

# The Rydal Academy

## Attendance Policy

**Accepted by:** Local Governing Body October 2024

**Approving Body:** Local Governing Body

**Committee :** Local Governing Body

**Review Cycle:** 1 year

**Last reviewed:** January 2026

**Date for next review:** January 2027

### Overview

#### **This policy meets the requirement of:**

[Working together to improve school attendance \(applies from 19 August 2024\) \(publishing.service.gov.uk\)](https://www.gov.uk/government/publications/working-together-to-improve-school-attendance) from the Department of Education (DFE).

The School is committed to maximising education opportunities and achievement for all children. We believe that regular attendance at school will enable children to get the most out of their school experience, including their attainment, wellbeing and wider life chances. Improving attendance is everyone's business. The school and partners will work with children, parents / carers to remove any barriers to attendance by working together to put the right support in place. Securing good attendance cannot be seen in isolation, it is a concerted effort from everyone across the school, the trust, the local authority and other local partners. Parents and carers have made the decision for their child to be educated at the school and have a duty to ensure that their child attends the school regularly. This means that their child must attend school every day except in a small number of allowable circumstances such as being too ill to attend or being given permission for a leave of absence in exceptional circumstances.

### **Aims**

- to promote good attendance so that all children achieve 100% attendance
- actively support children and parent / carers to achieve that aim through the following key principals:
- Ensuring every child has access to a full- time education to which they are entitled to.
- Building and maintaining a strong relationship with families to enable targeted support to better school attendance.
- Reducing absence including persistent and severe absence.
- Acting early to address patterns of absence
- Promoting the importance of arriving to school/lessons on time to support punctuality

### **Practice**

- We create a foundation for good attendance by ensuring the school is a calm, orderly, safe and supportive environment where all children want to be and are keen and ready to learn
- We monitor attendance data to identify patterns of poor attendance and share this regularly with parents / carers to ensure we can work together to resolve issues
- We will work collaboratively with children and their families, the Local Authority and external support to understand barriers to attendance and address issues

- Where there is a lack of engagement in support being offered, we will explain the consequences and enable families to respond. This may include formalising support through a parenting contract or education supervision order.
- When all avenues have been exhausted and support is not being engaged with, statutory intervention or prosecution will be enforced to protect the child's right to an education.

## **Staff Roles and Responsibilities**

Improving attendance is everyone's business. It is the responsibility of parents/carers and all members of the school, the Local Authority and external agencies to play a part in improving attendance, punctuality and reducing absence.

To support this training on attendance is included in the continued professional development offer for all staff, and that attendance is covered in any Trust wide induction packs so that all staff understand:

- the importance of good attendance and that absence is almost always a symptom of wider circumstances,
- the law and requirements of schools including on the keeping of registers,
- the Trusts' strategies and procedures for tracking, following up and improving attendance,
- the processes for working with other partners to provide more intensive support to pupils who need it.
- Dedicated attendance training is provided to any staff with a specified attendance function in their role

### **Class Teachers**

- Welcome and value the attendance of all children
- Will ensure all children are accurately registered
- Will identify any absence trends or concerns and will raise these with the appropriate members of staff.
- Will work with identified children, reviewing any targets set by the attendance lead to improve attendance and monitoring progress towards those target
- Will ensure that all absence messages or verbal messages are sent to the office
- Will check Reach More Parents for any parent/carer messages and inform the office.
- Award house points on Arbor to all children who achieved 100% attendance in the previous week.
- Award house points on Arbor for punctuality.

### **Attendance Admin Officer**

- Will monitor registration on a daily basis
- Will receive calls and messages from parents/carers regarding their child's absence
- Will contact parents / carers regarding their child's absence and provide support to improve their child's attendance
- Will support children to improve their attendance
- Will identify absence trends or concerns and raise these with the appropriate members of staff
- Will discuss attendance concerns with parents/carers and liaise with relevant members of staff
- Will monitor children being late to the school and liaise with parents to improve their punctuality
- Will work with outside agencies, including the Local Authority, where appropriate to improve attendance of individual children
- Will provide data to the Headteacher, Senior Leaders and the Governing Body on a regular basis.

