Cabot Learning Federation

Attendance Policy and Procedure Version 6.0

Cabot Learning Federation V6.0 June 2026

Board Approved: 18 June 2026
Review Frequency: Annual
Date of Next Review: June 2027
Academy specific detail added: July 2027

History of most recent policy changes

Date	Page	Change	Origin of Change e.g. TU request, Change in legislation
Date	E.g. Whole Document	Detail of change	Reason for change
9 Dec 2021 Version 1.0	Whole document	Implementation	Implementation of Federation wide policy
1 Dec 2022 Version 2.0	Throughout document	Minor changes	Updated DfE guidance
14 Dec 2023 Version 3.0	Alternative Provision section	Alternative Education Provision: Off-site educational activity (B code) – section revised.	To provide greater clarity
	Section 24	Updated with link to the revised DfE travel to school guidance.	Updated DfE guidance
20 June 2024 V4.0	Throughout document	Updated references to attendance legislation and DfE attendance guidance.	Updated legislation and DfE guidance
	Throughout document	Minor changes to wording due to regs and guidance changes	Updated legislation and DfE guidance
	Throughout document	Minor changes to wording for increased clarity	Increased clarity
	Section 10	Section added 'Using data to support improvements in attendance'	Expectation in updated DfE guidance
	Section 12	Maximum length of registration time in template policy changed from 60 mins to 30 mins for secondary, alternative provision and special schools (primary was already 30 mins).	Updated DfE attendance guidance (which is now statutory) states registers should be kept open for no longer than 30mins
	Section 19	Penalty notices, prosecutions and education supervision orders section updated.	Introduction of a national framework for penalty notices: A 'Notice to Improve', and a 3-year rolling period with a change in penalty notice charge, two PN limit, and escalation for repeat offences.
19 June 2025	Throughout document	Minor changes to template wording for increased clarity	Increased clarity
18 June 2026	Throughout document	Minor changes to template wording for increased clarity	Increased clarity

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1 Policy statement

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

1.2 As part of the Cabot Learning Federation (CLF), the academy is committed to the shared core purpose, which is at the HEART of all we do:



1.3 The academy strives to consistently deliver excellent educational experiences for pupils, improving their life chances and serving the communities of which we are a member.

1.4 Some pupils find it harder than others to attend school and therefore at all stages of improving attendance the academy will work together with them, their parents and partner organisations to remove barriers, by building strong and trusting relationships. Therefore, improving attendance is everyone's business.

1.5 In line with the DfE's Working together to improve school attendance guidance, the academy seeks to implement a 'support first approach'.

2 Reference to other relevant policies

This policy should be read in conjunction with existing trust-wide and academy policies including (but not limited to) the following policies:

- Safeguarding and Child Protection Policy
- Special Educational Needs and Disability Policy
- Relationship and Behaviour Policy
- Anti-Bullying Policy
- Exclusions and Suspensions Policy
- Supporting Pupils with Medical Conditions Policy

3 Legislation and DfE guidance

3.1 This policy meets the requirements of the following legislation which sets out the legal powers and duties that govern school attendance including:

- The Education Act 1996 (as amended)
- The School Attendance (Pupil Registration) (England) Regulations 2024
- The Education (Penalty Notices) (England) Regulations 2007 (as amended in 2012, 2013 and 2024)

3.2 DfE guidance:

- The Equality Act 2010 and schools (DfE May 2014) https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/315587/Equality_Act_Advice_Final.pdf

- Supporting pupils at school with medical conditions (DfE December 2015) https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3

- Education for children with health needs who cannot attend school (DfE December 2023) https://www.gov.uk/government/publications/education-for-children-with-health-needs-who-cannot-attend-school

- Keeping children safe in education (DfE) https://www.gov.uk/government/publications/keeping-children-safe-in-education--2

- Working together to improve school attendance (DfE) https://www.gov.uk/government/publications/working-together-to-improve-school-attendance

- School census guidance (DfE) https://www.gov.uk/guidance/complete-the-school-census

- Suspension and permanent exclusion (DfE September 2023) https://www.gov.uk/government/publications/school-exclusion

- Home to school travel and transport guidance (DfE May 2026) https://www.gov.uk/government/publications/home-to-school-travel-and-transport-guidance

4 Roles and responsibilities

See Appendix 2.

