Policy Name	**Attendance and Punctuality**
Policy Number	**LFTSFQ/0026**
Date of Issue	**September 2026**
Author	**Kieron Chatfield**
Reviewed by	**Kieron Chatfield**
Date of next review	**September 2027**

Overview

This policy is complementary to other Academy policies particularly those relating to managing positive behaviour,

This policy will be reviewed by the Assistant Principal in charge of attendance every year. At every review, the policy will be approved by the governing board

Purpose

This policy aims to show our commitment to meeting our obligations with regards to school attendance, including those laid out in the Department for Education's (DfE's) statutory guidance on working together to improve school attendance (applies from 19 August 2024), through our whole-school culture and ethos that values good attendance, including:

- Setting high expectations for the attendance and punctuality of all pupils
- Promoting good attendance and the benefits of good attendance
- Reducing absence, including persistent and severe absence
- Ensuring every pupil has access to the full-time education to which they are entitled
- Acting early to address patterns of absence
- Building strong relationships with families to make sure pupils have the support in place to attend school

We will also promote and support punctuality in attending lessons.

Objectives

1. To promote full attendance to the Academy

2. To reward students and celebrate the success of students who achieve good, excellent or improved attendance

3. To challenge attendance concerns at the earliest opportunity through a support-first approach. Whilst the Academy's attendance expectation is 96% or above, attendance concerns may be identified and addressed at any attendance level where patterns, trends or emerging barriers to attendance are evident."

4. To engage with external agencies, including Education Welfare to monitor, support and intervene where attendance is a cause for concern and falls below 90%.

Legislation and guidance

This policy is based on the Department for Education's (DfE's) statutory guidance on working together to improve school attendance (applies from 19 August 2024) and school attendance parental responsibility measures. The guidance is based on the following pieces of legislation, which set out the legal powers and duties that govern school attendance:

- Part 6 of the Education Act 1996
- Part 3 of the Education Act 2002
- Part 7 of the Education and Inspections Act 2006

- The School Attendance (Pupil Registration) (England) Regulations 2024
- The national framework for penalty notices as set out within Working Together to Improve School Attendance (August 2024)

It also refers to:

- School census guidance
- Keeping Children Safe in Education
- Mental health issues affecting a student's attendance: guidance for schools
- Children Missing education: statutory guidance for local authorities and school
- Supporting Pupils at School with Medical Conditions

Section 1 – Landau Forte Academy QEMS

Registration Procedure

All students are required to attend the Academy Monday – Friday 08:30hrs to 15:00hrs. Additional activities may be arranged where the finishing time will be approximately 16:00hrs.

In order to record attendance at the Academy the students are registered at each session using an electronic registration system.

Students may arrive at the Academy between 07:45hrs and 08:25hrs each morning. Ideally, students should arrive at their designated line up area no later than 08:25hrs.

All learning tutors must take a register within each learning session (at the start of each session) during the Academy day.

At Personal Tutor time the Personal Tutor will also take a register and will follow up lateness and absences with individual students, reporting any alterations to the Academy Attendance Officer.

Lateness

Any student arriving after 08:30hrs should go to tutorial as normal and report to the teacher who will mark a student in as late. The attendance officer will then send a text message home to alert Parents/Carers that their son/daughter has been given a 1-hour detention that evening. Repeated lateness will be followed up by the Attendance Officers and HOY with the student concerned and if the problem continues then with Parents/Carers.

Students who arrive after the registration period has finished in the morning should report to Student Support Services to be marked late and receive a slip which they should present to their teacher on arrival at their lesson. Students who arrive after the register has closed (09:00hrs) will normally receive code U (Late after register closes (unauthorised absence)), unless another authorised code applies.

If lateness is persistent (and occurring as unauthorised absence), follow up should involve the HOY, and if necessary the Assistant Principal and the Local Authority.

Absence

All student absence must be notified to the Attendance Officer by 08:35hrs

If the Academy has not received notification the Attendance Officer will contact the Parent/Carer confirming that the student is absent and ask for an explanation. The Personal Tutor will be advised of the reason for absence (via the electronic register) and a note of the contact will be entered on the student's file. The Attendance Officer will update the register and inform the Personal Tutor and if appropriate the Head of Year / Student Support Officer of any unusual or extended absences. Where a pupil is absent and contact cannot be established, staff will complete appropriate safeguarding actions in accordance with the Safeguarding and Child Protection Policy.

