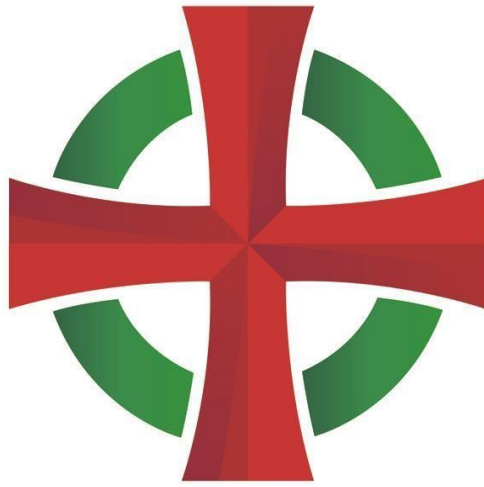




Holy Cross

CATHOLIC HIGH SCHOOL

Attendance Policy

Contents:

1. Introduction/Aims
2. Legal Framework
3. Roles and responsibilities
4. Types of Absence
5. School Attendance Procedures
6. Attendance Interventions
7. Persistent Absence procedures 8. Appendix
 - (9a) School Intervention Process
 - (9b) School Attendance and the Law
 - (9c) Registration Codes
 - (9d) Well Being Flow Chart Process
 - (9e) Persistent Attendance Flow Chart procedure

1. Introduction

Holy Cross is committed through its mission statement in creating a learning environment where all pupils feel valued, worthwhile and welcome and in an environment in which they feel safe and secure. This is reflected in our mission statement:

‘I have come that they may have life, and have it to the full’ (John 10:10)

The below table shows the impact that good/poor attendance can have on a child’s education and the values needed for lifelong learning.

Percentage Attendance	Number of Days Absence	Learning missed	Lessons missed over 5 years
100%	0 days missed	0 lessons	0
97%	6 days	30 lessons	150 lessons
95%	9.5 days	48 lessons	240 lessons
93%	13 days	65 lessons	325 lessons
90%	19 days	95 lessons	475 lessons

Aims of this Policy:

- To establish and maintain regular attendance and excellent punctuality for all our pupils to ensure continuity of learning. Here at Holy Cross we aim for at least 97% attendance
- To promote and further develop effective working relationships with parent/carers in order to bring about improvement in attendance and punctuality
- To ensure school meets its statutory duty to monitor the attendance and punctuality of all pupils and follow the guidelines on attendance as laid out by the DfE
- To collate and analyse attendance and punctuality data and act upon those findings
- Ensure equality and fairness for all

Legal Framework

This policy has due regard to all relevant Legislation and statutory guidance including, but not limited to the following:

Working together to improve school attendance, DfE statutory guidance 2024

Data protection - Data Protection Act 2018.

Duty for schools to include attendance information in reports for parents

The Education (Pupil Information) (England) Regulations 2005

Duty for schools to notify the local authority when pupils join or leave school

Regulation 13 of The School Attendance (Pupil Registration) (England) Regulations 2024

Duty for schools to report attendance concerns about individual pupils to the local authority

Regulation 13 of The School Attendance (Pupil Registration) (England) Regulations 2024

Duty for schools to safeguard and promote the welfare of children

Keeping children safe in education, DfE statutory guidance, regularly updated

Duty for schools to share attendance data with the Government

Section 537A of the Education Act 1996 and

Share your daily school attendance, DfE guidance 2024

Leave of absence

Regulation 11 of The School Attendance (Pupil Registration) (England) Regulations 2024

Legal interventions

- Section 444 of the Education Act 1996
- Section 36 of the Children Act 1989
- Section 23 of the Anti-Social Behaviour Act 2003
- The Education (Penalty Notices) (England) (Amendment) Regulations 2024
- School attendance parental responsibility measures, DfE guidance 2015

Pupils experiencing social, emotional or mental health issues

Mental health issues affecting a pupil's attendance: guidance for schools, DfE 2023

Pupils with health needs who cannot attend school

Arranging education for children who cannot attend school because of health needs, DfE statutory guidance 2023

Supporting pupils at school with medical conditions, DfE statutory guidance 2015

Pupils with individual needs and specific barriers to attendance

When considering the individual needs of pupils and families who have specific barriers to attendance, schools should be mindful of their obligations under the UN Convention on the Rights of the Child and the Equality Act 2010. The Technical Guidance for Schools in England, published by the Equality and Human Rights Commission, outlines the requirements of the Equality Act 2010 for schools.