5 Equality Impact Assessment

An equality impact assessment has been undertaken for this policy in accordance with the Federation's equality, diversity and inclusion strategy and the Public Sector Equality Duty.

6 Data protection implications

6.1 The personal information the academy uses to help manage attendance and absence is governed by the UK GDPR and Data Protection Act 2018. Much of this information will be sensitive, to both pupils and their parents/carers, and staff must take care to apply appropriate safeguards to ensure personal information is processed fairly and lawfully, is the minimum amount necessary to achieve our aims, is accurate, and where necessary, kept up to date, is not held for longer than is necessary and remains safe and secure.

6.2 Staff must record personal information accurately, being clear whether something is an opinion, reported by someone else, or fact. It is also important to remember that pupils and parents/carers can ask to see copies of the personal information the academy holds about them.

7 Aims

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

7.2 This policy sets out the academy's position on attendance and details the procedures that all parents[1]/carers must follow to report their child absent from the academy.

7.3 It is vital that children develop regular attendance habits at an early age. Therefore, the academy will encourage parents/carers of Reception children who are not yet compulsory school age, to send their children to every session that is available to them.

7.4 The academy will support parents/carers to perform their legal duty to ensure their children of compulsory[2] school age attend regularly and will promote and support punctuality in attending lessons.

7.5 Pupils should attend the academy every day unless they are not well enough, or there is another very good reason for their absence which is agreed by the academy. Children who attend regularly are more likely to feel settled in school, maintain friendships, keep up with their learning and gain the greatest benefit from their education. The academy is committed to ensuring that all pupils enjoy their education and are supported to develop into resilient, confident and capable individuals, able to fulfil their potential.

7.6 Promoting good attendance is part of preparing pupils for future opportunities, including employment. We recognise, however, that pupils' circumstances and needs are diverse. Our

[1] 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.

[2] A child becomes of 'compulsory school age' on 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.

approach combines high expectations with fairness, flexibility, and support, ensuring that reasonable adjustments are made where needed and that no pupil is disadvantaged due to their individual circumstances.

7.7 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 pupil's attendance is deemed to be irregular.

7.8 The academy will do all it can to encourage pupils to attend. The academy will make the best provision it can for any pupil who needs additional support in school or who is prevented from attending school, due to physical or mental health needs or disability. The academy recognises for disabled pupils, 'reasonable adjustments' may be needed to the school environment or to policies to support good attendance. Please see DfE guidance documents Supporting pupils at school with medical conditions (December 2015, Arranging education for children who cannot attend school because of health needs (December 2023) and https://www.gov.uk/government/publications/mental-health-issues-affecting-a-pupils-attendance-guidance-for-schools (Feb 2023) – or ask the academy for printed copies.

7.9 One of the most important factors in promoting good attendance is the development of positive attitudes towards school. To this end, the academy strives to provide a happy and rewarding experience for all children, and to foster positive and mutually respectful relationships with parents/carers.

7.10 By promoting good attendance and punctuality the academy aims to:

- Make good attendance and punctuality a priority for all those involved in the academy community
- Raise pupils' awareness of the importance of good attendance and punctuality
- Provide support, advice and guidance to parents/carers, pupils and staff
- Work in partnership with parents/carers and, where appropriate, the wider family

8 Effects of non-attendance

8.1 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 pupil as 'persistently absent' when they miss 10% or more schooling across the school year, for whatever reason. Pupils who miss 50% or more are defined as 'severely absent'.