The Personal Tutor and attendance officer should support the monitoring of any absences which remain unauthorised. If the absence still remains outstanding the Attendance Officer will produce further letters to be sent to the Parent/Carer referring the matter to the Assistant Principal. Where a pupil's whereabouts become unknown or the school has reason to believe a pupil may be missing education, procedures will be followed in

accordance with the Children Missing Education statutory guidance and local authority requirements.

Unplanned absence

The student's parent must notify the school of the reason for the absence on the first day of an unplanned absence by telephone on 01827 301825 or email attendance@lfatsf.org.uk to inform them of the situation. Student medical appointments must also be notified in advance and an appointment card may be asked for in some circumstances. If PTs receive absence notes from Parents/Carers they must be forwarded to the Attendance Officer and placed on the student's file.

We will mark absence due to physical or mental illness as authorised, unless the school has a genuine concern about the authenticity of the illness.

Where the absence is longer than 5 days, or there are doubts about the authenticity of the illness, the school will ask for medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents will be notified of this in advance.

Planned absence

Attending a medical or dental appointment will be counted as authorised as long as the student's parent notifies the school in advance of the appointment.

However, we encourage parents to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary.

Any planned unavoidable absence should be negotiated with the Principal and will require approval. Parents/Carers must complete a Leave of Absence form.

For pupils whose attendance is causing concern, the Academy may implement attendance support plans, attendance contracts, parenting meetings or early help interventions to secure improvements

Where absence is occurring which has not been agreed by the Academy this will be marked as unauthorised. Definitions of unauthorised absence are:

- Truancy (including internal truancy)
- Parentally condoned absence without good reason
- Holidays in term time
- Arrival after the register has closed

Authorised and Unauthorised Absence

Approval for term-time absence

The Principal will allow pupils to be absent from the school site for certain educational activities, or to attend other schools or settings.

The Principal will only grant a **leave of absence** to a pupil during term time if the request meets the specific circumstances set out in the 2024 school attendance regulations. These circumstances are:

- Taking part in a regulated performance, or regulated employment abroad
- Attending an interview
- Study leave
- A temporary, time-limited part-time timetable
- Exceptional circumstances

A leave of absence is granted at the Principal's discretion, including the length of time the pupil is authorised to be absent for.

Leave of absence will not be granted for a pupil to take part in protest activity during school hours.

As a leave of absence will only be granted in exceptional circumstances, it is unlikely a leave of absence will be granted for the purposes of a family holiday.

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant background context behind the request.

Any request should be submitted as soon as it is anticipated, before the absence, and in accordance with any leave of absence request form, accessible via the term dates page on our website The Principal may require evidence to support any request for leave of absence.

Other valid reasons for **authorised absence** include (but are not limited to):

- Illness (including mental-health illness) and medical/dental appointments
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the student's parent(s) belong(s). If necessary, the school will seek advice from the parent's religious body to confirm whether the day is set apart
- Parent(s) travelling for occupational purposes – this covers Roma, English and Welsh gypsies, Irish and Scottish travellers, showmen (fairground people) and circus people, bargees (occupational boat dwellers) and new travellers. Absence may be authorised only when a traveller family is known to be travelling for occupational purposes and has agreed this with the school, but it is not known whether the pupil is attending educational provision
- If the pupil is currently suspended or excluded from school (and no alternative provision has been made)

Other reasons the school may allow a pupil to be absent from the school site, which are not classified as absences, include (but are not limited to):

- Attending an offsite approved educational activity, sporting activity or visit or trip arranged by the school
- Attending another school at which the pupil is also registered (dual registration)
- Attending provision arranged by the local authority
- Attending work experience
- If there is any other unavoidable cause for the pupil not to attend school, such as disruption to travel caused by an emergency, a lack of access arrangements, or because the school premises are closed

Sanctions

Our school will make use of the full range of potential sanctions – including, but not limited to, those listed below – to tackle poor attendance. Decisions will be made on an individual, case-by-case basis.

Penalty notices

The Principal (or someone authorised by them), local authority or the police can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age, by issuing a penalty notice.

