

# Attendance Policy



Date of policy implementation:

**Next Review: October 2019**

## Contents

<b>Section</b>	<b>Content</b>	<b>Page</b>
1	History of most recent policy changes	3
2	Context	3
3	Vision	3
4	Purpose of the policy	4
5	Consultation Process	5
6	Relationship to other policies	5
7	Roles and Responsibilities	5
8	Requests for leave of absence during term time	8
9	Legal framework for attendance	9
10	Definition of a parent	9
11	Prosecutions by Local Authorities	9
12	Procedures for responding to absence and unauthorised absence	10
13	Procedures, strategies and sanctions for responding to unsatisfactory attendance and persistent lateness	10
14	Monitoring and collection off data	12
15	Impact on Workload	12
	Appendix B - Extract from School Attendance statutory guidance and departmental advice September 2014	14
	Appendix C - Application for Exceptional Leave of Absence during Term Time	19
	Appendix D - Years 7 – 11 Attendance Stage Flow Chart	20



## 2 Context

City Academy is a very diverse school (50% EAL) with a high proportion of disadvantaged students (64% PPI, 20% SEND) serving its community in the heart of Bristol. It was the first academy in the South West, opening on the site of the St George School in 2009. Students arrive in the academy with very low prior attainment (APS = 24.2) and due to its location in Bristol a large number of refugee and migrant students attend the academy. Latest data indicates that the academy is in the highest percentile for deprivation. City Academy had a Section 5 Ofsted Inspection on 21-22 January 2015 which judged that the school required Special Measures. From the 1st June 2016 City Academy has been sponsored by the Cabot Learning Federation and the current Principal was appointed permanently. There was a major piece of workforce reform due to a projected budget deficit of £800,000 in April 2016 and the academy lost 25 posts across all areas to bring about a saving. However, the academy is now secure and sustainable, forecasting a surplus budget for future years. With an intake of 180 in year 7, the highest for over 7 years, the academy is now becoming the school of choice for the local community.

The academy has been on a rapid improvement journey in the last two years which has seen outcomes improve to be consistently above floor and P8 = +0.31. PP students achieve as well if not slightly better than their non PP peers in the academy.

## 3 Vision

City Academy is committed to ensuring that our students master the knowledge, understanding and skills to be academically successful. We believe that anyone who is successful (in the broadest sense of the word) must develop self-discipline and be given autonomy to make the right choices. We also want our students to understand their role in developing a common purpose across our Academy community and beyond. The vision provides a framework to ensure our core values (Grit, Pride and Team Spirit) are embedded within our daily practice and routines in order for 'So that every student has the opportunity to go to university, choose their career and improve the world.'

The vision for the academy is built and communicated around 4 key questions taken from the work of Patrick Lencioni:

- Why do we exist?

So that every student has the opportunity to go to university, choose their career and improve the world.

- How do we behave?

We value pride, grit and team spirit so that we can win in life.

- What do we do?

We educate 11-18 year olds in the local community

- How will we succeed?

By maximising learning, systematically improving literacy and creating a supporting, professional environment

## 4 Purpose of the Policy

Central to raising standards in education and ensuring all students can fulfil their potential is an assumption so widely understood that it is insufficiently stated – students need to attend school regularly to benefit from their education. Missing out on lessons leaves children vulnerable to falling behind. Children with poor attendance achieve less in both primary and secondary school.

City Academy has set a challenging target of at least 95% for the academy's overall attendance rate.

City Academy is therefore committed to encouraging regular attendance, promoting and expecting high levels of punctuality and reducing persistent absence rates. We seek to achieve this by:

- Ensuring that every student has access to the full-time education they are entitled to
- Delivering high quality lessons that are engaging and purposeful so that students are motivated to attend.
- Ensure that the environment of the Academy is safe and welcoming to all students
- Educate students and parents about the importance of attendance
- Reward students appropriately for excellent attendance.

City Academy is recognised for its highly diverse and multi-cultural environment. We believe that the inclusive practices, high standards of teaching and outstanding pastoral care and guidance provide a foundation for students in which to feel safe, happy and motivated to attend school. However, this policy sets out the roles and responsibilities of staff, students, parents and carers to encourage regular attendance and punctuality as well as the procedures, sanctions and strategies available to the school if a student fails to attend school at a satisfactory level.

## 5 Consultation Process

This policy was developed in consultation with stakeholders. The attendance policy also takes into account the non-statutory and statutory guidance issued by the DfE in September 2014 and updated in November 2016

## 6 Relationship to other Policies

Safeguarding Policy  
Behaviour Policy

## 7 Roles and Responsibilities

### Principal

- a) The Principal must ensure that the school meets all statutory requirements e.g. the maintenance of registers and the submission of all data.

