Policy for Attendance

Document Detail	
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Policy Consultation & Review

This policy is available on our websites and is available on request from the school office. We also inform parents about this policy when their children join our academies and regularly thereafter through our newsletters and other relevant opportunities.

This policy will be reviewed in full by the Academy Committees annually.

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1. Introduction

At the Ad Meliora Academy Trust, we 3recognise that positive behaviour and good school attendance are essential in order for pupils to get the most of their school experience, including their attainment, wellbeing and wider life chances. Missing out on lessons leaves children vulnerable to falling behind and can put them at risk of wider harm. There is a wide range of evidence as to the health and wellbeing benefits of school-age education.

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

The Department for Education (DfE) has produced statutory guidance for maintained schools, academies, independent schools, and local authorities. It is called "Working together to improve school attendance" and it includes a National Framework in relation to absence and the use of legal sanctions. Our School Attendance Policy reflects the requirements and principles of that guidance including the importance of understanding the potential vulnerabilities of children who are missing education or absent from school.

We recognise that attendance and safeguarding are closely linked. Children who are absent from education, persistently absent, severely absent, or missing education may be at increased risk of harm, exploitation, neglect, poor educational outcomes and other safeguarding concerns. Attendance information is therefore considered alongside other safeguarding information to help identify children who may require early help, additional support or protection.

We are committed to working in partnership with pupils, parents/carers and relevant agencies to understand and address the barriers that may affect school attendance. We will always seek to understand the reasons for absence and work with families to secure the right support at the earliest opportunity, helping every child to access their right to a full-time education and achieve their full potential.

This policy is written with the above guidance in mind and underpins our school ethos to: -

- Work with families to identify the reasons for poor attendance and try to resolve any difficulties at the earliest opportunity.
- Promote children's welfare, attendance and safeguarding through an integrated whole-school approach.
- Ensure every pupil has access to the suitable, full-time education to which they are entitled.
- Ensure that pupils succeed whilst at school.
- Ensure that pupils have access to the widest possible range of opportunities at school, and when they leave school.

Our policy outlines the school's commitment to attendance. Our policy aims to provide clear guidance to all staff, parents & carers, pupils and those that govern our Trust and academies about the responsibilities and the procedures in place to promote and monitor pupil attendance.

Our policy aims to raise and maintain levels of attendance by: -

- Promoting a positive and welcoming atmosphere in which pupils feel safe, secure, and valued.
- Raising and maintaining a whole school awareness of the importance of good attendance and punctuality.
- Ensuring that attendance is monitored effectively and reasons for absences are recorded promptly and consistently.

For our pupils to gain the greatest benefit from their education it is vital that they attend regularly and on time, every day our academies are open unless the reason for the absence is unavoidable.

We recognise that attendance is a matter for the whole school community. Our Attendance Policy should not be viewed in isolation; it is a strand that runs through all aspects of school improvement, supported by our policies on safeguarding, prevention of bullying, behaviour, and inclusive learning. This policy also considers the Human Rights Act 1998, the Equality Act 2010, UN Convention on the Rights of the Child, and other relevant legislation.

2. Promoting regular attendance

The Trust and its academies believe in developing good patterns of attendance and set high expectations for the attendance and punctuality for all our pupils from the outset. It is a central part of our Trust and academies' vision, values, ethos, and day to day life. We recognise the strong connections between attendance, attainment, safeguarding and wellbeing.

We recognise that attendance is a key safeguarding indicator. Children who are persistently absent, severely absent or missing education may be more vulnerable to harm and may require additional support. Attendance information is therefore routinely considered alongside safeguarding, SEND, behaviour and wellbeing information to ensure concerns are identified and responded to at the earliest opportunity.

We strive to create a welcoming, inclusive and supportive environment where all pupils feel safe, valued, respected and have a strong sense of belonging within the school communities. We recognise that positive relationships, pupil wellbeing and a sense of belonging are important factors in promoting regular attendance and engagement with education.

At each of our academies, the key staff with responsibility for the management of attendance are: -

Blenheim Park Academy		
Role	**Name**	**Contact details**
Senior Attendance Champion	Jill Graver	01485 528368
School Attendance Officer	Jill Graver	01485 528368
Named Academy Committee member for Attendance	Lisa Cook	01485 528368

Greenpark Academy		
Role	**Name**	**Contact details**
Senior Attendance Champion	Jill Graver	01553 772018
School Attendance Officer	Jill Graver/Dawn Stevens	01553 772018
Named Governor/Trustee for Attendance	Lisa Cook	01553 772018

Reffley Academy		
Role	**Name**	**Contact details**
Senior Attendance Champion	Helen Fendley	01553 671045
School Attendance Officer	Helen Fendley	01553 671045
Named Governor/Trustee for Attendance	Lisa Cook	01553 671045

Improving school attendance is everyone's business, it is a shared responsibility by those with governance roles in the Trust, all school staff, parents, pupils, and the wider school community. Helping to create a pattern of regular attendance is the responsibility of parents, pupils and all members of school staff.

To help us all to focus on this, we will: -

- Build strong relationships and work jointly with families.
- Give parents/carers information about attendance in our newsletters.
- Promote the benefits of high attendance.
- Accurately complete admission and attendance registers and have effective day-to-day processes in place to follow-up absence as required by law.
- Celebrate excellent attendance by displaying and reporting individual and class achievements.
- Reward good or improving attendance.
- Report to parents/carers regularly on their child's attendance and the impact on their progress.
- Contact parents/carers should their child's attendance fall below the school's target for attendance.
- Submit a daily attendance return to the Department of Education, in line with the legal expectations placed on all schools.

3. Roles and responsibilities

The Board of Directors recognises the importance of school attendance and promotes it across the Trust and promotes it across the schools' ethos and policies. They take an active role in attendance improvement by: -

- Setting high expectations of all leaders, staff, pupils, and parents so that children attend school every day and are safeguarded from harm.
- Identifying a member of the Academy Committee to lead on attendance matters and ensuring that there is a named senior attendance champion.
- Ensuring leaders fulfil expectations and statutory duties by rigorously evaluating the effectiveness of the school's attendance procedures so that consistent attendance support is provided for all pupils.

- Ensuring the school engages and works effectively with the local authority Attendance Team and wider local partners and services to address barriers to school attendance.
- Regularly reviewing attendance data, discussing, challenging trends, and helping school leaders focus improvement efforts on the individual pupils or cohorts who need it most.
- Ensuring high aspirations are maintained for all pupils and processes for support are adapted to the individual needs of pupils including those with long term illnesses, special educational needs and disabilities, pupils with a social worker or youth justice worker and pupils from cohorts with historically lower attendance such as those eligible for free school meals.
- Ensuring all staff receive adequate training on attendance and that relevant staff have access to opportunities to share and learn from good practice in other schools/academies.
- Ensuring that attendance data is shared with the Local Authority or Department for Education as required and on time.
- Ensuring leaders have effective systems in place to identify pupils whose absence may indicate safeguarding concerns and that attendance data is routinely considered as part of the school's safeguarding arrangements.
- Reviewing the Trust's Attendance Policy on at least an annual basis, ensuring that the required resources are available to fully implement the policy.

