Attendance Policy

Monitoring and review	
Author	Joolz Scarlett
Approver	Trustees
Owner	Joolz Scarlett, Chief Executive Officer
Most recent review date:	June 2026
Date of next review	**June 2027**
Review frequency:	Annual
Category of policy	Statutory
Adopt or Adapt	Adapt
Who has been consulted	

Version History Log

Version	Description of Change	Amended By	Date
1	Initial issue		July 2024
2	Reviewed	JSC	July 2025
3	Formatting and layout changed to reflect trust wide template	CMO	August 2025
4	Annual Review Updates: **Page 3:** Added 'Statutory' **Page 6:** including new codes introduced in September 2025. **Page 10:** Schools which are eligible for support from RISE Attendance and Behaviour Hubs may use other strategies as advised by this specialist support. **Page 11:** change to FPN cost **Page 12:** Schools must now share daily attendance data with the Department for Education (DfE) via electronic systems. **Appendix C:** Table updated	JSC	September 2025
5	Trust Attendance Template Added	SAT	May 2026
5.1	Adapted by MGS	WG	Oct 2026

Contents

1.	**Context**	**3**
2.	**Legal and Advisory Framework**	**3**
3.	**Aims and scope of policy**	**4**
4.	**Roles and Responsibilities**	**4**
5.	**Attendance Register**	**6**
6.	**Reporting to Parents**	**6**
7.	**Absence from School**	**7**
8.	**Requesting Leave of Absence**	**8**
9.	**Strategies for Promoting Attendance**	**9**
10.	**Reducing persistent and Severe Absence**	**10**
11.	**Legal Sanctions**	**10**
12.	**Part-time Timetables**	**11**
13.	**Children Missing Education (CME)**	**11**
14.	**Attendance Monitoring, Analysis and Reporting**	**12**
15.	**Publication and Promotion**	**13**
16.	**Equalities Statement**	**13**
17.	**Monitoring Arrangements**	**13**
	Appendix A: Trust Attendance Template: Let's Talk Attendance	*14*
	Appendix B: Contact List and Links	*15*
	Appendix C: School Specific Protocols	*16*
	Appendix D: Attendance Codes	*18*

1. Context

Every child is entitled to a full-time education, with regular attendance being fundamental to the future success of our students.

At Ascendancy Partnership Trust we believe that improving attendance is everyone's business and that providing a calm, orderly, safe and supportive environment where all students want to be and are keen and ready to learn is the foundation of securing good attendance. We expect students to be in school for every session of the school day and for every day that the school is open.

The Trust aims to remove any barriers to attendance by building strong and trusting relationships by working with school staff, parents/carers, students, relevant Local Authorities and other local partners to put the right support in place at the right time.

2. Legal and Advisory Framework

This policy meets the statutory requirements of the working together to improve school attendance 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 (Student 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.

Legal Duty of parents to secure regular school attendance

The parent of any child of compulsory school age has a legal duty to secure the regular attendance of that child at the school where he or she is registered. Failure to secure the regular attendance of a registered student is a criminal offence which can lead to prosecution of the parent(s) in a magistrate's court. In Education Law, (section 576 of Education Act 1996), parent means:

- All natural parents, whether they are married or not.
- Any person who has parental responsibility for a child or student.
- Any person who has care of a child or student i.e.: lives with or looks after the child.

The Local Authority and individual school will need to decide who comes within the definition of parent in respect of a particular student when using the legal measures, but generally parents include all those with day-to-day responsibility for a child.

This document forms part of a suite of policies outlining the Ascendancy Partnership Trust's (APT or 'the Trust') commitment to providing a high-quality education and pastoral care for its students. This document should be read in conjunction with:

- APT Safeguarding Policy
- APT Behaviour Policy

3. Aims and scope of policy

- To create and communicate our school's culture in which 100% school attendance is accepted as the norm
- To promote good attendance, ensuring all stakeholders understand their responsibilities
- To maintain and develop effective communication regarding attendance between home and school
- To keep records to allow patterns of attendance to be monitored and addressed, and fulfil all statutory reporting requirements
- To take early and appropriate action to address poor attendance.
- To reduce absence, including persistent and severe absence.

4. Roles and Responsibilities

Parents/carers are expected to:

- Make sure their child attends every day on time.
- Call the school to report their child's absence before the register closes on the day of the absence and each subsequent day of absence, and advise when they are expected to return,
- Provide the school with more than one emergency contact number for their child and keeping all contact details up to date.
- Ensure that, where possible, appointments for their child are made outside of the school day.
- Not take holidays in term time.
- Engage with support offered informally or formally to help their child overcome any barriers to attendance.

