



**Shaw  
Education  
Trust**

# ***Pine Green and Evergreen Attendance Policy***

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Approved By:	Daniel Hartley
Queries to:	The office (Pine Green and Evergreen)
Review Interval:	3 years

# Contents

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

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## 1. Aims

We are committed to meeting our obligations with regards to school attendance by:

- Promoting good attendance and reducing absence, including persistent absence
- Ensuring every pupil has access to full-time education to which they are entitled
- Acting early to address patterns of absence

We will also support parents to perform their legal duty to ensure their children of compulsory school age attend regularly, and will promote and support punctuality in attending lessons.

## 2. Legislation and guidance

This policy meets the requirements of the [school attendance guidance](#) from the Department for Education (DfE), and refers to the DfE's statutory guidance on [school attendance parental responsibility measures](#). 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 governing board

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

### **3.2 The Executive Headteacher**

The Executive Headteacher is responsible for:

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

### **3.3 The attendance officer**

The school attendance officer / SENCO / Admin team:

- Monitors attendance data across the school and at an individual pupil level
  - Reports concerns about attendance to the headteacher
  - Works with education welfare officers to tackle persistent absence
  - Arranges calls and meetings with parents to discuss attendance issues
  - Advises the headteacher when to issue fixed-penalty notices
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- The schools attendance champion is Mrs. Sarah Long – Assistant Headteacher Inclusion and attendance (SENCO) [sarah.long@pinegreen.set.org](mailto:sarah.long@pinegreen.set.org)

### **3.4 Form tutors**

Form tutors are responsible for recording attendance on a daily basis, using the correct codes, and submitting this information to the school office.

### **3.5 School admin staff**

School admin staff are expected to take calls from parents about absence and record it on the school system. They also make daily calls home for students that are absent.

## **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 start of the first session of each school day and once during the second session. 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 keep every entry on the attendance register for 3 years after the date on which the entry was made.

Pupils must arrive in school by 9am on each school day.

The register for the first session will be taken at 9am and will be kept open until 9.30am. The register for the second session will be taken at 12 noon and will be kept open until 12.30pm.

## 4.2 Unplanned absence

The pupil's parent/carer must notify the school on the first day of an unplanned absence by 9am or as soon as practically possible (see also section 7).

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

If the authenticity of the illness is in doubt, the school may ask the pupil's parent/carer to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents/carers will be notified of this in advance.

## 4.3 Planned absence

Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent/carer notifies the school in advance of the appointment.

However, we encourage parents/carers to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary.

The pupil's parent/carer must also apply for other types of term-time absence as far in advance as possible of the requested absence. Go to section 5 to find out which term-time absences the school 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

- Persistent lateness will involve contact with home and additional strategies implemented to ensure punctuality to school

#### 4.5 Following up absence

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

- Follow up on their absence with their parent/carer to ascertain the reason, by a call on the first day and every day after of absence.
- Ensure proper safeguarding action is taken where necessary
- Identify whether the absence is approved or not
- Identify the correct attendance code to use

### 5. Authorised and unauthorised absence

- > Attendance will be shared with parents / carers every half term.

#### 5.1 Approval for term-time absence

The headteacher will only grant a leave of absence to pupils during term time if they consider there to be 'exceptional circumstances'. A leave of absence is granted at the head teacher's discretion.

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request.

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 school 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 school but it is not known whether the pupil is attending educational provision

#### 5.2 Reducing persistent absence

The school's procedures for targeting unauthorised absence are to have parental meetings, communication with home and closer monitoring.

#### 5.3 Legal sanctions

In February 2024, The Department for Education published Working Together to Improve School Attendance. Within this document, it sets out the changes to issuing penalty notices that come into effect on **19 August 2024**. We have summarised these changes below.

##### Per Parent, Per Child

Penalty Notice Fines will now be issued to each parent, for each child that was absent. For example: 3 siblings absent for term time leave, would result in each parent receiving 3 separate fines.

### **5 consecutive days of term time leave.**

Penalty Notice Fines will be issued for Term Time leave of 5 or more consecutive days, Inset training days are school days and can be included in the 5 or more consecutive days where there was intent to be absent for term time leave.