- b) The Principal will make sure that effective monitoring, support and intervention is in place for students whose attendance or punctuality is a cause for concern and will delegate this responsibility to the Assistant Principal for School Culture and the Attendance Officer.
- c) The Principal will ensure that all staff follow the legal responsibilities regarding register taking.

### **Academy Council**

- a) The council has responsibility for monitoring the Academy's attendance rate.

### **Assistant Principal**

- a) The Assistant Principal for Student Culture has the responsibility and lead for overseeing all aspect of the Attendance process.
- b) Meet with the Attendance Officer and Pastoral Leader regularly using data to prioritise solutions for key concerns.
- C) Support the Pastoral team with rewarding good attendance throughout all Year groups.

### **Attendance Officer**

- a) The Attendance Officer has responsibility for overseeing and managing of attendance procedures and practices of year 7-11. The Attendance officer needs to ensure that high level cases are being dealt with effectively.
- b) The Attendance Officer will work closely alongside the CLF Attendance leader, Pastoral Leader and Assistant Principal for School Culture. Regular meetings will be held to discuss trends and identify solutions to improve attendance problems.
- c) The Attendance Officer has overall responsibility for inputting Attendance data for students.
- d) Each morning at 8.40 record students who are late and issue break or lunch detentions. Side gates to be locked by 9.00am.
- e) If a student is marked as missing from a register the Attendance Officer will send a 'check form' to that teacher
- f) If a teacher fails to take a register the Attendance Officer will send a missing register form
- g) At the end of each school day the Attendance Officer will send a list of missing registers to the Assistant Principal of School Culture

### **Safeguarding Lead**

- a) The Designated Safeguarding Lead has responsibility for overseeing all students with safeguarding concerns and liaising with appropriate staff to ensure effective monitoring of students.

### **Pastoral Leader**

- a) Pastoral Leader will have the overall responsibility for monitoring, improving and promoting good attendance of students within the house groups.
- b) Pastoral Leader will track year group attendance and discuss trends fortnightly in PSW line management meetings
- c) Pastoral Leader will make contact with parents if a students' attendance does not improve after LF or PSW has supported the student.
- d) Pastoral Leaders will review pupil support plans with PSW to see if the support plan is being effective.
- e) All virtual students to be registered by Head of PLC and PLC PSW
- f) If attendance officer is out, the Pastoral Leader will support PSWs to ensure late table is covered and to look the side gate at 9.00am (PSW to cover).

### **Pastoral Support Worker**

- a) The Pastoral Support Workers (PSWs) will work in collaboration with the Pastoral Lead, the Attendance Team, Learning Facilitators and Teachers for monitoring, improving and promoting student attendance.
- b) PSWs will track year group attendance daily.
- c) PSWs will use data to notice trends, track students and put interventions in place to support students with under 94% attendance
- d) PSWs will make contact with parents weekly if attendance is below 94%
- e) PSWs will take morning meeting registers
- f) PSWs will create pupil support plans with clear targets for students with attendance below 94% attendance
- g) Carry out home visits for any students who are not in for 3 consecutive days if there has been no contact with home.
- h) All virtual students to be registered by Head of PLC and PLC PSW
- i) If attendance officer is out, PSWs to ensure late table is covered and to look the side gate at 9.00am.
- j) If a student is in the Link check that SIMS is updated to show them as present with a '1' marked on the register.
- k) Daily phone calls home to inform parents/carers if a late detention was missed and place in Friday after school SLT late detention.

### **Learning Facilitators**

- a) Learning Facilitators have responsibility for monitoring, recording and improving student attendance.
- b) Complete registers within the first 5 minutes of PM LF
- c) Make phone calls home for students with attendance of 94% - 97% at the end of each week
- d) Carry out return to school meetings with students that have been off school. Log on SIMS as communication
- e) Review weekly attendance data in PM LF on a Thursday. Track any trends.
- f) Highlight any attendance concerns with PSW and attendance officer
- g) Inform students if they have a SLT Friday late detention

## Teaching Staff

- a) Teaching staff are responsible for ensuring that electronic registers are completed in the first 5 minutes of each lesson and are completed correctly.
- b) Any students that arrive late to lesson should be change on the register showing them as present with a '2' (yellow card).
- c) Teaching staff are also responsible for following the school policy on truancy from lesson.
- d) If a student is marked present the lesson before, duty call 300 to inform that a student is missing
- e) Teaching staff are responsible for monitoring, recording and improving student attendance.
- f) Notice any attendance trends and highlight with 2nd in Faculty/HOF. Once meetings and phone calls have taken place within the faculty, then liaise with PSW

## Parents and Carers

Under the 1996 Education Act, it is the law that parents or carers must ensure that their child(ren) attend school regularly and punctually. Permitting unauthorised absence from school is an offence and parents or carers may be reported to the Local Authority if their child(ren)'s absence from school is a significant cause for concern. With regard to this, parents and carers must follow the schools procedures for reporting any absence:

