

# Attendance Policy and Procedures

## Ratification Table:

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## **Part 1 Policy:**

### **1. Introduction**

It is the aim of Westfield Academy that students should enjoy learning, experience success and realise their full potential. Our Attendance Policy reflects this and recognises that regular attendance has a positive effect on the motivation and attainment of students.

Any absence affects the pattern of a child's schooling and regular absence may seriously affect their learning. The Department for Education (DfE) defines a student as a 'persistent absentee' when they miss 10% or more schooling across the school year, for whatever reason.

### **2. Aims**

Our academy aims to meet its obligations with regard to school attendance by promoting good attendance; ensuring every student has access to the full-time education to which they are entitled; and acting early to address patterns of absence.

This policy sets out our Academies' position on attendance and details the procedures that all parents<sup>1</sup> must follow to report their child absent from school.

It is vital that children develop regular attendance habits at an early age. If the child is unable to attend the school for any reason, the parent should inform the school of the reason on the first day of absence and every subsequent day. If the school is concerned about a student's attendance for any reason, we will contact the parent to discuss the matter, in the first instance.

We will also support parents to perform their legal duty to ensure their children of compulsory<sup>2</sup> school age attend regularly, and will promote and support punctuality in attending lessons.

We want our students to attend school every day, unless they are really not well enough to. We believe that children who attend school regularly are more likely to feel settled in school, maintain friendships, keep up with their learning and gain the greatest benefit from their education. We want all our students to enjoy school, grow up to become emotionally resilient, confident and competent adults who are able to realise their full potential. Regular attendance and punctuality is essential in the workplace and children who are used to

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<sup>1</sup> Education law defines parents as: 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. In this policy the term 'parent' includes parents and carers.

<sup>2</sup> A child becomes of 'compulsory school age' on the 1st January, 1st April or 1st September following their 5th birthday and ceases to be of compulsory school age on the last Friday in June of Year 11.

attending school on time, and on every occasion unless they are too unwell to attend, will be better prepared for the attendance expectations in the workplace.

In April 2017 the Supreme Court clarified the definition of regular attendance to be attendance “in accordance with the rules prescribed by the school”, therefore if an absence is not authorised by the school, the student’s attendance is deemed to be irregular.

We will do all we can to encourage our students to attend. We will also make the best provision we can for any student who needs additional support in school or who is prevented from attending school, due to a medical condition.

Please see DfE guidance documents [‘Supporting students at school with medical conditions’](#) and [Education for children with health needs who cannot attend school](#) – or ask the school for printed copies.

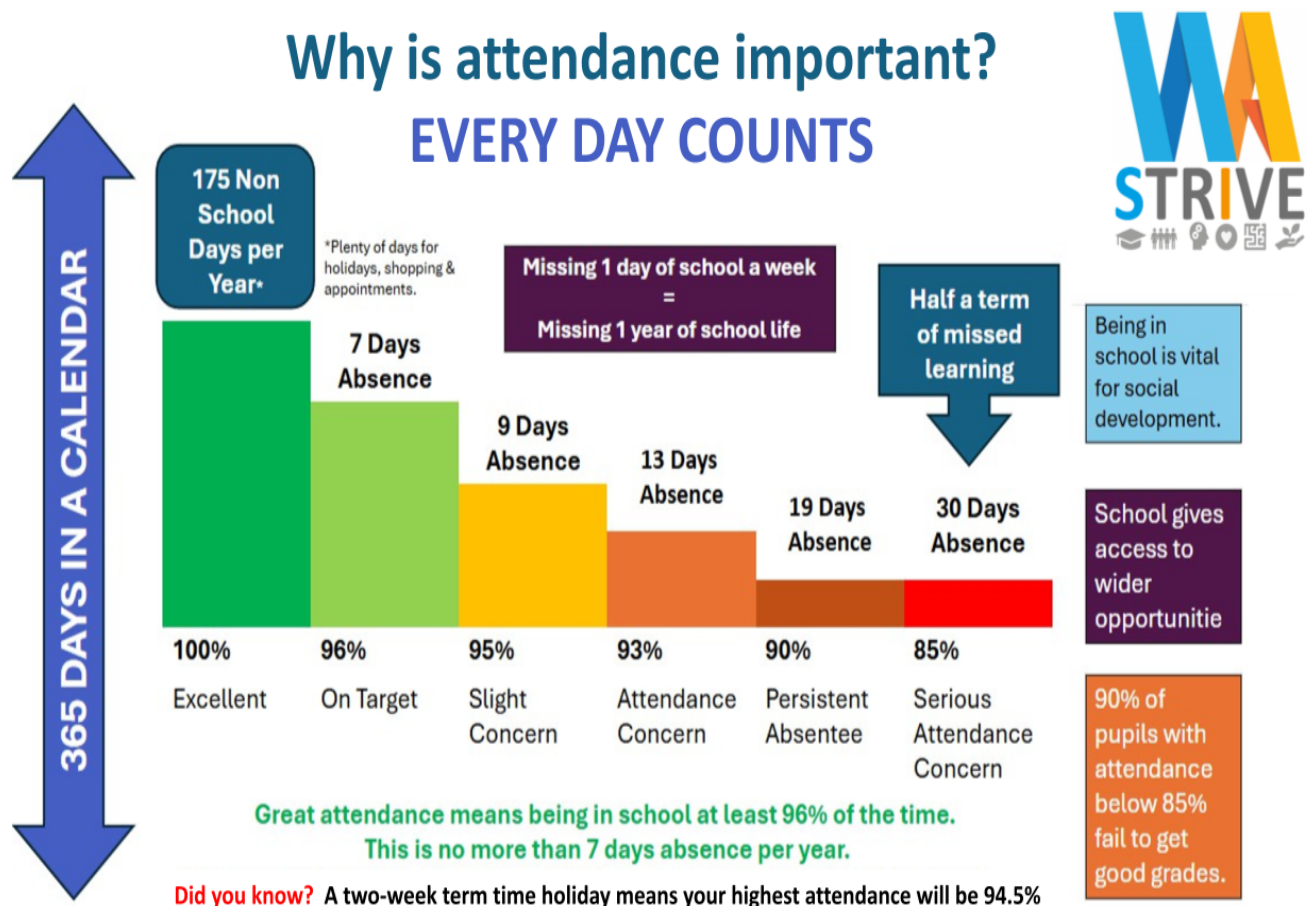
We believe that one of the most important factors in promoting good attendance is the development of positive attitudes towards school. To this end, we strive to make our school a happy and rewarding experience for all children, and to foster positive and mutually respectful relationships with parents.