If the school issues a penalty notice, it will check with the local authority before doing so, and send it a copy of any penalty notice issued.

Before issuing a penalty notice, the school will consider the individual case, including:

- Whether the national threshold for considering a penalty notice has been met (10 sessions of unauthorised absence in a rolling period of 10 school weeks)
- Whether a penalty notice is the best available tool to improve attendance for that pupil
- Whether further support, a notice to improve or another legal intervention would be a more appropriate solution
- Whether any obligations that the school has under the Equality Act 2010 make issuing a penalty notice inappropriate

A penalty notice may also be issued where parents allow their child to be present in a public place during school hours without reasonable justification, during the first 5 days of a suspension or exclusion (where the school has notified the parents that the pupil must not be present in a public place on that day).

Each parent who is liable for the student's offence(s) can be issued with a penalty notice, but this will usually only be the parent/parents who allowed the absence.

The payment must be made directly to the local authority, regardless of who issues the notice. If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

If issued with a **first** penalty notice, the parent must pay £80 within 21 days, or £160 within 28 days.

If a **second** penalty notice is issued to the same parent in respect of the same pupil, the parent must pay £160 if paid within 28 days.

A **third** penalty notice cannot be issued to the same parent in respect of the same child within 3 years of the date of the issue of the first penalty notice. In a case where the national threshold is met for a third time within those 3 years, alternative action will be taken instead.

Notices to improve

If the national threshold has been met and support is appropriate, but parents do not engage with offers of support, the school may offer a notice to improve to give parents a final chance to engage with support.

Notices to improve will be issued in line with processes set out in the local code of conduct for the local authority area in which the pupil attends school.

They will include:

- Details of the student's attendance record and of the offences
- The benefits of regular attendance and the duty of parents under section 7 of the Education Act 1996
- Details of the support provided so far
- Opportunities for further support, or to access previously provided support that was not engaged with
- A clear warning that a penalty notice may be issued if attendance doesn't improve within the improvement period, along with details of what sufficient improvement looks like, which will be decided on a case-by-case basis
- A clear timeframe of between 3 and 6 weeks for the improvement period
- The grounds on which a penalty notice may be issued before the end of the improvement period

Staffordshire Local Authority enquiries email address:

Penaltynoticeenquiries@staffordshire.gov.uk

Holiday/ Leave of Absence

It is Academy policy to decline holiday requests except in exceptional circumstances as it impacts negatively on the continuity of education of all students. If a Parent/Carer decides to go ahead with the proposed leave, absences will be marked as unauthorised and a penalty notice may be issued. It is the responsibility of all Parents/Carers to ensure that their son/daughter maintains an acceptable standard of attendance at school and unauthorised absences may be referred to the Local Authority who may, if appropriate, consider issuing a Penalty Notice or other legal action.

Leaving the Academy

During the Academy day students must not leave the Academy premises without permission. Students are only allowed to leave the Academy during the day under the following circumstances:

- Students can only leave the Academy if prior verbal or written permission is received from Parent/Carer. On leaving the premises the student should sign out and sign in on their return. If the Student is attending a medical / dental appointment, appointment cards may be required to authorise absence.

Roles and Responsibilities
Monitoring, Support and Intervention including Education Welfare

The Personal Tutor and the Attendance Officer are responsible for daily monitoring of attendance and punctuality. The PT should seek support from the Head of Year where there are concerns regarding absence and/or lateness. All incidents of known truancy should be reported to the Attendance Officer and Head of Year.

Where further support is needed for the student regarding their attendance at school, they should be referred to the Senior Leadership Team.

Where the students' absence is of serious concern this should be reported to the Local Authority who are the statutory body for prosecution of Parents/Carers.