- If a child is unwell, a telephone message should be left on the absence line (0117 954 2822) before 9.00 a.m. on the first day of absence and subsequent ones there after stating the child's full name, Year group and reason the child cannot attend school.
- If a child returns to school following an absence and it has not been reported to the school, a letter addressed to the Attendance Officer must be received on their first day back into school. This can be handed to the Learning Facilitator, School Reception or to the Attendance Officer.
- If a parent or carer has failed to notify the Attendance Officer of the reason of absence through either a telephone call or note, they are expected to sign and return the unauthorised absence letter which will be sent to the child's home address by Attendance Officer.
- Absence which remains unexplained will be coded as unauthorised and will be reported to the Attendance Officer and if necessary to the Local Authority.
- Notification of absence for unavoidable medical appointments must be made 2 weeks in advance (where possible) of the appointment by telephoning the Attendance Officer on 0117 954 2822. Students will not be permitted to leave the school site unless we have a record of this communication. Parents and carers should make all medical appointments outside of school hours whenever possible. If no contact is made with parents, then students will not be allowed to leave the school site.
- Parents must, when requested, provide proof, such as dated appointment cards, photocopies of issued prescriptions or hospital/dental appointment letters when absences require further justification.
- Parents should be aware that a letter or phone call does not in itself authorise the absence. Only the schools acceptance of the explanation will authorise the absence.
- Parents or carers must take all reasonable steps to ensure that their child arrives punctually to school every day. If punctuality problems are of a persistent nature, parents or carers are encouraged to work in partnership with members of the House Teams to improve the situation.

- Students are expected to be on site by 8:30 a.m. to ensure they do not receive a late mark in the morning, which would result in a detention being issued.
- Parents are expected to work alongside the Academy to promote good attendance and punctuality.

## **Students**

- Students should attend school every day unless prevented from doing so due to circumstances which the school would normally authorise.
- Students must arrive at school punctually; 8:30 am is the latest time we would expect a student to arrive as this leaves them sufficient time to arrive for their first lesson.
- Students are expected to be punctual to all of their lessons throughout the day to minimise disruption to their fellow classmates and teaching staff.
- All students are expected to have 100% attendance.
- If a student is late to lesson then they will be given a yellow warning. Session 3 and 5 they should be in by the 2nd bell.
- If a student is late to school then they will get a late slip and informed that they have a late detention. The late detention will be held at break time and will be led by a member of SLT. If this detention is missed a phone call home will be made by the PSW to inform parents/carers that the student is expected to attend a detention on Friday after school with SLT.

## **Staff**

### **Recording attendance**

- Every half day of absence has to be classified by the school (not the parent or carer) as either authorised or unauthorised. This is why a cause for absence is always required.
- All teaching staff must take the electronic register on SIMS within the first 5 minutes every lesson. Morning registration starts at 8.40 am and closes at 9.30am and afternoon registration starts at 1.55pm (1.35pm on Fridays) and close at 2.15pm. These times constitute the statutory registration of students.
- When completing the electronic register the following lesson scores or marks are to be used by teaching staff.
  - 4, 3, 2 and 1. These scores relate to attitude to learning of students.
  - “2”- Student has arrived to lesson late and record the students minutes late
  - “N”- Student is absent from lesson and no reason is known.
- If a code has already been entered into SIMS this is not to be overridden by teaching staff. If there are concerns regarding the student, then contact must be made with the attendance team.
- If a student is absent from lesson and the teacher can identify that they are truanting the lesson, then this will be followed up by the class teacher. In the first instance the student will be required to attend a curriculum detention. If the problem persists then this will be passed to the Curriculum lead to take forward to the appropriate members of staff.
- If staff do not complete registers as legally required then the following actions will be taken.
  - 1st concern - Verbal warning from Head of Faculty
  - 2nd concern - Verbal warning from faculty linking member of SLT
  - 3rd concern – Formal warning from the Principal.

## **Recording absence**

Authorisation of absence can only be made by the school who will code each absence in line with the DfE absence codes (Appendix A). Authorised absence would normally be for cases such as sickness, unavoidable medical/dental appointments and days off for religious observance or exceptional family circumstances, such as bereavement.

Authorisation will not be given for absence from school due to shopping trips, birthdays, minding the house or looking after siblings, unwell parents or holidays.

Under the School Day and School Year regulations, the school is able to set different session times for students during public examinations or for students in isolation or on a “different day” timetable as part of the schools Behaviour Policy.

## **Sending students home during the school day**

If a student is required to be sent home during the school day, this must be recorded by the Attendance Officer. Please follow the procedure below:

- For illness - student must be authorised to leave by the First Aider and the Attendance Officer must be informed.
- If a student has an appointment- contact must be made with parent/carer before the student leaves the school site. The Attendance Officer must then be informed. No student will be allowed to leave the school site without parental confirmation.
- For a behaviour issue - this must be agreed by a member of SLT and the Attendance Officer must be informed.