By promoting good attendance and punctuality we aim to:

- Make good attendance and punctuality a priority for all those involved in the school community.
- Raise our students’ awareness of the importance of good attendance and punctuality.
- Provide support, advice and guidelines to parents, students and staff.
- Work in partnership with parents.
- Celebrate and reward good attendance and punctuality.

## Effects of non-attendance

The table below indicates how what might seem like just a few days' absence can result in children missing a significant number of lessons.



## 3. Safeguarding and Attendance

Our school will monitor trends and patterns of absence for all students as a part of our standard procedures. However, we are aware that sudden or gradual changes in a student's attendance may indicate additional or more extreme safeguarding issues. In line with government guidance [Keeping Children Safe in Education](#) (2025 version, or as updated by the DfE) we will investigate and report any suspected safeguarding cases on to the relevant authorities. As part of our safeguarding duty and our standard procedures, we will inform the Local Authority and/or the Police of the details of any student who is absent from school when the school cannot establish their whereabouts and is concerned for the student's welfare. (Please see our Academies' Safeguarding Policy for more information.)

We consider that good attendance is 96% or above.

100% Exceptional attendance.

96 - 99% Good attendance.

90 - 95% Attendance level is cause for concern.

Less than 90% attendance is classified by the Government as Persistent Absence.

We expect that all students will:

- attend school every day.
- attend school punctually.
- attend appropriately prepared for the day.
- discuss promptly with their class teacher or Head of Year any problems that may affect their school attendance.

We expect that all parents/carers will:

- ensure regular school attendance and be aware of their legal responsibilities.
- ensure that their child arrives at school punctually and prepared for the school day.
- ensure that they contact the school daily of absence or if known in advance, whenever their child is unable to attend school.
- contact school promptly whenever any problem occurs that may keep their child away from school.
- notify the school of any home circumstances that might affect the behaviour and learning of their child.
- notify school immediately of any changes to contact details.
- attend meetings at the school as requested.
- provide medical evidence for absence as requested (this may be in the form of a date stamped compliment slip confirming your visit, prescription or medicine bottle or hospital letter). Where a pupil has an ongoing medical/SEND need, evidence requirements and reporting arrangements will be agreed with families as a reasonable adjustment (see Equality & Diversity Policy)."