Parents

Where this policy refers to a parent, it refers to the adult the school and/or local authority decides is most appropriate to work with, including:

1. All natural parents, whether they are married or not
2. All those who have parental responsibility for a child or young person
3. Those who have day-to-day responsibility for the child (i.e. lives with and looks after them)

Parents are expected to:

- Make sure their child attends every day and timetabled session on time
- Call the school to report their child's absence before on the day of the absence and each subsequent day of absence, advising when they are expected to return
- Provide the school with more than 1 emergency contact number for their child
- Ensure that, where possible, appointments for their child are made outside of the school day
- Keep to any attendance contracts that they make with the school and/or local authority
- Seek support, where necessary, for maintaining good attendance, by contacting attendance team

Pupils

Pupils are expected to:

- Attend school every day, on time
- Attend every timetabled session, on time

Attendance - DAILY

The Personal Tutor will:

- Take the register for students in the Tutor group (and buddy tutor if absent)
- Monitor missing marks (N codes)
- Monitor punctuality (L codes)

The Attendance Officer will:

- Contact Parents/Carers where there is an unexplained absence (Text message at 09:00hrs/ telephone contact beginning at 11:00hrs / letters sent home where no contact made)
- Follow up on students late to Tutorial
- Receive calls/ contact from Parents/Carers regarding absence and update the register accordingly.
- Pass on relevant information to PTs /Head of Year / Attendance Lead/ Assistant Principal regarding unusual or long term absences
- Amend the registers

Attendance – WEEKLY

The Personal Tutor will:

- Monitor the 2 weekly 'Attendance Reports' – following up missing marks with students / relevant staff / Parents/Carers

The Attendance and Data Officer will:

- Produce a two weekly Attendance and Punctuality Report and distribute to tutors.
- Amend the registers from information returned by PTs on the 'Attendance Report'

Attendance – ONGOING

The Personal Tutor will:

• Monitor and review student attendance looking for patterns and trends with regard to absences
• Celebrate the achievement of students who achieve excellent attendance
• Review attendance and punctuality formally with students
• Seek support from Head of Year where there are concerns about student attendance
The Attendance Officer will:
• Monitor and review student attendance looking for patterns and trends with regard to absences
• Seek support from Head of Year or SSO where there are concerns about student attendance /punctuality

Leadership and management (SLT Lead for Attendance who is the designated attendance champion) alongside the Academy behaviour and attendance lead is responsible for providing a clear vision for attendance, underpinned by the Academies high expectations and core values, compassion, curiosity and courage which are communicated to and understood by staff, students and families and will:

- Regularly communicate expectations for attendance and punctuality and school performance through your regular channels of communication with staff, students and Parents/Carers
- Use physical presence to reinforce routines and expectations on arrival and departure
- Establish and monitor implementation of rewards for attendance and punctuality and sanctions for absence and lateness
- Monitor implementation of policy and practice, for example through:
  - Form time drop in
  - Shadow late gate
- Monitor whole Academy data regularly to identify reasons for absence, patterns, attendance of particular groups and the impact of interventions. This analysis will include attendance of vulnerable cohorts including pupils with SEND, disadvantaged pupils, children looked after, children previously looked after and pupils with social workers where applicable.
- Establish, implement and monitor robust arrangements to identify, report and support children missing education (CME)
- Develop good support for students with medical conditions (including the use of individual healthcare plans), mental health problems and special educational needs (SEND)
- Engage students in consultation on attendance policy, practice, rewards and sanctions
- Ensure that Parents/Carers fully understand the demands and responsibilities of elective home education

Attendance data will be generated by the attendance officer and data officer, to ensure that effective intervention strategies are implemented as a matter of routine. Heads of Year / PT's will be provided with regular updates to monitor patterns of attendance. Regular liaison must occur in school with key members of staff including SLT links, Attendance Lead, Heads of Year, Student Support Officers and the Attendance Manager to discuss and implement strategies for dealing with poor attendance/punctuality

Governing board will:

Governors will have an accurate view of Academy attendance and engage in escalation procedures where appropriate.

Positive Action to Improve Attendance

A regular cycle of activities will take place to promote good attendance/punctuality e.g. assemblies, targeted assemblies, celebration breakfasts, one to one discussions through attendance spotlight sessions and attendance matters conversation /recording on student passport during tutorial, mentoring with students and meetings with Parents/Carers.

<u>Student Support</u>

All students have access to a support network in school. Students with concerns can speak to any member of staff and can see their Personal Tutor (PT), Student Support Officer (SSO), attendance manager or Head of Year (HOY) before school, at break, at lunch time or after school.

Students with attendance issues are identified and are given extra support to help them manage their attendance in school.