Students are expected to:

- Attend school every day on time and remain in school or in a school activity off site throughout the school day.

The Local Governing Body (LGB) / Trust Board is expected to:

- Recognise the importance of school attendance and promote it across the school and trust ethos and policies.
- Ensure school leaders fulfil expectations and statutory duties.
- Regularly review attendance data, discussing and challenging trends, and helping school leaders to focus efforts on the individual students or cohorts who need it most.
- Ensure school staff receive adequate training on attendance.

- Hold the Headteacher to account for the implementation of this policy.
- Share effective practice on attendance management and improvement across the Trust's schools.

The Headteacher is responsible for:

- Implementation of this policy at the school.
- Monitoring school-level absence data and reporting it to the LGB / Trust Board.
- Supporting staff with monitoring the attendance of individual students
- Monitoring the impact of any implemented attendance strategies.
- Requesting the issue of fixed-penalty notices, where necessary.

The designated senior leader is responsible for: See Appendix A

- Championing and improving attendance across the school.
- Offering a clear vision for attendance improvement.
- Evaluating and monitoring expectations and processes.
- Having an oversight of data analysis.
- Communicating messages to students and parents.
- Delivering targeted intervention and support to students and families.
- Where there is a lack of engagement, holding more formal conversations with parents and raising the issue of the potential need for legal intervention.
- Working with education welfare officers to tackle persistent abuse.

See Appendix A for contact details for The DSL for attendance

The Attendance Officer/Family and Attendance Support Worker is responsible for:

- Monitoring and analysing attendance data.
- Benchmarking attendance data to identify areas of focus for improvements.
- Providing regular attendance reports to school staff and reporting concerns about attendance to the designated senior leader responsible for attendance and the Headteacher.
- Working with other school staff to tackle persistent absence i.e.: pastoral lead, family liaison officer.
- Organising and chairing meetings with parents, carers, teachers and other relevant staff regarding student attendance and the support required to improve attendance where Attendance Plans will be agreed and created.
- Recording and sharing actions arising from attendance support meetings.
- Attending social care meetings as required.
- Maximising the use of Arbor (MIS) to monitor and report on student attendance.
- Building an effective working relationship with the Education Welfare Service.
- Advising the Headteacher when to issue a fixed-penalty notice.

Class teachers are responsible for:

- Setting an example of punctuality and good attendance

- Recording attendance on a daily basis, using the correct codes and submitting this information to the school office.
- Ensuring that registers are taken at the appropriate times and are accurate and up to date
- Informing the Attendance Officer and HLTA Wellbeing and Attendance Support of any concerns about attendance and raise as a safeguarding concern where applicable
- Discussing individual student attendance at parent-teacher consultations

The School Receptionists are responsible for:

- Taking calls from parents/carers about absence on a day-to-day basis and recording it on the school system
- Informing the class teacher of any absence in their class
- Informing the Attendance Lead of any concerns they have relating to an individual student's absence

Administration staff are responsible for:

- Taking calls from parents about absence and record it on the school system.
- Transferring calls from parents to the appropriate member of staff in order to provide them with more detailed support on attendance.
- Keeping accurate and up to date records of calls and communication with parents.

5. Attendance Register

We will keep an attendance register and place all students onto this register. The register will be taken twice per day; firstly between 0900 and 0930 and then again between 1300 and 1330. It will mark whether the student is:

- Present
- Attending an approved off-site educational activity (stating the nature of the activity)
- Absent (stating whether this is authorised or unauthorised)
- Unable to attend due to exceptional circumstances (stating the nature of the circumstances)

Any amendment to the register will include:

- The original entry
- The amended entry, reason for amendment and date of amendment
- The name and position of staff member making amendment

All data will be kept in line with our GDPR Policy. See Appendix C for DfE Attendance Codes including new codes introduced in September 2025.

6. Reporting to Parents

- Attendance is reported to parents each time a written report goes home and will be informed through a written school report.

- Parents will also be informed through parents' evenings.
- Parents will also be written to throughout the academic year if attendance is a concern.

7. Absence from School

7.1 Unplanned absence

The student's parent/carer must notify the school of the reason for the absence on the first day of an unplanned absence as soon as possible by calling the school reception or emailing school.

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 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. We take into account our context of students with SEND including some with underlying severe health conditions.

