

Attendance policy

Thrunscoe Primary and Nursery Academy



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1. Aims

This policy aims to show our commitment to meeting our obligations with regards to academy attendance, including those laid out in the statutory guidance on [Working together to improve academy attendance](#) from the Department for Education (DfE). We aim to achieve this through our whole-academy culture and ethos that values good attendance, which includes:

- Setting high expectations for the attendance and punctuality of all pupils
- Promoting good attendance and the benefits of good attendance
- Reducing absence, including persistent and severe absence
- Ensuring every pupil has access to the full-time education to which they are entitled
- Acting early to address patterns of absence
- Building strong relationships with families to make sure pupils have the support in place to attend academy

We will also promote and support punctuality in attending lessons

2. Legislation and guidance

This policy is based on the DfE's statutory guidance on [Working together to improve school attendance](#) and [Academy attendance parental responsibility measures](#). The guidance is based on the following pieces of legislation, which set out the legal powers and duties that govern academy 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 School Attendance \(Pupil Registration\) \(England\) Regulations 2024](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)
- The [Equality Act 2010](#)
- It also refers to:
- [School census guidance](#)
- [Keeping Children Safe in Education](#)
- [Mental health issues affecting a pupil's attendance: guidance for schools](#)
- [Ofsted's 2025 framework toolkit](#)

3. Roles and responsibilities

3.1 The governing board

The governing board is responsible for:

- Setting high expectations of all academy leaders, staff, pupils and parents
- Making sure academy leaders fulfil expectations and statutory duties, including:
 - Making sure the academy records attendance accurately in the register, and shares the required information with the DfE and local authority
 - Making sure the academy works effectively with local partners to help remove barriers to attendance, and keeps them informed regarding specific pupils, where appropriate
- Recognising and promoting the importance of academy attendance across the academy's policies and ethos
- Making sure the academy's attendance management processes are delivered effectively, and that consistent support is provided for pupils who need it most by prioritising staff and resources
- Making sure the academy has high aspirations for all pupils, but adapts processes and support to pupils' individual needs
- Regularly reviewing and challenging attendance data and helping academy leaders focus improvement efforts on individual pupils or cohorts who need it most
- Working with academy leaders to set goals or areas of focus for attendance and providing support and challenge
- Monitoring attendance figures for the whole academy and repeatedly evaluating the effectiveness of the academy's processes and improvement efforts to make sure they are meeting pupils needs
- Where the academy is struggling with attendance, working with academy leaders to develop a comprehensive action plan to improve attendance
- Making sure all staff receive adequate training on attendance as part of the regular continued professional development offer, so that staff understand:
 - The importance of good attendance
 - That absence is almost always a symptom of wider issues
 - The academy's legal requirements for keeping registers
 - The academy's strategies and procedures for tracking, following up on and improving attendance, including working with partners and keeping them informed regarding specific pupils, where appropriate
- Making sure dedicated training is provided to staff with a specific attendance function in their role, including in interpreting and analysing attendance data
- Holding the headteacher to account for the implementation of this policy (termly Headteacher report and Full governors meeting / Attendance Governor)

3.2 The headteacher

The headteacher is responsible for:

- The implementation of this policy at the academy
- Monitoring academy-level absence data and reporting it to governors
- Supporting staff with monitoring the attendance of individual pupils
- Monitoring the impact of any implemented attendance strategies
- Issuing fixed-penalty notices, where necessary, and/or authorising the Attendance Welfare Officer (AWO), or Attendance Officer, to be able to do so
- Working with the parents/carers of pupils with special educational needs and/or disabilities (SEND) to develop specific support approaches for attendance for pupils with SEND, including where academy transport is regularly being missed, and where pupils with SEND face in-academy barriers
- Communicating with the local authority when a pupil with an education, health and care (EHC) plan has falling attendance, or where there are barriers to attendance that relate to the pupil's needs
- Communicating the academy's high expectations for attendance and punctuality regularly to pupils and parents/carers through all available channels

- Sharing information from the academy register with the local authority, including:
- Notifying the local authority when a pupil's name is added to or deleted from the academy admission register outside of standard transition times
- Providing the local authority with the details of pupils who fail to attend academy regularly, or who have been marked with an unauthorised absence for a continuous period of 10 academy days
- Providing the local authority with the details of pupils who the academy believes will miss 15 days consecutively or cumulatively because of sickness