## **3 Requests for leave of absence during term time**

Requests for absence during term time will not be granted unless there are exceptional circumstances. The Attendance Officer will make the decision as to what constitutes an exceptional circumstance.

If, due to exceptional circumstances, leave is granted, the Attendance Officer will determine the number of school days a child can be away from school.

Any requests for absence during term time must be placed in writing using the Leave of Absence Request Form (Appendix B) at least 10 school days before requested leave dates (where possible).

A letter will then be sent to parents/carers informing if the requested leave has been granted or not.

If requested leave in term time has been unauthorised by the school and the leave is still taken a penalty notice fine will be issued.

## **4 Legal Framework for attendance**

Under Section 444 of the Education Act 1996, parents are responsible for making sure that their children of compulsory school age receive a suitable full-time education. This can be by regular attendance at school, at alternative provision, or otherwise (e.g. the parent can choose to educate their child at home). A child continues to be of compulsory school age until the last Friday of June in the school year that they reach sixteen. From September 2013 all 16 year-olds are required to continue in education or training, until the end of the

academic year in which they turn 17 (think this can be taken out). From September 2015 they will be required to continue until their 18th birthday. Local Authorities have the power to prosecute parents who fail to comply with a school attendance order (section 443 of the Education Act 1996) or fail to ensure their child's regular attendance at a school (section 444 of the Education Act 1996).

## 5 Definition of a parent

A parent means:

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

This will also include carers.

## 6 Prosecutions by Local Authorities

If a child of compulsory school age fails to attend regularly at a school at which they are registered or at a place where alternative provision is provided for them, the parents may be guilty of an offence and can be prosecuted by the Local Authority. Only Local Authorities can prosecute parents.

At City Academy we work closely with the Local Authority to take robust action when required, however, engagement with parents and positive intervention forms are an integral part of our approach to raising attendance.

The fines available to the courts if parents are found guilty of the section 444 (1) offence include a level 3 fine of up to £1,000. If they are found guilty of the section 444 (1A) the fine is at level 4, up to £2,500 and the court can also sentence them to imprisonment for up to three months.

Over possible court outcomes could include:

- Community Service
- Curfew Order
- Parenting Order
- Absolute Discharge
- Conditional Discharge
- Legal Costs can also be charged

## 7 Penalty Notices

Penalty fines of £60/£120 can be imposed on parents. They are an alternative to the prosecution of parents for failing to ensure that their child of compulsory school age regularly attends the school where they are registered or at a place where alternative provision is provided. Penalty fines can be issued to each parent liable for the attendance offence or offences of each child. Penalties can be used where the student's absence has not been authorised by the school.

Fines are issued to parents where their child has received 8 to 20 unauthorised absence sessions over a 10 week school period. Please see Bristol City Council website or click on the following link for further information. [\*\*Bristol City Council Penalty Notice Leaflet\*\*](#)

## **8 Procedures for responding to absence and unauthorised absence**

- We operate a first day call system and if a reason for absence has not been communicated to the Attendance Officer by 10:15 am on the first day of absence, a call or text message to the parent or carer will be made. First day calling is an effective measure that minimises the risks of truancy from school.
- If, despite attempts to contact parents or carers to ascertain a reason for absence, the absence remains unauthorised. A letter detailing the date of the unauthorised absence will be sent home from the Attendance Officer. This letter contains a column where parents are expected to write the reason for absence and return the letter to either the Learning Facilitator, School Reception or to the Attendance Officer.
- If a student is absent from school for more than 2 consecutive days (without any explanation being given) the Attendance Officer will try to gain contact. If no contact is made then a home visit will be made to the home address on the 3rd day of absence.

## **9 Procedures, strategies and sanctions for responding to unsatisfactory Attendance and persistent lateness**

The Attendance Officer oversees the Academy's attendance policy and is, therefore, responsible for the day to day management of attendance and absence alongside assisting with the monitoring of punctuality. High levels of student attendance will be encouraged through a range of approaches and joint working:

- Reviewing attendance data for each Year group on a weekly basis in a joint meeting with the Year teams and Attendance Officer which highlights those students with unauthorised absence, unsatisfactory levels of attendance, concerning patterns of absence or lateness and high levels of authorised absence from school.
- Prompt investigation into issues where a student is experiencing attendance difficulties.
- All teaching and non-teaching staff will regularly use attendance data to help inform meetings with students e.g. mentoring meetings, progress review meetings and pastoral intervention. The links between attainment and attendance will be explicitly made at every opportunity.
- Close monitoring of students with below satisfactory attendance and those from vulnerable groups such as, looked after students, SEND, ethnic grouping and students entitled to free school meals.
- Effective use of attendance data to inform early intervention programmes or action plans for students who are experiencing emotional or social issues which affect their school attendance.
- Use of the school's pastoral processes for students whose absence is due to social, emotional or medical issues whereby a supported return to their lessons would be of benefit.
- Partnership work with a range of external agencies.
- Having a high regard for critical times such as transitions into school, within school (Key Stage 3-4) and exam periods.
- Issuing rewards for good attendance.
- Students whose attendance is a cause of concern will be monitored by the Academy's Non Attendance Phases in Appendix C.