### **Designated Safeguarding Lead**

- Will liaise closely with the Attendance Officer to identify poor attendees from vulnerable families and provide support for those families
- Will work closely with families who need support with attendance and maintain consistency to build stronger relationships with our most vulnerable parents / carers
- Will support the Attendance Officer with home visits if applicable
- Support the Attendance Officer in addressing staff in situations of inaccurate register taking and provide training to staff
- Work closely with external agencies to provide appropriate support for all identified persistent and severely persistent children.

### **Designated Senior Lead for Attendance**

- Will monitor absence and attendance regularly
- Will discuss absence and attendance concerns with identified children/parents/carers and set targets for improvement
- Will contact parents / carers where attendance concerns have been identified
- Will support children to improve their attendance
- Will promote attendance through assemblies
- Will work with other members of staff to share information and support children and their parents / carers to improve attendance.
- Will take the lead on raising the profile of attendance throughout the school, including improving attendance and reducing persistent absence
- Will identify any absence trends or concerns and will liaise with the child, parents / carers and appropriate members of staff
- Will ensure that the school Attendance and Punctuality Policy is implemented and regularly reviewed
- Will ensure the whole school ethos promotes excellence in attendance and punctuality;
- Will report to the Governing Body and Academy Trust Board on attendance
- Will utilise attendance data to inform strategic planning.
- Work with Trust colleagues in Attendance Trust group to collaborate, support and challenge.

### **The Head teacher and Senior Leaders**

- Will ensure that the academy attendance and punctuality policy is implemented and regularly reviewed to secure understanding by all stakeholders
- Will develop and maintain whole academy culture that promotes the benefits of good attendance
- Will ensure the accurate completion of admission and attendance registers
- Will ensure daily attendance processes are carried out consistently
- We have a dedicated senior leader responsible for attendance
- Review attendance in leadership meetings.

### **The Local Governing Body**

- Will take an active role in attendance improvement, support their school(s) to prioritise attendance, and work together with leaders to set whole school cultures
- Will ensure school leaders fulfil expectations and statutory duties
- Will ensure school staff receive training on attendance.

## **Parents / Carers**

- Will ensure their child attends every day the school is open except when a statutory reason applies and is on time.
- Will telephone/use the Reach More Parents App before 8:45 am to inform the school on each day of absence for their child with the specific reason for absence and a return date if possible.
- Provide an explanation of absence, including dates of absence, as soon as their child returns to school if no previous discussion has been noted. Absence will not be authorised if the school believes the absence is not warranted once an explanation has been provided by parents / carers.
- Work in partnership with the school and other agencies in the best interests of their child; this includes informing the school about significant influences and changes in the child's life which may affect the child's attendance or learning.
- Will only request leave of absence in exceptional circumstances and do so in advance and book any medical appointments around the school day where possible.
- Inform the school if the child is going on holiday.

Information regarding the NHS page Is my child too ill for school is pinned as a notice on the Reach More Parents App as a support for parents - [Is my child too ill for school? - NHS \(www.nhs.uk\)](https://www.nhs.uk)

## **Parental / Carer Engagement**

- We will endeavour to build strong relationships with families, listen to and understand barriers to attendance and work with families to remove them. We therefore, actively encourage parents / carers to communicate with the school to report or talk through the reasons for their child's absence and to seek support
- It is the parents / carers responsibility to contact the school (01325 380784) to report absence every day by the 8:45 am and provide a valid reason. However, we believe it is a two-way process and will contact families to discuss issues when our monitoring system has raised a concern or query
- We will endeavour to open avenues of communication by exploring all barriers that parents /carers may be experiencing such as language barriers, cultural differences or their own poor experiences of school.
- School staff may carry out home visits to discuss absence with parent/carers and to see the child.

## **Local Authorities**

- Will have a strategic approach to improving attendance for the whole area and make it a key focus of all frontline council services.
- Have a School Attendance Support Team that works with all schools in their area to remove area-wide barriers to attendance.
- Provide each school with a named point of contact in the School Attendance Support Team who can support with queries and advice.
- Offer opportunities for all schools in the area to share effective practice.