We expect that the school will:

- provide a welcoming atmosphere.
- provide a safe learning environment.
- provide a sympathetic response to any student's or parent's/carer's concerns.
- keep regular and accurate records of morning and afternoon attendance and punctuality and monitor each individual student's attendance and punctuality.
- contact parents/carers each day when a student fails to attend and where no message has been received to explain the absence.
- follow up all unexplained absences to obtain explanations from parents/carers. Although parents/carers may offer a reason, only the school can authorise the absence. In the case of long term or frequent absence due to medical conditions, verifications from a GP or other relevant body may be requested.
- encourage good attendance and punctuality through a system of reward and recognition.
- regularly inform parents/carers of the percentage attendance of all students.
- make initial inquiries regarding students who are not attending regularly.
- meet regularly with the Attendance Lead and Head of Year to monitor and support school attendance and punctuality.
- refer irregular or unjustified patterns of attendance to the Local Authority.

#### 4. Legislation and Guidance

This policy meets the requirements of the [Working together to improve school attendance](#). August 2024 from the Department for Education (DfE).. This document is drawn from legislation setting out the legal powers and duties that govern school attendance including:

- The Education Act 1996 (as amended).
- The Education (Student Registration) (England) Regulations 2006 (as amended in 2010, 2011, 2013 and 2016).
- The Education (Penalty Notices) (England) Regulations 2007 (as amended in 2012 and 2013).

### Part 2 What the Law Says and Our School Procedures:

#### 1. Contents of Attendance Register

The law makes it clear that 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 the school must record whether each student is:

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

#### 2. Present at School (and Lateness)

Students are marked present if they are in school when the register is taken. If a student leaves the school premises after registration they are still counted as present for statistical purposes.

It is the duty of parents to ensure that children attend school on time. This encourages habits of good timekeeping and lessens any possible classroom disruption.

The Head of Year will meet with parents of those children who are frequently late arriving at school to investigate reasons and suggest solutions to enable more punctual attendance.

Our students must arrive by 08.25 Hrs on each school day.

Our morning register is taken at 08.30 Hrs and will be kept open until 09.00 Hrs.

Our afternoon register is taken by 13.45 Hrs and will be kept open until 14.05 Hrs.

A student who arrives late but before the register has closed will be marked as late (**L**) – which counts as present.

A student who arrives late **after** the registers close will be marked as absent. If the student is late arriving due to a valid reason such as an unavoidable medical appointment, the absence

will be authorised. If the student is late for no good reason they will be marked with the **unauthorised** absence code 'Late after registers close' (**U**). See DfE Attendance Codes – Appendix One.

### **Effects of Late Arrival at School**

When a child arrives late to school, they miss important events like teacher instructions and introductions. Children often also feel embarrassed at having to enter the classroom late.

The table below indicates how frequent lateness can add up to a considerable amount of learning being lost. This can seriously disadvantage children and disrupt the learning of others.

| <b>Minutes late per Day</b> | <b>Equates to Days of Teaching Lost in one Year</b> | <b>Which means this number of lessons missed</b> |
|-----------------------------|-----------------------------------------------------|--------------------------------------------------|
| 5 mins                      | 3 Days                                              | 15 Lessons                                       |
| 10 mins                     | 6 Days                                              | 30 Lessons                                       |
| 15 mins                     | 9 Days                                              | 45 Lessons                                       |

### **3. Authorised Absence**

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

**The following information outlines the main circumstances where absence may be authorised by the school:**

#### **3.1 Illness**

In most cases, absences for illness which are reported by following the school's absence reporting procedures will be authorised. That is unless the school has a genuine concern about the authenticity of the illness. If in doubt, the school may ask the parent to provide medical evidence, such as a prescription, appointment card, or other appropriate form of evidence.

We will not ask for medical evidence unnecessarily. In some instances, the school may ask the parent to obtain a letter from a GP, or the school may seek parental permission to contact the student's GP directly.

If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised.

Where a student has a high level and/or frequency of absence, the school may require medical evidence of some description in order to authorise any future medical absences. If this is the case, the school will make the parent/s aware of this expectation in advance.

The reporting of absence due to illness remains the responsibility of the parent. Absences due to illness which have **not** been reported to the school by the parent on the first day of absence may not be authorised.

We would not expect any Parent to send their student to the Academy if they were genuinely unwell.

However, keeping your child off school with minor ailments, such as a headache, sore throat or slight cold, is not acceptable.

If your child is going to be absent, please contact the Attendance Officer on each day of absence; If a child is absent for more than one day, the parent should contact the school each day to provide an update on the child's condition, unless otherwise agreed by the school.

Telephone Number: 01935 446885

Email: [attendance@westfieldacademy.co.uk](mailto:attendance@westfieldacademy.co.uk)

Google Form: Report an absence, via the Main School Web page.