## **10 Persistent Absence**

The threshold at which a student is classified as a persistent absentee is defined in terms of those students missing around 10 per cent of school sessions. Persistent absence will be assessed on a cumulative basis so a pupil can come in and out of this category but in real terms, a pupil who misses 19 or more days over the course of an academic year will be classed as persistently absent. Pupils taking unauthorised absence early in the academic year could be categorised as persistently absent well into half of term 5 but have perfect attendance from their return date onwards.

## **11 Parenting Contract Meetings (PCM)**

For any student whose attendance continues to falls below 90% (persistent absence figure) with no good reason, then a parenting contract meeting will be held in school with the Attendance Officer/EWO/PSW. This is a formal meeting which sets out the parent's or carer's responsibilities in ensuring regular attendance to avoid the possibility of legal action. This is the first stage of formal legal proceedings for unsatisfactory attendance at school.

We always encourage parents or carers to work in partnership with the school at all times and not to collude with their child's absence from school. If a child is experiencing problems attending, it is much better for the school to know straight away so that support can be offered.

The attendance Officer will also work in partnership with parents but will refer information and paperwork for the issuing of penalty fines as well as prosecute parents or carers in the Magistrate court for failure to ensure their child's regular attendance at school.

## **12 Single Assessment Framework**

City Academy operates clear procedures for supporting students and families where the presenting needs have a detrimental effect on learning, achieving and attending school. The Single Assessment Framework (SAF), offers the school the opportunity to carry out a more in-depth analysis of the strengths and needs of the student to ensure that any additional services are in place. The decision as to whether there is a need for SAF will form part of the discussion at every stage of dealing with student absence.

## **13 Persistent lateness: Strategies for promoting attendance and punctuality**

City Academy operates a zero tolerance approach to student lateness. Parents are expected to take appropriate measures to ensure their child(ren) arrives to school on time.

Students that arrive to school after 8.40 am will be required to sign in. The number of minutes lates will be recorded and this will result in a detention.

If a student arrives late they will be required to attend 1 break time detention.

If the student fails to attend these detentions then they are required to complete a detention after school on the same day.

## **14 Monitoring and collection of data**

Each term, a Personalised Student Support meeting (PSS) is held by the SENCO, PSW, Pastoral Leader, Family Support Manager and Assistant Principal for School Culture in order to:

- Discuss and action personalised support for student with highlighted issues
- Review the attendance of vulnerable groups of students within the school

- Identify trends and patterns
- Review the success of intervention strategies

Fortnightly, a meeting is held with the Assistant Principal and Attendance Officer in order to:

- Review whole school, year group and individual students attendance rates
- Review the levels of unauthorised absence across the school
- Identify trends and patterns
- Review the success of intervention strategies

## **15 Impact on Workload**

The implementation of this Policy should not impact on staff workload. However, should policy reviews reveal an impact the Policy will be rewritten to take account of this.

**Policy to be reviewed: March 2019**

## Appendix A

### Extract from School Attendance statutory guidance and departmental advice September 2014

“Schools must take the attendance register at the start of the first session of each school day and once during the second session. On each occasion they must record whether every pupil is:

- Present;
- Attending an approved educational activity;
- Absent; or,
- Unable to attend due to exceptional circumstances.

The school should follow up any absences to:

- Ascertain the reason;
- Ensure the proper safeguarding action is taken;
- Identify whether the absence is approved or not; and,
- Identify the correct code to use before entering it on to the school’s electronic register, or management information system which is used to download data to the School Census.

#### **Boarding Schools**

Boarding schools without day-pupils are not required to keep an attendance register. Schools with a mixture of day-pupils and boarders must keep an attendance register for the day-pupils.

#### **Absence and Attendance Codes**

The national codes enable schools to record and monitor attendance and absence in a consistent way which complies with the regulations. They are also used for collecting statistics through the School Census System. The data helps schools, local authorities and the Government to gain a greater understanding of the level of, and the reasons for, absence. The codes are:

##### **Present at School**

Pupils must not be marked present if they were not in school during registration. If a pupil were to leave the school premises after registration they would still be counted as present for statistical purposes.

##### **Registration Code / \: Present in school / = am \ = pm**

Present in school during registration.