The student's parent/carer is also expected to call the school on every subsequent day of absence, give the reason for the absence and, where appropriate, supply a medical certificate or other evidential paperwork as requested.

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

If a student's absence goes above 4 days, the school will contact the parent/carer of the student to discuss the reasons for this. If a student's absence continues to rise after contacting their parent/carer, the school will consider involving the LGB member for attendance, the senior leaders in school or the Local Authority.

7.2 Planned absence

Attending a medical or dental appointment will be counted as authorised as long as the student's parent/carer notifies the school in advance of the appointment. For a medical appointment, parents/carers can either speak to the class teacher/HLTA, email or contact reception. If the authenticity of the illness is in doubt, the school may ask the student'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.

We encourage parents/carers to make medical and dental appointments out of school hours where possible. Where this is not possible, the student should be out of school for the minimum amount of time necessary. We recognise that a proportion of our students have complex medical needs necessitating hospital appointments, and these often have to be taken during school hours.

The student's parent/carer must also apply for other types of term-time absence as far in advance as possible of the requested absence. Section 7 details the types of term-time absence which will be authorised.

7.3 Lateness and punctuality

A student that arrives late but before the register has closed will be marked as 'late arrival' using the appropriate code. A student that arrives late and after the register has closed will be marked as 'arrival after registration' using the appropriate code. Students that are persistently late will be monitored and the appropriate support/action provided.

We are mindful that a high proportion of our students are provided with Local Authority commissioned school transport. Students will not be penalised if lateness is as a result of school transport operational difficulties. We will follow up any lateness as a result of school transport issues with the relevant Local Authority. See Appendix B for school specific lateness or early departure reporting protocols.

7.4 Unexplained absence

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

- Call the student's parent/carer on the morning of the first day of unexplained absence to ascertain the reason. If the school cannot reach any of the emergency contacts, the school may complete a home visit and, if necessary, contact the Police or relevant Children's Services team.
- Identify whether the absence is approved or not and decide 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
- 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 school will consider involving the relevant professionals within Children's Services.

8. Requesting Leave of Absence

All requests for term-time leave of absence must be made in writing to the Headteacher, in advance, by the parent with whom the child normally resides using a Leave of Absence form, which is available from the school office or the school website: See Appendix A

Leave of absence is only allowed in exceptional circumstances and parents/carers are asked not to request leave of absence for holidays, as the Headteacher cannot authorise such requests. Parents/carers will be informed in writing of the Headteacher's decision.

Exceptional circumstances are defined as:

- If a parent is service personnel and is returning from a tour of duty abroad where it is evidenced the individual will not be in receipt of any leave in the near future that coincides with school holidays.
- The death or terminal illness of a close relative, only if the Headteacher is satisfied that the circumstances are exceptional.
- Out of school programmes such as music, arts or sport operating at a high standard of achievement. Documentary evidence of this event will be required.
- Religious observance – the Education Act 1996 S444(3), states "on any day exclusively set apart for religious observance by the religious body to which a parent belongs".
- To attend a wedding or funeral of a close relative if the Headteacher is satisfied that the circumstances are truly exceptional. Leave should only be authorised for this purpose when a Headteacher is satisfied that there is a persuasive reason for holding the wedding during term time and there WILL be an onus on the parents to show clear evidence that this absence is absolutely an exceptional circumstance. In difficult family situations, the Headteacher may use their discretion in granting leave and each case should be addressed on its individual merits, taking into account the overall welfare of the child.

Where there are exceptional and unforeseen circumstances that fall outside of the above, the Headteacher will use their discretion as to authorising the absence.

Valid reasons for authorised absence include:

- Illness and medical/dental appointments
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the student's parents belong. If necessary, the school will seek advice from the parent's religious body to confirm whether the day is set apart.
- Traveller students 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 student is attending educational provision.
- Flexi-schooling – parents who request flexible attendance are asking for a pattern of provision which will involve both attendance at school as well as times when the child will receive educational provision at home. Flexi- schooling is not the same as Elective Home Education and is also different to children below compulsory school age attending school part-time.

Parents must complete the appropriate form to request absence. Should this be for holiday purposes, parents should be reminded that they put themselves at risk of a Penalty Notice from the Local Authority.

9. Strategies for Promoting Attendance

The Trust promotes attendance in several ways:

- Identifying problematic attendance and punctuality through daily, weekly, and termly data to inform specific interventions
- Relevant staff such as but not limited to HLTA Wellbeing and Attendance, Family Adviser, Class Teacher etc. working closely with families to co-produce and implement attendance plans (where attendance is below 90%) which will identify areas of support and interventions (both internal and external).
- Where necessary, regular meetings with Local Authority agencies such as the Education Welfare Service, Social Care or Health
- For identified students with attendance issues, records are kept that include data, interventions and impact
- strategies may include: verbal praise to child and parent; weekly class rewards; attendance prize raffle; certificates; stickers.

