



Holmer Green Senior School

# Attendance Policy

July 2025

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<b>Contents</b>	<b>Page</b>
Policy Outline	3
"Expect"	4
Types of Absence	5
Authorised absence	5
Unauthorised absence	5
Regular attendance	6
Punctuality	6
Celebrating good attendance	7
"Monitor"	7
PA Thresholds	8
Exceptional leave	8
"Listen, Understand, Facilitate Support, Formalise Support"	9
Staged response	9
"Enforce"	9
Legal Sanctions	9
Staff Responsibilities	10
Monitoring and Evaluation	11
Conclusion	12
Appendix 1 Attendance over one school year	13
Appendix 2 Persistent Absence Thresholds	14
Appendix 3 Codes	15
Appendix 4 Attendance Profile	17
Appendix 5 Attendance Contract	18

### **Legislation and guidance**

This policy meets the requirements of the [working together to improve school attendance](#) from the Department for Education (DfE) and refers to the DfE's statutory guidance on school attendance parental responsibility measures. These documents are drawn from the following legislation setting 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 Education \(Pupil Registration\) \(England\) Regulations 2006 \(and 2010, 2011, 2013, 2016 amendments\)](#)
- [School Attendance \(Pupil Registration\) \(England\) Regulations 2024](#)

- [The Education \(Penalty Notices\) \(England\) Regulations 2007, as amended](#)
- [The Anti-Social Behaviour Act 2003](#)
- [The Education \(Information about Individual Pupils\) \(England\) \(Amendment\) Regulations 2024](#)

Holmer Green Senior School recognises that every day of education and indeed every lesson matters. In a curriculum where there is built in progression, children who are persistently late or absent soon get behind with work and consequently do not understand all elements of lessons when they return. Children who miss school frequently will undoubtedly have gaps in their learning which will impede their progress and future ability to engage in lessons. This in turn will influence their ability to concentrate and often behave. Frequent absence has a profound and cumulative effect on achievement.

To achieve this, all members of the school community have an important contribution to make. This includes the 'ownership' of attendance by both parents and carers. School staff will work with students and their families to ensure each student attends school regularly and punctually.

HGSS does not support home schooling and believes that the child will be missing out on vital education and the wider school experience.

There is an irrefutable link between a student's attendance and attainment which is summarised below, but can be viewed in more detail in Appendix 1:

- Of students who miss between 10% and 20% of school, only 35% manage to achieve five grade 5-9 GCSEs including English and maths.
- Of students who miss less than 5% of school, 73% achieve five grade 5-9 including English and maths.

Early poor attendance habits follow through into Sixth Form/College and employment.

This Policy is linked to the Behaviour Policy and the Anti Bullying Policy.

### **Policy Outline**

As outlined in working together to improve school attendance, Holmer Green Senior School will work collaboratively in partnership with, not against families. All partners should work together to:

- **Expect** – Aspire to high standards of attendance from all pupils and parents, building a culture where all can, and want to, be in school and ready to learn by prioritising attendance improvement across the school
- **Monitor** – Rigorously use attendance data to identify patterns of poor attendance (at individual and cohort level) as soon as possible so that all parties can work together to resolves them before they become entrenched
- **Listen and understand** – When a pattern is spotted, discuss with pupils and parents to listen and to understand barriers to attendance and agree how all partners can work together to resolve them
- **Facilitate support** - Remove barriers in school and help pupils and parents to access the support they need to overcome the barriers outside of school. This might include an early help or whole family plan where absence is a symptom of wider issues.
- **Formalise support** - Where absence persists and voluntary support is not working or not being engaged with, partners should work together to explain the

consequences clearly and ensure support is also in place to enable families to respond. Depending on the circumstances this may include formalising support through an attendance contract or education supervision order.

- **Enforce** - Where all other avenues have been exhausted and support is not working or not being engaged with, enforce attendance through statutory intervention: a penalty notice in line with the National Framework or prosecution to protect the pupil's right to an education

The following policy outlines how Holmer Green Senior School will put this into practice.

### **“Expect”**

All students are expected to attend school every day.

The whole school attendance target for each academic year is set at a minimum of 96% for Years 7-11. The same target is set for Sixth Form attendance.

All students are reminded of this expectation every week via Friday notices. Weekly changes to school attendance figures are shared with students, promoting and publicly celebrating improvements. Parents/carers are reminded of this via the school's half-termly newsletter.