##### **Code L: Late arrival before the register has closed**

Schools should have a policy on how long registers should be kept open; this should be for a reasonable length of time but not that registers are to be kept open for the whole session. A pupil arriving after the register has closed should be marked absent with code U, or with another absence code if that is more appropriate.

##### **Present at an Approved Off-Site Educational Activity**

An approved educational activity is where a pupil is taking part in supervised educational activity such as field trips, educational visits, work experience or alternative provision. Pupils can only be recorded as receiving off-site educational activity if the activity meets the requirements prescribed in regulation 6(4) of the Education (Pupil Registration) (England) Regulations 2006. The activity must be of an educational nature approved by the school and

supervised by someone authorised by the school. The activity must take place during the session for which the mark is recorded.

**Attendance codes for when pupils are present at approved off-site educational activity are as follows:**

**Code B: Off-site educational activity**

This code should be used when pupils are present at an off-site educational activity that has been approved by the school. Ultimately schools are responsible for the safeguarding and welfare of pupils educated off-site. Therefore by using code B, schools are certifying that the education is supervised and measures have been taken to safeguard pupils. This code should not be used for any unsupervised educational activity or where a pupil is at home doing school work. Schools should ensure that they have in place arrangements whereby the provider of the alternative activity notifies the school of any absences by individual pupils. The school should record the pupil's absence using the relevant absence code.

**Consortia Schools**

Pupils attending consortia schools as part of their course only need to be placed on the registers of their 'main' school rather than on all of the schools they attend. They should be treated as guest pupils at the other consortia schools. The consortia schools however, must ensure they have suitable systems in place for monitoring and reporting the attendance and absence of the pupils involved, which must be shared with the 'main' school.

**Code D: Dual Registered - at another educational establishment**

This code is not counted as a possible attendance in the School Census. The law allows for dual registration of pupils at more than one school. This code is used to indicate that the pupil was not expected to attend the session in question because they were scheduled to attend the other school at which they are registered.

The main examples of dual registration are pupils who are attending a pupil referral unit, a hospital school or a special school on a temporary basis. It can also be used when the pupil is known to be registered at another school during the session in question.

Each school should only record the pupil's attendance and absence for those sessions that the pupil is scheduled to attend their school. Schools should ensure that they have in place arrangements whereby all unexplained and unexpected absence is followed up in a timely manner.

**Code J: At an interview with prospective employers, or another educational establishment**

This code should be used to record time spent in interviews with prospective employers or another educational establishment. Schools should be satisfied that the interview is linked to employment prospects, further education or transfer to another educational establishment.

**Code P: Participating in a supervised sporting activity**

This code should be used to record the sessions when a pupil is taking part in a sporting activity that has been approved by the school and supervised by someone authorised by the school.

**Code V: Educational visit or trip**

This code should be used for attendance at an organised trip or visit, including residential trips organised by the school, or attendance at a supervised trip of a strictly educational nature arranged by an organisation approved by the school.

**Code W: Work experience**

Work experience is for pupils in the final two years of compulsory education. Schools should ensure that they have in place arrangements whereby the work experience placement

provider notifies the school of any absences by individual pupils. Any absence should be recorded using the relevant code.

### **Authorised Absence from School**

Authorised absence' means that the school has either given approval in advance for a pupil of compulsory school age to be away, or has accepted an explanation offered afterwards as justification for absence.

### **Absence codes when pupils are not present in school are as follows:**

#### **Code C: Leave of absence authorised by the school**

Only exceptional circumstances warrant an authorised leave of absence. Schools should consider each application individually taking into account the specific facts and circumstances and relevant background context behind the request.

#### **Code E: Excluded but no alternative provision made**

If no alternative provision is made for a pupil to continue their education whilst they are excluded but still on the admission register, they should be marked absent in the attendance register using Code E. Alternative provision must be arranged for each excluded pupil from the sixth consecutive day of any fixed period or permanent exclusion. Where alternative provision is made they should be marked using the appropriate attendance code.

#### **Code H: Holiday authorised by the school**

Head teachers should not grant leave of absence unless there are exceptional circumstances. The application must be made in advance and the head teacher must be satisfied that there are exceptional circumstances based on the individual facts and circumstances of the case which warrant the leave. Where a leave of absence is granted, the head teacher will determine the number of days a pupil can be away from school. A leave of absence is granted entirely at the head teacher's discretion.

#### **Code I: Illness (not medical or dental appointments)**

Schools should advise parents to notify them on the first day the child is unable to attend due to illness. Schools should authorise absences due to illness unless they have genuine cause for concern about the veracity of an illness. If the authenticity of illness is in doubt, schools can request parents to provide medical evidence to support illness. Schools can record the absence as unauthorised if not satisfied of the authenticity of the illness but should advise parents of their intention. Schools are advised not to request medical evidence unnecessarily. Medical evidence can take the form of prescriptions, appointment cards, etc. rather than doctors' notes.

