



Attendance Policy

July 2021

(Currently under review - awaiting new statutory attendance guidance which is available from September 2024)



Throughout the policy where we refer to 'parents' this describes the person or people with parental responsibility.

This policy is designed to support good attendance and punctuality. Educational research shows a strong links between 100% attendance and high achievement.

Principles

At Madeley School we believe promoting positive behaviour and excellent attendance is the responsibility of the whole school community.

Attendance is a key issue for all involved in education. The Education Act 1996 states: 'If any child of compulsory school age who is a registered pupil at a school fails to attend regularly at the school, his or her parent is guilty of an offence.'

The school employ an Independent Education Welfare Specialist Service (Attend EDC) as their Education Welfare Officers, to ensure that we maintain good standards of pupil attendance.

Attendance in school is critical in the learning process. If a child does not attend school they cannot learn and therefore develop as an individual. All children are sometimes reluctant to attend school. Any problems that arise with attendance are best resolved between the school, the parents and the child. If a child is reluctant to attend, it is never a good idea to cover up their absence or to give in to pressure to excuse them from attending. This gives the impression that attendance does not matter and may make things worse. Permitting absence from school without a good reason is an offence by the parent.

The Government expects schools to:

- Promote good attendance and reduce absences
- Ensure every pupil has access to full-time education to which they are entitled
- Act early to address patterns of absence
- Parents to perform their legal duty by ensuring their children of compulsory school age who are registered at school to attend regularly
- All pupils to be punctual to school and their lessons Schools are required to take an attendance

register twice a day, and this shows whether the pupil is present, engaged in an approved educational activity off-site, or absent. If a pupil of compulsory school age is absent each absence from school has to be classified as AUTHORISED or UNAUTHORISED. Only school can authorise the absence, not parents. This is why information about the cause of each absence is always required, preferably in writing.

Authorised absences are mornings or afternoons away from school for a good reason such as illness or other unavoidable cause.

Unauthorised absences are those which the school does not consider reasonable and for which no “leave” has been given.

This includes:

- Parents keeping children off school unnecessarily
- Truancy before and during the school day
- Absences which have never been properly explained
- Children who arrive at school too late to get a mark
- Taking children out on holiday during school time.

Aims and Objectives

- To ensure all students take full advantage of opportunities for learning in school;
- To ensure the well-being and safety of students;
- To set school targets for attendance;
- To promote and encourage 100% attendance for all students;
- To monitor student absence and to analyse the reasons for that absence;
- To reduce disruption to students’ education through unnecessary absence’

Procedures

The school applies the following procedures in deciding how to deal with individual absences:

At Madeley School good attendance is paramount and is monitored weekly, any pupil under 95% attendance is a concern and may be spoken to by Attendance staff.

Madeley School will be using the following attendance colour chart system, Madeley school's attendance target is 96%:



Registration principles

- We will ensure that staff are aware of any new legislation with student registration;
- Registers are to be completed accurately at the beginning of every lesson;
- Parents are made aware of the importance of contacting school to report absence before 08.30;
- Senior Managers and Academy Councilors will regularly evaluate the effectiveness of absence procedures;
- Regular reports will be provided for the Academy Council.

Registering Attendance

This is the responsibility of the tutor teacher and teacher in Period 5, attendance is marked in using the, Class Charts software. The following procedures must be followed.

Statutory registration morning & afternoon registration.

- Students not present in the Registration period should be marked with an “N” (No reason yet supplied for absence).
- Students who arrive late should be given an “L” mark and the number of minutes late recorded.
- Students present should be given a “/” mark (present for that session).
- Paper registers should only be marked when there is no possible alternative (e.g. for cover lessons) and these should be returned promptly to the Attendance Supervisor.
- All registers should be marked within 10 minutes at the start of the session.

Lesson registration (non statutory)

- It is also school policy to mark registers using the above procedure for each lesson taught.