The Senior Management Teams (including senior attendance champion) in each school will: -

- Actively promote the importance and value of good attendance to **all** pupils and their parents.
- Form positive relationships with pupils and parents.
- Ensure that there is a whole school approach which reinforces good school attendance, with good teaching and learning experiences that encourage all pupils to attend and to achieve.
- Ensure attendance concerns are considered as part of the school's safeguarding systems and that appropriate referrals are made where concerns indicate a child may be at risk of harm.
- Monitor the implementation of the Attendance Policy and ensure that the policy is reviewed annually.
- Ensure that all staff are aware of the Attendance Policy and adequately trained to address attendance issues.
- Ensure that the regulations and other relevant legislation are complied with.
- Ensure that there is a named senior attendance champion to lead on attendance and allocate sufficient time and resource.
- Return school attendance data to the Local Authority and the Department for Education as required and on time.
- Report the school's attendance and related issues through termly reporting to the Trust and Academy Committee boards and on a half-termly basis to the lead Academy Committee member for attendance.
- Ensure that systems to report, record and monitor the attendance of all pupils, including those who are educated off-site are implemented.
- Ensure that attendance data is collected and analysed frequently to identify causes and patterns of absence.
- Interpret the data to devise solutions and to evaluate the effectiveness of interventions.
- Develop a multi-agency response to improve attendance and support pupils and their families.
- Document interventions used to a standard required by the local authority should legal proceedings be instigated.

- Set out how Pupil Premium will be used to support pupils with irregular attendance.

All staff will: -

- Actively promote the importance and value of good attendance to **all** pupils and their parents.
- Form positive relationships with pupils and parents.
- Contribute to a whole school approach which reinforces good school attendance; with good teaching and learning experiences that encourage all pupils to attend and to achieve.
- Comply with the regulations and other relevant legislation.
- Implement systems to report, record and monitor the attendance of all pupils, including those who are educated off-site.
- Ensure that registers are recorded accurately and in a timely manner.
- Contribute to the evaluation of school strategies and interventions.
- Work with other agencies to improve attendance and support pupils and their families.

The member of staff responsible for attendance will work to further develop relationships with families to bring about improved attendance. This may involve seeking multi-agency support. The member of staff responsible for attendance will support good attendance, respond to concerns, and promote improvement in attendance by: -

- Monitoring and analysing pupil attendance data.
- Undertaking weekly attendance meetings with the Senior Attendance Champion, Designated Safeguarding Lead, SENCO, and other relevant staff members.
- Liaising regularly with the Designated Safeguarding Lead to review pupils whose attendance patterns indicate emerging welfare or safeguarding concerns.
- Implementing the identified strategies for promoting excellent whole school attendance.
- Implementing the identified strategies for tackling unsatisfactory attendance.
- Managing individual pupil casework files.
- Coordinating individual action plans for pupils causing concern including the instigation of an Early Help Assessment and Plan and/or the implementation of an attendance contract.
- Ensuring first day calling procedures are adhered to if a child is absent from school without contact from parents.
- Taking an active lead in delivering whole school initiatives such as awards assemblies and reward schemes.
- Making referrals to appropriate external agencies.

We request that parents: -

- Ask the school for help if their child is experiencing difficulties with any aspect of their schoolwork or home and family life so that we can offer support at the earliest opportunity.
- Take a positive interest in their child's work and educational progress.
- Ensure their child has regular attendance at the school.
- Instill the value of education and regular school attendance within the home environment.
- Contact the school if their child is absent to let them know the reason why and the expected date of return, following this with a note wherever possible.

- Avoid unnecessary absences; for example, by making medical and dental appointments for outside of school hours.
- Inform the school of any change in circumstances that may impact on their child's attendance.
- Support the school by becoming involved in their child's education, forming a positive relationship with school, and acknowledging the importance of children receiving the same messages from both the school and home.
- Maintain effective routines at home to support good attendance.
- Attend all meetings requested to discuss attendance issues.

Pupils will: -

- Be aware of the attendance policy and when and where they are required to attend. This will be communicated to them by staff and parents.
- Speak to their class teacher or another member of staff if they are experiencing difficulties at school or at home which may impact on their attendance.
- Attend all lessons ready to learn, with the appropriate learning tools requested and on time for the class.
- Follow the school procedure if they arrive late. This will help us to monitor attendance and keep accurate records for the child's individual attendance. This is also vital for health and safety in the event of a school evacuation.

4. Understanding types of absence

Any absence affects the routine of a child's schooling and regular absence will seriously affect their learning journey and ability to progress. Any pupil's absence or late arrival also disrupts teaching routines and may affect the learning of other pupils. Ensuring a child's regular attendance at school is a parental responsibility and allowing absence from school, without a good reason, creates an offence in law and may result in prosecution.

Every half-day absence from school has to be classified by the school (not by the parent), as either **authorised** or **unauthorised**. This is why information about the cause of any absence is always required. Each half-day is known as a 'session.' Absence will not be authorised unless parents have provided a satisfactory explanation, and it is accepted as such by the school. The decision to authorise absences is at the discretion of the Headteacher.

For the purpose of this policy, the school defines: -

"Absence" as:

- Arrival at school after the register has closed.
- Not attending school for any reason.

"Regular" attendance as: -

- Attendance at every session the school is open to pupils unless their absence has been authorised.

Authorised absences are morning or afternoon sessions away from school for a genuine reason such as: -

- 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;
- Religious or cultural observances for which the school has granted leave;
- An absence due to a family emergency or unavoidable cause.

Unauthorised absences are those which the school does not consider reasonable and for which no 'leave' has been granted such as: -

- Parents keeping children off school unnecessarily or without reason e.g. because they had a late night or for non-infectious illness or injury that would not affect their ability to learn;
- Absences which have never been properly explained;
- Arrival at school after the register has closed;
- Shopping, looking after other children or birthdays;
- Day trips and holidays taken during term-time, not deemed 'for exceptional purposes' by the Headteacher, including any arranged by other family members or friends;
- Leaving school for no reason during the day;
- Any other absence in term time which has not been agreed.

This type of absence can lead to the school referring to the Local Authority for penalty notices and/or legal proceedings.

4.1 Persistent and severe absence

A pupil is defined by the Government as a **'persistent absentee' (PA)** when they miss 10% or more schooling across the school year for any reason; this can be authorised or unauthorised absence absence. Over a full academic year this would be 19 school days (38 sessions) missed. Absence at this level will cause considerable damage to any pupil's education and we need the full support and co-operation of parents to resolve this.

A pupil who has missed 50% or more schooling is defined by the Government as '**severely absent' (SA)**. Pupils within this cohort may find it more difficult to be in school or face bigger barriers to their regular attendance and, as such, are likely to need more intensive support.

The attendance of all pupils at our academies are monitored to identify children who are persistently absent (PA) or at risk of becoming persistently absent. Where emerging concerns are identified, we will implement appropriate and timely interventions as outlined within this policy.