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

Attendance during the school year	Days lost in a year	Which is approximately
95%	9.5 Days	2 Weeks
90%	19 Days	4 Weeks

9 Safeguarding and attendance

9.1 The academy routinely monitors attendance patterns for all pupils as a part of its standard procedures. Sudden or gradual changes in a pupil's attendance may be an indicator of underlying or escalating safeguarding concerns. These may include, but are not limited to, mental health needs; neglect; physical abuse; domestic abuse; extra familial harm including child-on-child abuse, child sexual exploitation, child criminal exploitation (including county lines) and radicalisation; female genital mutilation; and forced marriage.

9.2 In line with government guidance Keeping Children Safe in Education, local safeguarding procedures and the academy's Safeguarding and Child Protection Policy, all staff will remain alert and professionally curious. Concerns will be promptly investigated, recorded, and reported, particularly where explanations for absence are unclear, inconsistent, or form a concerning pattern.

9.3 If a pupil is not attending school regularly, where the academy deems it appropriate, staff will carry out home visits to speak directly with the pupil and their parents/carers. This is to confirm the pupil's safety and wellbeing and to establish and address any barriers to attendance.

9.4 If staff are unable to make direct contact, they will take reasonable steps to gather further information. This may include contacting emergency contacts and/or other professionals or contacts of the family, who they reasonably expect may be able to provide the academy with relevant information.

9.5 If contact still cannot be established, or concerns about the pupil's safety increase, the academy will escalate the case in line with safeguarding procedures. This may include making referrals to children's social care, the local authority's children missing education service and requesting a police welfare check to ensure the pupil is safe and not at risk of harm or missing from education.

10 Using data to support improvements in attendance

10.1 The academy will ensure data is routinely used to identify emerging attendance issues and reduce absence. This will include using internal sources of information such as the CLF Black Box data and the school level attendance tracker, as well as other available sources.

10.2 The academy will regularly review attendance at individual pupil level, looking at a range of data including overall attendance, absence by code, broken weeks and punctuality.

10.3 The academy will regularly review and analyse attendance, persistent absence, and severe absence data, for the whole school and by groups. The academy will regularly compare this data with external data including other CLF academies, local, regional and national data. This will help to identify areas of success, as well as areas for improvement.

11 Contents of the attendance register

11.1 The law states that schools must take the attendance register at the start of each morning session of each school day and once during the afternoon session. The school must record whether each pupil is:

- Present at the school,
- Attending a place other than the school, or
- Absent from the school.

11.2 Appendix 1 provides a list of register codes.

12 Attending the school (and lateness)

12.1 Pupils are marked present if they are in the academy when the register is taken. (/ = morning session \ = afternoon session.) If a pupil leaves the academy premises after registration, they are still counted as present for statistical purposes.

12.2 Evergreen runs a FREE breakfast club to all pupils and families. The club opens at 8:00 am every school day. Gates close at 8:20 am. A FREE breakfast is available from those times. Breakfast club takes place in the main school hall.

12.3 Morning registration

- Pupils are expected to be at school in good time for the start of the morning register, this means they should arrive at school at least **10** minutes before the register is taken.

- The morning register is taken at **8:40 am** on each school day.

12.4 Afternoon registration

- The afternoon register is taken at **1:00 pm** on each school day.

12.5 Late arrival

- If a pupil arrives at school after the morning or afternoon registration times above, they will be given the relevant register mark:

    - L code: A pupil arriving up to 30 minutes after the morning and/or afternoon registration times stated above, for any reason, will be marked as late (**L**) – which, although late, still counts as present.

    - U code: A pupil arriving more than 30 minutes after the morning and/or afternoon registration times stated above will be marked with the **unauthorised absence** code 'Late after registers close' (**U**) for the relevant session, unless there is a valid reason for their lateness. (Section 18 of this policy provides more information on unauthorised absence.)

    - Other absence codes: A pupil arriving more than 30 minutes after the registration time, due to a valid reason such as an unavoidable medical appointment, will be marked with the appropriate authorised absence code.