Holmer Green Senior School recognises that strong relationships with students and their families are key in meeting our high attendance expectations. We also recognise that Holmer Green Senior School must be characterised by a calm, orderly, safe and supportive environment where all students are keen and ready to learn.

Our high expectations are supported by:

- An appropriate curriculum for all students. This may include the use of alternative provisions, both within the school and beyond
- High quality teaching and learning throughout the school.
- A robust behaviour management system. Students must trust the processes used to challenge poor behaviour.
- High quality pastoral support. We ensure that all students are provided with appropriate support so that problems do not drive them away from school. The school's approach to bullying is of particular significance here. Where problems outside school are identified as having an impact on a student's attendance, an appropriate level of multi-agency support will be provided.
- Recognition that some cohorts of students will require specialised support. Students with Special Educational Needs, disadvantaged students and those with English as an Additional Language (EAL) are identified and given appropriate support.
- Effective partnership with parents. This occurs through regular contact and support is provided. Parents are kept informed of their child's attendance through first day contact, through letters of praise and concern and through individual interviews when appropriate. Parents are informed that holidays taken during term time will not be authorised by the school. Parents may be given a penalty notice under Section 444 of the Education Act.
- Attendance is given a high profile within the school including through whole staff training, assemblies and students' reports, appropriate displays during Parents'

Evenings and other events also help to raise the profile of attendance. This includes weekly figures discussed with all staff.

- Governors are kept informed of attendance issues through the Headteacher's Report to the Full Governing Body.
- Punctuality is highlighted as a critical issue through the use of appropriate sanctions. All students arriving late at the gate will receive a 30-minute same-day detention. Parents are also informed if their child is late to more than three lessons a week.
- The "Listen and Understand, Facilitate Support and Formalise Support" and "Enforce" sections of this document outline how poor attendance will be challenged
- Roles and responsibilities for each member of staff are clearly indicated on page 10 of this policy

## **Types of Absence**

Whilst Holmer Green Senior School has high expectations of student attendance, we recognise that some students will be absent from school.

Every half-day absence from school must be classified by the school (not by the parents), as either authorised or unauthorised. Parents must call or email in to explain any absence by 8am on every day of absence but this does not authorise the absence.

Authorisation is given by the attendance officer and may require medical evidence.

**It is important to note: A student's attendance percentage will decline for both authorised and unauthorised absence.**

## **Authorised Absences**

These are mornings or afternoons away from school for a good reason such as illness, medical/dental appointments (which unavoidably fall in school time), emergencies or other unavoidable causes. Authorised absences are **still counted as an absence** and **will** affect pupil attendance data.

We advise parents to book medical or dental appointments outside of school hours, but where this is not possible, we require parents to provide the school with evidence and this will not be authorised until evidence has been supplied. Evidence may be in the form of:

- -Appointment card or letter
- Copy of a prescription that was prescribed on the date of absence

## **Unauthorised Absences**

These are absences which the school does not consider reasonable. This includes:

- Parents/carers keeping children off school unnecessarily (this includes due to unresolved issues within the school)
- Truancy before or during the school day
- Absences which have never been properly explained
- Children who arrive at school after the register closes

- Shopping, including for items of school uniform, looking after other children or birthdays
- Day trips
- Exceptional leave in term time which have not been agreed with HGSS
- Excessive illness without medical evidence
- Children acting as carers

Parents **must** contact HGSS on **every day** of student absence. If this does not happen, the absence will be recorded as unauthorised. A message will be sent out by the school to all parents who fail to inform us of their child's absence before 10:00am

If a child is kept off school for a week, with no reason provided by a parent/carer, this will result in Safeguarding protocols being enacted. This may lead to a home visit to check on the welfare of a child.

If a child is kept off school for 10 days in a row, with no reason provided by a parent/carer, they are categorised as CME – a Child Missing in Education. This will trigger local authority involvement.

Absence in the first or last week of any half term will be recorded as unauthorised holiday unless medical evidence is supplied. See authorised absence section for what constitutes appropriate evidence.

### **Regular Attendance**

Whilst a child may be off school because they are ill, sometimes they can be reluctant to attend school. Any problems with regular attendance are best resolved between HGSS, the parents/carer and the child.

