



PARMITER'S SCHOOL

Attendance Policy

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1. Introduction

The importance of attending school regularly and punctually cannot be overstated. Students can only make the most of the educational opportunities available to them at Parmiter's if they maintain a good attendance record. The link between good attendance and high standards of achievement is well proven; high levels of attendance mean that students establish strong educational habits and routines, keep up with work more easily, develop well socially and have a good attendance record to show prospective employers.

What constitutes good attendance? Attendance percentages are not like examination results: an attendance percentage needs to be in the high nineties before it can be considered good; for example, an attendance record of 90% might seem good but is equal to 1 day missed per fortnight. If this continues from Years 7 to 11, a total of six months' education will be lost. Our view is that, in order for an attendance record to be deemed good, it must be 96% or above:

100% = excellent attendance; 98% = very good attendance; 96% = good attendance

Each year, a large number of students in every year group achieve 100% attendance records, showing that this is an achievable target. In addition, a number of children have achieved this level of attendance in successive years. Therefore, we want every student at Parmiter's to achieve at least good attendance at 96% and to aspire to reach a very good level of attendance at 98% or above.

Parmiter's School is committed to promoting a whole-school culture where excellent attendance is recognised as everyone's responsibility. We recognise that students may occasionally face barriers to attendance and are committed to working in partnership with students, parents/carers and external agencies to identify these barriers at the earliest opportunity and provide appropriate support. Early identification and intervention are central to our approach, and we aim to work positively with families to secure the best possible outcomes for every student before formal intervention becomes necessary.

Excellent attendance is actively promoted and celebrated throughout the school. Attendance achievements are recognised through assemblies and regular communication with students and parents/carers. Each half term, attendance is ranked across Houses within each year group and House Points are awarded to recognise and encourage excellent attendance.

The law entitles every child of compulsory school age to an efficient, full-time education suitable to their age, aptitude, and any special educational need they may have. It is the legal responsibility of every parent to make sure their child receives that education either by attendance at a school or by education otherwise than at a school. Where parents decide to have their child registered at school, they have an additional legal duty to ensure their child attends that school regularly. This means their child must attend every day that the school is open, except in a small number of allowable circumstances such as being too ill to attend or being given permission for an absence in advance from the school. All parents/carers and students are therefore asked to support our expectations relating to attendance and punctuality.

2. Aims

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

- Setting high expectations for the attendance and punctuality of all students
- Promoting good attendance and the benefits of good attendance
- Reducing absence, including persistent and severe absence
- Ensuring every student has access to the full-time education to which they are entitled
- Acting early to address patterns of absence
- Working proactively with parents/carers, students and external agencies to remove barriers to attendance and promote successful engagement with school.
- Maintaining regular communication with parents/carers regarding attendance, including providing attendance information to all families at the end of each half term.

We will also promote and support punctuality in attending lessons.

3. Legislation and Guidance

This policy is based on the DfE's statutory guidance on [Working together to improve school attendance](#) and [School attendance parental responsibility measures](#). The guidance is based on the following pieces of legislation, which set out the legal powers and duties that govern school attendance:

- Part 6 of [The Education Act 1996](#)
- Part 7 of [The Education and Inspections Act 2006](#)
- [The Education \(Student Registration\) \(England\) 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](#)

This policy complies with our funding agreement and articles of association.

4. Roles and Responsibilities

4.1 The Academy Governance

The Academy Governance is responsible for:

- Setting high expectations of all school leaders, staff, students and parents/carers
- Making sure school leaders fulfil expectations, statutory duties and comply with the law on school attendance, including:
 - Making sure the school records attendance accurately in the register, and shares the required information with the DfE and local authority
 - Making sure the school works effectively with local partners to help remove barriers to attendance, and keeps them informed regarding specific students, where appropriate
- Recognising and promoting the importance of school attendance across the school's policies and ethos
- Making sure the school's attendance management processes are delivered effectively, and that consistent support is provided for students who need it most by prioritising staff and resources
- Making sure the school has high aspirations for all students, but adapts processes and support to students' individual needs
- Regularly reviewing and challenging attendance data and helping school leaders focus improvement efforts on individual students or cohorts who need it most
- Working with school leaders to set goals or areas of focus for attendance and providing support and challenge

- Monitoring attendance figures for the whole school and repeatedly evaluating the effectiveness of the school's processes and improvement efforts to make sure they are meeting students' needs
- 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 school's legal requirements for keeping registers
 - The school's strategies and procedures for tracking, following up on and improving attendance, including working with partners and keeping them informed regarding specific students, 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

School attendance will be monitored on a termly basis by the Governors' Community Committee.