Examples of medical evidence is as follows;

|                                                 |                                                                                                                                        |
|-------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|
| Dentist, Orthodontist or Optician Appointments: | Appointment card or medical letter.                                                                                                    |
| Doctor Appointment:                             | Appointment card, prescription or medicine bottle/packet.                                                                              |
| Hospital:                                       | Medical letter or Discharge form (if admitted).                                                                                        |
| Minor Illness:                                  | In the event of minor illness, (D & V, Migraine), where the medical profession are not engaged, a written note from home is requested. |

### **Mental Health and Wellbeing**

Parents who have concerns about their child's mental wellbeing can contact our school's Designated Safeguarding Lead or our Senior Mental Health Lead for further information on the support available. Information is also available on our website in the Safeguarding section.

Parents should also contact their GP or the NHS Helpline by phoning telephone number 111 for advice if they are concerned. In case of emergency parents should dial 999.

### **Students taken ill during the school day**

If a student needs to be sent home due to illness, this should be by agreement with an appropriately authorised member of school staff. In such circumstances, the student must be collected from the school office by a parent or another authorised adult, and signed out in the 'signing out' book. No student will be allowed to leave the school site without parental confirmation.

### **3.2 Medical/Dental Appointments**

Parents should try to make appointments outside of school hours wherever possible. Where appointments during school time are unavoidable, the student should only be out of school for the minimum amount of time necessary for the appointment. It is not acceptable for a child to miss a whole day's schooling for an appointment, unless absolutely necessary, in which case the school will need an explanation as to why this is.

If a student must attend a medical appointment during the school day, they must be collected from the school office by the parent or another authorised adult, and signed out in the 'signing out' book. No student will be allowed to leave the school site without parental confirmation.

Advance notice is required for medical or dental appointments, unless it's an emergency appointment, and must be supported by providing the school with sight of, or a copy of, the appointment card or letter – only then will the absence be authorised.

### **3.3 Religious Observance**

Our school acknowledges the multi-faith nature of the school community and recognises that on some occasions, religious festivals may fall outside of school holidays or weekends. In accordance with the law, the school will authorise one day's absence for a day exclusively set apart for religious observance by the religious body to which the parent belongs. Should any additional days be taken, these will be recorded in the register as unauthorised absence. If necessary, the school will seek advice from the parents' religious body, to confirm whether the day is set apart.

### **3.4 Traveller Absence**

The school will authorise the absence of a Traveller student of no fixed abode who is unable to attend school because they are travelling with their parent who is engaged in a trade or business of such a nature as to require him to travel from place to place. This is subject to certain limits, depending on the child's age and number of sessions absent. The school will discuss cases individually with Traveller parents as necessary. Parents should let the school know of their plans as far in advance as possible. Authorised Traveller absence will be recorded appropriately in the register.

To help ensure continuity of education for Traveller children, wherever possible, the child should attend school elsewhere when their family is travelling for occupational purposes. In which case the child will be dual registered at that school and this school, which is their 'main' school.

Children from Gypsy, Roma and Traveller communities whose families do not travel for occupational purposes are expected to register at school and attend as normal. They are subject to the same rules as other children in terms of the requirement to attend school regularly.

### **3.5 Exclusions**

If the school decides to send a student home due to their behaviour, this will be recorded as a suspension. The school will follow the current DFE [Suspension and Permanent Exclusion from Maintained Schools, academies and pupil referral units in England](#).

Any suspension must be agreed by the headteacher.

The school will notify the parent of the suspension. If the student is a Looked After Child, the school will notify the student's carer, social worker and Virtual School. In other instances, where a student is open to Children's Social Care for any reason, the school will also inform their allocated social worker.

The student must be collected from the school office by the parent or another authorised adult, and signed out in the 'signing out' book. No student will be allowed to leave the school site without parental confirmation.

#### 4. First Day of Absence Response

The Attendance Officer will input confirmed absences received by telephone or letter directly onto the database – these are either authorised or un-authorised absences.

The Attendance Officer will investigate all absences which have not been confirmed by telephoning parents/carers (first day contact), by text message or by letter.

Form Tutors must ensure that notes confirming absence are handed to the Attendance Officer and that letters requesting confirmation of absence are distributed immediately.

Persistent failure to provide confirmation of absence will be reported to the Head of Year. A regular coordinated review is also conducted of all students, specifically targeting persistent absentees, with the Designated Safeguarding Lead, Head of Year and Attendance Officer.

Parents are requested to ensure the Academy retains contact details for all contacts associated with their student. Each student should have at least 2 contacts. If the school is unable to contact any of the emergency numbers provided, and is concerned for the welfare of the student, we may request a Welfare Check from the police.