### **10 sessions of unauthorised absence in a 10-week period**

A penalty notice fine will be considered when 10 sessions of unauthorised absence in a 10-week period has occurred. Please make sure that you make first day absence contact with us to explain any absences for your child.

#### **First Offence**

The first time a Penalty Notice is issued for Term Time Leave or Irregular Attendance the amount will be:

- £80 per parent if paid within 21 days.
- Increase to £160 if paid between 22-28 days

#### **Second Offence (within 3 years)**

The second time a Penalty Notice is issued for Term Time Leave or Irregular Attendance the amount will be:

- £160 per parent, per child paid within 28 days. There will be no offer of reduction.

#### **Third Offence and Any Further Offences (within 3 years)**

The third time an offence is committed for Term Time Leave or Irregular Attendance a Penalty Notice will not be issued, and the case will be presented to the Magistrates' Court. Magistrates' fines can be up to £2500 per parent, per child.

Cases found guilty in Magistrates' Court can show on the parent's future DBS Certificate, due to 'failure to safeguard a child's education'.

#### **New two penalty notice limit in three-year period**

The three-year rolling period starts for parents when the first penalty notice is issued to them after the 19 August 2024.

We understand that, financially, times are tough for many families and so we wanted to make you aware of the changes being made by the government to combat holidays being taken in term time and low attendance generally. As you can see, the fines applied from August of this year will be far more substantial than in recent years.

## **6. Strategies for promoting attendance**

The school's strategies for rewarding and improving attendance include

- Weekly improved attendance rewards in assembly
- Half termly reward trips for 90% plus attendance
- Daily class charts points (10) for attendance
- Daily conversations with tutors around attendance.

## 7. Attendance monitoring

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

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

The pupil's parent/carer is expected to call the school each day their child is absent whatever the circumstances.

If a pupil's absence goes above 3 days, the school will contact the parent/carer of the pupil to discuss the reasons for this.

If a pupil's absence continues to rise after contacting their parent/carer, we will consider involving an education welfare officer.

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

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 school will compare attendance data to the national average, and share this with the governing board.

The school collects and stores attendance data, this allows us to

- Track the attendance of individual pupils
- Identify areas of concern both individually and within groups
- Identify children that are in need of intervention and support

## 8. Monitoring arrangements

This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum annually by Mr. D. Hartley, Executive Headteacher. At every review, the policy will be approved by the full governing board.

## 9. Links with other policies

This policy links to the following policies:

- Child protection and safeguarding policy
- Behaviour policy

### Appendix 1: attendance codes

In accordance with the School Attendance (Pupil Registration) (England) Regulations 2024 a pupil should be recorded as present or absent in the Attendance Register

On each occasion the register is taken the appropriate national attendance and absence code must be entered for every pupil (of both compulsory and non –compulsory school age) whose name is listed in the admissions register at the time (exception boarder) Full information contained in the School Attendance (Pupil Registration) (England) Regulations 2024 and the Statutory Attendance Guidance Working Together to Improve Attendance 2024.

**1. If a pupil is present in school the following codes from table 1 should be used**

Code	Meaning	Criteria	Statistical Value
/	Present at school AM	Must be in school at registration	Attending (Present)
\	Present at school PM	Must be in school at registration	Attending (Present)
L	Late arrival before register is closed	The pupil was absent when the register started being taken but arrives before the register is closed.	Attending (present)

**2. If a pupil is absent from school so that they can attend a place other than school for any of the following reasons the relevant code from table 2 should be used.**