Schools which are eligible for support from RISE Attendance and Behaviour Hubs may use other strategies as advised by this specialist support.

10. Reducing persistent and Severe Absence

Non-attendance is an important issue that is treated seriously. However, each case is different, and the school acknowledges that no one standard response will be appropriate in every case. Consideration is given to all factors affecting attendance before deciding what intervention strategies to apply.

Persistent absence is where a student misses 10% or more of school, and severe absence is where a student misses 50% or more of school. See Appendix B

- Attendance concern process: See Appendix B

11. Legal Sanctions

Where there continue to be concerns about attendance after the interventions described above, the school or Local Authority can issue a Fixed Penalty Notice (FPN) to parents for the unauthorised absence of their child from school, where the child is of compulsory school age.

An FPN can be issued by a headteacher, Local Authority officer or the police for:

- The number of unauthorised absences occurring within a rolling academic year
- One-off instances of irregular attendance, such as holidays taken in term time without permission
- Where an excluded student is found in a public place during school hours without a justifiable reason

If issued with an FPN, each parent* must pay £80 per child if paid within 21 days rising to £160 thereafter. If not paid within 28 days, the Local Authority can decide whether to prosecute or withdraw the notice. There is no right of appeal in court by parents against a fixed penalty notice.

**In Education Law (section 576 of the Education Act 1996) parent means: all natural parents, whether they are married or not; any person who has parental responsibility for a child or student; any person who has care of a child or student i.e. lives with and looks after the child.*

12. Part-time Timetables

All students of compulsory school age are entitled to a full-time education. In very exceptional circumstances there may be a need for a temporary part-time timetable to meet a student's individual needs. For example, where a medical condition prevents a student from attending full time education and a part-time timetable is considered as part of the re-integration package.

A part-time timetable must not be treated as a long-term solution. Any pastoral programme or other agreement must have a time limit by which point the student is expected to attend full time or be provided with alternative provision. Any decision about a part-time timetable needs to have due and full consideration of any safeguarding and welfare risks, plus steps to prevent these; any vulnerabilities and risks must be fully regarded as part of the school's duties to safeguard and promote the welfare of children.

Not being in school full time can put children at significant risk, including risk of harm, neglect, abuse, exploitation and radicalisation, for example, as well as risks of underachieving, poor outcomes and becoming NEET. Full consultation with, and agreement of, the children's social worker should be sought where the child is a Child in Need (CIN) or has a Child Protection Plan (CPP) and, in such cases, notification of the part-time timetable should also be sent to the Safeguarding Children's Board.

A reduced timetable is not considered an appropriate method of managing poor behaviour, or students at risk of exclusion, in the longer term. This intervention should only be considered after other strategies have been exhausted and they should be for the benefit of the student. Such arrangements must be made with the agreement of the parent/carer. See Appendix B for school specific information.

13. Children Missing Education (CME)

Anyone concerned that a child is missing education (CME) can make a referral to the CME Officer at the Local Authority. CME refers to any child of compulsory school age who is not registered at any formally approved education activity e.g.: school, alternative provision, elective home education, and has been out of education provision for at least 4 weeks.

CME also includes those children who are missing (family whereabouts unknown) and are usually children who are either registered on a school roll / alternative provision. This might be a child who is not at their last known address and either:

- Has not taken up an allocated school place as expected
- Has 10 or more days of continuous absence from school without explanation
- Left school suddenly and the destination is unknown.

It is the responsibility of the Local Authority:

- To collate information on all reported cases of CME of statutory school age children in maintained schools, academies, free schools, alternative provision settings.
- Liaise with partner agencies and other Local authorities and schools across Britain to track students who may be missing education
- Ensure each child missing education is offered full-time education within 2 weeks of the date on which the Local Authority was informed.
- Any professional should alert the Local Authority when they suspect that a child might be missing education.
- See Appendix A for local CME contacts in the relevant LA

14. Attendance Monitoring, Analysis and Reporting

Attendance is monitored daily and unauthorised attendance followed up immediately. Schools must now share daily attendance data with the Department for Education (DfE) via electronic systems. Live attendance data is monitored weekly by schools. See Appendix A for person responsible.