#### 5. Leave of Absence Requests – ‘Exceptional Circumstances’

**The law does not grant parents the automatic right to take their child out of school during term time.**

Only exceptional circumstances warrant an authorised leave of absence. The school will consider each application individually, taking into account the specific facts and circumstances and relevant background context behind the request. The request must be made by the parent/carer with whom the child normally lives, and permission must be sought in advance. The school will not grant leave of absence unless there are exceptional circumstances. The school must be satisfied that there are exceptional circumstances, based on the individual facts and circumstances of the case; following consultation with other staff as required, including the Designated Safeguarding Lead. Where a leave of absence is granted, the school will determine the number of days the student can be away from school.

A leave of absence is granted entirely at the Headteacher’s discretion.

Parents should complete a Leave of Absence Request form which is available from the school. The request should be submitted as soon as it is anticipated; and wherever possible, at least **four weeks** before the absence. **Although such absence may be unauthorised, it is better that we know your child is safe, rather than missing.** Please be aware that you may be required to provide us with additional evidence in order to support your request. If we have any concerns about possible safeguarding risks such as risk of FGM or Forced Marriage we will follow the necessary protocols. (Please see our school’s Safeguarding Policy for more information.)

## 6. Unauthorised Absence

Unauthorised absence is where a school is not satisfied with the reasons given for the absence.

Absence will be unauthorised if a student is absent from school without the permission of the school. Whilst parents can provide explanations for absences, it is the school's decision whether to authorise the absence or not.

Unauthorised absence includes:

- Absences which have never been properly explained.
- Students who arrive at school too late to get a mark.
- Shopping.
- Birthdays.
- Waiting at home for a washing machine to be mended, or a parcel to be delivered.
- Day trips.
- Long weekends and holidays in term time (unless very exceptional circumstances are agreed in writing, in advance by the school).
- In the case of term time leave - if a student is kept away from school longer than was agreed, the additional absence is unauthorised.

Unauthorised absences may result in Legal Sanctions, usually Penalty Notices or Prosecutions.

## Truancy

Truancy is the act of deliberately staying away from school without good reason or permission / absence from the classroom, onsite – all truancy is unauthorised absence.

The Head of Year will:

- Inform parents/carers of the dates and times of truancy.
- Place the student on an Attendance Report Card to monitor attendance in lessons and at break/lunch.
- Issue a school detention, with a letter generated and sent home.
- Specific cases of post-registration truancy will also be dealt with.
- Subject teachers and Attendance Officer will monitor lesson registers and identify any unexplained absences from specific lessons.
- 
- The Attendance Officer will inform parents/carers, Head of Year and Form Tutor of concerns.
- School will contact Police, Children's Social Care and other agencies, as appropriate.

## 7. Approved Educational Activity (AEA)

When students are attending educational activities off the school site that have been approved by the school, the register will be marked to show this is the case. (See DfE Working together to improve attendance 2022)

If a student is attending an alternative education provider such as another school, or Student Referral Unit, for part or all of their education, our school will make arrangements for the student to be dual registered at the other setting and mark our registers accordingly.

If a student is attending an alternative education provider, which is not a school or Student Referral Unit, for part or all of their education, we will mark the sessions which the student attends the alternative setting as code B (off-site educational activity). The school expects the alternative provider (AP) to notify us of any absences by individual students, to ensure we become aware of any attendance concerns as soon as possible and take follow up action as necessary. Attendance updates will be provided on a weekly basis, or more frequently if agreed with the alternative setting.

Any attendance concerns will be followed up by us, in conjunction with the AP.

#### **8. Unable to attend due to exceptional circumstances (as set out in the law and DfE guidance)**

In accordance with DfE school attendance guidance, our school will record students as 'Unable to attend due to exceptional circumstances' in the following circumstances (such circumstances are not recorded as absences):

- Our school site, or part of it, is closed due to an unavoidable cause.
- A local or national emergency has resulted in widespread disruption to travel which has prevented the student from attending school.
- The student is in custody, but still on the school roll. (If the school has evidence that the student is attending educational activities we can record those sessions as 'present at approved educational activity'.)

#### **9. Support for Poor School Attendance (other than unauthorised term time leave)**

Sometimes students can be reluctant to attend school. We encourage parents and students to be open and honest with us about the reason for the student's absence. If a child is reluctant to attend, it is never better to cover up their absence or for a parent to give in to pressure to let the child stay at home. This can give the impression to the child that attendance does not matter and can make things worse. As a school, we need to understand the reasons why a student is reluctant to attend in order to be able to support students and parents in the best way.