We recognise that persistent absence and severe absence can be indicators of unmet need, vulnerability or safeguarding concerns. Where attendance concerns arise, we will seek to understand the barriers affecting attendance and consider whether additional support, early help, SEND intervention, mental health support or safeguarding action may be required.

Pupils who are severely absent will receive prioritised support due to the significant educational, wellbeing and safeguarding risks associated with prolonged absence from school. Referrals may also be made to external agencies to provide targeted support where appropriate.
If parents fail to engage with support and their child continues to have unsatisfactory attendance/ punctuality, a request may be made to the Local Authority to pursue legal proceedings either through a penalty notice for parentally condoned absence, consideration of an Education Supervision Order or prosecution in the Magistrates' Court.

Parents found guilty in a Magistrates' Court of failing to secure their child's regular attendance at school under the provisions of the Education Act 1996, will receive a criminal record and a maximum penalty of a £1000 fine under a Section 444 (1) offence or a £2500 fine or up to a 3-month prison sentence, under a Section 444 (1a) offence.

4.2 Leave of absence

We believe that children need to be in school for all sessions so that they can make the most progress possible. However, we do understand that there are times where a parent may legitimately request leave of absence for a child due to 'exceptional circumstances'. At the academies within the Trust, leave of absence is only granted at the discretion of the Headteacher and shall not be granted unless there are 'exceptional circumstances'. Academies in the Trust will respond to all applications for leave of absence in writing.

Parents wishing to apply for leave of absence during term time must apply in writing to the Headteacher at least a month before the planned leave (see Appendix 2). Each application will be treated individually and Headteachers will discuss with you the circumstances of the application before a decision is made. If a written request for leave of absence is not completed and the leave is taken without a request being submitted, it will be marked as unauthorised. Retrospective requests will not be considered and will also result in the absence being categorised as unauthorised. In such cases the school may make a referral to the Local Authority to request that a penalty notice fine is issued or consider prosecution.

In considering requests for leave of absence due to exceptional circumstances, the academy will consider the nature and significance of the circumstance, the length of absence requested and whether the full period of absence is reasonably necessary. Where an exceptional family event takes place away from the family's home location, consideration will also be given to the travel time required. Leave will normally be limited to the minimum period reasonably necessary to enable the pupil to attend the exceptional event. Additional time requested for the purposes of a family holiday, extended family visit or convenience will not normally be considered exceptional.

Where a parent requests term-time leave on the basis of a pupil's special educational needs or disability, the individual circumstances and any specific barriers to travelling or taking a holiday during school holidays will be considered. SEND in itself does not constitute exceptional circumstances. The academy may request proportionate supporting information, including relevant professional advice or documentation, where necessary to establish the circumstances. Each request will be considered individually, including the necessity and length of the proposed absence and its impact on the pupil's education and attendance.

When absence is granted by the Headteacher, the parents will need to agree a date of return. If a pupil fails to return on the expected date and contact is not received from, or made with the parents, academies will seek advice from the Local Authority. This could result in possible children missing from education procedures being instigated.

4.3 Medical appointments and absence due to illness

Parents should try to make appointments outside of school hours wherever possible. Where appointments during school time are unavoidable, we ask that parent notifies the school in advance of the appointment wherever possible. The pupil should only be out of school for the minimum amount of time necessary for the appointment. In most circumstances, a child should not miss a whole day at school for an appointment. If a pupil must attend a medical appointment during the school day, they must sign out at the school office. No pupil will be allowed to leave the school site without parental confirmation.

In most cases, absences for illness which are reported following the school's absence reporting procedures will be authorised without the need for parents to supply medical evidence. In line with Department for Education guidance, if we do have a genuine concern about the authenticity of the illness, we will speak to parents/carers regarding our concerns and look at what support can be put in place to ensure their child's regular attendance at school. If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised.

Where a child has an emerging pattern of non-attendance, we will discuss the reasons for absence with the child's parent/carer. We will invite parents to attend a school-led Attendance Support Panel as an appropriate early intervention strategy. As part of this support, we may seek consent from parents and the pupil as appropriate to make a referral to the 5-19 Healthy Child Programme team and/or to liaise with the child's healthcare professional.[1]

Where a pupil has a verified and chronic health condition, we will aim to work with parents to ensure children have access to education and provide appropriate support in line with Supporting pupils with medical conditions at school and Norfolk County Council policies via the Medical Needs Service. We will also consider whether an Individual Healthcare Plan is required.

The school recognises that attendance difficulties can arise from a range of factors, including physical health needs, mental health needs, anxiety, special educational needs and disabilities (SEND), neurodiversity and other vulnerabilities. Where attendance is affected, we will work in partnership with pupils, parents/carers and relevant professionals to understand individual circumstances, identify barriers to attendance and consider what support may be required to help the pupil access their education successfully.

[1] This is in accordance with the NSCP Joint Protocol between Health Services & Schools in respect of the management of pupil absence from school when medical reasons are cited

4.4 Pupil absence for the purposes of religious observance

Academies in the Trust acknowledges the multi-faith nature of British society and recognises that, on some occasions, religious festivals may fall outside school holiday periods or weekends and is recognised as such by a relevant religious authority. Where this occurs, the school will consider either authorising the pupil absence or making special leave for religious observance. Parents are requested to give advance notice to the school.

4.5 Gypsy, Roma and Traveller pupils

Gypsy, Roma and Traveller (GRT) pupils are among the lowest achieving groups of pupils at every key stage in education, although some GRT pupils achieve very well at school. We 12recognise that there are many complex and interwoven factors that may influence the educational attainment of GRT pupils. At our academies, we have high expectations of all pupils, regardless of their background whilst recognising the lifestyle and cultural traditions of GRT communities. In line with The Education Act 1996, Section 444(6) the school will 12recognise the absence of a pupil who is a mobile child[2] and is unable to attend school because: -

- the parent is engaged in a trade or business of such a nature as to require him to travel from place to place;
- that the child has attended at a school as a registered pupil as regularly as the nature of that trade or business permits; and
- if the child has attained the age of six, that he has made at least 200 attendances during the period of 12 months ending with the date on which the proceedings were instituted.

This provision applies *only* when the family has no fixed abode and are engaged in a trade or business that requires them to travel and when the child is attending school as regularly as that trade permits. In these circumstances, parents have a duty to ensure that their children are receiving suitable education when not at school.

When a family is trading or otherwise conducting their business in or around Norfolk, if a family can reasonably travel back to their base school (see below) then the expectation is that their child will attend full-time. Academies in the Trust will be regarded as the base school if it is the school where the child normally attends when he or she is not travelling. However, the pupil must have attended the 'base school' in the last 18 months. Parents are expected to register their children at other schools temporarily while away from their base school; in such cases, the pupil's school place at the school within the Trust will be kept open for them whilst travelling. This is to protect them from unfairly losing their place at their school of usual attendance.

To ensure we can effectively support all our pupils, we ask that parents: -

- Advise the school of their forthcoming travelling patterns as soon as these are known and before they happen; and
- Inform the school regarding proposed return dates.

[2] A mobile child is a child of compulsory school age who has no fixed abode and whose parent(s) is engaged in a trade or business of such a nature as to require them to travel from place to place.