4.2 The Headteacher

The Headteacher is responsible for:

- Implementation of this policy at the school
- Monitoring school-level absence data and reporting it to the Academy Governance
- Supporting staff with monitoring the attendance of individual students
- Monitoring the impact of any implemented attendance strategies
- Authorising the issuing of Penalty Notices, where necessary
- Working with the parents/carers of students with special educational needs and/or disabilities (SEND) to develop specific support approaches for attendance for students with SEND, including where school transport is regularly being missed, and where students with SEND face in-school barriers
- Communicating with the local authority when a student with an education, health and care (EHC) plan has falling attendance, or where there are barriers to attendance that relate to the student's needs
- Communicating the school's high expectations for attendance and punctuality regularly to students and parents/carers through all available channels
- Sharing information from the school register with the local authority, including:
 - Notifying the local authority when a student's name is added to or deleted from the school admission register outside of standard transition times
 - Providing the local authority with the details of students who fail to attend school regularly, or who have been marked with an unauthorised absence for a continuous period of 10 school days
 - Providing the local authority with the details of students who the school believes will miss 15 days consecutively or cumulatively because of sickness
 -

4.3 The Assistant Headteacher with responsibility for Attendance

Is responsible for:

- Leading, championing and improving attendance across the school
- 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
- Monitoring attendance trends across key groups of students, including those who are disadvantaged, have SEND or are at risk of persistent absence.
- 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 students, 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 students and their parents/carers
- Delivering targeted intervention and support to students and families

The designated senior leader responsible for attendance is Ms M Hall (Assistant Headteacher) and can be contacted via 01923 671424 or m.hall@parmiters.herts.sch.uk

4.4 The Attendance Officer

The school attendance officer is responsible for:

- Monitoring and analysing attendance data (see section 8)
- Providing regular attendance reports to school staff and reporting concerns about attendance to the Senior Leadership and Pastoral Teams
- Working with the Assistant Headteacher and Key Stage Leaders to tackle persistent absence
- Arranging calls and meetings with parents to discuss attendance issues
- Advising the Assistant Headteacher (authorised by the Headteacher) when to issue fixed-penalty notices
- Coordinating the school's Attendance Support Pathway and ensuring interventions are recorded and reviewed appropriately.

The Attendance Officer is Mrs K Gregory and can be contacted via 01923 671424 or attendance@parmiters.herts.sch.uk

4.5 Form Tutors and Subject Tutors

Form tutors and subject tutors are responsible for recording attendance on a daily basis, using the correct codes, and informing the Attendance Officer of any concerns.

4.6 Parents and Carers

Where this policy refers to a parent/carer, it refers to the adult the school 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 are expected to:

- Make sure their child attends every day on time
- Telephone or email the school to report their child's absence before 8.30am on the day of the absence (and each subsequent day of absence), and advise when they are expected to return
- Provide the school with at least two emergency contact numbers for their child
- Ensure that, where possible, appointments for their child are made outside of the school day
- Keep to any attendance contracts that they make with the school and/or local authority
- Seek support, where necessary, for maintaining good attendance, by contacting the Attendance Officer.
- Engage positively with the school where attendance concerns arise and work in partnership to support improvements in attendance.

4.7 Students

Students are expected to:

- Attend school every day
- Arrive at school by 8.30am
- Arrive at every lesson on time

5. School Procedures

5.1 Attendance Register

We will keep an attendance register, and place all students onto this register.

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

- Present
- Attending a place other than school
- 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.

We will also record:

- Whether the absence is authorised or not
- The nature of the activity, where a student is attending an approved educational activity
- The nature of circumstances where a student is unable to attend due to exceptional circumstances

Every entry in the attendance register will be preserved for at least 6 years after the date on which the entry was made.