When we have concerns about the attendance of a student, we will do our best to make the parent/s aware of the concerns about their child's attendance and give them the opportunity to address this. However, if parents do not make use of the support offered and improve their child's attendance to an acceptable level, this may result in legal sanctions. Parents may be asked to meet with the Attendance Officer, Head of Year or Designated Safeguarding Lead to discuss the matter. In some cases, this may result in a formal action plan being produced in the form of an Attendance Contract or support from the Education Engagement Service accessed via Team Around the School.

If our school refers a case of poor school attendance to the Education Engagement Service for legal sanctions, we will complete an Early Help Assessment (EHA) and hold a Team Around the Family (TAF) meeting. This can be done in person or virtually. These meetings are designed to offer support to parents and students prior to referring to the Local Authority.

We will not usually request legal sanctions from the Local Authority in cases where poor attendance is symptomatic of complex family circumstances. In such circumstances our school will take a holistic approach to the issue, and involve other agencies as necessary. The exception to this will be where parents fail to accept or engage with support offered by the school and/or other agencies, or fail to implement the suggested changes.

If our school has safeguarding concerns about a student who is absent we will share information with other agencies as we deem necessary.

### **10. Students on Part-time Timetables**

Students are entitled to a full-time education, suitable to their age, ability and aptitude, and any special educational needs or disabilities that they may have.

If, for any reason, our school is unable to provide a student with a full-time education due to the student's needs, we will work with the student, parent and other agencies where appropriate, to come to a mutually convenient arrangement. Any part-time timetables will be for the shortest amount of time possible, whilst arrangements are made to support the student's return to a full-time timetable.

There is a statutory requirement to set work that can be done at home when students who are absent from school for approved reasons over a prolonged period of time, e.g. sustained illness or injury, fixed term exclusion etc. The Head of Year will liaise with admin staff to coordinate the collection of schoolwork and the frequency with which it is sent home or use Google Classroom.

The Head of Year will meet with the Attendance Lead to discuss the reintegration of students who are returning to school after a sustained period of absence. It may be appropriate to offer one or more of the following strategies:

- An initial reduction in timetable.
- Permanent modified curriculum.
- Private study time for catch up work e.g. SEN withdrawal.
  
- Extra support in class.
- Increased pastoral support – Form Tutor, Head of Year, School Nurse etc.
- Attendance Support Plan.

Individual subject teachers must also make provision for students returning to their class after extended periods of absence – providing peer support and catch up materials as appropriate.

## **11. Penalty Notices and Prosecutions**

Parents have a legal responsibility to ensure that their child attends school on a regular basis. It is a criminal offence under Section 444 of the Education Act 1996 to fail to secure regular attendance of a registered student at the school. This applies to both resident and non-resident parents who may both be subject to legal sanctions if their child fails to attend school regularly. It also applies to others who may not be the parent, but may have day to day care of the child.

Unauthorised absence from school can result in a number of different outcomes for parents and children. Each case is considered individually.

Under section 444 of the Education Act 1996, if a child of compulsory school age, who is a registered student at a school, fails to attend regularly at the school his/her parent(s) are guilty of an offence. Parents with more than one school aged child need to be aware that each child's irregular attendance is dealt with as a separate matter.

The school will refer cases of unauthorised absence that meet the threshold, currently 10 unauthorised sessions in 12 school week period, for a Penalty Notice to the Local Authority for legal action, unless there are reasonable grounds for not doing so. The outcome of a referral to the Local Authority may be a Penalty Notice or Prosecution.

Penalty Notices are intended as a sanction for low level offences and a tool to support improved school attendance. They are an alternative to prosecution, and may not be issued if prosecution is considered to be a more appropriate response to a student's irregular attendance.

A student's unauthorised absence from school could result in one of the following:

1. A Penalty Notice. The penalty is £80 payable within 21 days, rising to £160 if paid between 22 and 28 days. (Failure to pay will result in prosecution.)
2. Prosecution.

Prosecution could lead to fines up to £2500 and /or 3 months imprisonment. For further information please see DfE's statutory guidance on [Working Together to Improve School Attendance](#) and Somerset Council's Penalty Notice Code of Conduct, available [here](#). Penalty Notices and prosecution proceedings are issued to each parent with responsibility for the child and are issued for each child with irregular attendance. For example, in the case of Penalty Notices, if two siblings had irregular school attendance, and there were two parents with responsibility for the children, four Penalty Notices would be issued. Penalty Notices cannot be paid in instalments.

## **12. Children Missing Education (CME)**

Our school will add and delete students from roll in line with the law. The school will follow Somerset Child Missing Education process and make CME referral as appropriate. Please see policy [here](#)

All schools have a duty to inform the local authority of any student who is going to be deleted from the admission register, who fails to attend school regularly, or has been absent for a period of 10 school days or more. This duty does not apply when a student's name is removed from the admission register at standard transition points – when the student has completed the final year of education normally provided by that school – unless the local authority requests that such returns are to be made.