3.3 The designated senior leader responsible for attendance

The designated senior leader, also known as the 'senior attendance champion', supported closely by the 'Attendance Welfare Officer', is responsible for:

- Leading, championing and improving attendance across the academy
- Setting a clear vision for improving and maintaining good attendance
- Evaluating and monitoring expectations and processes
- Having a strong grasp of absence data and oversight of absence data analysis
- Regularly monitoring and evaluating progress in attendance
- Establishing and maintaining effective systems for tackling absence, and making sure they are followed by all staff
- Liaising with pupils, parents/carers and external agencies, where needed
- Building close and productive relationships with parents/carers to discuss and tackle attendance issues
- Creating intervention or reintegration plans in partnership with pupils and their parents/carers
- Delivering targeted intervention and support to pupils and families

The designated senior leader responsible for attendance is **Mr S P Bate** and the attendance welfare officer is **Miss E Garner**; each can be contacted via telephone 01472 320781

3.4 The attendance officer

The Academy attendance officer is responsible for:

- Monitoring and analysing attendance, punctuality and absence data (daily / weekly / monthly / yearly across the academy at differing levels (individual / cohort / group) and provide summaries of data at attendance review meetings.
- Benchmarking attendance data to identify areas of focus for improvement
- Providing regular attendance reports to Academy staff and reporting concerns about attendance to the designated senior leader responsible for attendance and the headteacher
- Working with our Attendance Welfare Officers to tackle persistent absence / lateness
- Working alongside the headteacher (authorised by the headteacher) / Attendance Welfare officer when to issue fixed-penalty notices

The attendance officer is **Mrs E Saxby** and our Attendance Welfare Officer is **Miss E Garner**; they can be contacted via telephone 01472 320781

3.5 Class teachers

Class teachers are responsible for recording attendance for both morning and afternoon sessions on a daily basis, using the correct codes (APPENDIX 1 – Present or absent) ,and submitting this information to the Academy office by **9 am and 1.05pm**

3.6 Academy admin / office staff

Academy office staff will:

- Take calls from parents about absence on a day-to-day basis and record it on the Academy system

- Transfer calls from parents to the headteacher / AWO / well-being mentor in order to provide them with more detailed support on attendance
- Contact parents daily whose children are absent without reason being provided – safeguarding.

3.7 Parents/carers

Where this policy refers to a parent, it refers to the adult the academy and/or local authority decides is most appropriate to work with, including:

- All natural parents, whether they are married or not
- All those who have parental responsibility for a child or young person
- Those who have day-to-day responsibility for the child (i.e. lives with and looks after them)
- Parents/carers are expected to:
- Make sure their child attends every day on time
- Call or email the Academy to report their child's absence before **9 am** on the day of the absence and advise when they are expected to return
- Provide the Academy with more than 1 emergency contact number for their child
- Ensure that, where possible, appointments for their child are made outside of the Academy day
- Seek support, where necessary, for maintaining good attendance, by contacting **Miss E Garner** (Attendance Welfare Officer) or **Mrs K Allen /Miss M Whitehead** (DSL / Well-being Mentor) on 01472 320781.

3.8 Pupils

Pupils are expected to:

- Attend the Academy every day and on time

4. Recording attendance

4.1 Attendance register

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

We will take our attendance register at the start of each morning session of each academy day and once during each afternoon session. It will mark, using the appropriate national attendance and absence codes from the Academy Attendance (Pupil Registration) (England) Regulations 2024, whether every pupil is:

- Present
- Attending a place other than academy
- Absent
- Absent – unable to attend due to unavoidable causes
- 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.

This change will be automatically logged by **ARBOR**.

We will also record:

- For pupils of compulsory Academy age, whether the absence is authorised or not
- The nature of the activity if a pupil is attending an approved educational activity
- The nature of circumstances where a pupil is unable to attend due to exceptional circumstances

We will keep every entry on the attendance register for 6 years after the date on which the entry was made.

The academy days starts at 8.50am and ends at 3.20pm (EYFS 3.15pm)

Pupils must arrive in Academy by 8.50am on each Academy day. Classes open doors at 8.40am.

The register for the first session will be taken at 8.50am and will be kept open until 9.20am.