Students must arrive in school by 8.30am on each school day. The register for the first session will be taken at 8.35am and will be kept open until 8.55am. The register for the second session will be taken at 2.20pm and will be kept open until 2.40pm.

5.2 Unplanned Absence

Parents must notify the school on each day of any unplanned absence – for example, if their child is unable to attend due to ill health – by 8.30am (also see section 6).

The absence should be reported using the **absence line (01923 665719) or by emailing our Attendance Officer - attendance@parmiters.herts.sch.uk**, leaving the caller's name, the student's name, form group and reason for absence. The line is open 24 hours a day.

Absence due to illness will be 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 parents 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.

In the case of any medical absence spanning five or more days, evidence will be required. This includes cases of illness which extend either side of a non-school day such as a weekend or occasional day.

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

5.3 Planned Absence

Attending a medical or dental appointment will be counted as authorised as long as the student's parent notifies the school in advance of the appointment. However, we encourage parents 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.

Where possible, the student should:

- Be out of school for the minimum amount of time necessary, and attend school before/after their appointment

- Wear school uniform to their appointment, to make it easier to return to school afterwards

The student's parent must also apply for other types of term-time absence as far in advance as possible of the requested absence. See section 6 to find out which term-time absences the school can authorise.

Absence requests for medical appointments should be made via email to attendance@parmiters.herts.sch.uk prior to the appointment.

Applications for other types of absence in term time must also be made in advance. Information relating to whether the school can authorise such absences can be found in section 6.

5.4 Lateness and Punctuality

We understand that adverse circumstances will very occasionally prevent students from arriving on time at school but ask that all parents help their children to adhere to the school rules regarding punctuality:

A student who arrives after 8.35am but before the register has closed will be marked as late.

A student who arrives after the register has closed at 8.55am will be recorded as absent. Students who arrive after 8.55am should sign in at the Pastoral Support Base.

Students who are persistently late will be brought to the attention of their Head of Year and/or Key Stage Leader.

5.5 Monitoring of Absence and Punctuality

Attendance is monitored regularly by the Attendance Officer, Pastoral Team and the Assistant Headteacher. Attendance data is reviewed throughout the academic year to identify students whose attendance is beginning to decline, as well as those who are persistently or severely absent.

The school aims to identify attendance concerns at the earliest opportunity and provide appropriate support before attendance becomes persistent. Attendance information is shared with parents/carers on a regular basis, including half-termly attendance updates for all students.

Where attendance concerns are identified, the school will follow the Parmiter's Attendance Support Pathway (see appendix). This graduated approach includes regular communication with parents/carers, attendance meetings, Attendance Contracts where appropriate, and referral to external agencies or the Local Authority where necessary. Professional judgement will always be exercised, recognising that individual circumstances may require different levels of intervention.

Where attendance concerns are linked to mental health, medical needs, SEND or wider family circumstances, the school will work collaboratively with students, parents/carers and external agencies to identify barriers and provide appropriate support.

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

- Contact 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 student's emergency contacts, the school may need to contact the Police or Children's Services.
- 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.
- Contact the parent/carer on each day that the absence continues without explanation to ensure appropriate safeguarding action is taken where necessary. If absence continues, the school will consider requesting support from Children's Services and/or other appropriate agencies.

Schools across Hertfordshire may issue a Notice to Improve where a student's unauthorised absence has reached the national threshold for consideration of a penalty notice (10 sessions of unauthorised absence within a rolling period of 10 school weeks). The Notice to Improve provides parents/carers with an opportunity to engage with support and improve their child's attendance before formal legal action is considered.

All Notices to Improve issued by Hertfordshire schools will have a validity period of 6 school weeks (a maximum of 30 school days) and will clearly list the attempts which have been made and support which has already been offered to resolve the absence concerns. Parents should be provided with clear contact details for the staff member/s within the school that they should contact to access the support that remains available during the Notice to Improve validity period.

Attendance records will be reviewed regularly throughout the improvement period and, where further unauthorised absence is recorded, consideration will be given to the next appropriate stage of intervention, including the possible issue of a Penalty Notice where the legal threshold has been met. Decisions will always be made on a case-by-case basis, taking account of attendance improvements, engagement with support and individual family circumstances.