- It is the duty of parents/carers to ensure that children attend school on time. This encourages habits of good timekeeping and lessens any possible classroom disruption.
- When a pupil arrives late at the academy, they miss important events like assembly, teacher instructions and introductions; this can seriously disadvantage pupils.
- It is recognised that pupils are sometimes late due to reasons such as caring for parents/carers or siblings, or transport difficulties. Pupils and parents/carers are encouraged to contact the academy to ask for help if needed.
- If a pupil starts arriving late to the academy on a regular basis, the academy will work with the pupil and family to find out more about the reasons for lateness and whether any support is needed for the pupil or family, to enable the pupil to arrive on time.
- The table below indicates how frequent lateness can add up to a considerable amount of learning being lost.

Minutes late per day	Equates to days of learning lost in one year
5 mins	3 Days
10 mins	6 Days
15 mins	9 Days

13 Authorised absence

13.1 'Authorised absence' means that the academy has either given approval in advance for a pupil of compulsory school age to be away from the school or has accepted an explanation offered afterwards as justification for absence. Please see codes below and the DfE's Working together to improve school attendance guidance for more information.)

Authorised absence		
C1	Absent to participate in a regulated performance or undertaking regulated employment abroad.	Authorised absence
C2	Pupil of compulsory school age is absent due to a part-time timetable agreed by the parent and the school	Authorised absence
C	Absence agreed by the school due to an exceptional circumstance	Authorised absence
E	Suspended or permanently excluded and no alternative provision made	Authorised absence

I	Illness (physical and/or mental health related)	Authorised absence
J1	Absence agreed by the school to attend an interview for employment or for admission to another educational institution	Authorised absence
M	Absence agreed by the school for medical/dental appointment	Authorised absence
R	Day set aside for religious observance	Authorised absence
S	Study leave for a public examination	Authorised absence
T	A mobile child (child of no fixed abode) who is travelling with their parent for their trade or business	Authorised absence
X	Non-compulsory school age pupil not timetabled to attend	Not counted in possible attendances

The following information provides more detail about the main circumstances where absence may be authorised by the academy:

13.2 Illness

- Parents and carers are expected to notify the academy on the first day their child is unable to attend due to illness (both physical and mental health related) – see absence reporting and response section, below.
- If the child is ill for more than one day, the parent/carer should contact the school each day to provide an update, unless otherwise agreed by the academy.
- In most cases, absences for illness which are reported by following the academy's absence reporting procedures will be authorised and coded **I** (Illness).
- If the academy has genuine and reasonable doubt about the authenticity of the illness, the academy will request medical evidence to support the absence.
- Where medical evidence is considered necessary, the academy will not be rigid about the type of evidence requested and will speak to the family about what evidence is available. Where a parent cannot provide evidence in the form requested but can provide other evidence, the academy will take this into account. Where a parent cannot provide any written evidence, the academy will speak to the parent and pupil, if appropriate, which may serve as the necessary evidence to record the absence appropriately.

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

- Where a pupil's health need means they need reasonable adjustments or support because it is complex or long term, the academy will seek medical evidence to better understand the needs of the pupil and identify the most suitable provision in line with the statutory guidance in supporting pupils at school with medical conditions or arranging education for children who cannot attend school because of health needs.

- The reporting of absence due to illness remains the responsibility of the parent/carer. Absences due to illness which have **not** been reported to the academy by the parent/carer on the first and any subsequent days of absence may not be authorised.

13.3 Pupils taken ill during the academy day

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

13.4 Medical and dental appointments

- Parents/carers should try to make appointments outside of academy hours wherever possible. Where appointments during the academy day are unavoidable, the pupil should only be absent for the minimum amount of time necessary for the appointment. It is not acceptable for a pupil to miss a whole day for an appointment, unless necessary, in which case the academy will need an explanation as to why this is.

- If a pupil must attend a medical appointment during the academy day, they must be collected from the academy office by the parent/carer or another authorised adult and signed out in the 'signing out' book. No pupil will be allowed to leave the academy site without parent/carer confirmation. Evidence of the appointment will be required.

- Advance notice is required for medical or dental appointments, unless it is an emergency appointment. Parents/carers should also provide the academy with sight of, or a copy of, the appointment card or letter.

13.5 Phased return to full-time education

- In line with the expectations of the Department for Education, all pupils of compulsory school age 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.