Register for the second session will be taken at 12.55pm and will be kept open until 1.25pm. **After registers close a pupil will be marked absent**

4.2 Unplanned absence

The pupil's parent/carer must notify the Academy of the reason for the absence on the first day of an unplanned absence by **9 am** or as soon as practically possible by calling the Academy office staff, **01472 320781** (see also section 7), or emailing office@thrunscoe.academy .

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

Where there are doubts about the authenticity of the illness, the academy will ask for medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

If the Academy is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised. If a SAP / LAP meeting has already been held between parents / carers and the Academy / AWO / LA, all absences on the grounds of ill-health without medical evidence will be marked as unauthorised for the duration of the SAP/LAP targets plan.

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 Academy, if possible, in advance of the appointment and if in a position to do so, provide evidence of confirmation of the booking ie medical appointment card / letter.

Where this is not possible, the pupil should:

- be out of Academy for the minimum amount of time necessary.
- Wear academy uniform to their appointment, to make it easier to return to academy afterwards

However, we encourage parents/carers to make medical and dental appointments out of Academy hours where possible.

The pupil's parent must also apply for other types of term-time absence as far in advance as possible of the requested absence. See section 5 to find out which term-time absences the academy can authorise.

Leave of absence forms can be collected from the main office.

4.4 Lateness and punctuality

A pupil who arrives late after 8.50am (Register closed at 9.20am):

- 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
- Pupils are expected to be in their classrooms for the start of registration (seated at their desks by 8.50am). Pupils arriving late but within 30 minutes will be recorded as present and given a late mark.
- Pupils who arrive after the register closes i.e. 30 minutes after the start of registration, will be marked absent for the whole session and this will be unauthorised unless there are extenuating circumstances.
- Pupils arriving after 8.50am must be signed into the academy on the screen at the front main reception desk and a reason for the lateness provided. This ensures an accurate record in case of fire or other emergencies on the premises, in accordance with our health and safety procedures.

4.5 Following up unexplained absence

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

- Call the pupil's parent/carer on the morning of the first day of unexplained absence to ascertain the reason. If the Academy cannot reach parent / carer after day 1 of absence they will contact any of the pupil's emergency contacts. The Academy may contact the AWO, particularly for a child who has recurring absences.
- Identify whether the absence is approved or not
- Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than 5 working days after the session(s) for which the pupil was absent.
- Call the parent/carer on each day that the absence continues without explanation to ensure proper safeguarding action is taken where necessary. If absence continues, the Academy will consider involving an Attendance Welfare Officer on day 5 of absence
- Where relevant, report the unexplained absence to the pupil's social worker and/or youth offending team officer
- Parents / carers are required to provide reasons for absence from the academy. If no reason has been provided within 1 week of the absence, the absence will be unauthorised.
- If a child has recurring absences which have not been explained then the academy will contact the AWO before the fifth day.
- Where relevant, report the unexplained absence to the pupil's youth offending team officer
- Where appropriate, offer support to the pupil and/or their parents to improve attendance
- Identify whether the pupil needs support from wider partners, as quickly as possible, and make the necessary referrals
- Where support is not appropriate, not successful, or not engaged with: issue a notice to improve, penalty notice or other legal intervention (see section 5.2 below), as appropriate
- Monthly review checks are carried out by the Attendance officer, AWO and Headteacher together – persistent lateness / persistent absence is addressed as per **APPENDIX 2**.

4.6 Reporting to parents/carers

The Academy will regularly inform parents (see definition of 'parent', as used in this policy, in section 3.7 above) about their child's attendance and absence levels and these will be shared daily via the **ARBOR APP** and termly with parents via a parent meeting and associated parent meeting slip, and an end of year report.

5. Authorised absence

5.1 Approval for term-time absence

The headteacher will only grant a **leave of absence** to a pupil during term time if the request meets the specific circumstances set out in the [2024 academy attendance regulations](#). These circumstances are:

- Taking part in a regulated performance, or regulated employment abroad
- Attending an interview
- Study leave
- A temporary, time-limited part-time timetable
- Exceptional circumstances

A leave of absence is granted at the headteacher's discretion, including the length of time the pupil is authorised to be absent for.