## **Data/Tracking and Monitoring**

- Data systems will be used to record, track and monitor individual and group attendance to then action appropriate interventions to improve attendance.
- Data systems will also be used to supply statutory returns to external agencies such as The Department for Education

- Attendance data and persistent/severe absentee information will be provided termly to governors and the Trust Board of Directors meetings. Attendance is regularly discussed at Senior Leadership meetings.
- The school will use data to target attendance improvement efforts to the children or cohorts who need it most.
- This policy will be reviewed as guidance from the Local Authority or DfE is updated and as a minimum annually by the Attendance Lead. The policy will be approved by the Governing Body

## **Monitoring - Procedures for attendance/punctuality:**

### **Daily**

- Class Teachers to complete morning and afternoon session registers on Reach More Parents and submit at end of registration period.
- Administration Assistant to conduct 'First Call' and record reasons for absence on Arbor system (Must be specific)
- Administration Assistant to follow up any missed marks with Class Teachers.
- Administration Assistant to send a message to any parent/carers unable to contact through First Call.
- Administration Assistant to refer any pupils with no reason for absence provided after 5 days as CME through the local authority portal.
- Attendance officer may make home visits to follow up absence to offer advice, challenge and support regarding getting the pupil into school.

### **Weekly**

- Attendance team to monitor attendance and inform Class Teachers of any significant changes.
- Administration Assistant to produce weekly attendance figures for Headteacher to identify whole school and class attendance to be used in assemblies.
- Class Attendance certificate and trophy presented in assembly.
- Assistant Head in charge of attendance meets with Traveller Education Advisory Service to analyse and follow up any absence of traveller pupils.
- Children with less than 93 % and I,O,L,U codes to be monitored and first letter of concern (stage 1) and offering support to be sent if appropriate. Stage 2 letter sent if no improvement after stage 1.
- Monitor and analyse attendance data regularly to allow early intervention to address issues and support parents to encourage good attendance and punctuality. This includes raising concerns with other agencies like children's social care and early help services which are working with families

### **Half termly**

- Attendance Analysis meeting (Assistant Head, Administration Assistant) to meet during the penultimate week of each half term. Review Whole School Overview; Cohort Overview; Class Overview; Class lists of individual percentage attendance.
- Update pupils causing concern for attendance list.
- Administration Assistant to send out Low Attendance letter; reminder or meeting letters if not already sent.
- Attendance Support meetings (Parent or Carer / Assistant Headteacher / Administration Assistant) to discuss actions to improve attendance.

## **Termly**

- Above 96% & 100% Attendance Awards in assembly.
- Attendance sent out to all children on their termly report (High, Good, Average, Low, Persistent Absentee, Severely absent)
- Late letters sent out. (More than 5 lates per term)
- Analysis of cohort, class and individual attendance as part of data analysis meetings with Senior Leadership Team and teaching staff. Robust school systems provide useful data at cohort, group and individual pupil level to give an accurate view of attendance, reasons for absence and patterns amongst groups such as: children who have a social worker including looked-after children, children who are eligible for free school meals, children who speak English as an Additional Language and children who have Special Educational Needs and Disabilities.
- Analysis of attainment and progress of low attendees against school tracking system.
- Assistant Head to complete governors/directors report information on attendance and mobility for previous term.

## **Annual**

- Attendance Assembly (Awards for 100% attendance; 96%+ attendance; improved attendance on previous year)
- Mid-year Attendance Review and action planning with Senior Leadership Team.
- Annual Attendance Review meeting and action planning
- Attendance Lead to report to Governors on attendance for academic year.

## **Recording Attendance**

### **Attendance register**

The school will keep an attendance register and place all pupils onto that register.

The law requires the register to be taken twice a day – at the start of the morning session and once in the afternoon session

Children are expected to arrive by

- Nursery morning 9am-12pm Nursery afternoon 12:30pm-3:30pm
- Reception-Y2 8:50am-3:20 pm (doors open at 8:45am)
- Y3-Y6 9am-3:30pm (doors open at 8:55am) in order to be ready for the start of the register.
- Children are registered during form period (8.45 am to 9.20am) and after their lunchtime.
- Children arriving after registers have closed (9:20 am), will be marked as unauthorised absence unless a valid reason has been given, medical evidence (prescription etc.) has been provided or in exceptional circumstances.
- The register is marked using the DfE Attendance and Absence Codes

An absence which hasn't been explained will remain unauthorised. If the child has been absent due to illness for 15 school days school have an obligation to notify the local authority.