- In very exceptional circumstances there may be a need for a temporary part-time timetable to meet a pupil's individual needs. For example, where a medical condition prevents a pupil from attending full-time education and a part-time timetable is considered as part of a re-integration package.

- If, for any reason, the academy is unable to provide a pupil with a full-time education due to the pupil's needs, staff will work with the pupil, parents/carers and other agencies where appropriate, to come to an arrangement that is deemed to be in the best interests of the child wherever possible.

- Any part-time timetable should be in place for the shortest amount of time possible, it must not be treated as a long-term solution. It should be reviewed at least every two weeks unless otherwise agreed by the principal, whilst arrangements are made to support the pupil's return to full-time education at the academy or, where appropriate, at another school or alternative provision.

- A decision to place a pupil on a part-time timetable should be approved by the principal and must be agreed by the parents/carers. The SENCO and DSL, as well as any other relevant members of staff, should also be aware of such arrangements and involved with decision making where appropriate. Discussions and agreements should be clearly documented in writing, and relevant information should be recorded in the academy's management information system and CPOMS. The academy will be mindful of any additional safeguarding risks to the pupil when they are not timetabled to attend school and will therefore consider carefully whether a part-time timetable is an appropriate measure.

- If the pupil's part-time timetable means the pupil is expected to arrive at the academy after the register closes in the morning and/or be absent for the academy's afternoon registration period, any such am and/or pm registrations must be recorded with the **C2** code 'Pupil of compulsory school age is absent due to a part-time timetable agreed by the parent and the school.' If the child is not yet compulsory school age, Code **X** 'Non-compulsory school age pupil not timetabled to attend' would be used instead.

13.6 Religious observance

- The academy acknowledges the multi-faith nature of the academy community and recognises that religious festivals sometimes fall outside of academy holidays or weekends.

- In accordance with the law, the academy will authorise one day's absence for a day exclusively set apart for religious observance by the religious body to which the parent/carer belongs – this will be marked with the **R** code. In line with the DfE's Working together to improve school attendance guidance, if necessary, the academy will seek advice from the parent/carer's religious body, about whether it has set the day apart for religious observance.

- Parents/carers should notify the academy in advance if their child will be absent for religious observance, so that the academy knows whether to expect the pupil into school or not.

- If a parent/carer would like their child to be absent for an additional day, around a religious observance, they should contact the academy. The academy will consider each application individually considering the specific facts and circumstances and relevant background context behind the request. If additional absence is authorised, this will be marked with the **C** code.

- The academy will ensure a pupil is not penalised for absence due to days of Religious Observance, for example if using attendance rewards.

13.7 Mobile pupil - parent travelling for occupational purposes

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

- The academy will authorise the absence of a mobile child who is unable to attend school because they are travelling with their parent during their trade or business. This is subject to certain limits, depending on the child's age and number of sessions absent. The school will discuss cases individually with parents as necessary. Parents should let the school know of their plans as far in advance as possible.

- The academy will not unnecessarily ask for proof that a parent is travelling for occupational purposes, this will only happen when there are genuine and reasonable doubt about the authenticity of the reason for absence given. If there is doubt, the school may ask for proof that the family are required to travel for occupational purposes during the period of absence.

- To help ensure continuity of education for mobile children, when their parents are travelling for occupational purposes in England, wherever possible it is expected that children should attend a school where their parents is travelling and be dual registered at that school and at this academy, which is their 'main school'.

- The **T** code, which is an authorised absence, will be used when mobile children are known to be travelling for occupational purposes, but it is not known whether the child is attending another educational provision.

- When their parents are not travelling for occupational purposes, mobile children are subject to the same rules as other children in terms of the requirement to attend school regularly.

13.8 Suspensions (previously called fixed-term exclusions)

- If the academy decides to send a pupil home for a fixed period due to their behaviour, this will be recorded as a suspension. The academy will follow the DfE's current statutory guidance on suspensions and permanent exclusions.

- Any suspension must be agreed by the principal.