#### **Code M: Medical or dental appointments**

Missing registration for a medical or dental appointment is counted as an authorised absence. Schools should, however, encourage parents to make appointments out of school hours. Where this is not possible, the pupil should only be out of school for the minimum amount of time necessary for the appointment.

#### **Code R: Religious observance**

Schools must treat absence as authorised when it is due to religious observance. The day must be exclusively set apart for religious observance by the religious body to which the parents belong. Where necessary, schools should seek advice from the parents' religious body about whether it has set the day apart for religious observance.

#### **Code S: Study leave**

Schools must record study leave as authorised absence. Study leave should be used sparingly and only granted to Year 11 pupils during public examinations. Provision should still be made available for those pupils who want to continue to come into school to revise.

**Code T: Gypsy, Roma and Traveller absence**

A number of different groups are covered by the generic term Traveller – Roma, English and Welsh Gypsies, Irish and Scottish Travellers, Showmen (fairground people) and Circus people, Bargees (occupational boat dwellers) and New Travellers.

This code should be used when Traveller families are known to be travelling for occupational purposes and have agreed this with the school but it is not known whether the pupil is attending educational provision. It should not be used for any other types of absence by these groups.

To help ensure continuity of education for Traveller children it is expected that the child should attend school elsewhere when their family is travelling and be dual registered at that school and the main school. Children from these groups whose families do not travel are expected to register at a school and attend as normal. They are subject to the same rules as other children in terms of the requirement to attend school regularly once registered at a school.

**Unauthorised Absence from School**

Unauthorised absence is where a school is not satisfied with the reasons given for the absence. Absence codes are as follows:

**Code G: Holiday not authorised by the school or in excess of the period determined by the head teacher.**

If a school does not authorise a leave of absence for the purpose of a holiday but the parents still take the child out of school, or the child is kept away for longer than was agreed, the absence is unauthorised. The regulations do not allow schools to give retrospective approval. If the parents did not apply for leave of absence in advance, the absence must be recorded as unauthorised.

**Code N: Reason for absence not yet provided**

Schools should follow up all unexplained and unexpected absences in a timely manner. Every effort should be made to establish the reason for a pupil's absence. When the reason for the pupil's absence has been established the register should be amended. This code should not be left on a pupil's attendance record indefinitely; if no reason for absence is provided after a reasonable amount of time it should be replaced with code O (absent from school without authorisation).

**Code O: Absent from school without authorisation**

If the school is not satisfied with the reason given for absence they should record it as unauthorised.

**Code U: Arrived in school after registration closed**

Schools should actively discourage late arrival, be alert to patterns of late arrival and seek an explanation from the parent.

## **Administrative Codes**

The following codes are not counted as a possible attendance in the School Census:

### **Code X: Not required to be in school**

This code is used to record sessions that non-compulsory school age children are not expected to attend.

### **Code Y: Unable to attend due to exceptional circumstances**

This code can be used where a pupil is unable to attend because:

- The school site, or part of it, is closed due to an unavoidable cause; or
- The transport provided by the school or a local authority is not available and where the pupil's home is not within walking distance; or
- A local or national emergency has resulted in widespread disruption to travel which has prevented the pupil from attending school.

This code can also be used where a pupil is unable to attend because:

- The pupil is in custody; detained for a period of less than four months. If the school has evidence from the place of custody that the pupil is attending educational activities then they can record those sessions as code B (present at approved educational activity).

This code is collected in the School Census for statistical purposes.

### **Code Z: Pupil not on admission register**

This code is available to enable schools to set up registers in advance of pupils joining the school to ease administration burdens. Schools must put pupils on the admission register from the first day that the school has agreed, or been notified, that the pupil will attend the school.

### **Code #: Planned whole or partial school closure**

This code should be used for whole or partial school closures that are known or planned in advance such as: between terms; half terms; occasional days (for example, bank holidays); weekends (where it is required by the management information system); up to five non-educational days to be used for curriculum planning/training; and use of schools as polling stations.

### **Different Term Dates for Different Pupils**

Schools and local authorities can agree to set different term dates for different year groups – e.g. for 'staggered starts' or 'induction days'. Code # can be used to record the year group(s) that is not due to attend. This is only acceptable where the school ensures that those pupils not attending on that day are still offered a full education over the school year."

**Appendix B**



**Application for Exceptional Leave of Absence  
During Term Time**

Taking your Child out of School during term time may harm your child's academic progress.

This has now been nationally recognised by Government and changes have now been made to the Education Regulations 2006.

The amendments make clear that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. Also Headteachers should determine the number of school days a child can be away from school if the leave is granted.