## **Unplanned absence**

### **Medical / dental and other appointments**

- Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent/carer notifies the school in advance of this appointment.
- These should be arranged out of school hours wherever possible.

- Where an appointment requires a child to take time out of school, parents / carers should ensure their child comes to school before the appointment, signs out and returns after the appointment.
- Confirmation of all appointments by way of appointment card, letter or electronic / text confirmation must be provided for any absence to be authorised.
- If medical appointments are attended at the start of the day, causing the child to arrive late to school, confirmation of the appointment (as above) must be provided or a late mark will be issued.

## **Punctuality**

- Any child arriving late should be brought in by a parent through the late gate entrance.
- We will encourage parents / carers to discuss how we can support better punctuality.
- Repeated lateness after the register has closed may be dealt with in the same way as absence.
- Parents / carers may be issued with a Penalty Notice or even prosecuted in the Magistrates Court.

## **Following up on unexplained absence**

- If a child is absent at morning registration without contact from a parent / carer to explain the absence, the school will contact parents / carers. We take our safeguarding responsibilities seriously and will always do our best to contact parents / carers to ensure that they are aware of their child's absence. Contact may be via phone, Reach More Parents, Arbor, email or a home visit. Parents / carers are able to reply to the message with a reason for their child's absence. Parents / carers should contact the school directly or use the app to inform the school of the reason for their child's absence.
- The school asks that parents / carers ensure their most up to date contact details are provided at all times
- If no response is received to the school phoning, the school will send a message in Reach More Parents App, or in some cases, make a home visit to parents / carers to fulfil our legal duty to establish the whereabouts of their child. Unexplained absences may be followed up by Reach More Parents message, letter, email or home visit.
- Where a child's absence is still unexplained, contact will be made to the emergency contacts via telephone, email or Reach More Parents message.
- It is vital that parents / carers respond to enable us to discuss any barriers and provide support. This may include (but is not exhaustive) a meeting in school, attendance action plan, home visit, formal attendance monitoring and or involvement of the Local Authority
- Where no sustained improvement in attendance is demonstrated, despite intervention, legal action may be issued in line the Local Authority's Code of Conduct.

## **Children Missing in Education**

- If a child has had prolonged unexplained absence without contact from parents school will contact all emergency contacts, carry out home visits and then contact the local authority for advice and guidance and may contact the police to ensure the safeguarding of pupils. Child will be classified as 'Child Missing in Education (CME) if no contact for 5 days.( as per local authority practice)
- Then Local authority CME procedures will be followed.

## **What is authorised / unauthorised absence?**

Authorised absence is where the school has given approval for absence in advance or where the explanation given afterwards has been accepted as satisfactory justification for the absence. Parents / carers may not authorise absence; only the academy can do this.

## **Planned absence**

### **Leave of absence**

All schools are expected to restrict leaves of absence unless there are exceptional circumstances. A leave of absence must be requested in advance by a parent who the pupil normally lives with. School will then consider each application individually taking into account the specific facts and circumstances and relevant background context behind the request. If a leave of absence is granted, it is for the school to determine the length of the time the pupil can be away from school. The Department for Education does not consider a need or desire for a holiday or other absence for the purpose of leisure and recreation to be an exceptional circumstance. Please see below for a link to the application form.

#### [Leave of absence application](#)

### **Sporting Events**

A pupil can only be recorded as attending a place for an approved educational activity if:

- the place is somewhere other than the school, another school where the pupil is registered, or a place where educational provision has been arranged for the pupil by a local authority under section 19(1) of the Education Act 1996 or sections 42(2) or 61(1) of the Children and Families Act 2014;
- the activity is of an educational nature;
- the school has approved the pupil's attendance at the place for the activity; and
- the activity is supervised by a person considered by the school to have the appropriate skills, training, experience and knowledge to ensure that the activity takes place safely and fulfils the educational purpose for which the pupil's attendance has been approved.

Supervision means the pupil is physically supervised by someone who meets this definition.