Being Absent from School:

- Madeley school sets an attendance target of 96%
- The Government state that 95% or above is good attendance – anything above this is what each pupil should be aiming for
- 90% attendance (which sounds reasonable) actually equates to 19 days' absence (4 weeks)
- If 90% attendance is maintained over 5 years, half a school year will have been missed overall
- 80% attendance (which doesn't sound too bad) actually equates to 8 weeks' absence)
- 90% of pupils gain five or more good GCSE grades at schools with an average absence of 7.5 days or less per pupil
- Only 31.3% of pupils gain five or more good GCSE grades at schools with an average absence of more than 20 days per pupil
- Research suggests that 17 missed school days in a year = 1 GCSE grade DROP in achievement

Obviously, pupils who do not attend school regularly are less likely to achieve their target levels and/or GCSE grades.

Education Welfare and types of Absence

Our Education Welfare Officer (VIP Education) visits school regularly to discuss attendance matters. Education Welfare are primarily present to offer support to parents who are struggling with regular attendance for their child. However, we also have access to the local authority Education Welfare Service which supports too, the Education Welfare Service are also responsible for helping schools to ensure that their levels of unauthorised absence remain as low as possible.

Equality and Inclusion

All students will be treated equally. We work closely with other agencies, such as, the school nurse to support students with severe disabilities or illnesses.

Please note that any lateness or unexplained absence will be monitored by the EWO as a matter of course.

Schools and EWO must now adhere to the 'Code of Conduct under the Provision of the Education (Penalty Notices) Regulation 2007 and Subsection (1) Section 23 Anti-Social Behaviour Act 2003'.

AUTHORISED ABSENCE can usually be applied to the following:

- Genuine illness
- Unavoidable appointments which must be attended during school hours (usually applicable to hospital visits)
- Compassionate circumstances (e.g bereavement)
- The absence occurs on a day set aside for religious observance by the religion to which the student's parents belong. This absence is authorised for one day only.
- The student has a medical appointment or an interview approved by the school.
- The student is taking part in approved work experience or alternative provision.
- The student is excluded.

The list is not comprehensive and parents should consult the school if unsure.

UNAUTHORISED ABSENCES are those which the school does not consider reasonable. These could include:

- parents keeping children off school for no genuine reason
- truancy before or during the school day
- Lateness after register closes
- absences which have never been properly explained by parents
- absences due to hair appointments, shopping trips, preparing for holidays, etc.
- Any leave of absence (such as a holiday) not applied for using the appropriate system and not authorised by the school.

A student's absence will not be authorised if:

- The student arrives after the register has closed
- The student is minding the house/looking after young children or other relatives
- The student is shopping during the school day
- The student is celebrating a non-religious occasion, e.g. birthday
- The student takes further time off following a medical appointment or interview
- The student is absent from a work experience location or alternative provision without good reason
- The student is on family holiday.

Requests for Leaves of Absence can be made but there is no guarantee that the Leave of Absence will be authorised. The Government now require that Principals only authorise these absences in exceptional circumstances.

Further guidance on this matter can be obtained by contacting the Local Support Team on 01782 296290

Please be aware that if your child's attendance is under 95% through prior absence and you request a further Leave of Absence, it is extremely unlikely that the absence will be authorised and, actually, we are advised locally and nationally that in these circumstances, each parent (in the case of parents who are separated) should be issued with a Penalty Notice for each child who will be absent from school. The Penalty Notice is a fine of £60.

Also, if your child is excluded from school and is seen in a public place during school hours, the matter can be referred to the Local Support Team and a Penalty Notice for £60 can be issued to each parent responsible for that child.

Medical Appointments

Parents of students attending a medical appointment during the school day need to produce an appointment card/letter or similar paperwork prior to the appointment. Where possible all medical/dental appointments should be made outside of the school day. We can then confirm lateness as a 'medical' absence and therefore authorised.

School Action on Repeated Absence

Where a child is persistently late or absent, even if the Principal has been informed, the following steps will be taken:

School Approved Activity

For any school approved activity, such as a sporting activity, a school coursework visit or school trips, students will be marked present.

Persistent Absence

A number of students have persistently high absence rates. These students will be identified by the Pastoral Team and referred for additional support. The particular categories that will normally be pursued are:

- Students with long-term absence
- Students who show patterns of absence
- Students who rarely complete a full week
- Students whose Parents condone their child's absences
- Students whose attendance remains below 90%.