See Appendix B for school specific information

Student 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 LGB/Trust Board. It will:

- Analyse attendance and absence data regularly to identify students or cohorts that need additional support with their attendance and use this analysis to provide targeted support to these students and their families.
- Look at historic and emerging patterns of attendance and absence and then develop strategies to address these patterns.
- Provide regular attendance reports to relevant school and trust staff to facilitate discussions with students and families.
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies.

15. Publication and Promotion

A copy of the Trust's attendance policy will be provided in each Schools' admissions pack to new parents.

This policy will be published on the Trust and schools' websites

16. Equalities Statement

The Ascendancy Partnership Trust and all schools within the Trust are equal opportunities and inclusive education establishments which celebrate and value diversity. We are committed to providing a school that inspires and respects all individuals without discrimination, regardless of any protected characteristic. Absence requests authorised based on individual merit.

17. Monitoring Arrangements

This policy will be reviewed annually as and when guidance from the Local Authority or DfE is updated. The policy will be approved by the Board of Trustees.

Appendix A: Trust Attendance Template: Let's Talk Attendance

	Warren Griffiths, Designated Senior Leader for Attendance and Deputy Principal		Shareen Hussain, Family Support and Attendance Worker

Why Attendance Matters: Regular school attendance is crucial for your child's learning, progress, and future opportunities. Missing school can limit access and impact of specialist support and vital social and life skills.

Our Commitment to You: We are committed to supporting you and your child in maintaining regular attendance so they can reach their full potential. We work closely with families to address any individual concerns and provide assistance if you are facing challenges which impact your child's attendance.

How We Support Good Attendance

Family support and bespoke interventions based on pupil and family needs.

Collaboration with external agencies if needed.

Expectations for Parents & Carers

✓ Ensure your child arrives at school on time every day.

✓ Call before 08:30 AM to report an absence.

✓ Provide at least two emergency contact numbers.

✓ Schedule medical/dental appointments outside school hours when possible.

✓ Contact us if you need help with attendance concerns.

Reporting Absences

Call **01628 513800 (opt. 1** before 9:00 AM, stating your child's name, class, and the reason.

- Email absence@manorgreenschool.co.uk stating your child's name, class, and the reason.

Authorised Absences

✓ Genuine illness (medical proof may be required for frequent absences).

✓ Medical/dental appointments (preferably outside school hours).

✓ Religious observance.

✓ Exceptional circumstances (must be discussed with the Headteacher in advance).

Unauthorised Absences

❌ Term-time holidays, absences for birthdays, shopping, or family outings.

❌ Persistent lateness after register closure (9:30 AM).

⚠ If a child has regular or a continuous period of ten school days unauthorised absences, we must legally report this to the Local Authority which may result in a fine.

Lateness & Punctuality

School starts at 9:00 AM.

Arriving after 9:30 AM counts as a morning absence.

Repeated lateness will be followed up with parental support.

What If Attendance Is a Concern?

We will call to check in.

A letter will be sent if attendance falls below expected levels.

A meeting may be arranged for support.

⚠ If attendance does not improve, the local authority may issue a fine or take legal action.

Need Help? Contact Us!

School Office: office@manorgrreenschool.co.uk

Appendix B: Contact List and Links

Responsibility	Helen Hannam, Head Teacher
Designated Senior Leader	Warren Griffiths, Deputy Principal Warren.griffiths@manorgreenschool.co.uk
Leave Absence Form	https://www.manorgreenschool.co.uk/for-parents/forms
DSL for Attendance	Warren Griffiths, Deputy Principal Warren.griffiths@manorgreenschool.co.uk
Local Contacts for CME	edu.welfare@achievingforchildren.org.uk
Attendance monitoring, analysis and reporting responsibility	Deputy Principal and the Family Support and Attendance Worker