5. Our procedures

5.1 Register keeping and recording

The School Attendance (Pupil Registration) (England) Regulations 2024, require schools to take an attendance register twice a day, once at the start of the morning session and then again during the afternoon session. The register must record whether the pupil was: -

- Present;
- Absent;
- Present at approved educational activity; or
- Unable to attend due to exceptional circumstances.

5.2 Expected absence procedure for parents:

A parent has a legal responsibility to ensure that their child attends school regularly. If a child is unavoidably absent from school parents are expected to contact the school by telephone call on the morning of the first day of absence and on each subsequent day, identifying the reason for absence and the expected date of return. If no contact is received, then absence protocols will be instigated.

If a child is absent from school the parent must follow these procedures: -

- Contact the school on the first day of absence before the register closes.

Academy	Year groups	Time the register closes	Method of contact	Contact number
Blenheim Park	All	9.25am	Phone the office and either: - • Press 1 to speak to the office or • Press 2 to leave a message about a pupil absence • Via Pupil Asset parent portal	01485 528368
Greenpark	All	9.10am	Phone the office and either: - • Press 1 to leave a message about a pupil absence or • Press 3 to speak to the office • Via Pupil Asset parent portal	01553 772018
Reffley	Nursery	9:20am	Phone the office and either: - • Press 1 to leave a message about a pupil absence or • Press 3 to speak to the office	01553 671045
	Reception – Y6	9.05am		

- Contact the school on every further day of absence, again before the register closes.
- Ensure that your child returns to school as soon as possible.

Blenheim Park Academy:

Senior Attendance Champion – the senior leader responsible for the strategic approach to attendance in our school	Mrs J Graver	01485 528368
Attendance administrator – staff who parents should contact about attendance on a day-to-day basis	Mrs L Black	01485 528368
Contact for more detailed support on attendance	Di Parkinson (Parent Support Adviser)	01485 528368

Greenpark Academy

Senior Attendance Champion – the senior leader responsible for the strategic approach to attendance in our school	Jill Graver	01553 772018
Attendance administrator – staff who parents should contact about attendance on a day-to-day basis	Mrs D Stevens	01553 772018
Contact for more detailed support on attendance	Di Parkinson (parent support adviser)	01553 772018

Reffley Academy

Senior Attendance Champion – the senior leader responsible for the strategic approach to attendance in our school	Ms H Fendley	01553 671045
Attendance administrator – staff who parents should contact about attendance on a day-to-day basis	Ms M Twaite	01553 671045
Contact for more detailed support on attendance	Mrs C Hodgson (parent support adviser)	01553 671045

If your child is absent, the following actions will be initiated by the school:

- The first day calling procedures will be activated for all pupils who are not in school after close of register at the following times and where no reason for absence is known: -

Blenheim Park	Greenpark	Reffley
9.25am	9.10am	Nursery 9:20am, EYFS-Y6 9:05am

- We will telephone or text you on the first, and every subsequent day of absence, if we have not heard from you. However, it is your responsibility to contact us.
- If we are unable to make contact with parents by telephone, we will telephone emergency contact numbers, send letters home and a home visit may be made, in the interests of safeguarding.

We will also inform a pupil's social worker and/or youth offending team worker if there are absences from school in line with statutory requirements. We will also inform a pupil's social worker and/or youth offending team worker if their name is to be deleted from the school register.
Attendance concerns will be considered alongside other safeguarding information to ensure that children who may be vulnerable or at risk of harm are identified and supported at the earliest opportunity.

5.3 Late arrival at school

Poor punctuality is not acceptable and can lead to irregular school attendance patterns. Pupils who arrive late disrupt lessons and, if a child misses the start of the day, they can feel unsettled and embarrassed and risk missing vital work and important messages from their class teacher.

At Blenheim Park Academy, Greenpark Academy and Reffley Academy, all pupils are expected to arrive on time for every day of the school year. The school day begins at the following times: -

Blenheim Park	Greenpark	Reffley
8.55am	8.40am	Nursery 8.45am, EYFS-Y6 8.30am

We advise all parents to ensure their child is on site prior to this. The school register will be taken at the following times: -

Blenheim Park	Greenpark	Reffley
8.55am	8.40am	Nursery 8.50am, EYFS-Y6 8.35am

All pupils arriving after this time are required to report to the main office with their parents, who will be expected to sign the late book and provide a reason for their absence. If their arrival is before the following times, it will be recorded as late – L code (Late before the close of register): -

Blenheim Park	Greenpark	Reffley
9.25am	9.10am	Nursery 9:20am, EYFS-Y6 9:05am

The school register will officially close at the following times: -

Blenheim Park	Greenpark	Reffley
9.25am	9.10am	Nursery 9:20am, EYFS-Y6 9:05am

All pupils arriving on or after this time will be marked as having an unauthorised absence for the morning session – U code (Late after the close of register). This is categorised as an unauthorised absence for the session. Unauthorised lateness could result in the school referring to the Local

Authority for sanctions and/or legal proceedings. If your child has a persistent lateness record, you may be asked to meet with a member of the school attendance team, but you can approach us at any time if you are having difficulties getting your child to school on time. We expect parents and staff to encourage good punctuality by being good role models to our pupils and, as a school, we celebrate good class and individual punctuality.

Please note: L or U codes will be used if a pupil arrives after the close of the afternoon register for the PM session.

5.4 Support systems

We recognise that poor attendance can be an indication of difficulties in a family's life. This may be related to problems at home and/or in school. Attendance concerns may also be linked to a range of factors including physical health needs, mental health needs, anxiety, special educational needs and disabilities (SEND), family circumstances, safeguarding concerns and other vulnerabilities that may affect a child's ability to attend school regularly.

Parents are encouraged to inform school of any difficulties or changes in circumstances that may affect their child's attendance and or behaviour in school, for example, bereavement, divorce/separation, emerging health concerns. This will help the school identify any additional support that may be required.

We are committed to working in partnership with pupils, parents/carers and relevant professionals to understand the reasons for absence, identify barriers to attendance and provide appropriate support at the earliest opportunity. Where appropriate, attendance concerns will be considered alongside safeguarding, wellbeing and SEND information to ensure children receive coordinated support.

We also recognise that some pupils are more likely to require additional support to attain good attendance. The school will implement a range of strategies to support improved attendance based on the individual needs and circumstances of the child.

5.4.1 Attendance, SEND and vulnerable pupils

The school recognises that some pupils, such as young carers, may face greater barriers to attendance and will work sensitively with pupils, families and external agencies to identify and remove barriers to attendance.

This may include pupils with: -

- Special Educational Needs and Disabilities (SEND)
- Education, Health and Care Plans (EHCPs)
- Mental health and wellbeing needs
- Long-term medical conditions
- Children with a social worker
- Youth justice involvement
- Experience of care
- Emerging safeguarding concerns

We recognise that attendance difficulties can be a sign that a pupil requires additional support and should not be viewed in isolation. Where attendance concerns arise, we will work with pupils, parents/carers and relevant professionals to understand barriers to attendance and identify appropriate support.