In extreme cases, the option of reporting to our Education Welfare Team to pursue, legal action may be taken. This may involve the use of Fixed Penalties or proceedings in the Magistrates Court.

Managing Lateness

Students arriving late to the morning form tutor group registration (**after 8.40am**) and pm registration

(during lesson 5) should be marked late.

1. Students arriving on site **after 8.40am** must report to the pupil office. Their names will be noted and the Attendance Officer will mark the students as late. The pupils will then go to their form for the remainder of the form time.
2. Students on the list will be given an automatic break detention that same day and where possible, will be collected and taken to the reception where the Head of year/ Head of Key Stage or member of SLT will arrange where pupils are to serve their detention.
3. If a student fails to attend the break detention, they will automatically be put into a lunchtime detention . Failure to attend will result in the Head of year calling parents to discuss the issues and to re-issue the detention.
4. If a student fails to attend the lunchtime detention they will be given a pastoral after school detention run by the Head of year. Failure to attend will result in the Head of year calling parents to discuss the issues and to re-issue the detention.
5. Failure to attend the after school detention will result in an SLT detention on a Friday. Failure to attend will result in the member of SLT calling parents to discuss the issues and to re-issue the detention.
6. Students arriving late for the PM register (Period 4) will be marked as late and the attendance policy procedure will be followed as per morning register.
7. Students causing concerns over repeated lateness to school (6 late marks in a half term) will be seen with their parents/carers by the Head of Year and will be given an additional detention.
8. Any student with 9 late marks in a half term will be referred to the Attend Officer, who will invite parents in to discuss the matter further.
9. Any student who continues to be late, after these steps have been followed, will be referred to the Local Support Team and parents/ carers may be issued with a penalty notice in accordance with the School Attendance Parental Responsibility Measures (January 2015).

Procedure for dealing with lateness after school intervention

If a pupil is late to school before the register is closed and has been issued with a number of detentions as a sanction but continues to arrive late to school, then **Late Letter 1** should be sent to the parents informing them of the continuous lateness. If it continues then parents should be invited in for a meeting with Attend EDC and or HOY or HOH.

Late after the register is closed

- 1) When a pupil continually arrives late to school after the register is closed, then **Late Letter 1** needs to be sent to the parents advising of the lateness. The attendance officer needs to monitor the lateness weekly.
- 2) If the lateness persists, then **Late Letter 2** needs to be sent and the student also needs to be spoken to in school by Attend EDC.
- 3) After monitoring the student's persistent lateness which hasn't improved, then **Late Letter 3** needs to be sent. Letter 3 advises parents that from a certain date, the students persistent lateness will be unauthorised and the U code will be used which may trigger a fixed penalty fine. At this point, it is good practice to invite parents in to school to discuss their child's persistent lateness to school.

By following this procedure, it gives each student, a chance to improve and school enough evidence if required for prosecution.

Attend EDC will take names of any students who are late after the register is closed. Unless these students have genuine reasons for their absence then the late gate letter needs to be sent. On completion of a second late gate if the same students are late, then the **Late letter 2** needs to be sent and the students punctuality monitored by the school's attendance officer.

After monitoring the student's punctuality and the lateness hasn't improved, then **late letter 3** needs to be sent advising parents that (from a certain date), the students lateness to school will be unauthorised and the U code will be used if the lateness to school persists. Advising parents that the absence is unauthorised and they may receive a fixed penalty fine. At this point, it is good practice to invite parents in to school to discuss their child's persistent lateness to school

New rules of leave during term time – holiday is now leave of absence

The Education Regulations 2006, 2010, 2011, 2013, 2016 and the Education Act 1996 changed the grounds on which a Principal could allow a pupil to go on holiday during term time.

Prior to the change the law stated that "a pupil may be granted leave of absence from the school to go away on holiday" where the Principal considered that there were "special circumstances relating to that application". This section has been deleted and there is now **no rule** which allows for authorisation to be given for holidays.

The replacement section states that "leave of absence shall not be granted" unless the Principal considers that there are "exceptional circumstances relating to that application".