Parents can support their child by:

- Ensuring regular and early bed-times
- Supporting children in completing their independent learning at home
- Having uniform and equipment prepared the night before
- Providing a healthy breakfast
- Reporting any academic or social concerns promptly
- Retaining open & honest communication with HGSS
- Being positive about school (even if their own experience was less than positive)
- Students with minor illnesses who don't require a GP appointment should still be sent to school.

### **Punctuality**

#### **Morning Registration**

HGSS is open from 8am and all students must be in school by 8.50am.

- The attendance register is taken at 8:50am
- The attendance register closes at 9:15, lateness past this time is marked as an **unauthorised absence**
- If there is a genuine reason for a student being late to school (e.g. a transport issue or the student was ill first thing in the morning but arriving later), then parents are expected to call attendance before 8.45am to explain this in full. If an acceptable reason is provided this will ensure that the student does not receive a detention, and the parent will not get a text message from the school.
- Students are expected to arrive on time to all lessons during the day. Failure to do this will result in a detention. Repeated failure to be punctual to lessons may result

in the student being placed onto a report. Parents will be contacted, and the student will be issued a 30-minute immediate detention for each further instance of lateness to lessons.

### **Punctuality to lessons**

All teachers record on SIMS each and every time a student is late to a lesson using the 'L' code. They also record a behaviour point for 'Late to lesson'.

The weekly behaviour report highlights the number of late to lessons each child accrues across a week. The running total is also kept for each child. Further sanctions are applied as follows:

- Three or more lates in a week generates a letter home from the Senior Leader responsible for attendance
- Should students be late three or more times again, a second letter is generated, outlining that the student in question will be placed on punctuality report
- Further issues in punctuality will result in the student in question attending school on the next INSET session, making up the time they have lost

### **Celebrating good attendance**

Students who meet attendance expectations should be acknowledged. Students who improve attendance after intervention and support should be praised. We will aim to do this using the following strategies:

- Letters for termly 100% - students who achieve 100% attendance will receive a letter from the Headteacher. These are per term not a cumulative percentage.
- Letters for improvement- students who have live attendance profiles and have made at least 3% improvement will receive a letter noting this
- Tutor groups in Year 7-9 will 'compete' against each other in a weekly attendance competition. A league table will be produced and successes celebrated at a staff and student level
- Students with 100% attendance at the end of the year will be recognised with an award

### **"Monitor"**

Holmer Green Senior School monitors the attendance and punctuality of individual students and key cohorts across a range of timescales:

- Daily
- Weekly
- Half-termly
- Termly
- At the end of an academic year

Monitoring consists of tracking the following characteristics of attendance:

- Number of sessions attended
- Overall attendance percentage
- Changes to overall attendance percentage
- Punctuality – late before registration closes
- Punctuality – late after registration closes

The attendance characteristics of key cohorts of students are tracked each week. These cohorts include:

- Male and female students
- those that have English as an additional language (EAL)
- those from an ethnic minority background,
- those with Special Educational Needs,
- those who are disadvantaged (including Children who are Looked After)

This information is shared with a wide range of stakeholders, including the Senior Leadership Team, Heads of Year, Form Tutors and the Attendance Officer

Holmer Green Senior School will track and monitor and support the number of students who fall into each of the following attendance categories:

- Those that have 100% attendance
- Those with attendance of above 95%
- Those with attendance between 90-95.9%
- Those with attendance below 90% - persistent absentees
- Those with attendance below 50% - severely persistently absent

### **Persistent Absence (PA) thresholds**

The PA thresholds for academic year remain the same as previous years.

A child is deemed a "persistent absentee" if they reach 38 sessions of absence by the end of half term 6 – this equates to a 90% or below attendance rate of the child's possible attendances.

In order for schools to keep track of potential PA's the following thresholds for each half term can be used to monitor and track potential PA's – if a child reaches the thresholds shown below at the end of each half term, and their absence levels continued, then it is likely they will reach PA level at the end of the academic year;

HT1 September until October half term	Any child who reaches 7 sessions of absence (Auth or UA)
HT2 September until Christmas break	Any child who reaches 14 sessions of absence (Auth or UA)
HT3 September until February half term	Any child who reaches 20 sessions of absence (Auth or UA)
HT4 September until Easter break	Any child who reaches 25 sessions of absence (Auth or UA)
HT5 September until May half term	Any child who reaches 32 sessions of absence (Auth or UA)
HT6 September until summer break	Any child who reaches 38 sessions of absence (Auth or UA)

### **Exceptional Leave**

Taking holidays (exceptional leave) in term time is illegal and will significantly affect a child's schooling and progress. The Headteacher will not grant any leave of absence during term time unless there are exceptional circumstances as the September 2013 amendments to registration regulations stipulate.