Regulations regarding participation in performances

The Children (Performances and Activities) (England) Regulations 2014

Regulations regarding removal from roll

Regulation 9 of The School Attendance (Pupil Registration) (England) Regulations 2024

Regulations regarding the school day and number of sessions

The Education (School Day and School Year) (England) Regulations 1999

Length of the school week, DfE guidance 2023

This policy operates in conjunction with the following school policies:

- Complaints Procedures Policy
- Child Protection and Safeguarding Policy
- Behaviour Policy to intervene early and work with other agencies to address patterns of absence
- Co-operative Parental Interaction Policy

2. Roles and Responsibilities

Attendance is everyone's responsibility, all members of staff, parent/carers and pupils. To help us focus on this, Holy Cross will ensure: -

- Appropriate interventions are in place to deter poor punctuality
- An appropriate curriculum is provided and will be reviewed regularly
- Pupils are provided with appropriate support to minimise disaffection from school
- Pupils with SEND, disadvantaged, looked after children and other vulnerable groups are given appropriate support, and attendance is monitored rigorously
- Effective partnerships with parent/carers are encouraged through regular contact and support
- Parents are kept informed of pupil's attendance and punctuality through first day response, progress reports, individual letters and meetings as required
- Good attendance and punctuality is rewarded every half term with 100% and most improved being celebrated
- Every half term a form class will be rewarded with a prize for the best cumulative attendance of the year group.
- Attendance Officer provides weekly % attendance data to form tutors to be discussed with pupils in form time and at assemblies alongside celebrations with the Headteacher

Parent/Carers

Parent and carers have a Legal Duty to ensure their children attend school regularly if they are of compulsory school age and registered at a school.

Parent/Carers are expected to:

- Make sure their child leaves home in time for school. Holy Cross start at 8.55am, the warning bell rings at 8.50 to go to form or assembly
- Ensure their child attends school regularly
- If your child is not in school, contact the school each day before 8.55 to inform the school of the reason for the absence and continue to contact on a daily basis if the absence lasts longer than one day

- Take a positive interest in their child's learning and reinforce the importance of regular attendance in fulfilling potential
- Inform the school at the earliest opportunity if their child is experiencing difficulties that could affect their attendance and punctuality
- Arrange medical and other appointments, wherever possible outside of school hours
- Avoid taking children on holiday during term time
- Complete a Leave of Absence Form (LOA) when absence is due to holiday. Holidays in term time will not be granted unless there are exceptional circumstances which will be at the Headteacher's discretion
- Support the school's policies and procedures regarding attendance and punctuality

Pupils are expected to:

- Attend regularly unless they are ill or have an authorised absence. Pupils should aim to achieve 100% attendance
- Arrive on time for morning registration (8.55 am) and all lessons, ready to learn with all the necessary equipment
- Make a determined effort to catch up on any work missed due to absence
- Discuss with a trusted member of staff any problems that may affect their attendance and punctuality
- Co-operate fully with staff whenever sanctions are given relating to attendance and punctuality
- Report to reception if arriving or leaving at any time during the school day (after 8.55 am and before 3.05 pm when school finishes)

The Headteacher is expected to:

- Lead on giving attendance a high profile
- Day to day implementation and management of this policy and all relevant procedures across the school
- Monitor school level absence and punctuality data and report findings to the governors

The Senior Attendance Champion responsible for attendance and punctuality will:

- Have a strategic overview of attendance and punctuality across the whole school and be responsible for leading on attendance and punctuality improvement strategies
- Oversee all rewards and sanctions relating to attendance and punctuality.
- Ensure the attendance and punctuality is a high priority within the school community.
- Ensure that registration procedures are carried out efficiently and in accordance with Pupil Registration Regulations (Appendix 9C)
- Foster positive relationships with all staff, pupils and their parents/carers.