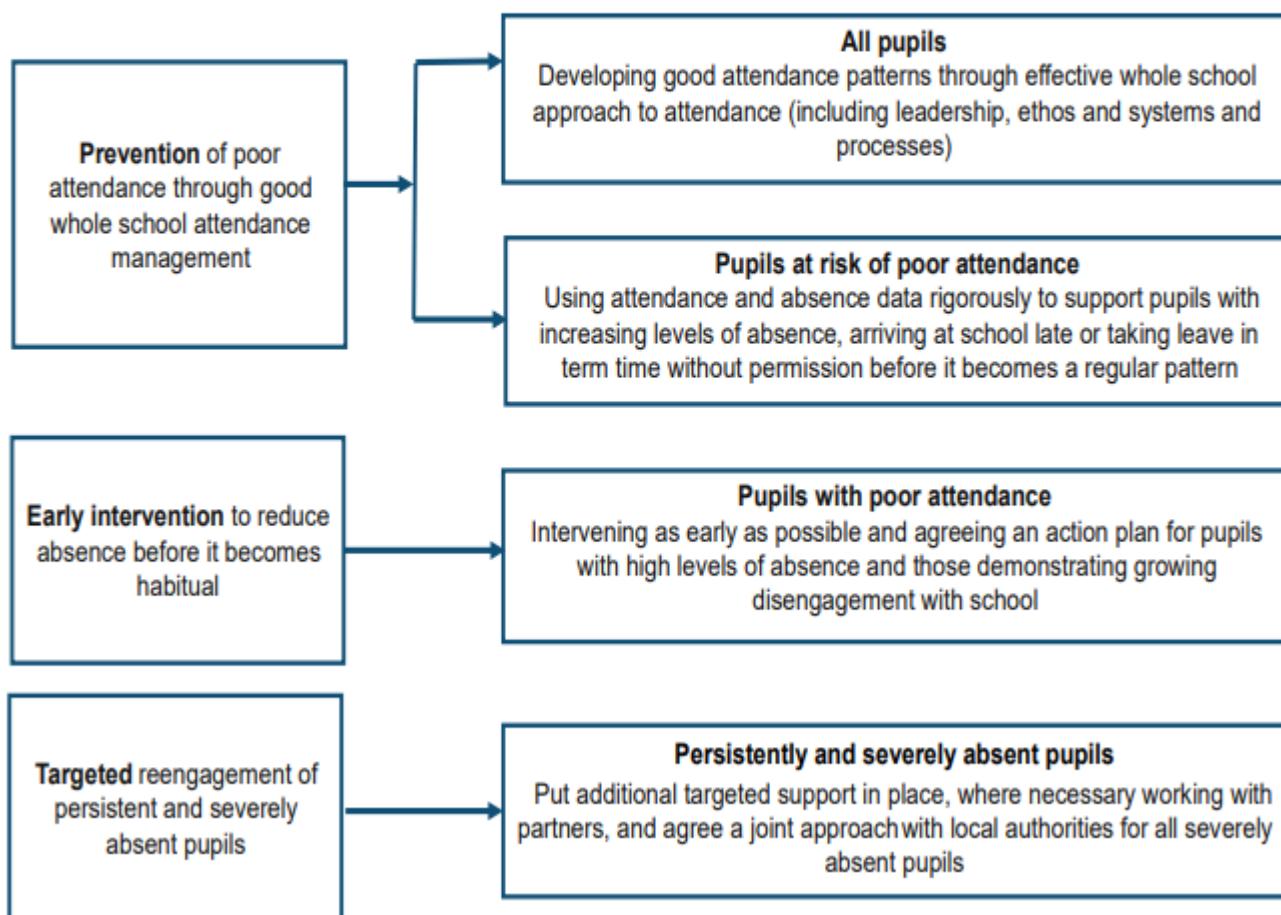
If schools have concerns about the appropriateness of an activity, they can seek advice from the sports' national governing body. The final decision on approving the activity, however, rests with the school and they should take the effect on the pupil's general education into account.

Schools have responsibilities for the safeguarding and welfare of pupils attending an approved educational activity. The school will need to be satisfied that appropriate measures have been taken to safeguard the pupil. The school will ensure that they have in place arrangements whereby the provider of the sporting activity notifies the school of any absence by the pupil. The school must record the pupil's absence using the relevant absence code.