- The academy will notify the parents/carers of the suspension. If the pupil is a child in care, the academy will notify the pupil's carer, social worker and the local authority's virtual school. In other instances, where a pupil is open to children's social care for any reason, the academy will also inform the pupil's allocated social worker.

- The pupil must be collected from the academy office by the parent/carer or another authorised adult and signed out in the 'signing out' book. No pupil will be allowed to leave the academy site without parent/carer confirmation.

14 Absence reporting and response

14.1 Absence reporting

- Parents/carers are expected to notify the academy of the reason for their child's absence on each day of absence.
- If a pupil is absent due to illness which lasts more than one day, the parent/carer should contact the school each day to provide an update, unless otherwise agreed by the academy.
- If a pupil is absent due to illness or any other reason, parents/carers should notify the academy of the absence as early as possible. This should be **before 8:40 am** on the day of absence and include the specific reason ('unwell' is not sufficient).
- Parents/carers can notify the academy by phone, using the academy telephone number 0117 377 3085. If parents/carers can leave a voice message, please include the pupil's name, date of birth and year group together with the reason for the absence. Parents/carers can also notify the academy by email or by a personal visit to the Academy Office (via an adult.)
- Parents/carers can also notify the academy by text message, email or ClassDojo. If parents/carers can leave a message, please include the pupil's name, date of birth and year group together with the reason for the absence.
- The academy may contact parents/carers to check how the pupil is and discuss a pupil's absence in more detail. Depending on the pupil's absence, and following a discussion, it may be that the pupil can attend school later the same day.
- In some cases, the academy may require parents/carers to report absence in a different way – if this is the case, the academy will contact parents/carers to explain this requirement.

14.2 Response to unexplained absence

- At 8:40 am, if a child is absent and the academy has not been notified of the reason, the academy office will follow its unexplained absence process, by telephoning and/or sending a message to the parent/s via the My Child At School app or the school mobile. If a response is not received by 9:00 am, the academy will follow up the absence further by phoning the parents/carers again. If the parents/carers cannot be contacted by phone, the academy will phone the pupil's emergency contacts, in priority order.
- Priority will be given where there is additional support in place, or where pupils are considered more vulnerable. e.g. Children in Care; children on Child in Need or Child Protection Plans; children who have previously been reported missing; and children where there are, or have been, concerns regarding attendance.
- A list is kept in the school office of pupils who walk to the academy on their own and if they don't arrive, and the academy has not been notified of the reason for absence, parents/carers are contacted as a priority. Parents/carers who wish to add their child to this list should speak to staff in the academy office.

- If the academy is unable to find out the reason for absence through the process outlined above, the academy will follow its Response to Unexplained Absence Process.

- If a pupil has a social worker and/or youth offending team worker, the academy will inform the relevant worker/s if a pupil has unexplained absences from school.

14.3 Further enquiries to support absent pupils

- If a pupil is not attending and the academy is unable to establish the reason for absence, or confirm the pupil's whereabouts, or is concerned for the welfare of the pupil, the academy will take appropriate action which will depend on the circumstances of each case. This could include, but is not limited to:

    - contacting the pupil's emergency contacts or other contacts of the family who the academy reasonably expect may be able to provide information,
    - contacting siblings' schools,
    - contacting other professionals,
    - home visits to the family address,
    - making enquiries with neighbours,
    - requesting welfare checks from the police,
    - making referrals to children's social care.

14.4 Pre-agreed absence

- Parents/carers are not required to contact the academy on the day of an absence if the parent/carer has already formally notified the academy prior to the day of absence and the absence has been agreed in advance. For example, a planned hospital appointment or an exceptional term time leave of absence which has already been agreed by the principal in writing.

- Parents must contact the academy if plans change and their child is no longer expected to be absent, so the academy is aware the pupil is to be expected after all and will follow first day absence procedures in the usual way if the pupil doesn't attend.