Unauthorised absences may result in the Local Authority taking legal action. Legal action that may be taken include:

Fixed penalty notice: The penalty is £60 per parent per child, rising to £120 if the fine is not paid within 28 days. Non-payment of the fine will result in court proceedings.

Prosecution: Magistrates can fine each parent up to £2500 per child & costs; impose Parenting Orders and/or impose a period of imprisonment of up to 3 months. When an individual pupil's attendance level falls below 85% in any term without good reason, a referral to the Local Support Team will be made by the school. Following investigation any unresolved issues could result in the parent receiving a Penalty Notice or ultimately a prosecution under the Education Act 1996 s.444. It is not appropriate for the school to authorise absences for shopping, looking after other children, haircuts, etc. Leave may be granted in an emergency (e.g. bereavement) or for medical appointments which must be in school time. The Principal will, through regular communication, highlight for parents, pupils and Governors the current situation in school regarding attendance and the action being taken. The Principal will, at appropriate times, remind parents of the attendance obligations and the problems and difficulties for a child's education associated with poor attendance and/or holiday absences.

Requests for 'Leave of Absence' from school

Madeley School follows Staffordshire's Local Authority Protocol in relation to requests for 'Leave of

Absence' from school during term time.

If you wish to request leave, you should write a letter addressed to the Principal, outlining the exceptional circumstances. In the event of such an application, this will be considered by the Principal and two Academy Councillors. We recommend that you do this before booking any holidays. With the achievement of our pupils of paramount importance and the regulations clear, we will be extremely unlikely to authorise any holiday leave for pupils next school year.

We need to point out that, in an effort to address poor attendance and unauthorised absences from school, the local authority may decide to issue a Fixed Penalty fine and/or prosecute parents under the Education Act 1996 if a holiday is taken during term time.

What happens if a child goes on holiday in term time or takes leave of absence for other reasons without permission from school?

The absences will be marked in the school register as unauthorised absences and this may result in a Penalty Notice of £60 (rising to £120) per parent per child being issued by the Local Authority. In some cases, parents may be prosecuted for the offences of failure to ensure regular attendance at school.

Circumstances where a Penalty Notice may be issued:

- A Penalty Notice can only be issued in cases of unauthorised absence. There will be no limit on the times' a Penalty Notice for unauthorised leave of absence can be used in an academic year.
- In cases where there is more than one pupil in a family with unauthorised absences, Penalty Notices may be issued for more than one child.
- The presence of an excluded child in a public place at any time during school hours in the first five days of exclusion.

Penalty Notices for leave of absence (holiday) in term time

- Previously our approach was to only issue a Penalty Notice if the pupil's overall attendance was below 87%. This threshold has now been removed.
- Previously only one Penalty Notice per pupil was issued within an academic year. This limit has been removed so more than one Penalty Notice could be issued for repeated absence without permission during term time.
- Previously pupils missing 10 sessions or 5 days taken together risked a Penalty Notice. Now a combined total of 10 sessions (not necessarily grouped as 5 consecutive days) could trigger a Penalty notice.
- Instead of monitoring and totalling holiday absences taken across each academic year, they will now be monitored across the previous 3 terms, regardless of academic year.

Penalty Notice for Persistent Absence

- Parents whose child is repeatedly absent will only receive one warning notice period to bring

about improvement in attendance in a single academic year.

- If attendance deteriorates again then no formal warning notice will be issued and the Local Authority can automatically consider other statutory actions if unauthorised absence re-occurs.
- Parents whose child is repeatedly late (after 8.55am) will receive a Penalty Notice if their child is late over 20 times over the current and previous term.

Changes to Penalty Notices

'Penalty Notices for leave of absence (holiday) in term time. The evidence of a combined 10 sessions of unauthorised absence (within the last 3 terms, regardless of the academic year) could trigger a Penalty Notice.

There is no longer a limit to the number of Penalty Notices that can be issued to a parent during the academic year.

Penalty Notices for Persistent Absence Parents whose child is repeatedly absent will now only receive one warning notice period to bring about improvement in attendance in a single academic year. If attendance deteriorates then no further formal warning notice will be issued and the Local Authority can automatically consider the statutory actions if unauthorised absence re-occurs.