The designated senior leader, Key Stage Leaders and Attendance Officer meet weekly to review attendance, monitor attendance trends, evaluate the impact of interventions and identify students requiring additional support.

5.6 Reporting to Parents and Carers

The school will regularly inform parents (see the definition of 'parent/carer', as used in this policy, in section 4.6 above) about their child's attendance and absence levels.

6. Authorised Absence

6.1 Approval for term-time absence

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

- Taking part in a regulated performance, or regulated employment abroad
- Attending an interview for employment or for admission to another educational institution
- 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 student is authorised to be absent for.

We define 'exceptional circumstances' as rare and unexpected circumstances which are unlikely to reoccur. Examples include:

- Medical emergencies
- Family emergencies (e.g. death of a relative)

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant background context behind the request. Extended periods of absence will not be approved.

Any request should be submitted as soon as it is anticipated and, where possible, at least 20 days before the absence. The Headteacher may require evidence to support any request for leave of absence.

6.2 Other Reasons for Authorised Absence

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

- Illness and medical/dental appointments (see sections 5 and 6 for more detail)
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the student's parent(s) belong(s). If necessary, the school will seek advice from the parent's religious body to confirm whether the day is set apart for religious observance. Students should attend school on the days surrounding those set apart for religious observance
- Parent(s) travelling for occupational purposes – a student is a mobile child if their parent is travelling in the course of their trade or business and the student is travelling with them. In these circumstances, a student will be considered as a mobile child, provided they are of compulsory school 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 student is currently suspended or excluded from school (and no alternative provision has been made)

6.3 Absences from the school site (which are not classified as absences)

The Headteacher will allow students to be absent from the school site for certain educational activities, or to attend other schools or settings. These are not classified as absences. Reasons include (but are not limited to):

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

7. Attendance Support and Intervention

Parmiter's School adopts a graduated approach to supporting attendance. We recognise that barriers to attendance vary between students and therefore interventions are tailored to individual circumstances. The school aims to identify concerns early, work collaboratively with families and provide appropriate support before formal legal intervention is considered.

7.1 Attendance Support Pathway

Attendance concerns are managed through the Parmiter's Attendance Support Pathway. The pathway provides a clear, staged approach to attendance monitoring, communication with parents/carers, intervention and review whilst allowing professional discretion according to individual circumstances.

The Attendance Support Pathway includes:

- Early attendance concern letters
- Attendance Planning Meetings
- Attendance Contracts
- Senior Leadership review
- Continued monitoring
- Referral to the Local Authority where appropriate

Full details of the Attendance Support Pathway are contained within the school's Attendance Support Pathway document (See Appendix 2).

7.2 Attendance Contracts

We use attendance contracts as a form of attendance support.

An attendance contract is a formal written agreement between a parent and the school to address irregular attendance at school. An attendance contract is not legally binding, but it provides a more formal route where previous support has not worked or would not have been appropriate.

Parents cannot be compelled to enter an attendance contract, and the school cannot agree an attendance contract in a parent's absence.

Where an attendance contract would be an appropriate form of support, the school will arrange a meeting with the parent (and student if they are old enough to understand) to discuss how we can work in partnership to improve the student's attendance.

Where parents fail to comply with an agreed attendance contract, the school may seek an alternative course of action. In the first instance, this will include discussions with the parents to seek explanations and determine whether the attendance contract remains useful. Where there is further non-compliance following these discussions, the school may take further action.

7.3 Education Supervision Order

In cases where voluntary early help plans and attendance contracts 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.

7.4 Notice to Improve

If the national threshold has been met and support is appropriate, but parents do not engage with offers of support, the school 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 student attends school.

It will include:

- Details of the student'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

7.5 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 school, where the child is of compulsory school age, by issuing a penalty notice.

If the school 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 school 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 school weeks)
- Whether a penalty notice is the best available tool to improve attendance for that student
- Whether further support, a notice to improve or another legal intervention would be a more appropriate solution
- Whether any obligations that the school has under the Equality Act 2010 make issuing a penalty notice inappropriate

Each parent who is liable for the student'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 student, 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 school hours without reasonable justification, during the first 5 days of a suspension or exclusion (where the school has notified the parents that the student 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. Attendance Monitoring

8.1 Monitoring Attendance

The school will monitor attendance and absence data (including punctuality) weekly, half-termly, termly and yearly across the school and at an individual student, year group and cohort level.