## Attendance concerns

- Attendance is tracked. When a child is nearing an absence rate of 93% the school will begin to intervene. This means we will be contacting home to discuss issues and avenues of support to avoid the child becoming a persistent absentee.
- Many children will experience normal but difficult emotions that make them nervous about attending school, such as worries about friendships, schoolwork, tests or variable moods. It is important to note that these children are still expected to attend school regularly - in many instances, attendance at school may serve to help with the underlying issue as being away from school might exacerbate it, and a prolonged period of absence may heighten anxious feelings about attending in future.

## Effective school attendance improvement and management



- If a child's attendance begins to decline a **stage 1** letter will be sent to alert parents/carers of that their child's absence is a cause for concern and the standards expected by the school.

- If after this, attendance does not improve a **Stage 2** letter will be issued. This will also request that medical evidence is required to authorise further absence. This could be in the form of a text from a doctor's surgery, a hospital letter or dated prescriptions. An absence which hasn't been explained will remain as unauthorised.

### **Notices to improve** .-Stage 3 letter

A Notice to Improve is a final opportunity for a parent to engage in support and improve attendance before a penalty notice is issued. If the national threshold has been met and support is appropriate but offers of support have not been engaged with by the parent or have not worked, a Notice to Improve will be sent to give parents a final chance to engage in support

The Notice to Improve is expected to include:

- Details of the pupil's attendance record and details of the offences.
- The benefits of regular attendance and parents' duty under section 7 of the Education Act 1996.
- Details of the support provided so far.
- Opportunities for further support and the option 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 improvement is not secured within the improvement period.
- A clear timeframe for the improvement period of between 3 and 6 weeks.
- Details of what sufficient improvement within that timeframe will look like.
- The grounds on which a penalty notice may be issued before the end of the improvement period.

Where it is clear that improvement is not being made, it may be appropriate to issue a penalty notice before the improvement period has ended. For example, a Notice to Improve stated there should be no further unauthorised absences in a 6 week period but the pupil is absent for unauthorised reasons in the first week. The parent should be informed before a penalty notice is issued if it is before the end of the improvement period.

### **Fixed penalty notices and notices to improve**

- A fixed penalty notice may be issued if there are 10 sessions (5 consecutive days) absence within a 10-week period which has not been authorised by the head teacher.
- A notice to improve may be issued where there have been several smaller absences over the 10-week period. Attendance will then be monitored for a period of 15 school days.
- If there is no further absence during the 15-day warning period, no further action will be taken as attendance has improved.
- If there is a further absence during the 15-day warning period, a fixed penalty notice will be issued. This is £80 per parent, per child if paid within 21 days. Increasing to £160 if paid between days 22-28
- If attendance is not sustained after a 15-day warning period, a penalty notice may then be issued.

### **Fine amount within a 3-year period:**

- A second penalty notice is £160 per parent per child to be paid within 28 days.
- If unpaid this will lead to prosecution in court.
- A third penalty notice cannot be issued, and legal action may be taken e.g. Prosecution in court

# Helping parents to understand the changes to fines for term time holidays

With the introduction of the new National Framework for Penalty Notices, the following changes will come into force for Penalty Notice Fines issued for unauthorised holidays recorded by schools **after 19<sup>th</sup> August 2024**.

## Who may be fined?

Penalty Notice Fines are issued to each parent who allows their child to be absent from school.

For example: 3 siblings absent for term time leave, would result in each parent who allowed the holiday receiving 3 separate fines.

## First Offence

The first time a Penalty Notice is issued for an unauthorised term time holiday the fine amount will be:

£80 per parent, per child if paid within 21 days.

Increasing to £160 if paid between days 22-28.

## National Threshold

There will be a single consistent national threshold for when a penalty notice must be considered by all schools in England of 10 sessions (usually equivalent to 5 school days) of unauthorised absence within a rolling 10 school week period.

For example: a 5 day holiday would meet the national threshold.

The 10-school week period can span different terms or school years.

## Second Offence

**(within 3 years)**

The Second time a Penalty Notice is issued for unauthorised absence the amount will be:

£160 per parent (who allowed the holiday), per child, payable within 28 days.

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

The third time an offence is committed a Penalty Notice will not be issued and local authorities will need to consider other available measures to address the absence concerns. This may mean that cases are presented before a Magistrate's Court. Prosecution can result in criminal records and fines of up to £2,500.