Under no circumstances will requests for holiday in term time be granted.

**(Reference:** The School Attendance (Pupil Registration) (England) Regulations 2024)

It is, however, acknowledged that there may be exceptional circumstances where a parent feels that their child needs to be taken out of school. In these circumstances, parents should email a request for exceptional leave of absence to the attendance office at least 2 weeks prior to the requested date. The Headteacher will then consider the circumstances and write in response with reference to national recommendations, within 48 hours.

Exceptional Leave is likely to be refused in the following circumstances:

- When a child is in year 11, 12 or 13
- Where HGSS is aware of any truancy
- Where there are trends to requests
- Where the student's attendance is of concern

Reasons for exceptional leave will be logged on the student's record and shared as part of the transfer/transition process.

**Where the decision is taken to refuse permission for an exceptional leave of absence, the absence will remain unauthorised should the parent/carer ignore this decision. HGSS may also refer this for a Fixed Penalty Notice.**

### **Listen and Understand, Facilitate Support and Formalise Support**

Once patterns of non-attendance are apparent, Holmer Green Senior School acts swiftly to address them.

A staged response to the patterns recognised is put into place:

- Attendance Officer calls home to clarify reason for absence pattern
- Attendance Officer, Pastoral Manager and HOY arrange a meeting to discuss absence patterns. An attendance profile is created.
- Attendance Officer and SLT responsible for Attendance arrange a more formal meeting to discuss absence pattern. Any attendance profile is amended
- SLT responsible for Attendance and County Education Welfare Officer arrange a formal meeting to discuss absence pattern

Early identification of potential poor attendees is part of the school's primary liaison work during transition. This will be led by the Head of Year 7 and the associated Pastoral Manager. Particular focus will be placed on students with older siblings who have attendance related-issues.

Effective partnership with the Education Welfare Service is central to improving attendance and close communication between the Education Welfare Office and the school is carefully maintained. This may include constructing an Attendance Contract, providing a Notice to Improve or seeking a penalty notice

### **"Enforce"**

#### **Legal sanctions**

Holmer Green Senior will consider requesting Buckinghamshire Council issue a fine to parents/carers for the unauthorised absence of their child from school, where the child is of

compulsory school age and the national threshold has been met. Fixed penalty notices are issued in accordance with the Local Authority Penalty Notice Code of Conduct [Code of conduct for issuing penalty notices for unauthorised absence from school | Buckinghamshire Council](#)

If issued with a fine or penalty notice each parent/carer must pay £80 (per child) if paid within 21 days rising to £160 thereafter. If not paid within 28 days, the Local Authority can decide whether to prosecute or withdraw the notice – note there is no right of appeal in court by parents/carers against a fixed penalty notice. The national framework for penalty notices sets out that a maximum of 2 penalty notices per child, per parent/carer can be issued within a rolling 3-year period (the second one being payable at £160 with no option to reduce fine by making payment earlier). If the national threshold is met for a third (or subsequent) time within 3 years, the Local Authority will consider prosecution through the magistrates' court under Section 444(1) of the Education Act 1996.

- In Education Law (Section 576 of the Education Act 1996) 'parent' means:
- All natural parents, whether they are married or not
- Any person who has parental responsibility for a child or pupil
- Any person who has care of a child or pupil i.e., lives with and looks after the child

## **Staff Responsibilities**

### **Governing Body:**

- Hold the school to account to ensure attendance is a key priority
- Monitor and oversee the effectiveness of the school's attendance policy
- Review data on attendance trends and propose strategies to increase attendance where possible
- Support the school if and when legal sanctions are required

### **Headteacher:**

Working with the SLT with responsibility for Attendance to:

- Consistently promote good attendance
- Identify and address barriers to good attendance
- Authorise absences when appropriate
- Work with the local authority and support services

### **Senior Leader (AHT) with responsibility for Attendance**

- Have an overview of attendance data, both positive and negative and communicate this to staff on a weekly basis.
- Report on attendance to SLT and FGB
- Liaise regularly with Pastoral Managers and HOYs
- Arrange attendance meetings with persistent absentees and their families and work alongside pastoral team to target engagement with PA students and families
- Prepare attendance reports for Governors meetings and on request from SLT
- Act as liaison lead with Bucks County Attendance Welfare Officer