If a looked after child or a child subjected to a Child Protection plan goes missing, Westfield Academy will refer them to the Multi Agency Safeguarding Hub (MASH) within 48 hours. A referral to the MASH should also be considered for any child being withdrawn from school with the intent to be electively home educated where there are safeguarding concerns.

### **13. Following up Unexplained Absences**

Where no contact has been made with the school the school will contact parents by text, email, telephone or letter to try and establish the reason for a child's absence. We may do a home visit in some circumstances. When we establish the reason for the absence, we will mark it as authorised or unauthorised depending on the reason for the absence. If we are unable to establish the reason for absence within 5 school days, we will mark the absence as unauthorised, using the **O** code. If we are concerned about a student's absence and are unable to contact the parent/s, we may contact the student's emergency contacts and/or other professionals or contacts of the family who we reasonably expect may be able to advise us of the student's whereabouts.

### **14. Reporting to Parents**

Westfield Academy operates 'My Child at School' app available on any platform. Once the parent has registered and downloaded the App live attendance data can be viewed. Reports are also delivered in this forum.

Attendance data is regularly available through School Reports and Parent evenings. Parents can also contact the Attendance Officer directly to check on attendance.

Where a child's attendance drops for whatever reason, our school will write to the parents to highlight this, unless there is a good reason not to.

### **15. Recording Information on Attendance and Reasons for Absence**

The Attendance Officer will record whether all absences are authorised or unauthorised, and will categorise the reason onto the SIMS system with the appropriate coding. Details of the absence or medical appointment will be recorded, including who passed the information and any timings.

### **Roles and Responsibilities**

**See appendix 2**



## 16. Policy Monitoring Arrangements

This policy will be reviewed annually by the Designated Safeguarding Lead, or more frequently if there are changes to legislation and guidance. At every review, the policy will be shared with the governing body.

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### Guidance Documents:

[Supporting students at school with medical conditions](#)

[Education for children with health needs who cannot attend school](#)

[Keeping children safe in education \(DfE September 2025\)](#)

[Working together to improve attendance](#)

[Suspension and Permanent Exclusion \(DfE August 2024\)](#)

[Home to school travel and transport guidance \(DfE January 2024\)](#)

## Appendix 1 – Department for Education (DfE) Attendance Codes

| CODE | DESCRIPTION                                                                                                                             | MEANING                             |
|------|-----------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|
| /    | Present (AM)                                                                                                                            | Present                             |
| \    | Present (PM)                                                                                                                            | Present                             |
| B    | Educated off site (NOT Dual registration)                                                                                               | Education Activity                  |
| C0   | Absent with leave for other circumstances                                                                                               | Authorised absence                  |
| C1   | Absent with leave for the purpose of participating in a regulated performance                                                           | Authorised absence                  |
| C2   | Absent with leave of compulsory school age and temporary reduced timetable does not require them to attend                              | Authorised absence                  |
| D    | Dual registration (i.e. present at another school or PRU)                                                                               | Not counted in possible attendances |
| E    | Excluded (no alternative provision made)                                                                                                | Authorised absence                  |
| G    | Family holiday (NOT agreed <u>or</u> days in excess of agreement)                                                                       | Unauthorised absence                |
| I    | Illness (NOT medical or dental etc. appointments)                                                                                       | Authorised absence                  |
| J1   | Absent with leave for the purpose of attending an interview for employment or for admission to another educational institution          | Education Activity                  |
| K    | Attending a place, other than the scholar another school at which they are a registered pupil, for educational provision arranged by LA | Educational Activity                |
| L    | Late (before registers closed)                                                                                                          | Present                             |
| M    | Medical/Dental appointments                                                                                                             | Authorised absence                  |
| N    | No reason yet provided for absence                                                                                                      | Unauthorised absence                |