Code	Meaning	Criteria	Statistical Value
K	Attending Education provision arranged the LA	<ul style="list-style-type: none"> <li>The nature of the provision must also be recorded.</li> <li>Code K can only be used if the child is present at the provision.</li> </ul>	Attending an approved educational activity (present)
V	Attending an Educational visit or trip	<ul style="list-style-type: none"> <li>The pupil is attending a place, other than the school or any other school at which they are a registered pupil, for an educational visit or trip</li> <li>Arranged by or on behalf of the school and supervised by a member of school staff.</li> <li>Code V can only be used if the pupil is present at the visit.</li> </ul>	Attending an approved educational activity (present)
P	Participating in a Sporting Activity P code can only be used if the pupil is present at the activity	<ul style="list-style-type: none"> <li>P code can only be used if the pupil is present at the activity The sporting activity must take place during the session for which it is recorded.</li> <li>The place is somewhere other than the school, another school where the pupil is registered, or a place where educational provision has been arranged for the pupil by a local authority under section 19(1) of the Education Act 1996 or sections 42(2) or 61(1) of the Children and Families Act 2014;</li> <li>The activity is of an educational nature</li> <li>The school has approved the pupil's attendance at the place for the activity; and</li> <li>The activity is supervised by a person considered by the school to have the</li> </ul>	Attending an approved educational activity (present)



		appropriate skills, training, experience and knowledge to ensure that the activity takes place safely and fulfils the educational purpose for which the pupil's attendance has been approved.	
W	Attending work experience	<ul style="list-style-type: none"> <li>W code can only be used if the pupil is present at the activity Under arrangements by school or LA</li> <li>In session for which it is recorded</li> <li>The place is somewhere other than the school, another school where the pupil is registered, or a place where educational provision has been arranged for the pupil by a local authority under section 19(1) of the Education Act 1996 or sections 42(2) or 61(1) of the Children and Families Act 2014</li> <li>The activity is of an educational nature</li> <li>The school has approved the pupil's attendance at the place for the activity; and</li> <li>The activity is supervised by a person considered by the school to have the appropriate skills, training, experience and knowledge to ensure that the activity takes place safely and fulfils the educational purpose for which the pupil's attendance has been approved</li> </ul>	Attending an approved educational activity (present)
B	Attending any other approved Educational Activity	<ul style="list-style-type: none"> <li>B code can only be used if the pupil is present at the activity Under arrangements by school or LA</li> <li>In session for which it is recorded</li> <li>The place is somewhere other than the school, another school where the pupil is registered, or a place where educational provision has been arranged for the pupil by a local authority under section 19(1) of the Education Act 1996 or sections 42(2) or 61(1) of the Children and Families Act 2014</li> <li>the activity is of an educational nature;</li> <li>the school has approved the pupil's attendance at the place for the activity; and</li> <li>the activity is supervised by a person considered by the school to have the appropriate skills, training, experience and knowledge to ensure that the activity takes place safely and fulfils the educational purpose for which the pupil's attendance has been approved</li> <li>As set out in the DfE's guidance on 'Providing remote education'. pupils who are absent from school and receiving remote education still need to be recorded as absent using the most appropriate absence code. Schools should keep a record of, and monitor pupil's engagement with remote education, but this is not formally tracked in the attendance register</li> </ul>	Attending an approved educational activity (present)

D	Dual registered at another school	<ul style="list-style-type: none"> <li>The school at which the pupil is scheduled to attend must record the pupil's attendance and absence with the relevant code</li> <li>Code D may only be used by either school for a session where the pupil is scheduled to attend the other school at which they are registered.</li> <li>Schools should ensure that they have in place arrangements whereby all unexpected and unexplained absences are promptly followed up</li> </ul>	Not a possible attendance (neither present or absent)
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### 3. If a pupil is absent with leave (NB schools not required to follow regulation 11 in granting a leave of absence should still use the relevant code)