We define '**exceptional circumstances**' as '***circumstances that could not be reasonably foreseen and for which there was insufficient time to take the necessary action to resolve the situation arising from those circumstances***'

Leave of absence will not be granted for a pupil to take part in protest activity during academy hours.

As a leave of absence will only be granted in exceptional circumstances, it is unlikely a leave of absence will be granted for the purposes of a family holiday.

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

Any request should be submitted as soon as it is anticipated and, where possible, at least 2 weeks before the absence, by completing the leave of absence request form, available from the main reception area or via the academy website - <https://www.thrunscoeacademy.co.uk/parent-information/downloadable-forms> . The headteacher may require evidence to support any request for leave of absence. The academy cannot grant a leave of absence retrospectively; all applications must be made in advance.

5.2 Other reasons for authorised absence

Other valid reasons for **authorised absence** include (but are not limited to):

- Illness (including mental-health illness) and medical/dental appointments (see sections 4.2 and 4.3 for more detail) <https://www.nhs.uk/live-well/is-my-child-too-ill-for-academy/>
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parent(s) belong(s). If necessary, the academy will seek advice from the parent's religious body to confirm whether the day is set apart
- Parent(s) travelling for occupational purposes – a pupil is a mobile child if their parent is travelling in the course of their trade or business and the pupil is travelling with them. In these circumstances a pupil will be considered as a mobile child, provided they are of compulsory academy age and have no fixed abode and whose parent is in a trade or business that requires them to travel from place to place
- If the pupil is currently suspended or excluded from academy (and no alternative provision has been made)

5.3 Absences from the academy site (which are not classified as absences)

Other reasons the academy may allow a pupil to be absent from the academy site, which are not classified as absences, include (but are not limited to):

- Attending an offsite approved educational activity, sporting activity or visit or trip arranged by the academy
- Attending another academy at which the pupil is also registered (dual registration)
- Attending provision arranged by the local authority
- Attending work experience
- If there is any other unavoidable cause for the pupil not to attend academy, such as disruption to travel caused by an emergency, a lack of access arrangements, or because the academy premises are closed

6. Strategies for promoting attendance

We want our pupils to succeed and develop their skills. To do this, pupils need to avoid missing lessons and days of academy as much as possible. As a academy, we want to reward high attendance and not just penalise pupils for poor attendance.

WEEKLY:

- The highest attending class for each week will win the weekly attendance cup – this will be filled with treats to share amongst the class. The class will also gain an extra 10 minute break.
- Reporting back to pupils during weekly celebration assembly class / targets / current attainment

- Weekly 100% attendance Lottery - pupils who achieved 100% attendance for the previous week have a chance of winning a £10 TESCO voucher. If not won this rolls over to the following week.

TERMLY:

- Any child who gets 100% attendance for an entire full-term (12-14 weeks) will receive a 100% certificate.
- **Any class achieving 95.3% cumulative** attendance will win a termly prize. The top performing class gets an extra special treat.
- Any pupil achieving 96% or more for the term gets entered into a termly prize draw to win TESCO Vouchers: £50 / £30 / £20

YEARLY

- At the end of each academic year, any child that has achieved a cumulative attendance figure of **96%** or more will be entered into the end of year draw where they could win a brand new bicycle. There will be 3 bicycles to be won.
- Any pupil achieving 100% attendance for the entire year will receive a certificate, an attendance medal and a £10 voucher.

Other:

- Employment of an Attendance Welfare Officer
- Termly parent meetings including attendance reviews
- Attendance workshops held with AWO
- Parent access to daily data via ARBOR APP

7. Supporting pupils with poor attendance

Our academy will make use of the full range of support and potential sanctions – including, but not limited to, those listed below – to tackle poor attendance. Decisions will be made on an individual, case-by-case basis.

7.1 Education supervision order

- In cases where voluntary early help plans have been unsuccessful, we may work with the local authority to issue an education supervision order. If an education supervision order is considered, the local authority will inform the parent(s) in writing and will set up a meeting.
- An education supervision order is a formal intervention but **not** criminal prosecution.
- An education supervision order initially lasts for 1 year, but it can be extended within the last 3 months for a period of up to 3 years at a time.
- In cases where parents persistently fail to meet the directions given under the education supervision order, they may be liable to a fine of up to £1,000 upon conviction.