- Ensure specific attention is given to pupils from vulnerable groups so that they receive appropriate support.
- Ensure that there are clear and effective procedures for the collection and regular analysis to attendance and punctuality data
- Provide Termly updates on attendance and punctuality for staff and governors
- Contact details for Mr Morris are attendance@holycross.lancs.sch.uk

The Attendance Improvement Officer will:

- Together with the Senior Leadership Team have a strategic overview of attendance and punctuality across the whole school, including rewards and sanctions relating to attendance and punctuality
- Oversee daily administration for absence and first day contact, including use of Synergy to alert parents of pupil absence
- Ensure that morning and afternoon registers have been completed accurately each day
- Impress upon pupils and parent/carers the importance and value of regular attendance and excellent punctuality and arrange meetings where this becomes a concern
- Hold regular meetings with Heads of Year and Pastoral Support staff to discuss attendance and punctuality matters
- Assist Pastoral staff and Heads of Year to undertake home visits where there is an unexplained absence/ or safeguarding concerns
- Conduct home visits on the third day of every absence, and at regular intervals thereafter
- Contact details for Mr Maltman are attendance@holycross.lancs.sch.uk

The Head of Year will:

- Oversee the attendance and punctuality of all pupils in their year group
- Oversee the registration process and ensure that registers are completed accurately
- Impress upon pupils and their parents/carers the importance of regular attendance and excellent punctuality
- Instil in pupils a sense of personal responsibility for attending school every day and on time
- Foster positive working relationships with pupils in their year group and their parent/carers
- Work in close co-operation with external agencies to secure improvement in attendance and punctuality
- Liaise regularly with Attendance improvement officer and Senior Leadership Team link to secure improvements in attendance and punctuality

Form Tutors will:

- Ensure the register for morning registration is taken accurately and in accordance with Pupil Regulations
- Impress upon pupils and their parent/carers the importance and value of regular school attendance and excellent punctuality
- Monitor attendance within their form group and intervene with individual pupils whose attendance and punctuality is a cause for concern
- Liaise with Senior Leadership Team, Head of Year, Pastoral Team and the Attendance Improvement Officer regarding attendance and punctuality issues
- Share attendance percentages with children every half term during form time

Subject Teachers will:

- Ensure that the register is taken accurately at the beginning of each lesson and notify relevant staff of any suspicious absences
- Support pupils upon their return to school following a long-term absence
- Apply appropriate sanctions to any pupils arriving late without a legitimate reason

Administrative staff will:

- Support the Attendance Officer in ensuring all morning and afternoon registers have been completed accurately
- Take calls from parent/carers about absence on a day to day basis and record it on Synergy
- Transfer calls to the Attendance Officer for pupils who have poor attendance to discuss in more detailed reasons for absence
- Assist the Attendance Officer in ensuring pupils follow correct procedures when arriving after 8.55am and leaving before 3.05pm
- Report attendance and punctuality concerns/issues to the relevant Head of Year/Attendance Officer

Attendance and punctuality is a high priority in school and is discussed regularly with Senior Leadership Team. All staff have a responsibility to promote the importance and value of regular attendance.

Holy Cross employs a number of strategies to support pupils and their parent/carers in striving to achieve 100% attendance.