Schools follow the Staffordshire Local Authority code of conduct for the procedures of Penalty Notices. Details of this can be obtained from

<http://www.staffordshire.gov.uk/education/welfareservice/Attendance/home.aspx>

The Local Authority will continue to monitor all school attendance and take appropriate action for absences during term time, both to support head teachers in their role and in challenging the small minority of parents that choose to disregard the law.

Information about individual school targets

The school has (adopted) the following attendance targets: Madeley School's own Attendance Target is 97% for 2018-2019. Madeley School's attendance for 2016/2017 was 95%. All staff have a duty to promote good attendance and its educational benefits to pupils.

Referral to the Education Welfare Service

Pupils absent for no genuine reason.

Where no satisfactory explanation is provided for continued absences, no medical evidence has been provided and twenty sessions of unauthorised absence have been accrued, the Local Authority will be contacted by us and our EWO and a Penalty Notice applied for. Court proceedings can be used to prosecute parents or to seek an Education Supervision Order on the child. Maximum convictions vary and further information can be obtained by contacting the Local Authority on 01782 296290 for Staffordshire schools. The Local Authority are independent of school and will give impartial advice. Their guidance on attendance issues is listed in the section below.

If a child is refusing to attend and/or a parent is having difficulty in getting the child to school, please contact us and we will work together to try to resolve the situation. As an Academy, we have our own EWO and she will be happy to help to support you. Please contact us and we will provide you with the details.

Truancy

Most truancy is detected using the first day absence system of phone calls to parents. However, should this not be detected on the day this occurs, when it is detected an unauthorised absence will be recorded and our Education Welfare Officer will be informed. In school, a decision may be taken to place the pupil on an attendance report to monitor their attendance over a set period.

Lunchtime Arrangements

Students are not allowed to leave the School site during lunchtime. Students can purchase food from the school canteen or packed lunches brought in from home can be eaten in the hall.

Roles and Responsibilities:

The Principal has overall responsibility for attendance at the school.

Students

- To attend school regularly and punctually
- To arrive at school and be in form rooms before the second bell that starts school
- To attend registration promptly
- Students should attend every day (unless there is a valid reason for not doing so), and they should arrive punctually, wearing the School dress code and with all the equipment they need for the day.

Parents

- To ensure their child attends school regularly, punctually, properly equipped and ready to learn, both at the School and at any off-site provision each day. **Regular attendance is a legal requirement.**
- To notify the school each day of absence by 8.30am to say why child is absent.
- To provide the school with up to date contact details and telephone numbers for every adult with parental responsibility. **If contact details change then we must be informed of new details in writing immediately.**
- To recognise the value of good attendance, not only to take full advantage of the opportunities offered at the School but also in preparation for working life to follow.

Teaching Staff

- Tutor teachers to keep an accurate Attendance Register at the start of morning and teaching

staff for afternoon registration time. (Statutory)

- Class teachers will take a register at the start of every lesson. On each occasion, relevant staff will record whether every student is present, absent or late. (non-statutory)
- Tutor to praise pupils for punctuality and good attendance.
- Tutor to display the Attendance Ladder in a prominent place in the classroom.
- Tutor to monitor pupil absence and inform the Principal when absence is impacting on achievement.
- Tutor to contact Parents where there is an attendance concern and record on SIMS
- Tutor to Encourage students to attend the School each day on time and to be in registration or assembly with a positive attitude to learning.
- All staff to challenge students that are seen arriving late.
- Tutor to question students when they are aware that they have had an absence and let them know that they have been missed.
- All staff to monitor the circulation of students in all areas of the School.
- All staff to support attendance initiatives.
- Tutor to alert their Head of Year of any attendance concerns.
- Tutor to discuss with their Form Tutor group/classroom their attendance performance each week compared to other groups in the year.
- Tutor to have an area of their Form Tutor room/ classroom designated for attendance and will update and display the weekly attendance data.
- The Head of Year will liaise with the admin attendance supervisor and Attend EDC on any concerns relating to poor attendance within their year group.