7.2 Notice to improve

- If the national threshold has been met and support is appropriate, but parents do not engage with offers of support, the academy may offer a notice to improve to give parents a final chance to engage with support.
- A notice to improve will be issued in line with processes set out in the local code of conduct for the local authority area in which the pupil attends academy.
- It will include:
 - Details of the pupil's attendance record and of the offences
 - The benefits of regular attendance and the duty of parents under [section 7 of the Education Act 1996](#)
 - Details of the support provided so far
- Opportunities for further support or to access previously provided support that was not engaged with
- A clear warning that a penalty notice may be issued, or prosecution considered, if attendance doesn't improve within the improvement period, along with details of what sufficient improvement looks like, which will be decided on a case-by-case basis

- A clear timeframe of between 3 and 6 weeks for the improvement period
- The grounds on which a penalty notice may be issued before the end of the improvement period

7.4 Penalty notices

The headteacher (or a deputy or assistant headteacher, authorised by the headteacher), local authority or the police can fine parents for the unauthorised absence of their child from academy, where the child is of compulsory academy age, by issuing a penalty notice.

If the academy issues a penalty notice, we will check with the local authority before doing so, and send the local authority a copy of any penalty notice issued.

Before issuing a penalty notice, the academy will consider the individual case, including:

- Whether the national threshold for considering a penalty notice has been met (10 sessions of unauthorised absence in a rolling period of 10 academy weeks)
- Whether a penalty notice is the best available tool to improve attendance for that pupil
- Whether further support, a notice to improve or another legal intervention would be a more appropriate solution
- Whether any obligations that the academy has under the Equality Act 2010 make issuing a penalty notice inappropriate

Each parent who is liable for the pupil's offence(s) can be issued with a penalty notice, but this will usually only be the parent/parents who allowed the absence.

The payment must be made directly to the local authority, regardless of who issues the notice. If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

If issued with a **first** penalty notice, the parent must pay £80 within 21 days, or £160 within 28 days.

If a **second** penalty notice is issued to the same parent in respect of the same pupil, the parent must pay £160 if paid within 28 days.

A **third** penalty notice cannot be issued to the same parent in respect of the same child within 3 years of the date of the issue of the first penalty notice. In a case where the national threshold is met for a third time within those 3 years, alternative action will be taken instead.

A penalty notice may also be issued where parents allow their child to be present in a public place during academy hours without reasonable justification, during the first 5 days of a suspension or exclusion (where the academy has notified the parents that the pupil must not be present in a public place on that day). These penalty notices are not included in the National Framework, not subject to the same considerations about support being provided, and do not count towards the limit as part of the escalation process.

In these cases, the parent must pay £60 within 21 days, or £120.

8. Supporting pupils who are absent or returning to academy

8.1 Pupils absent due to complex barriers to attendance

If the academy becomes aware of barriers that relate to the pupil's needs, we will inform the local authority.

In addition to day-to-day approaches:

- Gather child and parent voice to establish genuine barriers to attendance and using the information to develop individual plans of support to be utilised by staff across the academy
- Offer an assessment of need to obtain access to agency support (early help)
- Chair / support in multi-agency meetings to secure a team around the family, targeted support or refer to specialist help.
- Liaise with academies where siblings are impacted by complex needs of the family.
- Offer parent support groups, based on parental needs.
- Offer advice and guidance and advocacy support for parents on issues relating to attendance.
- Liaise with the other agencies to share good practice.

8.2 Pupils absent due to mental or physical ill health

Parents should consult the NHS guidance [Is my child too ill for academy?](#) when deciding whether to keep their child home due to illness. We will share this guidance with parents, and provide support in understanding it, in order to promote academy attendance wherever appropriate.

- during the absence maintain a connection with the child, in a manner that's comfortable for them.
- support the child to maintain connections with their peers, in a manner comfortable with them.
- ensure additional nurturing support, a flexible approach and an engaging environment for children based on the voice of children and parents.
- work with parents and health agencies to establish the precise needs of the child (writing letters requesting medical information with parental consent) so that reasonable adjustments can be made in academy.
- liaise and share information (with consent from parents) with specialist practitioners in and out of academy to ensure EHCP requests and referrals to neurodevelopmental services are completed where appropriate.
- Where a pupil has an education health and care (EHC) plan and their attendance falls, or the academy becomes aware of barriers to attendance that related to the pupil's needs, the academy will inform the local authority.