We will consider whether reasonable adjustments, additional support, specialist advice or further assessment may be required. Where appropriate, attendance support arrangements will be planned alongside existing SEND, safeguarding, healthcare, alternative provision or Early Help plans to ensure a coordinated and child-centered approach.

Strategies we may use to support you include:

- Write to you if your child's attendance is causing a concern and/or where punctuality is a concern;
- Conduct regular wishes and feelings activities with your child to understand their lived experience and identify barriers to attendance;
- Arrange a meeting so that you may discuss the situation with our Senior Attendance Champion, Attendance Officer or Family Support Adviser;
- Create a personalised action/support plan, such as an attendance contract, to address any barriers to attendance and make clear each person's role in improving the attendance patterns of your child;
- Share any agreed action/support plan, such as an attendance contract, with parents/carers;
- Offer signposting and support from other agencies or services, where appropriate, or undertake an Early Help Assessment and Plan with you;
- Refer the matter to an external agency for multi-agency support, or consult with the Children's Advice and Duty Service (CADS) or the police where there are safeguarding concerns;
- Refer to the Local Authority for joint enquiries to be made to establish the whereabouts of the child through Children Missing Education procedures if no contact has been made with parents by the 10th day of absence (or sooner if deemed appropriate);
- Refer the matter to the Local Authority for relevant legal sanctions if attendance deteriorates following the above actions.

To plan the correct support, we will always invite parents and pupils to attend a meeting to discuss the concerns and devise a plan to support the child's regular attendance. Support offered to families will be child-centered and planned in discussion and agreement with both parents and pupils.

5.5 Attendance recognition, support and intervention

We will regularly monitor attendance and punctuality for all pupils. We recognise that good attendance is fundamental to educational achievement, wellbeing and safeguarding.

We aim to promote and celebrate good attendance through a positive whole-school culture which values attendance, belonging and engagement with learning. Our approach is based on identifying

concerns early, understanding barriers to attendance and providing appropriate support before problems become entrenched.

Where attendance concerns emerge, intervention will be proportionate to the individual needs and circumstances of the child. We will work collaboratively with pupils, parents/carers and relevant professionals to identify barriers, agree support strategies and review progress.

Attendance support will be child-centred and may include recognition of positive attendance, improved attendance, successful re-engagement with education, and compliance with agreed attendance support plans.

We will identify and support pupils at the earliest opportunity where attendance concerns emerge. We will investigate and offer support to any pupils who are at risk of becoming persistently absent and will not wait until attendance falls below 90%.

Attendance Stage	**Typical Indicators**	**Possible School Actions**
Universal Support	All pupils	Promotion of attendance through assemblies, newsletters, class activities, attendance awareness initiatives, positive messaging and recognition of good attendance and punctuality.
Emerging Concern	Attendance beginning to decline or emerging attendance patterns of concern	Informal discussion with pupil and family, attendance monitoring, wishes and feelings activities, wellbeing check-ins, positive communication home and early identification of barriers.
Additional Support	Attendance below school expectations or recurring attendance concerns	Meeting with parents/carers, attendance support plan, attendance contract, mentoring, pastoral support, SEND review, healthcare discussions, Early Help consideration or signposting to relevant services.
Targeted Support	Persistent absence or risk of persistent absence	Attendance Support Panel, multi-agency involvement, regular reviews, home visits where appropriate, coordinated support arrangements and referrals to specialist services.
Intensive Support	Severe absence or significant attendance concerns	Intensive multi-agency support, safeguarding review, social care liaison where appropriate, Local Authority involvement, enhanced attendance planning and regular monitoring.
Formal Attendance Intervention	Where support has not secured improvement or where appropriate	Consideration of attendance legal processes where support has not secured sufficient improvement, or where statutory intervention is considered appropriate. Any legal action will be undertaken in accordance with DfE guidance, Norfolk County Council protocols and the National Framework.

Recognition of attendance should be inclusive and encourage all pupils to improve their attendance and engagement with school. Where attendance awards are used, the school will seek to celebrate excellent attendance, improved attendance, positive punctuality and successful re-engagement with education. The school will avoid approaches that may unintentionally disadvantage pupils with genuine health needs, disabilities or other legitimate barriers to attendance.

The following sets out our staged approach to supporting regular attendance: -

- Academies in the Trust are committed to achieving and maintaining excellent attendance, with a whole-school target of 96% or above.
- Attendance data is monitored daily by the Attendance Officer and Senior Leadership Team, with regular analysis of individual, cohort and whole-school attendance patterns to identify strengths, emerging concerns and pupils requiring additional support.
- Attendance information is shared with staff through regular briefings and reports, with parents and carers through newsletters, reports and direct communication, and with pupils through assemblies and classroom discussions that promote the importance of regular attendance and punctuality.
- We operate a staged approach to encouraging good attendance, schools may recognise and reward pupils through weekly, half-termly and annual celebrations, which may include certificates, class attendance awards, recognition in assemblies and other incentives.
- Attendance expectations are promoted consistently across the school community to reinforce the link between attendance, wellbeing and educational achievement.
- Where attendance concerns arise, parents and carers will be contacted at the earliest opportunity to discuss barriers to attendance and agree supportive actions. This may include telephone calls, meetings, attendance reviews and the development of individual support plans.
- Where attendance does not improve despite support and intervention, the school will follow local authority procedures and statutory guidance to ensure that all pupils receive their entitlement to a full-time education.

We will investigate and offer support to any pupils who are on track to be persistently absent (PA) and will not wait until attendance is below 90%.

5.6 Part-time timetables

All schools have a statutory duty to provide full-time education for all pupils and we are committed to every child's right to a suitable, full-time education offer. In very exceptional circumstances, we may decide to implement a temporary, reduced timetable where a pupil's individual needs indicate they cannot currently access a full-time education and it would not be in their best interest to do so. We will not use a part-time timetable to manage a pupil's behaviour. A part-time timetable will not be treated as a long-term solution and will have a time limit by which point the pupil is expected to attend full-time or be provided with alternative provision. We will never put a part-time timetable in place without written agreement from parent/carer and/or other professionals working with the family as appropriate. This intervention will only be used as part of a comprehensive package of support for the pupil where it is safe to do so; it will be reviewed regularly in partnership with the child, parent and any other relevant professionals working with the family.

Part-time timetables will only be used as a short-term intervention and will be subject to regular review. Any arrangement must support the child's educational progress, wellbeing and welfare and must not result in the child being left without appropriate education, supervision or safeguarding support during school hours.

In line with Norfolk County Council guidance, we will notify the Attendance Team of all part-time timetables as soon as a plan has been agreed.

6. School attendance and the law

The School Attendance (Pupil Registration) (England) Regulations 2024 introduced a National Framework in England. By law all children of compulsory school age must receive an appropriate full-time education (Education Act 1996). Parents have a legal duty to ensure their child attends school regularly at the school at which they are registered.

Parents may be recognised differently under education law, than under family law. Section 576 of the Education Act 1996 states that a 'parent', in relation to a child or young person, includes any person who is not a parent (from which can be inferred 'biological parent') but who has parental responsibility, or who has care of the child.

A person typically has care of a child or young person if they are the person with whom the child lives, either full or part time and who looks after the child, irrespective of what their biological or legal relationship is with the child.

