families to disclose barriers;
- make support available;
- explain expectations clearly;
- explain potential consequences where absence remains unauthorised.

Parents/carers will have access to their child's attendance information through Academy systems.

Attendance information may also be provided through:

- letters;
- meetings;
- reports;
- telephone calls;
- email;
- MCAS;
- Academy communications.

26. Promoting and Celebrating Attendance

The Academy will actively promote good attendance and recognise positive attendance habits and improvement.

Recognition may include:

- house points or other positive points;
- tutor and year-group recognition;
- certificates;
- attendance initiatives;
- rewards;
- recognition of improved attendance;
- targeted attendance campaigns.

The Academy will ensure attendance rewards are inclusive and do not unfairly disadvantage children whose absence relates to disability, significant medical needs or other circumstances outside their control.

Attendance initiatives should focus not only on perfect attendance, but also on **improvement, engagement and positive attendance habits**.

27. Monitoring Students at Risk of Absence

The Academy will identify students:

- whose attendance is beginning to decline;
- approaching persistent absence;
- who are persistently absent;
- who are severely absent;
- with repeated unauthorised absence;
- with concerning patterns of lateness;
- whose absence raises safeguarding concerns.

Attendance interventions will be recorded and reviewed.

The Academy will evaluate whether interventions are resulting in improved attendance and will adapt support where necessary.

28. Part-Time Timetables

All students of compulsory school age are entitled to full-time education.

A part-time timetable will **not** be used as a method of managing behaviour or poor attendance.

In very exceptional circumstances, a temporary part-time timetable may be considered where it is in the child's best interests and is part of a clearly defined plan to return to full-time education.

Where a part-time timetable is agreed:

- parents/carers must consent;
- safeguarding implications must be considered;
- clear objectives must be recorded;
- a review date must be established;
- the timetable must be temporary;
- arrangements for education during the period must be clear;
- the Academy will seek to return the student to full-time education as soon as possible;
- the appropriate statutory attendance code will be used.

The DSL and SENDCO should be involved where appropriate.

29. Alternative Provision and Off-Site Education

Where a student is attending alternative provision or another approved educational activity, the Academy remains responsible for ensuring appropriate attendance monitoring arrangements are in place.

The Academy will:

- agree clear attendance reporting arrangements with the provider;
- know whether the student has attended;
- follow up unexplained absence;
- respond to safeguarding concerns;
- use the appropriate attendance code;
- maintain appropriate oversight of the student's education and welfare.

30. Attendance Codes

The Academy will use the statutory attendance codes set out by the Department for Education.

The attendance-code framework may be updated by the DfE and the Academy's Management Information System will be maintained accordingly.

The Academy will not create or use local attendance codes in place of statutory codes.

Staff responsible for attendance coding will receive appropriate training.

31. Monitoring and Review

The effectiveness of this policy will be monitored through:

- whole-school attendance;
- persistent absence;
- severe absence;
- attendance of vulnerable groups;
- punctuality;
- unauthorised absence;
- attendance interventions;
- safeguarding concerns linked to attendance;
- student and parent engagement;

- benchmarking against national and relevant local data.

This policy will be reviewed:

- at least annually;
- where statutory guidance changes;
- where legislation changes;
- where Academy systems or procedures change significantly.

The policy will be approved by Trustees.

32. Links with Other Policies

This policy should be read alongside:

- Child Protection and Safeguarding Policy;
- Behaviour Policy;
- Anti-Bullying Policy;
- SEND Policy;
- Alternative Provision procedures;

33. Key Academy Principle

Attendance is everyone's responsibility.