Lancashire County Council (The Local Authority)

School Attendance Support Team. Each School has a named contact in the Attendance Support Team who can advise schools on attendance Related matters. Our Contact is Angela Grundy

3. Types of Absence

Every half-day absence from school is classified by school as either authorised or unauthorised

Authorised absence:

- An absence for sickness for which the school has granted leave
- Medical or dental appointments which unavoidably fall during school time, for which the school has granted leave. Please note medical appointments taken prior to attending school count as an absence for the purposes of the regulations
- Religious or cultural observances for which the school has granted leave
- An absence due to a family emergency

Unauthorised absence:

- Parents/carers keeping children off school unnecessarily or without reason
- Truancy before or during the school day
- Absences which have never been properly explained
- Arrival at school after the register has closed
- Absence due to shopping, looking after other children or birthdays
- Absence due to day trips and holidays in term-time which have not been agreed
- Leaving school for no reason during the day

Religious absence

The school will take advice from local religious leaders of all faiths to establish the appropriate number of days required for religious festivals. Parents must inform the school at least 7 days in advance if absences are required for days of religious observance. The day(s) of absence must be exclusively set apart for religious observance by the religious body to which the pupil's parents belong.

Leave during term time

By law schools cannot authorise any leave in term time other than in exceptional circumstances. Taking a child out of school in term time will affect their education and progress as much as any other absence.

- An application form must be completed for each request and submitted at least 14 days before the leave of absence

Persistent Absent pupils

- Pupils whose cumulative attendance is 90% or below at any point during the academic year will fall into persistent absenteeism. Absence at this level has the

potential to significantly hinder the progress made by a pupil. Pupils are at risk of becoming Persistently absent (PA) if they have the following number of days absence:

- 3 days by the end of the first half term (September to October)
- 6 days by the end of the second half term (September to December)
- 9 days by the end of the third half term (September to February)
- 12 days by the end of the fourth half term (September to April)
- 15 days by the end of the fifth half term (September to May)
- 19 days by the end of the sixth half term (September to July)

Absence Process

- A Text Message/Email will be sent to the parent of any pupil who has not reported their child's absence on the first day that they do not attend school. If we are unable to contact you, we will approach your emergency contacts and if necessary, make a home visit. Please note such home visits may be unannounced and will always be conducted on the third day of absence.

Punctuality

- If a pupil arrives late to school they could miss out on important information for the day. They disrupt registration/lessons and this can be embarrassing for the pupil. Pupils who arrive late to school will be given a lunch time detention on Friday. If your child is late to lessons the detentions will be on Mondays.
- If they fail to attend the detention or are persistently late they will be placed in an afterschool detention. Letters will be sent to parents every half term to inform them of the number of late arrivals their child has had and ask for their support to improve the situation.
- If this does not improve, parent/carers will be asked to attend a meeting to discuss reasons and identify any support required.

Children missing from lessons

Pupils will not be permitted to leave the school premises during the school day unless they have permission from the school. The following procedures will be taken in the event of a pupil going missing whilst at school:

- The member of staff who has noticed the missing pupil will inform the attendance officer immediately
- The office staff will also be informed as they will act as a point of contact for receiving information regarding the search
- Any available staff will conduct a thorough search of the school premises as directed by the attendance officer

- The following areas will be systematically searched:
 - All classrooms
 - All toilets
 - Changing rooms
 - The library
 - Any outbuildings
 - The school grounds
- CCTV will be checked to see if the whereabouts of the pupil can be established
- If the pupil has not been found after 10 minutes, then the parents of the pupil will be notified
- The school will attempt to contact parents using the emergency contact numbers provided
- If the parents have had no contact from the pupil, and the emergency contacts list has been exhausted, the police will be contacted
- If appropriate, the missing pupil's teacher will fill in an incident form, describing all circumstances leading up to the pupil going missing. The incident will also be updated on CPOMS.
- If the missing pupil has an allocated social worker, is a looked-after child, or has any SEND, then the appropriate personnel will be informed
- When the pupil has been located, members of staff will care for and talk to the pupil to ensure they are safe and well
- Parents/carers and any other agencies will be informed immediately when the pupil has been located

5 Attendance Procedures

Registration

Morning registration is at 8.55 am

Afternoon registration is 2.05 pm

When the attendance register has been taken it remains open until 9.25 am

School finishes at 3.05 pm.

Late arrival

Pupils who arrive after 8.55 am must go straight to the school office at the main entrance to sign in and give a reason for their lateness.