Circumstances which are notified to the school or Local Authority after a decision has been made by the Headteacher will not be considered. Therefore, please be certain to provide all details of the exceptional circumstances relating to your application below and attach any supporting evidence.

Please read the Local Authority leaflet which explains Penalty Notices are issued for unauthorised absence during term time. This can be found on the School website.

Name of Student	
Date of Birth	
House and Learning Family	
Siblings Details and School	
Date of 1st Day of Absence	
Date of Return to School	
Number of Days Requested	

Details of Exceptional Circumstances requiring Term time absence

.....

.....

.....

.....

.....

.....

.....

.....

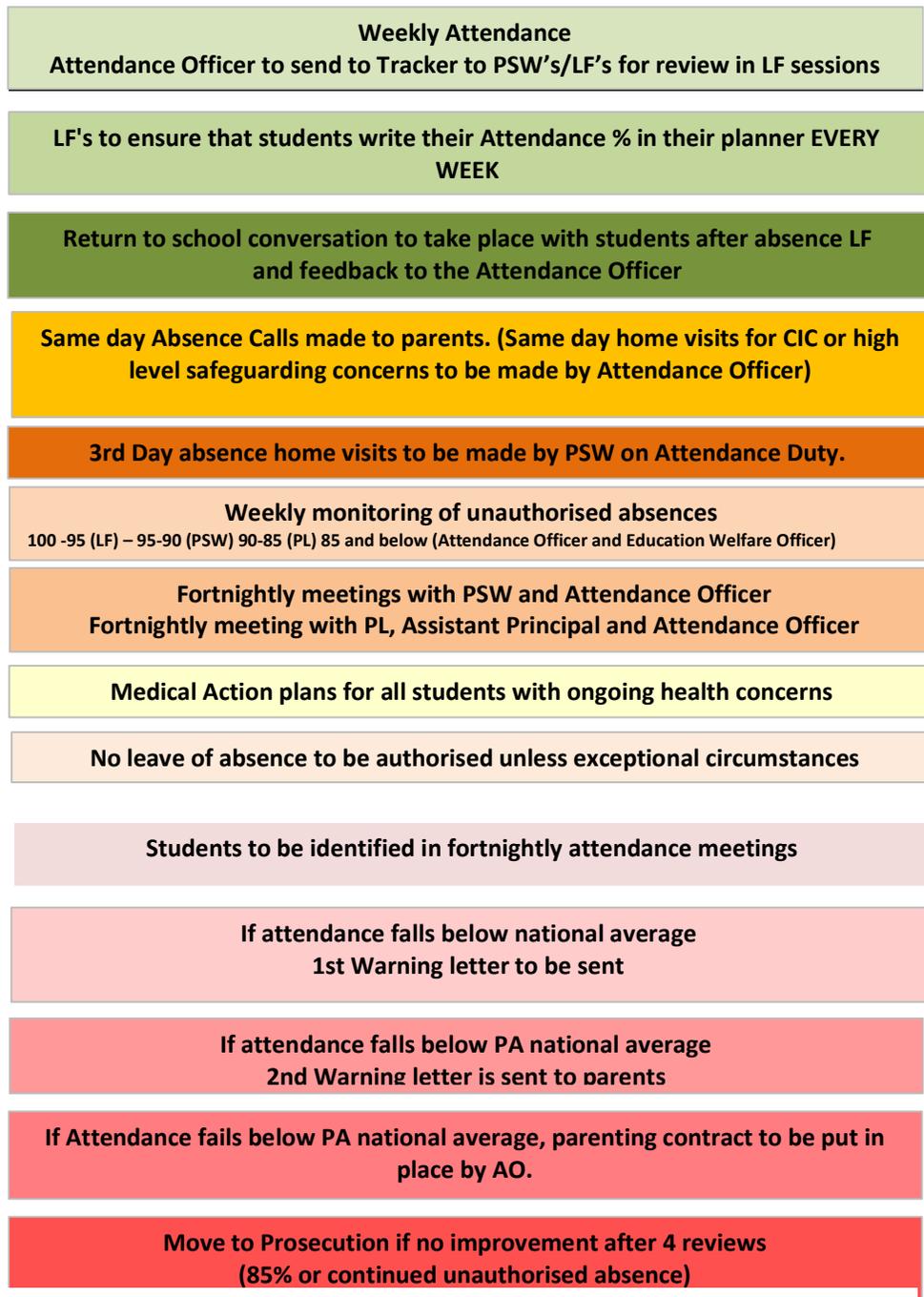
Signed (Parent/carer)..... Date.....

APPROVED YES / NO Signed ..... Attendance Manager Date  
 .....

## Appendix C

### Year 7 to 11 Non Attendance Phases

#### Attendance Stage Flow Chart for City Academy



\* Unless an extreme exceptional circumstance

**School Attendance Target 97%**