## **Form Tutor (FT)**

The key role of the Form Tutor with regards to attendance is one of relationship building with both students and their parents/carers. Form tutors will be expected to carry out the following tasks:

- To follow up on medical evidence for absences
- Contact parents/carers regularly regarding attendance on instruction from the HOY
- Call home if a student is absent for a period of 3 days
- Reintegration – upon return from an absence check the pupil has caught up on missed classwork and homework
- Speak to the HOY immediately regarding student attendance concerns
- Pass on information from parents/carers concerning attendance to the HOY and attendance officer immediately
- Promote the reasons for good attendance and punctuality

## **Head of Year (HOY)**

The key role of the Head of Year is to monitor year group attendance and decide upon necessary interventions. Alongside this, HOYs are expected to:

- Work closely with the Senior Leader responsible for attendance, undertaking analysis, monitoring and evaluation of attendance as directed
- Share Form Tutor good practice across their year team
- Meet regularly with the attendance officer
- Effectively disseminate attendance data to Form Tutors
- Lead the construction of Attendance Profiles with selected children
- Assist the Senior Leader for attendance to construct Attendance Contracts when required
- Organise and attend contract meetings with parents/carers
- Liaise with Pastoral Managers regarding any related cases
- Complete Early Help referrals
- Attend termly Early Help meetings
- Arrange any relevant meetings
- Contact home for continued poor attendance

## **Attendance Officer**

Authorise / Un-authorise absences

- Respond to Exceptional Leave of Absence requests
- Daily absence calls / emails
- In-Touch messages daily
- Register monitoring, including correct coding and missing marks
- Run weekly reports for the Senior Leader in charge of attendance
- Analyse attendance data to highlight any trends at a student level
- Liaise regularly with Pastoral Managers and HOYs
- Attend meetings where appropriate
- Prepare attendance reports for Governors meetings and on request from SLT
- 

## **Classroom Teachers**

Registers:

- Complete registers accurately within the first 10 minutes of every lesson, every day
- If a student is late, change the code to L and enter the minutes late when they arrive

- Ensure that students are reintegrated after a period of absence (including 1 day). Talk to students about work to catch up on. It is an expectation that students who are absent complete all work missed.
- Indicate to students where work can be accessed using TEAMS or other software packages.
- Students who have unauthorised absences will need to complete all work missed as above – if this is not complete, they may be directed to attend after school homework clubs.

Provide work for students who are absent for long term illness and mark appropriate work in line with department expectations.

## Monitoring and Evaluation

Regular monitoring and evaluation are crucial in evaluating the effectiveness of our policy.

It is carried out in the following ways:

- Annual critical self-evaluation, led the Senior Leader responsible for Whole School Attendance
- School Improvement Plan
- School Self Reviews including Pastoral Reviews and Safeguarding Audit Attendance monitored through Pastoral Manager and tutor meetings.
- Weekly monitoring of attendance for all students, plus tiered intervention of half termly and termly and more frequently for targeted groups of students and individual students. Regular updates to the Governing Body

## Conclusion

A range of strategies designed to tackle poor attendance, and punctuality is only a part of the school's approach to this issue. Whole-school issues such as providing effective pastoral support and effective teaching and learning are recognised as having a direct impact on attendance. HGSS attendance data must be made available to the Local Authority and DfE. Parents/carers and carers have a duty to make sure that their child(ren) attend. All HGSS staff are committed to working with parents/carers and students to ensure the highest possible levels of attendance.

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Approved by Governors: July 2025

To be reviewed: July 2027

## Appendix 1

### Attendance over One School Year

If a student had:

98% attendance = less than 4 days absent from school

95% attendance = 10 days absent from school (50 hours of learning to catch up)

90% attendance = 4 weeks absent from school (100 hours of learning to catch up)