8.3 Pupils absent due to other barriers to attendance

The following approaches are used as reasonable adjustments to support the following specific groups of pupils in cases where attendance falls:

- Having SEND
- Being disadvantaged
- Being known (or previously known) to children's social care
- Having other barriers to attendance (e.g. young carers)

Reasonable adjustment strategies considered and employed (including where appropriate, but not limited to):

- Soft start times to the academic day (temporary and short term / reviewable)
- Free breakfast club offer
- Collection from home of pupils, by staff, in times of essential need
- Home visits / EBSA work
- Fortis support
- Reduced / part time tables (temporary and short term / reviewable)
- Check ins start of day with designated staff member
- Support with academy uniform

Where a pupil has an education health and care (EHC) plan and their attendance falls, the academy will inform the local authority.

8.4 Pupils returning to academy after a lengthy or unavoidable period of absence

- use available health information to create re-integration / transition plans according to the specific needs of the child which aim to gradually increase attendance and allow children to achieve their full potential.
- regularly review support plans in consultation with other practitioners and adapt where necessary, to accommodate changing levels of need, until the child is able to attend regularly or the need diminishes.

8.5 Prolonged absence for children in the EYFS

In cases of prolonged absence, or when a child is absent without notification, we will attempt to contact the child's parents and alternative emergency contacts.

When deciding whether a child's absence should be considered prolonged, we will consider the:

- Patterns and trends in the child's absences and their personal circumstances

- Vulnerability of the child and their parents, as well as the circumstances of their home life

We will also implement our safeguarding procedures (see our child protection/safeguarding policy (<https://www.thrunscoeacademy.co.uk/important-information/policies>) and refer any concerns to local children's social care and/or request a police welfare check.

9. Attendance monitoring

9.1 Monitoring attendance

The Academy will:

- Monitor attendance, punctuality and absence data daily, weekly, monthly, termly and yearly across the Academy and at an individual pupil, year group and cohort level.
- Specific pupil information will be shared with the DfE on request.
- The Academy has granted the DfE access to its management information system so the data can be accessed regularly and securely.
- Data will be collected each term and published at national and local authority level through the DfE's academy absence national statistics releases. The underlying academy-level absence data is published alongside the national statistics.
- The academy will benchmark its attendance data at whole academy, year group and cohort level against local, regional, and national levels to identify areas of focus for improvement, and share this with the governing board.

9.2 Analysing attendance

The Academy will:

- Analyse attendance and absence data regularly to identify pupils, groups or cohorts that need additional support with their attendance, and
- Identify pupils whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severe absence
- Conduct thorough analysis of half-termly, termly (HEADTEACHER REPORTS TO GOVERNORS), and full-year data to identify patterns and trends
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns

9.3 Using data to improve attendance

The Academy will:

- Develop targeted actions to address patterns of absence (of all severities) of individual pupils, groups or cohorts that it has identified via data analysis
- Provide targeted support to the pupils it has identified whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severe absence, and their families (see section 9.4 below)
- Provide regular attendance reports to classteachers / well-being mentors / AWO to facilitate discussions with pupils and families, and to the governing board and academy leaders (including special educational needs co-ordinator, designated safeguarding lead and pupil premium lead)
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies
- Share information and work collaboratively with other academies in the area, local authorities and other partners where a pupil's absence is at risk of becoming persistent or severe, including keeping them informed regarding specific pupils, where appropriate

9.4 Reducing persistent and severe absence

Persistent absence is where a pupil misses 10% or more of academy, and severe absence is where a pupil misses 50% or more of academy. Reducing persistent and severe absence is central to the academy's strategy for improving attendance.

The academy will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Consider potential safeguarding issues and, where suspected or present, address them in line with Keeping Children Safe in Education
- Hold regular meetings with the parents of pupils who the academy (and/or local authority) considers to be vulnerable or at risk of persistent or severe absence, or who are persistently or severely absent, to:
 - Discuss attendance and engagement at academy
 - Listen, and understand barriers to attendance
 - Explain the help that is available
 - Explain the potential consequences of, and sanctions for, persistent and severe absence
 - Review any existing actions or interventions
- Provide access to wider support services to remove the barriers to attendance, in conjunction with the local authority, where relevant
- Consider alternative support that could be put in place to remove any barriers to attendance and re-engage these pupils. In doing so, the academy will sensitively consider some of the reasons for absence
- Implement sanctions, where necessary (see section 7 above)
- Letters of concern (attendance / punctuality), attendance workshops, SAP, LAP.