6.1 National framework for penalty notices

There is now 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. The 10 sessions of absence do not have to be consecutive and can be made up of a combination of any type of unauthorised absence (G, O and/or U coded within the school's registers). The 10-school week period can span different terms, school years or education settings.

Sanctions may include issuing each parent (for each child) with a Penalty Notice for £160, reduced to £80 if paid within 21 days (for the first offence). A second Penalty Notice issued within a three-year period will result in a fine of £160 per parent, per child. If a third offence is committed the matter may be referred to the local authority for consideration of prosecution via the Magistrates Court. If prosecution is instigated for irregular school attendance, each parent may receive a fine of up to £2500 and/or up to 3 months in prison. If a parent is found guilty in court, they will receive a criminal conviction.

For further information see the Norfolk Code of Conduct for issuing fixed penalties regarding school attendance.

There is no entitlement in law for pupils to take time off during the term to go on holiday or other absence for the purpose of leisure or recreation, or to take part in protest activity in school hours. In addition, the Supreme Court has ruled that the definition of regular school attendance is "in accordance with the rules prescribed by the school."

We will work with parents and the Local Authority to ensure that parents are supported to secure education for children of compulsory school age. Where required, we will formalise support and where necessary, work with the LA to use legal measures.

7. Deletions from the register

At Blenheim Park Academy, Greenpark Academy and Reffley Academy, we will add and will only delete pupils from our school roll in line with the Pupil Registration Regulations. In most circumstances, we will know in advance about pupils leaving our school; this will be planned and discussed with the parent in advance of the pupil leaving. We will always work with families to gain information about the pupil's next school and/or address before the pupil leaves to reduce the risk of pupils becoming a child missing education through lack of shared information.

We follow Norfolk County Council's Child Missing Education procedures and will inform the Children Missing Education Team of all removals from our school roll no later than the date the child is removed in line with statutory responsibilities.

We recognise that children missing education are a particularly vulnerable group. The school will work proactively with Norfolk County Council and other relevant agencies to establish the whereabouts of children whose location is unknown and ensure that appropriate safeguarding action is taken where necessary.

If a child is removed from roll to home educate, we can only de-register the child if we receive, in writing, the parent's intention to educate their child other than at school. The pupil will be de-registered on receipt of such a letter and Norfolk County Council will be informed of the removal from roll as outlined above.

Blenheim Park Academy, Greenpark Academy and Reffley Academy will follow Norfolk County Council's Children Missing Education procedures when a pupil's whereabouts is unknown, the school will carry out joint enquiries with Norfolk County Council to establish the whereabouts of the child.

8. Related policies

To underpin the values and ethos of our school and our intent to ensure that pupils at our school attend school regularly and reach their full potential the following policies are integral to this approach: -

- Safeguarding incorporating child protection
- Medical needs
- Admissions
- Anti-bullying
- Exclusion
- Special educational needs
- Teaching and learning
- Behaviour and rewards

9. Statutory framework

This policy has been devised in accordance with the following legislation and guidance: -

- Working together to improve school attendance, DfE (July 2026)

- The School Attendance (Pupil Registration) (England) Regulations 2024
- Children missing education, DfE (September 2025)
- Keeping children safe in education, DfE (July 2026)
- Working together to safeguard children, DfE (March 2026)

10. Appendices

Appendix 1: School Attendance and Penalty Notices: Guidance for Parents

Regular school attendance and parent's legal responsibilities
At Blenheim Park Academy, Greenpark Academy and Reffley Academy, we work closely with parents and carers to ensure that all pupils receive the best possible education and achieve their full potential.

Good school attendance is essential for children's learning, wellbeing and future opportunities. Parents have a legal responsibility to ensure that their child attends school regularly when they are registered at a school.

The Government is clear that children should only miss school in exceptional circumstances, Schools and local authorities are expected to work with families to promote good attendance and reduce avoidable absence.

When could a Penalty Notice be issued?
Under the national framework for school attendance, a Penalty Notice may be considered when a child has 10 sessions of unauthorised absence within a rolling period of 10 school weeks.

What does this mean?
- A school day consists of two sessions – a morning session and an afternoon session
- 10 sessions are usually equivalent to 5 school days
- The unauthorised absences do not need to happen on consecutive days
- The 10-school-week period can span different terms or school years

Examples of unauthorised absence may include: -
- Holidays taken during term time without authorisation
- Keeping a child away from school without an accepted reason
- Persistent late arrival after the close of registration

Can a Penalty Notice be issued before the threshold is reached?
Yes. In some circumstances, the Local Authority may decide to issue a Penalty Notice before the threshold is reached. For example, this could apply where there have been several unauthorised term-time holidays. The Local Authority may also consider alternative legal action where appropriate.

How many Penalty Notices can be issued?

A maximum of two Penalty Notices per parent, per child can be issued within a rolling three-year period. The three-year period begins on the date the first Penalty Notice is issued. If the national threshold is met for a third time within three years and two Penalty Notices have already been issued to the parent(s), the Local Authority may consider prosecution under Section 444 of the Education Act 1996.

A successful prosecution could result in: -

- A criminal conviction
- A fine of up to £2,500
- Any other penalties available to the court

Who can receive a Penalty Notice?

For the purposes of school attendance law, a parent includes: -

- A child's natural parent
- Any person who has parental responsibility for the child
- Any person who has day-to-day care of the child

Penalty Notices will usually be issued to parent(s) responsible for the child's attendance or who allowed the absence to occur. This may apply regardless of which parent submitted a request for leave of absence.

How much is a Penalty Notice?

First Penalty Notice	**Second Penalty Notice**
The first Penalty Notice issued to a parent for a child will be: - • **£160**, payable within 28 days; or • **£80**, if paid within 21 days.	If a second Penalty Notice is issued to the same parent for the same child within three years of the first Penalty Notice: - • The charge will be **£160** • Payment must be made within 28 days • No reduced payment option is available.
Important information about payment • Penalty Notices must be paid in full. • Part-payments are not accepted. • Payment plans are not available. • There is no right of appeal against a Penalty Notice. • Penalty Notices are issued **per parent, per child.** This means that where two parents are liable for a child's absence, each parent may receive a separate Penalty Notice and will be responsible for paying their own fine.	

Requests for leave of absence during term time

Government guidance states that schools should only grant leave of absence during term time in **exceptional circumstances**. Each request will be considered individually, taking account of the specific circumstances presented. Although we recognise the value of family time together, requests for family holidays during term time will not normally be authorised. Government guidance states

that a need or desire for a holiday or other leisure activity is not considered an exceptional circumstance. If leave is granted, the Headteacher will determine the length of time authorised.

How to request leave of absence

Requests for leave of absence should be made in advance of the planned absence. Making a request in advance allows the school to consider the circumstances before a decision is made. Where leave has not been requested in advance, the school may be unable to consider induvial circumstances, and the absence is likely to be recorded as unauthorised. The school reserves the right to request evidence in support of absences reported immediately before or after a holiday period.