85% attendance = 5 ½ weeks absent from school

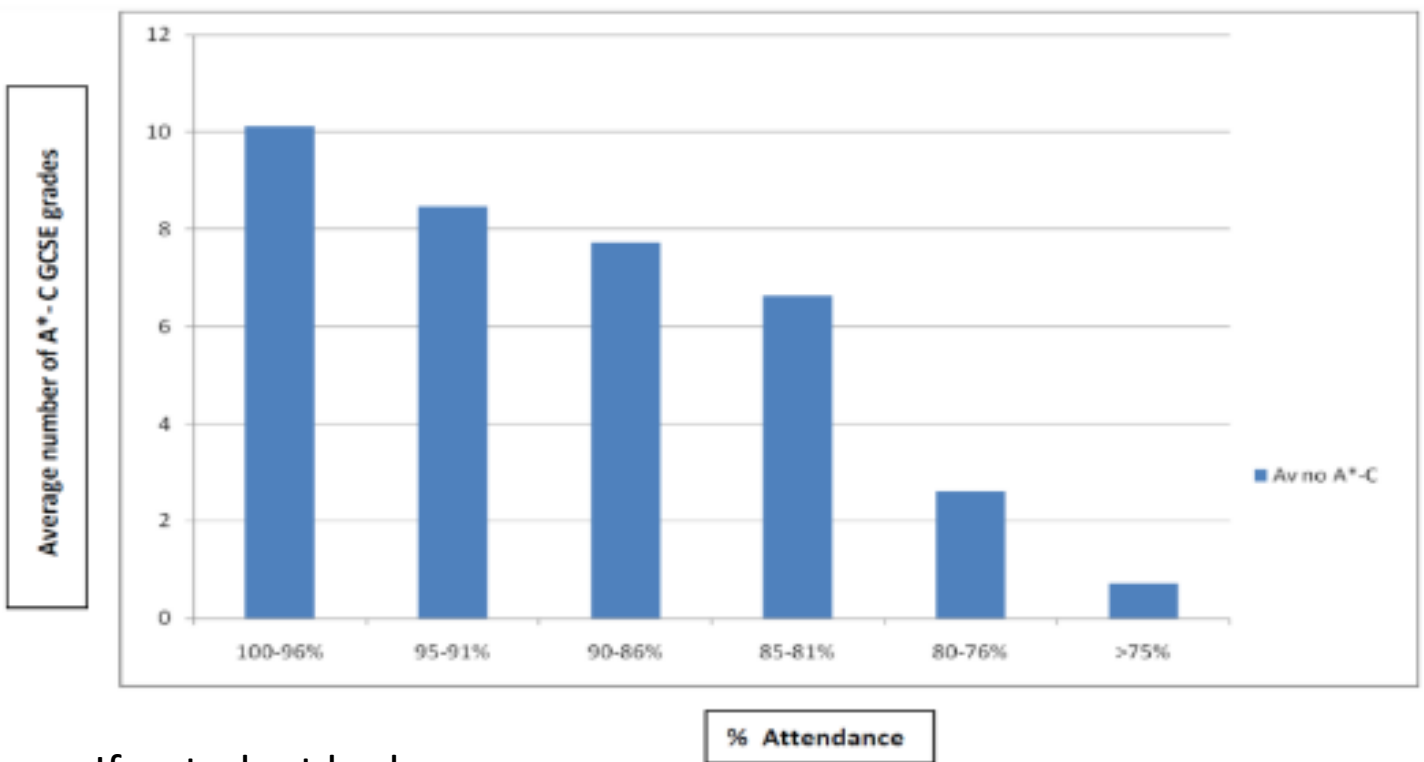
80% attendance = 7 ½ weeks absent from school

### Attendance over 5 years (Years 7-11) ...

If a student had:

85-90% attendance = having about half a year off school!

80% attendance = 38 weeks off school = one whole school year missed!



If a student had:

≥96% attendance = likely to get 10 GCSE grades at 9-4.

95% attendance = likely to get 8 GCSE grades at 9-4.

} Tend not to go to college/sixth form

## Appendix 2

### Persistent Absence (PA) thresholds

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### Appendix 3

<b>Code</b>	<b>Definition</b>	<b>Scenario</b>
/	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
<b>Attending a place other than the school</b>		
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
<b>Absent – leave of absence</b>		
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
<b>Absent – other authorised reasons</b>		
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
<b>Absent – unable to attend school because of unavoidable cause</b>		