Senior Management

- To have a named member of SLT responsible for attendance.
- To inform parents of school policy and procedures.
- To monitor attendance as a priority and to develop policies and procedures to ensure the expectation of 95% attendance or above is met.
- To intervene early when individual pupil absence gives cause for concern.
- Develop a multi-agency response to attendance.
- Utilise the support of available specialists in relation to the attendance i.e. through strong links with the EWO (Education Welfare Officer) who will provide a late gate service (once a month currently)
- Report termly to the Academy Council
- To celebrate good attendance
- To celebrate excellent attendance through the presentation of 100% attendance awards
- To inform parents of their child's percentage attendance against the target.

Office Staff

- To monitor late entrants into school and adjust SIMS accordingly.
- To liaise with class teachers regarding absences when there is cause for concern.
- To monitor register coding's and alert staff of inconsistencies.
- To produce individual or class summary sheets.
- To produce attendance figures for end of year reports.
- To contact Parents who have failed to report a child's absence by phoning or sending a text message on the first day of absence.
- To notify Attend EDC by email of absences which are unexplained as soon as possible.
- Send out Attendance letters when required.

- To report attendance, as part of the reporting process, to parents detailing percentage of attendance for each pupil and what is required to achieve 'good' attendance.
- To produce a half termly report of Persistent Absentees and persistent Latecomers for SLT.
- The Attendance Supervisor will follow up any absences to:
 1. Ascertain the reason;
 2. Ensure the proper safeguarding action is taken;
 3. Identify whether the absence is authorised or not; and,
 4. Identify the correct code to use before entering it on to the school's electronic register or management information system which is used to download data to the School Census.

Academy Council

The Academy Council will receive attendance data annually to check the statutory targets have been met. Interim monitoring will be undertaken by the Assistant Principals and reported to the Academy Council, the School will ensure that:

- Attendance data is collected and published in accordance with statutory requirements.
- Attendance data is presented to the Academy Council meetings as required for monitoring purposes.
- The Academy Councillors support the school in developing positive strategies in order to improve attendance.
- Information on attendance procedures is readily available to parents and carers.
- The Attendance Policy is regularly reviewed and updated in line with current legislations.

Monitoring the Effectiveness of the Policy

The effectiveness of this policy will be reviewed within a 3 year cycle, and the necessary recommendations for improvement will be made to the Academy Council or if new changes occur such as law changes or changes to the school system due to personnel or IT upgrades.

Guidance on Attendance

Leave of Absence - granted only in Exceptional Circumstances

Code H: Holiday authorised by the school.

Principals should not grant leave of absence unless in exceptional circumstances. The application must be made in advance and the Principal must be satisfied that there are exceptional circumstances which warrant the leave. Where a leave of absence is granted, the Principal will determine the number of days a pupil can be away from school. A leave of absence is granted entirely at the Principal's discretion.

Only exceptional circumstances warrant an authorised leave of absence. Academies should consider each request individually taking into account the circumstances, such as: the nature of the event for which leave is sought; the frequency of the request; whether the parent gave advance notice; and the pupil's attainment, attendance and ability to catch up on missed schooling.

Code G: Unauthorised Leave: Holiday not authorised by the school or in excess of the period determined by the Principal.

Where parents have not applied for leave but the school believes the pupil has been taken on holiday, staff will need to make sufficient enquiries to verify/establish this belief. Schools need to inform parents that unless the parents present contrary evidence the school will code absence as a G (an unauthorised leave of absence).

If a school does not authorise a leave of absence for the purpose of a holiday but the parents still take the child out of school, or the child is kept away for longer than was agreed, the absence is unauthorised. The regulations do not allow schools to give retrospective approval. If the parents did not apply for leave of absence in advance, the absence must be recorded as unauthorised.

Absence – codes relating to unauthorised absence

Code O: Absent from school without authorisation

If the school is not satisfied with the reason given for absence they should record it as unauthorised.

Code U: Arrived in school after registration closed

Schools should actively discourage late arrival, be alert to patterns of late arrival and seek an explanation from the parent.