Code	Meaning	Criteria	Statistical Value
M	Leave of absence for Medical or dental Appointment	<ul style="list-style-type: none"> <li>Agreement in advance</li> <li>Application by parent child normally lives with</li> <li>Minimum time necessary</li> <li>Where pupil is absent at registration</li> </ul>	Authorised absence
J1	Leave of absence for Interview	<ul style="list-style-type: none"> <li>Agreement in Advance</li> <li>Application by parent child normally lives with</li> <li>In session absence recorded</li> </ul>	Authorised absence
S	Leave of absence for Studying for public examination		Authorised absence
X	Non – Compulsory School age pupil not required to attend school	<ul style="list-style-type: none"> <li>For part time attendance</li> <li>Absence for timetabled sessions to use appropriate code and not X</li> </ul>	Not a possible attendance ( neither present or absent)
C1	Leave of absence – performance or regulated employment abroad	<ul style="list-style-type: none"> <li>Performance license issued by LA or</li> <li>Body of Persons Approval issued by LA or</li> <li>Justice of peace has given license for pupil to go abroad for performance or regulated purpose</li> </ul>	Authorised absence
C2	Leave of absence – compulsory school age pupil subject to part time timetable	<ul style="list-style-type: none"> <li>Exceptional circumstances</li> <li>If the school and a parent who the pupil normally lives with have agreed that, exceptionally, the pupil should temporarily be educated only part-time</li> <li>Temporary</li> <li>See Working Together to improve attendance</li> </ul>	Authorised Absence
C	Leave of absence exceptional circumstances	<ul style="list-style-type: none"> <li>Exceptional circumstances</li> <li>No blanket approach</li> <li>School discretion</li> <li>Generally, a need or desire for a holiday or other absence for the purpose of leisure and recreation would not constitute an exceptional circumstance</li> </ul>	Authorised absence

### 4. Pupil Absent other Authorised reasons

Code	Meaning	Criteria	Statistical Value
T.	Parent travelling for occupational purposes	<ul style="list-style-type: none"> <li>The pupil is a mobile child and their parent(s) is travelling in the course of their trade or business and the pupil is travelling with them. A mobile child is a child of compulsory school age who has no fixed abode and whose parent(s) is engaged in a trade or</li> </ul>	Authorised absence

		<p>business of such a nature as to require them to travel from place to place.</p> <ul style="list-style-type: none"> <li>To help ensure continuity of education for pupils, when their parent(s) is travelling for occupational purposes in England, it is expected that the pupil should attend a school where their parent(s) is travelling and be dual registered at that school and their main school.</li> </ul>	
R	Religious Observance	<ul style="list-style-type: none"> <li>The pupil is absent on a day that is exclusively set apart for religious observance by the religious body the parent(s) belong to (not the parents themselves)</li> </ul>	Authorised absence
I	Illness	<ul style="list-style-type: none"> <li>The pupil is unable to attend due to ill health (both physical or mental health related). Schools should advise parents to notify them on the first day the child is unable to attend due to illness</li> </ul>	Authorised absence
E	Suspended or Permanently excluded	<ul style="list-style-type: none"> <li>The pupil is suspended from school or permanently excluded from school, but their name is still entered in the admission register</li> </ul>	Authorised absence

## 5. Pupil Absent – Unavoidable Cause

Code	Meaning	Criteria	Statistical Value
Q	Unable to attend school because of lack of access arrangements	<ul style="list-style-type: none"> <li>There is a lack of access arrangements for a pupil whose home is in England if—</li> <li>a local authority have a duty to make travel arrangements in relation to the pupil under section 508B(1) of the 1996 Act(13) for the purpose of facilitating the pupil's attendance at the school and have failed to discharge that duty;</li> <li>a local authority have a duty to make travel arrangements in relation to the pupil because of section 508E(2)of the 1996 Act(14) for the purpose of facilitating the pupil's attendance at the school and have failed to discharge that duty; or</li> <li>the school is an independent school that is not a qualifying school and— (i) the school is not within walking distance of the pupil's home; (ii) no suitable arrangements have been made by a local authority for boarding accommodation for the pupil at or near the school; and (iii) no suitable arrangements have been made by a local authority for enabling the pupil to become a registered pupil at a qualifying school nearer to their home</li> </ul>	Not a possible attendance
Y1	Unable to attend due to transport normally provided not being available	<ul style="list-style-type: none"> <li>The pupil is unable to attend because the school is not within walking distance of their home and the transport to and from the school that is normally provided for the pupil by the school or local authority is not available.</li> </ul>	Not a possible attendance
Y2	Unable to attend due to widespread disruption to travel	<ul style="list-style-type: none"> <li>The pupil is unable to attend the school because of widespread disruption to travel caused by a local, national, or international emergency</li> </ul>	Not a possible attendance