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

## **Persistent Absenteeism**

- A child becomes a Persistent Absentee (PA) when their attendance falls below 90% of their schooling across the academic year for whatever reason. Absence at this level is doing considerable damage to any child's educational prospects and we need parents'/carers' full support and cooperation to tackle this.
- Any child whose attendance has reached the PA threshold of below 90% will receive a **stage 2 letter** and be invited in for a meeting to discuss an action plan to improve attendance. This may involve referrals to other agencies, alongside meetings between relevant school staff and parents / carers.
- At each stage of this plan, the outcome of interventions will be measured, and time given to allow for interventions to take effect. Throughout this period, monitoring will be undertaken and if absence continues, further action will be taken to prevent the child's attendance becoming severely absent.
- Where parents / carers fail to co-operate with support and strategies provided by the school, further advice may be sought which could lead to legal interventions in collaboration with the Local Authority

## **Severe Absenteeism**

- Particular focus will be given to those children who are absent from school more than 50% of the time. These severely absent children will require a more intensive support across a range of partners.
- These children may have an individual attendance action plan with reviews built in.
- If severe absence for unauthorised reasons continues, we'll work closely with everyone to address potential safeguarding issues in these cases and may request a full children's social care assessment, as failing to safeguard a child's basic needs such as education may constitute neglect. We will work jointly and share data on individual cases with relevant agencies.
- We'll collaborate with the Local Authority and alert them to new admissions and deletions to the register that fall outside the standard admission times and provide the names and addresses of any child who fails to attend school regularly or has missed school for 10 days or more without authorisation. An Attendance Solution Panel could be arranged with the Local Authority and other agencies.

## **Intervention Strategies and Partial Timetables**

Some children face more complex barriers to attendance. This can include children who have long term physical or mental health conditions or who have special educational needs and disabilities (SEND). Their right to an education is the same as any other child and therefore the attendance ambition for these children should be the same as it is for any other child, but additional support may need to be provided. Children who are experiencing medical conditions or special educational needs and disabilities have the right to an education in the same way as other children and our attendance ambition for them is the same as for other children not experiencing these issues. However, we are mindful of the barriers these children face and will put additional support to enable access to a full-time curriculum. For children with long term illness or severe health needs, we will consider guidance from 'Supporting pupils with medical conditions in school'.

## **Supporting pupils with medical conditions at school - GOV.UK ([www.gov.uk](http://www.gov.uk))**

## **Summary of responsibilities where a mental health issue is affecting attendance (publishing.service.gov.uk)**

In very exceptional circumstances, where it is in a child's best interests, there may be a need for a school to provide a child of compulsory school age with less than full-time education through a temporary part-time timetable to meet their individual needs. For example, where a medical condition prevents a child from attending school or another setting full-time and a part-time timetable is used to help the child access as much education as possible. A part-time timetable should not be used to manage a child's behaviour.

A part-time timetable should:

- Have the agreement of both the school and the parent / carer the child normally lives with.
- Have a clear ambition and be part of the child's wider support, health care or reintegration plan.
- Have regular review dates which include the child and their parents / carers to ensure it is only in place for the shortest time necessary.
- Have a proposed end date that takes into account the circumstances of the child, after which the child is expected to attend full-time, either at school or alternative provision. It can, however, be extended as part of the regular review process. In some limited cases, a child with a long-term health condition may require a part-time timetable for a prolonged period.
- Where the child has a social worker, the school is expected to keep them informed and involved in the process.

## **Intervention**

- Where appropriate action plans will be set up in partnership with families and other agencies that may be supporting families, for example, children's social care and early help services.
- The school will coordinate and contribute to multi-agency meetings to review progress and agree on actions.
- Work in partnership with Local Authority Attendance Team and other agencies to ensure the appropriate use of statutory parental responsibility measures
- Individual interventions set up with key children to reinforce the importance of attendance/punctuality.