Level of Intervention

Level 1 – 93-95.9% Attendance Tutor Intervention – tutor mentoring and monitoring phone call of concern to Parents/Carers from personal tutor. Meeting to discuss further support if required.
Level 2 – 90-92.9% Attendance HOY Intervention – Communication with Parents/Carers to discuss support strategies further.
Level 3 – 90% and below **Persistent Absence** HOY and Leadership Intervention – Attendance Meeting and home visits. Fines imposed where appropriate. Early Help considered and Multi-agency involvement.
Level 4 – 50% and below **Severe Absence** Leadership intervention – Where a Penalty Notice would be deemed inappropriate, court proceedings may well be actively pursued leading to prosecution. Intensive multi-agency intervention Local authority attendance review Consideration of statutory intervention where support has not secured improvement

Attendance Certification and Standards

Every student will be issued with a statement of their attendance annually. For students who have achieved good, outstanding or 100% attendance this will be accompanied by a certificate and Reward credits. For students who have shown significant improvement in attendance (but fall below the 96% 'Good' standard) Reward points may be awarded.

Where attendance falls below 96%, depending on individual circumstances, improvement is needed. There will be monitoring, support and intervention as appropriate.

Where attendance falls below 93% this is a cause for concern and will be monitored by HOY and Attendance manager; appropriate support and intervention will take place.

Where attendance falls below 90% this is a serious cause for concern and may constitute Persistent Absence (as identified by Department for Education (DfE)). A referral will be made to the Local Authority.

Standard	**Attendance rate**	**Action**	**Frequency**
100%	100%	'100% Attendance' Recognition in Celebration Assembly and Celebration Breakfast.	End of year
Good	96% - 99.9%	'Good Attendance' Reward points assigned through BROMCOM	Weekly Termly
Needs Improvement	Below 96%		
Cause for Concern	93 – 95.9%		
Serious cause for Concern	Below 90%		

Academy average attendance = 96%

- 90% attendance = ½ day missed every week
- 90% attendance over 1 year = 4 missed weeks

- 90% attendance over 5 years = ½ Academy year missed

Reducing persistent and severe absence

Persistent absence is where a pupil misses 10% or more of school, and severe absence is where a pupil misses 50% or more of school. Reducing persistent and severe absence is central to the school's strategy for improving attendance.

The school will:

Use attendance data to find patterns and trends of persistent and severe absence

Consider potential safeguarding issues and, where suspected or present, address them in line with Keeping Children Safe in Education

Hold regular meetings with the parents of pupils who the school (and/or local authority) considers to be vulnerable or at risk of persistent or severe absence, or who are persistently or severely absent, to:

- Discuss attendance and engagement at school
- Listen, and understand barriers to attendance
- Explain the help that is available
- Explain the potential consequences of, and sanctions for, persistent and severe absence
- Review any existing actions or interventions

Provide access to wider support services to remove the barriers to attendance, in conjunction with the local authority, where relevant

Consider alternative support that could be put in place to remove any barriers to attendance and re-engage these pupils. In doing so, the school will sensitively consider some of the reasons for absence

Implement sanctions, where necessary

Persistent Late Arrival at School Code 'U'

Persistent late arrival resulting in repeated U codes contributes towards unauthorised absence and may result in attendance support measures, formal attendance meetings, Notices to Improve and ultimately Penalty Notice consideration in accordance with local authority procedures.

Alternative Provision

As a result of specific medical needs or as a strategy to improve a Student's behaviour, it may be necessary to direct a student to Alternative Provision. During this time, attendance is monitored in exactly the same way as if the student was accessing their education at Landau Forte Academy. Failure to attend Alternative Provision would lead to the same attendance procedures such as Fixed Penalty Notices and possible court action.

Pupils absent due to mental or physical ill health or SEND

Where attendance concerns involve pupils with SEND or an Education, Health and Care Plan, the Academy will work with families, SEND professionals and the Local Authority to identify barriers, implement reasonable adjustments and review provision where necessary.

Section 2 – Landau Forte Academy Sixth Form

Registration

Electronic registers are completed for each learning session and personal tutorial times.

Lateness

Any students arriving after the start of a learning session must give a reason for the lateness.

Lateness must be shown as an 'L' on the register by Learning Tutors with an indication of how many minutes.

Repeated lateness will be followed up by the Personal Tutor/Curriculum Leader with the student concerned and, if the problem continues, with Parent/Carers.