Pupils who arrive after the register has been taken (but before it is closed will be marked as code L. This is classed as late but present for the session (ie the morning or afternoon).

Pupils who arrive after the register has closed and without a valid reason for being late (such as attending a dental or medical appointment) will be marked as code U, which is classed as an unauthorised absence but indicates that the pupil was physically present in school for part of the session. 10 U codes within a rolling 10 school week period can result in a Penalty Notice Fine being issued (See Penalty Notices Section).

Parent/carers are asked to contact school at an early stage, and to work with Holy Cross Catholic High School in resolving any attendance problems together, however, if concerns persist school will use the following procedures and interventions, as required to support parents in improving their child's attendance and or punctuality:

- Telephone calls and/or letters
- Invitations to meetings to discuss concerns with HOY/ Attendance Officer or Pastoral Team
- Use of Wellbeing Parenting Contracts to support pupils with mental health concerns. See Appendix 9D
- Use of Early Help Assessment Process and/or referrals to other agencies and services if appropriate
- Use of Parenting Contracts to identify barriers to regular attendance, ways to overcome these and agree support required and set targets for improvements. See appendix 9E
- For unauthorised absences, request legal Interventions by the Local County Council (LCC), such as Penalty Notices, Prosecutions or other attendance related Court Orders. See Appendix 9A

Pupils with medical needs who have difficulty attending school

Government Guidance on supporting pupils at school with medical condition emphasises the role of ensuring that pupils with medical conditions are able to fully access education in the same way as other pupils. A key element of this responsibility is reducing the amount of time missed by these pupils, whether their condition is long or short term.

At Holy Cross for pupils who may have mental health concerns or anxiety we follow the Emotionally Based School Avoidance Guidance. (EBSA).

Children Missing Education (CME)

If a pupil has stopped attending school or their location is unknown, schools must make reasonable enquiries to establish the whereabouts of the pupil jointly with the LCC. School will contact the emergency numbers and complete a home visit. If the visit is unsuccessful a referral will be made to the LCC Children Missing Education Team

6 Attendance Interventions

The following will be undertaken:

1-3 days absence

- If there has been no contact from parent to inform of the reason for absence and there are safeguarding concerns contact will be made with the family via telephone/emergency contacts. Home visits will be undertaken even if contact is made

3+days

- For all pupils who are absent, the Attendance Officer will conduct regular unannounced home visits
- A Police welfare check may be requested if there has been no contact/sighting of a child after all other avenues have been exhausted
- If a pupil's absences are increasing and school are not aware of a good reason, the parent/carer will be invited to meet an appropriate member of staff in school.

Use of penalty notices and other attendance legal interventions

Legal interventions may be sought if providing support to improve attendance is not appropriate (e.g. for an unauthorised holiday in term time), or has not been successful or engaged with. In accordance with the Lancashire code of conduct, we may request that the local authority issue penalty notices for unauthorised absences that include:

- Leave of absence which is taken without a prior request being made.
- Leave taken after a request has been declined.
- Days taken in excess of an agreed period of leave, without good reason.
- Other unauthorised absence that meets the required threshold, including sessions marked as late after the register has closed (code U).

On 19 August 2024 new penalty notice arrangements came into force, with changes to the cost of a penalty notice and to the thresholds at which penalty notices may be requested by school. The DfE now requires that schools **must** consider if a penalty notice is appropriate when the thresholds are met. The changes to be aware of are:

- Penalty notices issued for offences that take place after 19 August 2024 will be charged at £160 per parent per child. This will reduce to £80 if paid within 21 days.
- Any second penalty notice issued to the same parent for the same child within a rolling 3-year period will be issued at the rate of £160 to be paid within 28 days with no option for a discounted rate.
- The threshold at which a penalty notice must be considered is set at 10 sessions (equivalent to 5 days) of unauthorised absence within a rolling 10-school week period. This may include absences as a result of arriving late after the register closes. The 10 school weeks may span different terms or consecutive school years.
- A maximum of two penalty notices may be issued to a parent for the same child within a rolling 3-year period, so at the 3rd (or subsequent) offence(s) another course of action will need to be considered (such as prosecution or one of the other attendance legal interventions).
- If a school requests a penalty notice for absences other than unauthorised holidays, including being late after the register has closed, the local authority School Attendance Legal Team may issue a Notice to Improve to parents. A Notice to Improve is a final opportunity for parents to engage in support and improve attendance before a penalty notice is issued. If the national threshold has been met and offers of support have not been engaged with by parents or have not worked, a Notice to Improve may be issued to give parents a final chance to engage with support and improve their child's attendance.

The code of conduct for penalty notices and information and FAQs for parents can be found on the Lancashire County Council [education penalty notice webpage](#).

6 Persistent Absence Procedures

Persistent absence See Appendix 9e

The following will be completed when a pupil has attendance of 90% or below. Telephone calls and home visits will be undertaken at any stage during the process.

- All pupils who are classed as persistent absence pupils which is 90% and below will be sent a warning letter asking parent/carers to support in improving attendance
- If attendance does not improve during a specific period parent/carers will be invited into a Parenting Contract meeting where barriers to learning will be discussed and an attendance target will be set. This will be monitored for 4 weeks
- After the 4-week period a review meeting will be held and a further attendance target will be set for the following four weeks
- After the 3rd Parenting Contract meeting and sustained improved attendance the file will be closed
- If there has been no improvement a referral may be made to the LCC asking for either a Penalty Notice / or prosecution to be undertaken

Children who cannot attend school due to mental health/ anxiety concerns see well-being flow chart

Here at Holy Cross we follow the DfE supporting pupils at school with medical conditions statutory guidance

Within the Summary of responsibilities where a mental health issue is affecting attendance it states: -

“Schools should set and maintain high expectations for the attendance, engagement and punctuality of pupils who are anxious about attending school. It is important to recognise that, in many instances, attendance at school may serve to help with the underlying issue as much as being away from school might exacerbate it, and a prolonged period of absence may heighten their anxiety about attending in future”

Here at Holy Cross we follow the Emotionally Based School Avoidance Guidance Developed by

Lancashire Educational Psychology Service EBSA Working Group - www.lancashire.gov.uk

Updated: Summer 2025

Review date: Summer 2026

Appendix 9a

Daily intervention process

Attendance Level	Action	By Whom
All Pupils	- Attend school Regularly and on time. Registration takes place at 8.55 - Fortnightly form attendance figures shared with form classes - Pupils will receive individual percentage attendance on a half termly basis. These will be coloured Red, Amber Green and the necessary intervention will be put in place	Attendance Officer/ Form Tutors
95% and above	Pupils go into a draw every half term. The rewards are 1 x £10 voucher, 2 x £5 vouchers	Attendance Officer/Form Tutors
95% - 90.1 Amber	- Letter sent to parent/carers advising of attendance concerns - Letter sent home to congratulate pupils if they have moved from Red to Amber	Attendance Officer
90% and below	- Persistent absence warning letter sent to parent/carers - Attendance monitored for 2-4 weeks. If further absences parents/carers Invited into meeting with HOY/Attendance Officer - At the meeting barriers to learning discussed and any concerns school/parent/carers may have with regards to attendance. A Parenting Contract is agreed and signed by parent/carers. - Attendance target set for the following 4 weeks. - Telephone calls/home visits undertaken by Attendance Officer when pupil is absent	
	Review meeting held after 4 weeks and another attendance target is set	

	- Once 3 Parenting Contract meetings have been held and attendance has improved case close - If no improvement or no engagement from Parent/ Carer Penalty Notice/ Prosecution may be requested from LCC	
Penalty Notices	From August 2024 Penalty Notices will be issued for 5 days or more unauthorised absence within a rolling 10-week school week period. This may include absences as a result of arriving late after the register closes. (see details under Use of Penalty Notices)	Attendance Officer

Appendix 9b: School attendance and the law

There are many pieces of legislation and government regulations and guidance that are relevant to school attendance and to children and their parents and carers. The list below relates to this policy but is not exhaustive.