Support with school attendance

We understand that children and families can sometimes face challenges that affect attendance. If you are experiencing difficulties or require support to help your child attend school regularly, please contact: -

Academy	Named person	Job role	Phone	Email
Blenheim Park	Ms Parkinson	Family Support Adviser	01485 528368	office@blenheimpark.norfolk.sch.uk
Greenpark Academy	Ms Parkinson	Family Support Adviser	01553 772018	office@greenpark.norfolk.sch.uk
	Mrs Stevenson	Attendance Officer		
Reffley Academy	Ms Fendley	Headteacher	01553 671045	office@reffley.norfolk.sch.uk
	Ms Hodgson	Family Support Adviser		

We will work with you to understand any barriers to attendance and discuss the support available.

Appendix 2: Leave of absence form

APPLICATION FOR LEAVE OF ABSENCE FROM SCHOOL DURING TERM TIME

Important information for parents – please read before completing this form

Schools can only grant leave of absence during term time in exceptional circumstances. Each request will be considered individually by the headteacher. Family holidays during term time will not normally be authorised.

Requests for leave of absence must be made before any travel or other arrangements are booked and before the absence begins. Parents should allow enough time for the school to consider the request and provide a decision.

A request for leave of absence does not guarantee approval. If arrangements are made before the school's decision is received, this is done at the parent's own risk.

The school is not required to consider requests made after the absence has taken place. If no request is made in advance, the absence will be recorded as unauthorised.

We want every child to attend school every day unless there is an exceptional or unavoidable reason for absence. If you need support with your child's attendance, please contact: -

Academy	Named person	Job role	Phone	Email
Blenheim Park	Ms Parkinson	Family Support Adviser	01485 528368	office@blenheimpark.norfolk.sch.uk
Greenpark Academy	Ms Parkinson	Family Support Adviser	01553 772018	office@greenpark.norfolk.sch.uk
	Mrs Stevenson	Attendance Officer		
Reffley Academy	Ms Fendley	Headteacher	01553 671045	office@reffley.norfolk.sch.uk
	Ms Hodgson	Family Support Adviser		

I have read the above information and wish to apply for leave of absence from school for:

Child's Full Name:	**Date of Birth:**	**Class:**

Parent/Carer Details (please list all parents)

First Name:		**Surname:**	
Date of Birth:		**Relationship to the child:**	

Address and postcode:			
Telephone number:			
First Name:		**Surname:**	
Date of Birth:		**Relationship to the child:**	
Address and postcode:			
Telephone number:			

Siblings: Please provide the name of any siblings and the school that they attend		
Child's Full Name:	**Date of Birth:**	**School:**

Details of the absence			
Date of First day of absence:		**Date of last day of absence:**	
Total Number of days absent:		**Expected date of return to school:**	

Please provide the reason for this request including supporting evidence:

Please read the following statement and sign to indicate you understand: -

I am requesting leave of absence for my child(ren) during term time. I understand that schools can only grant leave of absence in exceptional circumstances and that family holidays will not normally be authorised.

I understand that this request must be submitted before any absence takes place and that submitting a request does not guarantee approval. I understand that I should wait for the school's decision before making travel or other arrangements.

I understand that, if leave is not authorised and my child is absent from school during this period, the absence will be recorded as unauthorised and may result in a Penalty Notice being issued to each parent for each child, or other legal action being considered.

Signed:		**Full name:**		**Date:**	
Signed:		**Full name:**		**Date:**	

To be completed by the school:			
Date request received by the school:		**Total number of days requested:**	
Child's Name:		**Application Authorised or Declined?**	
Reason for school's decision:			
In the case of a term time holiday please confirm which parent took the holiday:			
Headteacher:			
Signed:		**Date:**	

Appendix 3: Attendance policy quick guide for parents

Attendance Policy Quick Guide for Parents

The name and contact details of the school staff member pupils and parents should contact about attendance on a day-to-day basis is: -

Academy	Named person	Job role	Phone	Email
Blenheim Park	Mrs Black	Attendance assistant	01485 528368	office@blenheimpark.norfolk.sch.uk
Greenpark Academy	Mrs Stevenson	Attendance Officer	01553 772018	office@greenpark.norfolk.sch.uk
Reffley Academy	Ms Twaite	Attendance assistant	01553 671045	office@reffley.norfolk.sch.uk

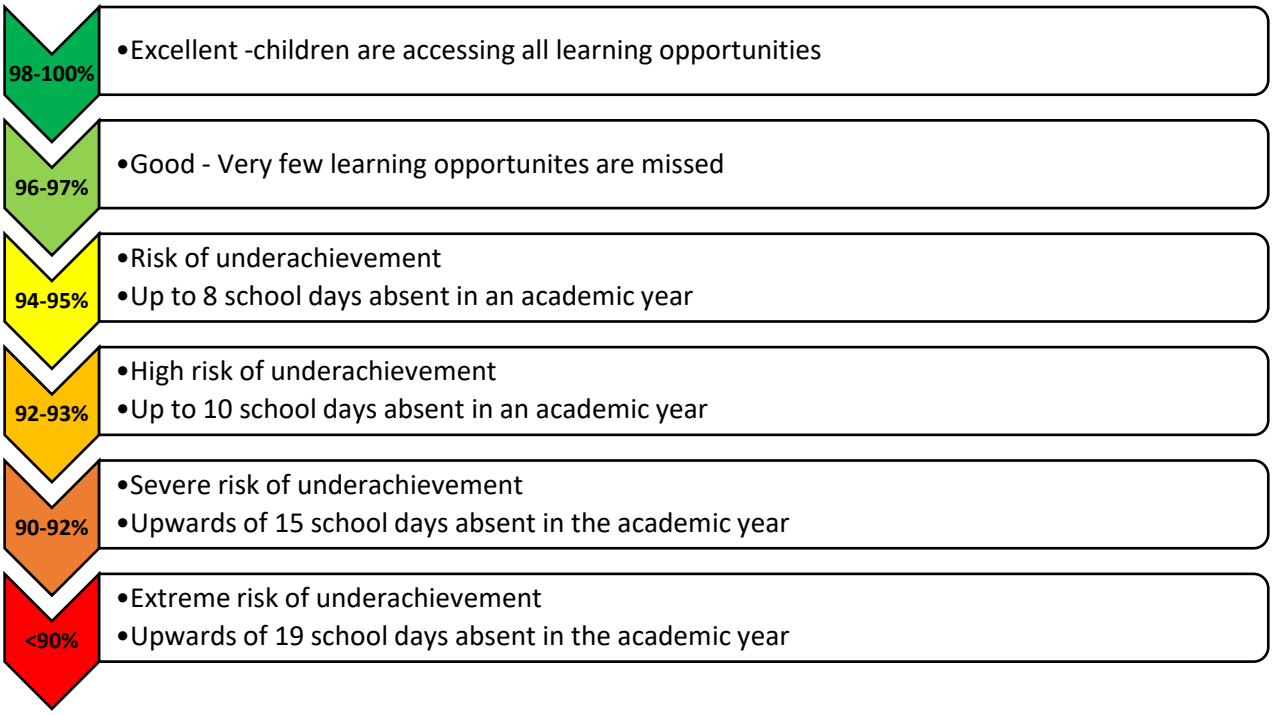
We expect pupils to attend school for 100% of the academic year. You can support your child to have excellent attendance by taking these steps:

- Ensure your child arrives on time for school every day and is ready to learn. Arriving after registration is recorded as an unauthorised absence. Pupils must be in school by: -

Blenheim Park	Greenpark	Reffley
8.55am	8.40am	Nursery 8.45am, EYFS-Y6 8.30am

- Avoid taking holidays during term time.
- If your child appears to be only slightly ill, send them in to school. We have staff who will contact you if their condition deteriorates.
- Book any medical appointments outside of school hours. If this is unavoidable, please book for as late in the afternoon as possible and inform the school of appointments in advance.
- Supply a copy of the appointment card or hospital letter if your child has an appointment during school hours.