Y3	Unable to attend due to part of the school premises being closed	<ul style="list-style-type: none"> <li>Part of the school premises is unavoidably out of use and the pupil is one of those that the school considers cannot practicably be accommodated in those part of the premises that remain in use</li> </ul>	Not a possible attendance
Y4	Unable to attend due to the whole school site being unexpectedly closed	<ul style="list-style-type: none"> <li>Where a school was planned to be open for a session, but the school is closed unexpectedly (e.g. due to adverse weather), the attendance register is not taken as usual because there is no school session. Instead, every pupil listed in the admission register at the time must be marked with code Y4 to record the fact that the school is closed.</li> </ul>	Not a possible attendance
Y5	Unable to attend as pupil is in criminal justice detention	<ul style="list-style-type: none"> <li>The pupil is unable to attend the school because they are: <ul style="list-style-type: none"> <li>in police detention,</li> <li>remanded to youth detention, awaiting trial or sentencing, or</li> <li>detained under a sentence of detention.</li> </ul> </li> <li>A pupil's absence should be recorded under code Y7 (Unable to attend because of any other unavoidable cause) if they are unable to attend because they are serving a community based (i.e. non-detained) part of a sentence of detention, referral order, or youth rehabilitation order that requires them to be absent during the school day</li> </ul>	Not a possible attendance
Y6	Unable to attend in accordance with public health guidance or law	<ul style="list-style-type: none"> <li>The pupil's travel to or attendance at the school would be: <ul style="list-style-type: none"> <li>contrary to any guidance relating to the incidence or transmission of infection or disease published by the Secretary of State for Health and Social Care (or the equivalent in Scotland, Wales and Northern Ireland), or</li> <li>prohibited by any legislation relating to the incidence or transmission of infection or disease.</li> </ul> </li> </ul>	
Y7	Unable to attend because of any other unavoidable cause	<ul style="list-style-type: none"> <li>This code should be used only where something in the nature of an emergency has prevented the pupil from attending the session in question. The unavoidable cause must be something that affects the pupil, not the parent. The fact that a parent has done all they can to secure the attendance of the pupil at school does not mean the pupil has been prevented by unavoidable cause</li> <li>Schools must also record the nature of the unavoidable cause (regulation 10(6))</li> </ul>	Not a possible attendance

## 6. Absent for unauthorised reasons

Code	Meaning	Criteria	Statistical Value
G	Holiday not granted by school	<ul style="list-style-type: none"> <li>The school has not granted a leave of absence and the pupil is absent for the purpose of a holiday.</li> <li>A school cannot grant a leave of absence retrospectively. If the parent did not apply in advance, leave of absence should not be granted.</li> </ul>	Unauthorised absence

N	Reason for absence not yet established	<ul style="list-style-type: none"> <li>Where absence is recorded as code N (reason not yet established) in the attendance register, the correct absence code should be entered as soon as the reason is ascertained, but no more than 5 school days after the session (regulation 10(7) to (9)).</li> <li>Code N must not therefore be left on the pupil's attendance record indefinitely; if a reason for absence cannot be established within 5 school days, schools must amend the pupil's record to Code O</li> </ul>	Unauthorised absence
O	Absent in other or unknown circumstances	<ul style="list-style-type: none"> <li>Where no reason for absence is established or the school is not satisfied that the reason given is one that would be recorded using one of the codes statistically classified as authorised.</li> </ul>	Unauthorised absence
U	Arrived in school after registration closed	<ul style="list-style-type: none"> <li>Where a pupil has arrived late after the register has closed but before the end of session.</li> <li>Schools should actively discourage late arrival, be alert to patterns of late arrival and seek an explanation from the parent. All schools are expected to set out in their attendance policy the length of time the register will be open, after which a pupil will be marked as absent. This should be the same for every session and not longer than 30 minutes</li> </ul>	Unauthorised absence

Administrative Codes Code	Meaning	Statistical Value
Z	Prospective pupil not on admission register	NOT COLLECTED
#	Planned whole school closure	NOT COLLECTED