## **Rewarding Good Attendance and Punctuality**

It is the belief that all children are more likely to attend regularly if the curriculum is engaging and personalised to meet their needs. The curriculum is monitored and revised on an annual basis so that it meets the ability needs of all children. In addition to this we also ensure:

- Weekly Celebration Assemblies -Celebration Assemblies are held every week. Classes with the highest attendance receive the attendance trophy and certificate.
- Staff Promoting Good Attendance- It is important that teachers are regularly promoting good attendance with their classes. Good class attendance is attributed to good teaching and this is celebrated.
- End of Term Attendance Rewards- At the end of each term there is a reward for children who have achieved attendance at over 96% and 100%. Rewards come in the form of stickers, house points on Classcharts and £25 gift vouchers for 2 x winners of the above 96% raffle and 1 x £100 gift certificate for the winner of the 'pound a percent' raffle, as a reward for both children and parent/carers.

## Sharing attendance data

Pupils are informed on a weekly basis of class attendance. The classes achieving the highest attendance figures are shared in termly assemblies. This develops healthy competition between year groups to improve attendance. It also engages the class teacher in conversation with their classes about attendance. Weekly briefings are also shared weekly to all staff by the behaviour and attendance lead.

## Attendance codes

Table 1

CODE	MEANING	TYPE
/ \	Present at the school / morning \ afternoon	Present mark
B	Attending any other approved educational activity: - Alternative provision not arranged through the approved framework	Present mark
C	Authorised circumstance (see Table 2: The C code for breakdown).	Authorised Absence
D	Dual registered at another school.	Present mark
E	Suspended or permanently excluded and no alternative provision made.	Authorised Absence
G	Holiday not granted by the school or term-time leave not granted by the school.	Unauthorised Absence
I	Illness (not medical or dental appointment).	Authorised Absence
J1	Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution.	Authorised Absence
K	Attending education provision arranged by the local authority: - Home tutoring - Approved framework for alternative provision - Blended learning.]	Present mark
L	Late arrival before the registers have closed.	Present mark
M	Attended a medical appointment.	Authorised Absence
N	Reason for absence not yet established.	Unauthorised Absence
O	Absent in other or unknown circumstances.	Unauthorised Absence
P	Participating in a sporting activity.	Present mark
Q	Unable to attend the school because of a lack of access arrangements.	Not expected to attend
R	Religious observance.	Authorised Absence
S	Leave of absence for the purpose of studying for a public examination. Must be used sparingly with revision opportunities in school.	Authorised Absence
T	Parent travelling for occupational purposes, and the pupil has attended for at least 200 sessions in preceding 12 months.	Authorised Absence
U	Arrived in school after registration closed.	Unauthorised Absence
V	Attending an educational trip or visit.	Present mark
W	Attending work experience.	Present mark
X	Non-compulsory school age pupil not required to attend school.	Not expected to attend
Y	Unable to attend school because of unavoidable cause (see Table 2: The Y code for breakdown).	Not expected to attend
Z	Prospective or previous pupil not on admission register.	Not expected to attend

**Table 2**

CODE	MEANING	TYPE
The Y code: Unable to attend school because of unavoidable cause, is broken down into the following subcodes to provide better differentiation of the reason:		
Y1	Unable to attend due to transport normally provided not being available.	Not expected to attend
Y2	Unable to attend due to widespread disruption to travel.	Not expected to attend
Y3	Unable to attend due to part of the school premises being closed. For example, this may be due to damage or teacher strikes.	Not expected to attend
Y4	Unable to attend due to the whole school site being unexpectedly closed. For example, extreme weather, damage, no hot water, or heating.	Not expected to attend
Y5	Unable to attend as pupil is in criminal justice detention. For example, in police detention, remanded to youth detention, awaiting trial or sentencing, or detained under a sentence of detention.	Not expected to attend
Y6	Unable to attend in accordance with public health guidance or law, contrary to or prohibited by any guidance relating to the incidence or transmission of infection or disease.	Not expected to attend
Y7	Unable to attend because of any other unavoidable cause. For example, an emergency has prevented the pupil from attending. The unavoidable cause must be something that affects the pupil, not just the parent.	Not expected to attend
The C code: Authorised Absence is broken down into the following subcodes to provide better differentiation of the reason:		
C	Leave of absence for exceptional circumstances. Where a leave of absence is granted, the school will determine the number of days a pupil can be absent from school. A leave of absence is granted entirely at the school's discretion.	Authorised Absence
C1	Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad.	Authorised Absence
C2	Leave of absence for a compulsory school age pupil subject to a part-time timetable.	Authorised Absence