Parents and carers

Government expectations

The Department for Education's School attendance guidance states that the government expects:

☐ Parents to perform their legal duty by ensuring their children of compulsory school age who are registered at school attend regularly.

Section 7 of the Education Act 1996 covers the duty of parents to secure the education of children in their care who are of compulsory school age and states:

The parent of every child of compulsory school age shall cause him to receive efficient full-time education suitable—

(a) to his age, ability and aptitude, and

(b) to any special educational needs, he may have, either by regular attendance at school or otherwise.

Offence if a child does not attend regularly

Under Section 444 of the Education Act 1996, if a child of compulsory school age who is a registered pupil at a school fails to attend regularly, their parent is guilty of an offence.

The offence is absolute as the only defences available to the parent are those statutory defences listed within that section of the Act, i.e.: the child was absent with leave granted by the school; the child was prevented from attending by reason of sickness or any unavoidable cause;
the absence was on a day exclusively set apart for religious observance by the religious body to which their parent belongs;
that the school is not within statutory walking distance and that the local education authority has made no suitable transport arrangements or enabled the pupil to become registered at an alternative nearer school.

Compulsory school age

Section 8 of the Education Act 1996 establishes that a child becomes of compulsory school age on the start date of the term following her/his fifth birthday, or that day if her/his fifth birthday falls on the day term starts.

A child ceases to be of compulsory school age on the last Friday in June in the academic year in which he/she reaches the age of 16 or if he/she reaches 16 after the last Friday in June but before the start of the new school year.

Legal definition of "parent" in relation to attendance

The law requires that all "parents" are held responsible for their child's attendance. This definition can include any person who has care of the child. Section 576 of the Education Act 1996 states:

Meaning of "parent".

(1) In this Act, unless the context otherwise requires, "parent", in relation to a child or young person, includes any person—

(a) who is not a parent of his but who has parental responsibility for him, or (b) who has care of him.

Thus, the definition of "parent" means all-natural parents, whether they are married or not, and includes any person who, although not a natural parent, has parental responsibility and/or care for a child or young person.

Appendix 9c: Attendance and absence registration codes

The school will use the national attendance codes taken from the DfE guidance on school attendance: -

- / = Present in the morning
- \ = Present in the afternoon
- L = Late arrival before the register has closed
- C = Authorised absence