<b>Q</b>	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
<b>Y1</b>	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
<b>Y2</b>	Widespread disruption to travel	Pupil is unable to attend because of widespread disruption to travel caused by a local, national or international emergency
<b>Y3</b>	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
<b>Y4</b>	Whole school site unexpectedly closed	Every pupil absent as the school is closed unexpectedly (e.g. due to adverse weather)
<b>Y5</b>	Criminal justice detention	In police detention Remanded to youth detention, awaiting trial or sentencing, or Detained under a sentence of detention
<b>Y6</b>	Public health guidance or law	Pupil's travel to or attendance at the school would be prohibited under public health guidance or law
<b>Y7</b>	Any other unavoidable cause	To be used where an unavoidable cause is not covered by the other codes
<b>Absent – unauthorised absence</b>		
<b>G</b>	Holiday not granted by the school	Pupil is absent for the purpose of a holiday, not approved by the school
<b>N</b>	Reason for absence not yet established	Reason for absence has not been established before the register closes
<b>O</b>	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 1 of the codes for authorised absence
<b>U</b>	Arrived in school after registration closed	Pupil has arrived late, after the register has closed but before the end of session
<b>Administrative codes</b>		
<b>Z</b>	Prospective pupil not on admission register	Pupil has not joined school yet but has been registered
<b>#</b>	Planned whole-school closure	Whole-school closures that are known and planned in advance, including school holidays

### Appendix 4

#### Attendance Profile – 2024/25

Student Name		Year Group		Tutor	
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#### Risk Factors

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#### Attendance Data

AUT1	AUT2	SPR1	SPR2	SUM1	SUM2

#### Specific Concerns

<b>Date:</b>		<b>Attendance:</b>	
<b>Date:</b>		<b>Attendance:</b>	
<b>Date:</b>		<b>Attendance:</b>	
<b>Date:</b>		<b>Attendance:</b>	
<b>Date:</b>		<b>Attendance:</b>	

#### Behaviour Data

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Stakeholder	Factors pushing them towards school	Factors pulling them away from school
Pupil	•	•
Parent/Carer	•	•
Trusted Adult: Form Tutor	•	•
SENDCo (if applicable)	•	•
Other (Pastoral/Counsellor etc.)	•	•

<b>Agreed Actions (date)</b>	

## Appendix 5

### ATTENDANCE CONTRACT



<b>Date/time of meeting:</b>	
<b>Venue:</b>	

<b>Pupil name:</b>	
<b>Date of birth:</b>	
<b>Address:</b>	

<b>Action agreed</b>
<p><i>EXAMPLES OF ACTION AGREED:</i></p> <ul style="list-style-type: none"> <li>• Pupil will arrive at school by 8.50 a.m. every day.</li> <li>• Parent will inform the school on the first day of a sickness absence and provide a note upon pupil's return.</li> <li>• Parent will provide medical evidence for every sickness absence pupil may incur.</li> <li>• Are any issues preventing pupil from attending regularly, school staff will be informed?</li> </ul>

<b>Attendance target:</b>	100%
<b>Timescale for improvement:</b>	

<b>Date for review meeting:</b>	
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I confirm that this Attendance Action Plan was agreed by all present.

Following a meeting on \_\_\_\_\_ between \_\_\_\_\_, we have all agreed that we want to work together to help \_\_\_\_\_ to attend school more regularly. \_\_\_\_\_'s attendance is currently \_\_\_\_\_%.

**What has been agreed? (Examples)**

***The School's promise (Examples)***

- Contact parent if pupil is absent from school without an explanation.
- Be available as a named person for parents to contact in school regarding attendance.
- Provide pupil with a school support worker if needed.
- Respond to any problems reported that could affect attendance.
- Make referrals to other agencies for example the attendance service or school health.
- Be point of contact in school for student.

***Parent's promise (Examples)***

- To supply details of their full names, address and telephone number and notify school immediately of any changes.

- To contact school on the first day of absence regarding the reason for absence and give an estimated day of return.
- To inform school of any problem affecting attendance.
- To work with other agencies to resolve any issues affecting attendance.
- To bring or arrange for someone to bring their child into school.
- To sign report cards and discuss them with their child.
- Set rules at home to make sure their child goes to bed and gets up at a reasonable time.
- Attend parenting classes or support groups if needed.
- Provide supporting medical evidence if their child is sick.

### ***Pupil's promise***

#### Review

We will meet again if required to discuss how things are going and whether this agreement needs to be changed in any way.

Anyone can ask for a meeting at any time to discuss the agreement further or to discuss any difficulties or problems.

#### **Important dates**

We will next meet if required.

#### **Other important dates are:**

We will review this agreement if required.

We will end this agreement on

	Signature
Pupil	
Parent/Carer	
School Representative	
Other Agency (if applicable)	