If lateness is persistent (and occurring as unauthorised absence), follow up should involve the Pastoral and Senior Leadership Team

Persistent lateness should be managed in accordance with the Academy Behaviour Policy.

Reporting Absence

What to do if you / your son/daughter is ill

If your son/daughter is too ill to attend the Academy, Parents/Carers should contact the Attendance Officer by 08:35hrs :

- by telephone on **01827 301825**. The telephone system allows you to leave a message 24 hours a day.
- by email to attendance@lfatsf.org.uk

Please give you or your son/daughters name, year group, the reason for the absence, and how long you expect the absence to last. We ask that you contact us each day that you / your son/daughter is absent unless you have given us an indication of how long the absence will last.

If a student's attendance falls below 80% we may place an attendance intervention strategy to support the wellbeing and academic outcomes of the student, which is likely to include additional supportive measures, to ensure attendance to the academy.

What to do if you / your son/daughter has an appointment

All routine medical and other appointment should be arranged out of Academy time. In exceptional circumstances, where an urgent appointment is required, we require sight of an appointment card or letter in order to authorise the absence from Academy. We would ask that you attend the Academy before the appointment and return afterwards, where possible. Other circumstances where an absence will be authorised include:

- University open days
- University, college and job interviews
- Driving test (not lessons)

We do not authorise driving lessons.

Automated contact to Parent/Carers

We take our safeguarding responsibility seriously and automated texts are made if a student is absent and we have received no reason for the absence. Student Support Officers may also contact in order to establish the reason for absence, particularly with students that are categorised as below 96%.

If the first instance this text will be sent to the Parents/Carers. If there remains a safeguarding concern, we will contact the Parent/Carers for a reason for the absence.

A message will be sent, even where your son/daughter has been absent due to illness on previous days. We cannot assume that your son/daughter is still ill unless you have notified us.

Unauthorised absence

The following reasons for absence will not be authorised:

- Missing face-to-face provision such as lessons, tutorial, enrichment (when required to be on site) or personal development days
- Driving lessons (but not driving tests)
- Shopping trips
- Holidays (see below)
- Other activities not deemed to be appropriate

Holiday Absence

The government strongly urges Parents/Carers to avoid taking their children out of Academy for family holidays as this will disrupt their education. The Principal is under no obligation to authorise any leave of absence unless there are exceptional circumstances why this cannot be arranged out of Academy time. The Academy does not authorise leave of absence unless the circumstances are exceptional.

Any requests for leave of absence should be made well in advance and in writing by completing the Academy Leave of Absence Form. All requests are considered individually, taking into account the circumstances of the request. Parent/Carers will be notified of the Academy's decision in writing.

Persistent Absence

The Government describes any student with attendance of 90% and below as a Persistent Absentee. Persistent Absence has a serious impact on students, as much of the work that is missed when they are off Academy is never made up, leaving these students at a disadvantage to others.

Any student with a continuous absence of longer than five Academy days is expected to provide a medical note in the case of illness before the absence will be authorised.

Should a student require more than ten Academy days absence due to illness, Parents/Carers are expected contact the Academy to discuss the student's ability to continue with their study programme. Cases will be considered on an individual basis. Any student with unauthorised continuous absence of longer than 15 Academy days may be considered to have left the Academy and will be removed from the Academy roll.

The Landau Forte Academy Tamworth Sixth Form Learning Agreement states that progression from Year 12 to Year 13 is subject to meeting the Sixth Form's expectations and standards and these include attendance. A student may be refused entry into Year 13

based on a number of factors, which may include significantly poor attendance and disengagement without supporting external / official documentation.

Truancy

If a student intentionally does not attend a timetabled lesson during the day, this will be logged as truancy as falls far below the expectations of a Sixth Form student. Truancy will be sanctioned in line with the Learning Agreement and Parent/Carers will be informed.

Appendix 1 – Registration Codes

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

The Academy will apply attendance codes in accordance with Department for Education requirements. Where national attendance codes are amended or updated, the Academy will adopt those changes without requiring immediate amendment of this policy.

VP – Vice Principal
AP – Assistant Principal
DOS – Director of Sixth Form
HOY – Head of Year
PT/LT – Personal Tutor / Learning Tutor

Date	**September 2026**
Change Made	**Various**
Made By	**SLT Lead for Attendance, Kieron Chatfield**