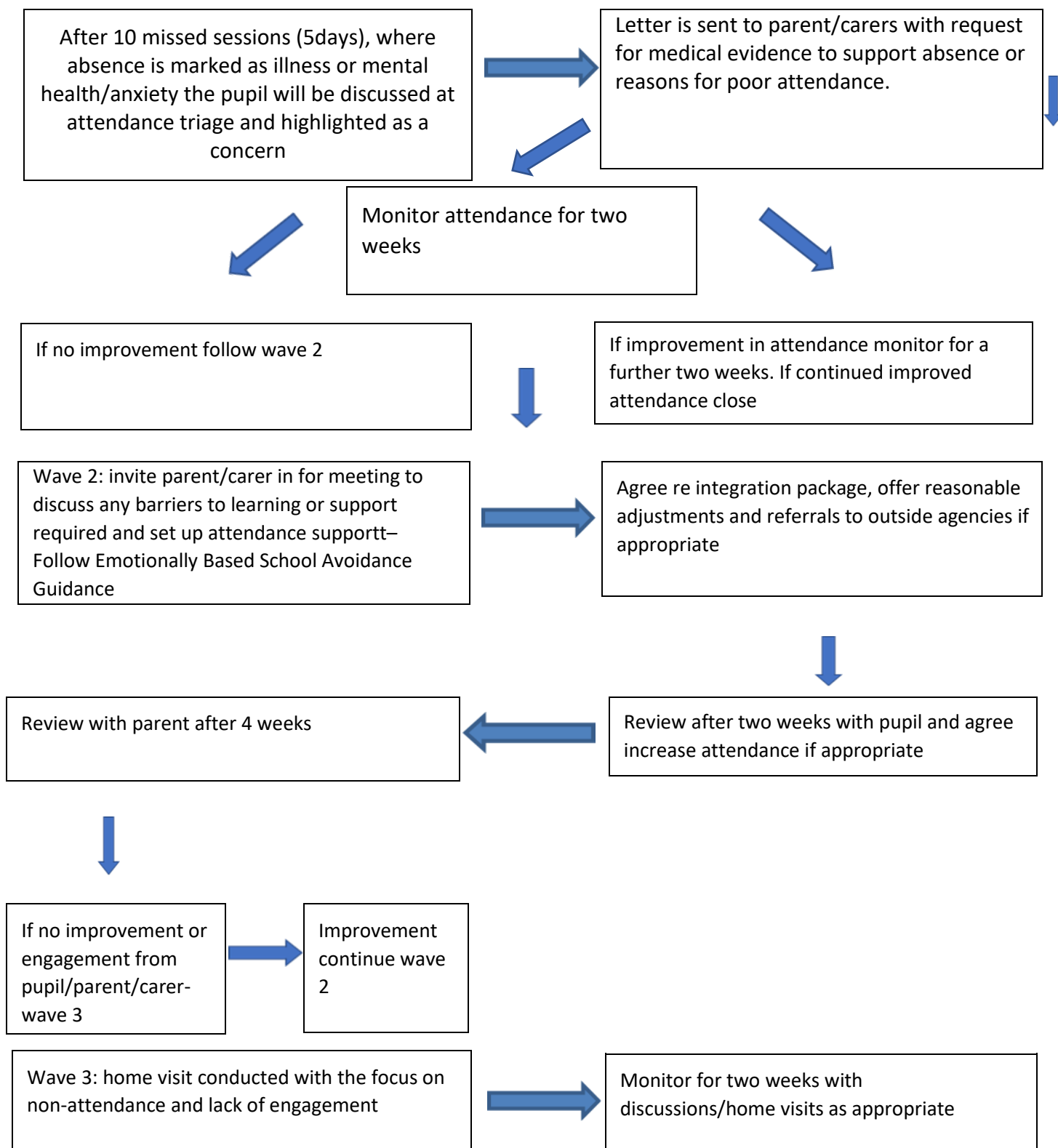
- C1 = Leave of absence for the purposes of participating in a regulated performance or undertaking regulated employment abroad
- C2 = Leave of absence for a compulsory school age pupil subject to a part time timetable
- E = Excluded but no alternative provision made
- I = Illness
- M = Medical or dental appointments
- R = Religious observance
- B = Off-site education activity
- G = Unauthorised holiday
- J1 = Leave of absence for the purpose of attending an interview for employment or admission to another educational institution
- O = Unauthorised absence
- U = Arrived after registration closed
- N = Reason not yet provided. If no reason is received the code will be changed to O
- T = Gypsy, Roma and Traveller absence
- V = Educational visit or trip
- P = Participating in a supervised sporting activity
- D = Dual registered – at another educational establishment
- 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 premises being closed
- Y4 = Unable to attend due to the whole school site being unexpectedly closed
- Y5 = Unable to attend as pupil is in criminal justice detention
- Y6 = Unable to attend in accordance with public health guidance or law
- Y7 = Unable to attend because of any other avoidable cause
- Z = Pupil not on admission register

All amendments made to the attendance register will include the original entry, the amended entry, the reason for the amendment, the date of amendment and the name and role of the person who made the amendment.

Every entry received into the attendance register will be preserved for three years.

Appendix 9d

Well-being Attendance Procedure Flow Chart



If no improvement/engagement referral to Attendance Officer

Appendix 9e

Persistent Absence Procedure Flow Chart

Any pupil who has 90% or below will be sent a letter informing them of the poor attendance and asking for support in improving this or contact if parent/carers have any concerns school should beware of.