Changes to Code of Conduct for Penalty Notices – Commenced February 2015:

Penalty Notice for Unauthorised leave of Absence

- Removing the requirement for attendance to be below 87% before a Penalty Notice can be issued.
- Clarifying that a parent can now receive more than one Penalty Notice per academic year.
- Confirming that ten sessions of unauthorised absence do not have to be consecutive and only last two sessions have to be for unauthorised leave of absence (i.e. 2 G codes rest can be O or U)
- Confirming that the period for calculating the ten sessions will be based on the previous rolling calendar year.

Penalty Notice for Persistent Unauthorised absence

- Can be considered where there are at least 20 sessions (10 school days) lost due to unauthorised absence during the current and previous terms.
- These absences do not need to be consecutive.
- Parents will now only receive one warning notice period (of first 20 days for the purposes of issuing a penalty notice) in an academic year after which the Local Authority can automatically consider other statutory actions if unauthorised absence re-occurs in the remainder of the academic year.

Schools follow the Staffordshire Local Authority code of conduct for the procedures of Penalty Notices. Details of this can be obtained from <http://www.staffordshire.gov.uk/education/welfareservice/Attendance/home.aspx>

The Local Authority will continue to monitor all school attendance and take appropriate action for absences during term time, both to support Principals in their role and in challenging the small minority of parents that choose to disregard the law.

Persistent Late Arrival at School (Code 'U')

- A penalty notice can be considered for persistent late arrival at school i.e. after the register has closed where there are at least 20 sessions of late arrival in the current and previous term. These lates do not have to be consecutive.
- Parents must, from 1 September 2013, pay £60 within 21 days or £120 within 28 days (Please note this fine applies to 'per parent and per child' so are therefore likely to be higher in many cases. In cases of unauthorised leave of absence, both parents will be fined, regardless of which one applied for the leave.)

Absence Codes – Reference guide

The following codes may be useful to you as parents if we do send you a copy of your child's registration certificate for you to verify:

N.B. Each day is divided into two sessions (am and pm) so two marks are recorded for each day (one for the morning and one for the afternoon)

It is always the decision of the school as to which code is entered for a pupil absence.

Code	Description	Meaning
/	Present (AM)	Present
\	Present (PM)	Present
B	Educated off site	Approved educational activity (absent)
C	Other authorised circumstances	Authorised absence (absent)
D	Dual registration	Approved educational activity (absent)
E	Excluded	Authorised absence (absent)
F	Extended leave of absence (agreed)	Authorised absence (absent)
G	Extended leave of absence (not agreed)	Unauthorised absence (absent)
H	Leave of absence (agreed)	Authorised absence (absent)
I	Illness	Authorised absence (absent)
J	Interview	Approved educational activity (absent)

K	Present in school but elsewhere (exams, in sick room, Inclusion, Mentoring, etc)	Present
L	Late (before register closes)	Present
M	Medical/dental appointments	Authorised absence (absent)
N	No reason yet provided for absence	Unauthorised absence (absent)
O	Unauthorised absence	Unauthorised absence (absent)
P	Approved sporting activity	Approved educational activity (absent)
Q	Lesson cancelled (applies to sixth form students)	Authorised absence (absent)
R	Religious observance	Authorised absence (absent)
S	Study leave (applies to sixth form students)	Authorised absence (absent)
T	Traveller absence	Authorised absence (absent)
U	Late (after register closed)	Unauthorised absence (absent)
V	Educational visit or trip	Authorised absence (absent)
W	Work experience	Authorised absence (absent)
X	Non-compulsory school age absence	Attendance not required (absent)
Y	Enforced school closure	Attendance not required
Z	Pupil not on roll	Attendance not required
-	All should attend/no mark recorded	No mark
#	School closed to pupils and staff	Attendance not required

Madeley School employ VIP education. They are an Independent Education Welfare Company who work with the school, to raise attendance and deal with welfare matters. They will communicate with you if there is an issue they can support us with. Pupil's attendance will be monitored and may be shared with VIP education if it becomes a cause for concern. VIP education are GDPR Compliant and will not share personal data with any third party.

Policy Review:

Signed by: (Principal) Signed by: (Chair of
Academy Council)

Date: Next Review Date: June 2024