Specific student information will be shared with the DfE on request. The school 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 school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics.

The school will benchmark its attendance data at whole school, 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.

8.2 Analysing Attendance

The school will:

- Analyse attendance and absence data regularly to identify students, groups or cohorts that need additional support with their attendance, and
- Identify students 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, 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

8.3 Using Data to Improve Attendance

The school will:

- Develop targeted actions to address patterns of absence (of all severities) of individual students, groups or cohorts that it has identified via data analysis
- Provide targeted support to the students we have identified whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severe absence, and their families (see section 8.4 below)
- Provide regular attendance reports to staff, to facilitate discussions with students and families, and to the governing board and school leaders (including Special Educational Needs Co-ordinators, Designated Safeguarding Leads and Pupil Premium leads)
- 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 schools in the area, local authorities and other partners where a student's absence is at risk of becoming persistent or severe, including keeping them informed regarding specific students, where appropriate

8.4 Reducing Persistent and Severe 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. Reducing persistent and severe absence is central to the school's strategy for improving attendance.

The school 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 students who the school (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 school
- 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 students. In doing so, the school will sensitively consider some of the reasons for absence
- Implement sanctions, where necessary (see section 7, above)

9. Policy Monitoring Arrangements

This policy will be reviewed as guidance from the local authority and/or DfE is updated, and as a minimum annually by the Assistant Headteacher responsible for Attendance, Behaviour and Safeguarding. At every review, the policy will be approved by the Academy Governance.

10. Links with Other Policies

This policy links to the following policies:

- Child Protection and Safeguarding Policy
- Behaviour Policy
- Supporting Students with Medical Conditions Policy
- Mental Health and Wellbeing Policy

Appendix 1: Register Codes

The following codes are taken from the DfE's guidance on school attendance

Code	Definition	Scenario
/	Present (am)	Student is present at morning registration
\	Present (pm)	Student is present at afternoon registration
L	Late arrival	Student arrives late before register has closed
K	Off-site educational activity	Student attending a place for educational provision arranged by a local authority under section 19(1) of the Education Act 1996 (exceptional provision of education), section 42(2), or 61(1) of the Children and Families Act 2014 (special educational provision off site)
B	Off-site educational activity	Student is at a supervised off-site educational activity approved by the school
D	Dual registered	Student is attending a session at another setting where they are also registered
J1	Interview	Student has an interview with a prospective employer or 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
X	Not required to be in school	Student of non-compulsory school age is not required to attend
Z	Student not on admission register	Register set up but student has not yet joined the school
#	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day

Authorised Absence		
Code	Definition	Scenario
C	Exceptional Circumstances	Each application considered individually given the circumstances and relevant background context. The school will determine the number of days a student can be absent from school if granted.
C1	Participating in a regulated performance or undertaking regulated employment abroad.	Student has employment (paid or unpaid) during school hours
C2	Compulsory school age student subject to a part-time timetable	A temporary part-time timetable is in place, under exceptional circumstances.
E	Suspended or Permanently Excluded	Student has been suspended or permanently excluded but no alternative provision has been made
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 public examinations
T	Parent travelling for occupational purposes	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 business of such a nature as to require them to travel from place to place. The school may ask for proof that the family are required to travel for occupational purposes during the period of absence.
Q	Lack of access arrangements	Student unable to attend the school because a local authority has a duty set out in regulation 10(12) or (13) to make access arrangements to enable attendance at school and have failed to do so.
Y	Unable to attend due to exceptional circumstances	Y1 - Unable to attend due to transport normally provided not being available Y2 - Unable to attend due to widespread disruption to travel Y3 - Unable to attend due to part of the school site being closed Y4 - Unable to attend due to whole school being closed

		Y5 - Unable to attend due as student is in criminal justice detention Y6 - Absent in accordance with public health guidance or Law Y7 - Unable to attend because of other unavoidable, emergency cause that affects the student (not the parent)
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Unauthorised Absence		
Code	Definition	Scenario
G	Unauthorised holiday	Student is on a holiday that was not approved by the school
N	Reason not yet established	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