If your child becomes reluctant to go to school or you need help, please contact the school immediately; we are more likely to be able to work together to solve any problems if we act early.



'On the day' absences: what should I do if my child is not 'fit' to go into school?

On each day your child is unfit to come to school, please report this absence by calling the school office to let us know: -

Academy	Year groups	Time the register closes	Method of contact	Contact number
Blenheim Park	All	9.25am	Phone the office and either: - • Press 1 to speak to the office or • Press 2 to leave a message about a pupil absence	01485 528368
Greenpark	All	9.10am	Phone the office and either: - • Press 1 to leave a message about a pupil absence or • Press 3 to speak to the office	01553 772018
Reffley	Nursery	9:20am	Phone the office and either: - • Press 1 to leave a message about a pupil absence or • Press 3 to speak to the office	01553 671045
	Reception – Y6	9.05am		

In the message you must leave your child's full name, year and tutor group and give the specific reason for absence. The information you give will be recorded on our official register.

Leave of absence

There may be exceptional circumstances where you need to request a leave of absence for your child. Please use our 'Leave of absence request' form to make these types of requests. The form should be submitted in advance of the leave of absence, via the school office: -

Academy	Phone	Email
Blenheim Park	01485 528368	office@blenheimpark.norfolk.sch.uk
Greenpark Academy	01553 772018	office@greenpark.norfolk.sch.uk
Reffley Academy	01553 671045	office@reffley.norfolk.sch.uk

You will receive a letter in response, to advise if the request has been granted or declined.

Punctuality

Pupils are expected to arrive on time for school in the morning and for every lesson during the day. Your child is late to school if they are not lined up on the playground by: -

Blenheim Park	Greenpark	Reffley
8.55am	8.40am	Nursery 8.50am, EYFS-Y6 8.35am

The Government remains very clear that no child should miss school apart from in exceptional circumstances and schools must continue to take steps to reduce absence to support children's attainment. I hope we can count on your support in this matter.

Please use the following contacts if you require any support with ensuring your child's regular school attendance: -

Blenheim Park Academy:

Senior Attendance Champion – the senior leader responsible for the strategic approach to attendance in our school	Mrs J Graver	01485 528368
Attendance administrator - staff who parents should contact about attendance on a day-to-day basis	Mrs L Black	01485 528368
Contact for more detailed support on attendance	Di Parkinson (Parent Support Adviser)	01485 528368

Greenpark Academy

Senior Attendance Champion – the senior leader responsible for the strategic approach to attendance in our school	Jill Graver	01553 772018
Attendance administrator - staff who parents should contact about attendance on a day-to-day basis	Mrs D Stevens	01553 772018
Contact for more detailed support on attendance	Di Parkinson (parent support adviser)	01553 772018

Reffley Academy

Senior Attendance Champion – the senior leader responsible for the strategic approach to attendance in our school	Ms H Fendley	01553 671045
Attendance administrator - staff who parents should contact about attendance on a day-to-day basis	Ms M Twaite	01553 671045
Contact for more detailed support on attendance	Mrs C Hodgson (parent support adviser)	01553 671045

Appendix 4: attendance codes

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

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
****	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
Attending a place other than the school		
K	Attending education provision arranged by the local authority	Pupil is attending a place other than a school at which they are registered, for educational provision arranged by the local authority
V	Attending an educational visit or trip	Pupil is on an educational visit/trip organised or approved by the school
P	Participating in a sporting activity	Pupil is participating in a supervised sporting activity approved by the school
W	Attending work experience	Pupil is on an approved work experience placement
B	Attending any other approved educational activity	Pupil is attending a place for an approved educational activity that is not a sporting activity or work experience
D	Dual registered	Pupil is attending a session at another setting where they are also registered
Absent – leave of absence		
C1	Participating in a regulated performance or undertaking regulated employment abroad	Pupil is undertaking employment (paid or unpaid) during school hours, approved by the school
M	Medical/dental appointment	Pupil is at a medical or dental appointment
J1	Interview	Pupil has an interview with a prospective employer/educational establishment
S	Study leave	Pupil has been granted leave of absence to study for a public examination

X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
C2	Part-time timetable	Pupil is not in school due to having a part-time timetable
C	Exceptional circumstances	Pupil has been granted a leave of absence due to exceptional circumstances
Absent – other authorised reasons		
T	Parent travelling for occupational purposes	Pupil is a 'mobile child' who is travelling with their parent(s) who are travelling for occupational purposes
R	Religious observance	Pupil is taking part in a day of religious observance
I	Illness (not medical or dental appointment)	Pupil is unable to attend due to illness (either related to physical or mental health)
E	Suspended or excluded	Pupil has been suspended or excluded from school and no alternative provision has been made
Absent – unable to attend school because of unavoidable cause		
Q	Lack of access arrangements	Pupil is unable to attend school because the local authority has failed to make access arrangements to enable attendance at school
Y1	Transport not available	Pupil is unable to attend because school is not within walking distance of their home and the transport normally provided is not available
Y2	Widespread disruption to travel	Pupil is unable to attend because of widespread disruption to travel caused by a local, national or international emergency
Y3	Part of school premises closed	Pupil is unable to attend because they cannot practicably be accommodated in the part of the premises that remains open
Y4	Whole school site unexpectedly closed	Every pupil absent as the school is closed unexpectedly (e.g. due to adverse weather)

Y5	Criminal justice detention	Pupil is unable to attend as they are: • In police detention • Remanded to youth detention, awaiting trial or sentencing, or • Detained under a sentence of detention
Y6	Public health guidance or law	Pupil's travel to or attendance at the school would be prohibited under public health guidance or law
Y7	Any other unavoidable cause	To be used where an unavoidable cause is not covered by the other codes
Absent – unauthorised absence		
G	Holiday not granted by the school	Pupil is absent for the purpose of a holiday, not approved by the school
N	Reason for absence not yet established	Reason for absence has not been established before the register closes
O	Absent in other or unknown circumstances	No reason for absence has been established, or the school isn't satisfied that the reason given would be recorded using one of the codes for authorised absence
U	Arrived in school after registration closed	Pupil has arrived late, after the register has closed but before the end of session
Administrative codes		
Z	Prospective pupil not on admission register	Pupil has not joined school yet but has been registered
#	Planned whole-school closure	Whole-school closures that are known and planned in advance, including school holidays