10. Monitoring arrangements

This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum each academic year by Mr S P Bate (Headteacher). At every review, the policy will be approved by the full governing board.

11. Links with other policies

This policy links to the following policies:

- Child protection and safeguarding policy
- Children with health needs who cannot attend academy policy
- Behaviour policy
- Supporting pupils with medical needs

Appendix 1: attendance codes

The following codes are taken from the DfE's [guidance on academy attendance](#).

Code	Definition	Scenario
I	Present (am)	Pupil is present at morning registration
l	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
Attending a place other than the academy		
K	Attending education provision arranged by the local authority	Pupil is attending a place other than a academy at which they are registered, for educational provision arranged by the local authority
V	Attending an educational visit or trip	Pupil is on an educational visit/trip organised or approved by the academy
P	Participating in a sporting activity	Pupil is participating in a supervised sporting activity approved by the academy
W	Attending work experience	Pupil is on an approved work experience placement
B	Attending any other approved educational activity	Pupil is attending a place for an approved educational activity that is not a sporting activity or work experience
D	Dual registered	Pupil is attending a session at another setting where they are also registered
Absent – leave of absence		
C1	Participating in a regulated performance or undertaking regulated employment abroad	Pupil is undertaking employment (paid or unpaid) during academy hours, approved by the academy
M	Medical/dental appointment	Pupil is at a medical or dental appointment
J1	Interview	Pupil has an interview with a prospective employer/educational establishment
S	Study leave	Pupil has been granted leave of absence to study for a public examination
X	Not required to be in academy	Pupil of non-compulsory academy age is not required to attend

C2	Part-time timetable	Pupil is not in academy due to having a part-time timetable
C	Exceptional circumstances	Pupil has been granted a leave of absence due to exceptional circumstances
Absent – other authorised reasons		
T	Parent travelling for occupational purposes	Pupil is a 'mobile child' who is travelling with their parent(s) who are travelling for occupational purposes
R	Religious observance	Pupil is taking part in a day of religious observance
I	Illness (not medical or dental appointment)	Pupil is unable to attend due to illness (either related to physical or mental health)
E	Suspended or excluded	Pupil has been suspended or excluded from academy and no alternative provision has been made
Absent – unable to attend academy because of unavoidable cause		
Q	Lack of access arrangements	Pupil is unable to attend academy because the local authority has failed to make access arrangements to enable attendance at academy
Y1	Transport not available	Pupil is unable to attend because academy is not within walking distance of their home and the transport normally provided is not available
Y2	Widespread disruption to travel	Pupil is unable to attend because of widespread disruption to travel caused by a local, national or international emergency
Y3	Part of academy premises closed	Pupil is unable to attend because they cannot practicably be accommodated in the part of the premises that remains open
Y4	Whole academy site unexpectedly closed	Every pupil absent as the academy is closed unexpectedly (e.g. due to adverse weather)
Y5	Criminal justice detention	Pupil is unable to attend as they are: In police detention Remanded to youth detention, awaiting trial or sentencing, or Detained under a sentence of detention
Y6	Public health guidance or law	Pupil's travel to or attendance at the academy would be prohibited under public health guidance or law

Y7	Any other unavoidable cause	To be used where an unavoidable cause is not covered by the other codes
Absent – unauthorised absence		
G	Holiday not granted by the academy	Pupil is absent for the purpose of a holiday, not approved by the academy
N	Reason for absence not yet established	Reason for absence has not been established before the register closes
O	Absent in other or unknown circumstances	No reason for absence has been established, or the academy isn't satisfied that the reason given would be recorded using one of the codes for authorised absence
U	Arrived in academy after registration closed	Pupil has arrived late, after the register has closed but before the end of session
Administrative codes		
Z	Prospective pupil not on admission register	Pupil has not joined academy yet but has been registered
#	Planned whole-academy closure	Whole-academy closures that are known and planned in advance, including academy holidays

Appendix 2: FIXED PENALTY NOTICE PROCESS