Appendix C: School Specific Protocols

Lateness and Punctuality	• All students must arrive for 0900 a.m. Any arrival after 0930 a.m. will count as a morning absence. • Any pre-planned lateness or early departure must be approved by the Head Teacher or Deputy Principal/Head Teacher in their absence
Persistent absence is where a student misses 10% or more of school, and severe absence is where a student misses 50% or more of school.	• The Data Manager will run weekly attendance reports that are shared with the Deputy Principal and the Family Support and Attendance Worker • The weekly attendance report will highlight all students that have attendance below 90%. It will categorise all students who are below or above 'statutory school age' and those whose attendance is likely to be impacted by significant health or medical needs.
Attendance concern Process	• The Deputy Principal will quality assure the weekly attendance report entering in commentary/context regarding the absences. The Deputy Principal will direct which students require an Attendance Support Plan and the frequency for which these need to be reviewed. • Attendance meetings will be arranged and chaired by the Family Support and Attendance Worker. Parents/carers, relevant school staff and required external professionals will be invited to attend and all will contribute to the Attendance Plan. • The Attendance Plan will be used as a tool to provide the relevant support to the parent/carers and student that will help attendance to increase and be maintained at above 90%. • For our students that have lower attendance due to their significant health or medical needs, an Attendance Plan will still be drawn up but only so that the students can be formally identified as 'High Medical Needs'. The minimum 90% attendance will not apply to this cohort but we will strive to support them to attend as much as is possible. • All Attendance Plans will be uploaded to student records on Arbor and MyConcern.
Part time timetables	• Part-time timetables will only be supported if they are in the best interests of the student as directed by a health professional.
Attendance, Monitoring and Analysis Reporting	The School will: • Regularly inform parents/carers of their child's attendance levels. • Regularly monitor attendance and absence data across the school and at an individual student level.

	• Identify whether there are particular groups of children whose absences may be a cause for concern. • Where there is an Attendance Plan in place for a sustained period but there is no improvement in attendance, an Attendance Review Meeting will be held and chaired by the Deputy Principal/Head Teacher. • The Deputy Principal and Family Support and Attendance Worker will have termly meetings with our allocated Education Welfare Officer. In these meetings, students of concern will be discussed. Education Welfare will work with the school to develop strategic systems and procedures within school to promote good attendance and reduce persistent absence and this may involve referring on to additional external agencies. • The school reserves the right to consider Legal proceedings.

Appendix D: Attendance Codes

Code	Definition	Scenario
/	Present (am)	Student present for morning registration
\	Present (pm)	Student present for afternoon registration
L	Late arrival	Student arrives late before register has closed
B	Off-site educational activity	Student is at a supervised off-site educational activity approved by the school (Schools must record the nature of the education provided and be satisfied the student is appropriately safeguarded)
K	Education provision arranged by the local authority	Student is attending a place other than school for educational provision arranged by the local authority (schools must record the nature of the provision i.e. college course, alternative provision)
D	Dual registered	Student is attending a session at another setting where they are also registered
J	Interview	Student has an interview with a prospective employer / educational establishment
P	Sporting activity	Student is participating in a supervised sporting activity approved by the school
V	Educational trip or visit	Student is on an educational visit/trip organised, or approved, by the school
W	Work experience	Student is on a work experience placement
Authorised absence		
C	Authorised leave of absence	Students has been granted a leave of absence due to exceptional circumstances
C1	Authorised leave of absence	Regulated performance/employment abroad
C2	Authorised leave of absence	Part-time timetables
E	Excluded	Student has been excluded but no alternative provision has been made
H	Authorised holiday	Student has been allowed to go on holiday due to exceptional circumstances
I	Illness	School has been notified that a student will be absent due to illness
M	Medical / dental appointment	Student is at a medical or dental appointment
R	Religious observance	Student is taking part in a day of religious observance
S	Study leave	Year 11 student is on study leave during their period of public examinations
T	Gypsy, Roma and Traveller absence	Student from a Traveller community is travelling, as agreed with the school
A**bsent** - unable to attend school because of unavoidable cause		
Q	Lack of access arrangements	The local authority has a legal duty to arrange home-to-

		school travel for the student and they have not done so, or the student has no choice but to attend a school that does not qualify for such travel arrangements and is more than walking distance from where they live.
Y1	No Transport	Unable to attend due to transport normally provided not being available
Y2	Travel disruption	Unable to attend due to widespread disruption to travel
Y3	Partial school closure	Unable to attend due to part of the school premises being closed
Y4	Full school closure	Unable to attend due to the whole school site being unexpectedly closed
Y5	Detained	Unable to attend as student is in criminal justice detention
Y6	Public Health	Unable to attend in accordance with public health guidance or law
Y7	Other unavoidable cause	Unable to attend because of any other unavoidable cause (an emergency that affects the student, not the parent. School must record the reason i.e. bail, court attendance)
Unauthorised absence		
G	Unauthorised holiday	Student is on a holiday that was not approved by the school
N	Reason not provided	Student is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time)
O	Unauthorised absence	School is not satisfied with reason for student's absence
U	Arrival after registration	Student arrived at school after the register closed
X	Not required to be in school	Student of non-compulsory school age is not required to attend