| <b>CODE</b> | <b>DESCRIPTION</b>                                                                                                                                 | <b>MEANING</b>                      |
|-------------|----------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|
| <b>O</b>    | Other unauthorised absence (not covered by other codes or descriptions)                                                                            | Unauthorised absence                |
| <b>P</b>    | Approved sporting activity                                                                                                                         | Education Activity                  |
| <b>Q</b>    | Unable to attend because of lack of access arrangements by LA to facilitate their attendance                                                       | Present                             |
| <b>R</b>    | Day set aside exclusively for religious observance                                                                                                 | Authorised absence                  |
| <b>S</b>    | Study leave                                                                                                                                        | Authorised absence                  |
| <b>T</b>    | Traveller absence                                                                                                                                  | Authorised absence                  |
| <b>U</b>    | Late and arrived after the registers closed                                                                                                        | Unauthorised absence                |
| <b>V</b>    | Educational visit or trip                                                                                                                          | Education Activity                  |
| <b>W</b>    | Work experience (not work based training)                                                                                                          | Education Activity                  |
| <b>X</b>    | Un-timetabled sessions for non-compulsory school age students                                                                                      | Not counted in possible attendances |
| <b>Y1</b>   | Unable to attend because school is not within walking distance of pupil's home and transport to and from school normally provided is not available | Cancelled                           |
| <b>Y2</b>   | Unable to attend due to widespread disruption to travel caused by a local, national or international emergency                                     | Cancelled                           |
| <b>Y3</b>   | Part of the school premises is unavoidably out of use and pupil cannot be accommodated in parts of the premises that remain in use                 | Cancelled                           |
| <b>Y4</b>   | Whole school closed when school was due to meet for a session, but session has been cancelled                                                      | Cancelled                           |
| <b>Y5</b>   | Unable to attend because pupil is subject to a sentence of detention                                                                               | Cancelled                           |
| <b>Y6</b>   | Travel to or attendance at school would be contrary/prohibited by guidance/law relating to                                                         | Cancelled                           |



| CODE | DESCRIPTION                                             | MEANING                             |
|------|---------------------------------------------------------|-------------------------------------|
|      | incidence or transmission of infection or disease       |                                     |
| Y7   | Unable to attend because of any other unavoidable cause | Cancelled                           |
| Z    | Student not yet on roll                                 | Not counted in possible attendances |
| #    | School closed to all students                           | Not counted in possible attendances |
| 7    | In school, not in regular class                         | Present                             |
| 8    | Truanting on-site                                       | Present                             |
|      |                                                         |                                     |

## **Appendix 2 – Roles and Responsibilities**

### **The Governing Board**

This policy is monitored by the Governors' Student Learning Sub-Committee by using the following evidence:

- Report from the Head of Pastoral Care focussing on analysis of attendance data.
- Report from the Head of Pastoral Care on partnerships with the Local Authority.

The governing board is responsible for monitoring attendance figures for the whole school on a regular basis. It also holds the headteacher to account for the implementation of this policy.

Link Governor: Sue Howes

### **The Headteacher**

The Headteacher is responsible for ensuring this policy is implemented consistently across the school, and for monitoring school-level absence data and reporting it to governors. He will also support other staff in monitoring the attendance of individual students where necessary.

### **Head of Pastoral Care/ Attendance Champion**

The Head of Pastoral Care is the Senior Leadership Team Attendance Champion of the school and holds overall responsibility for school attendance. He will also support other staff in monitoring the attendance of individual students where necessary.

### **Attendance Lead with responsibility for Attendance**

The Attendance Lead will monitor levels of attendance in line with the policy. They will meet regularly with the attendance officer to interrogate the data in relation to persistent absentees, attendance levels of vulnerable groups i.e. Children looked after, children subject to a child protection plan, children working with a social worker and children missing from education. Where required, they will attend a TAF meeting to support a student with their attendance and where required refer to the Education Engagement Service via the Team around the school.

### **Attendance Officer**

The Attendance Officer:

- Monitors attendance data at the school and individual student level.
- Reports concerns about attendance to the Headteacher, Head of Pastoral Care/Attendance Champion and Attendance Lead (with responsibility for Attendance) as appropriate.
- Arranges calls and meetings with parents to discuss attendance issues.
- Co-ordinates requests for Term-time Leave of Absence (this includes liaison with Attendance Lead) and advises the headteacher as requested.

### **Class Teachers/Form Tutors**

It is the Subject Teacher's/Form Tutor's legal responsibility to maintain an accurate register according to the agreed procedures. It is essential that the instructions are followed exactly and the teacher liaises with the Attendance Officer to address any concerns that arise:

- Log onto Bromcom. Registration and open the class list.
- Register must be taken within the first 10 minutes of each session.
- Ensure that students are silent while register is taken and students respond appropriately when name is called out.
- Use correct coding to record present (/), absence (N) and lateness (L).
- Additional information may be recorded by the teacher as 'Notes' by each students' name.
- Entries must be saved by clicking 'Save' button.

NB It is important that registers are completed correctly and on time. This enables the Attendance Officer to confirm an absence with parents/carers who may not be aware their child is not in school. It ensures that parents/carers have confidence in the records and will take absence information received seriously. It also provides the necessary evidence for the Local Authority to proceed with prosecution where the needs arise.

### **Office Staff**

School office staff are expected to take calls from parents about absence and medical appointments and advise the Attendance Officer.