14.5 Emergency contacts

Parents/carers will be asked to supply details of at least two other responsible adults who can be contacted in an emergency. It is the responsibility of parents/carers to keep these contact details up to date by communicating with the academy office. The academy will also remind parents/carers about this through parents/carers' evenings/newsletter reminders and ClassDojo.

Coding unexplained absences

- Following up on unexplained absences can take up a lot of time, therefore, the academy expects parents/carers to report all absences directly to us. If a parent/carer does not contact the academy on the morning of each absence, the absence may not be authorised, unless the academy is satisfied there is a good reason why the pupil was unable to attend and why the parent/carer was not able to contact the academy by the required time on the day of absence.

- If the academy is unable to establish the reason for absence, having followed the academy's attendance procedures, the absence will be marked as unauthorised, using the **O** code.

15 Support for school attendance

15.1 Communicating with parents/carers where attendance is a concern

When the academy has concerns about the attendance of a pupil, staff will do their best to make the parents/carers aware of the concerns about their child's attendance in the most accessible way possible, communications will be provided in accessible formats and can be offered in different languages if requested.

15.2 Pupils who are reluctant to attend

- Sometimes pupils can be reluctant to attend. The academy encourages parents/carers and pupils to be open and honest with us about the reason for their child's absence. If a child is reluctant to attend, it is never better to cover up the reason for their absence. As a school, we need to understand the reasons why a pupil is reluctant to attend, to be able to support pupils and parents/carers in the best way.

- The academy's aim is to work in partnership with parents and carers to remove barriers to good attendance. Staff strive to establish good working relationships with the families of our pupils through good communication and regular meetings to address on-going attendance concerns. If necessary, staff signpost our families to specialist support services who can work with the family and academy in a multi-agency way.

15.3 Child-on-child abuse

- All pupils have an absolute right to be educated in a safe and secure environment and to be protected from others who may wish to harm, degrade or abuse them physically, verbally, and emotionally, both in person and online. There is no justification whatsoever for bullying behaviour and it should not be tolerated in any form. Differences including race, religion, gender, sexual orientation, and ability, are absolutely repudiated as reasons for bullying.

- The academy recognises that a pupil may be reluctant to attend if they are experiencing any kind of child-on-child abuse. We constantly strive to promote a positive and inclusive culture where all pupils feel valued, have a strong sense of belonging and are fully supported if things go wrong.

- The academy takes all reports of child-on-child abuse extremely seriously. All incidents will be investigated, appropriate measures will be taken for all pupils involved, including working with and making referrals to external agencies where appropriate.

- The academy recognises that child-on-child abuse is a rarely witnessed event, and that the most likely source of information will be through hearsay (either direct from the victim, or indirectly through witnesses or parents).

- If a parent/carer thinks their child is experiencing child-on-child abuse or is concerned their child may be involved in child-on-child abuse in any way, they are encouraged to report this to us as quickly as possible, so that appropriate measures can be taken.

- Please see our Anti-Bullying Policy and Safeguarding and Child Protection Policy for more information on how child-on-child abuse is addressed.

15.4 Children in care

- Foster carers do not have parental responsibility for the children in their care, although they are responsible for ensuring their regular school attendance.

- If a child in care is not attending the academy, or there are concerns about their attendance, the academy will seek advice from the local authority's virtual school and the child's social worker, as well as communicating with the pupil and foster carer.

15.5 Disability related absence

- The academy will ensure reasonable adjustments are made for disabled pupils (defined as those with a 'physical or mental impairment which has a substantial and long-term adverse effect on that person's ability to carry out normal day to day activities'). This may include changes to the physical environment, curriculum or the way information is provided, as well as providing auxiliary aids and equipment, or tailored services.

- The academy recognises that some disabled pupils may need additional support to attend regularly and that, for some pupils, they may have more absence due to their disability, for example due to attending medical appointments. We will ensure disabled pupils are not penalised for absence related to their disability and will support the pupil and family to access support from external agencies where appropriate.

15.6 Young carers

The academy recognises that pupils who are Young Carers may have caring responsibilities that impact on their punctuality and/or attendance. Where this is the case, the academy will work with the pupil and family to encourage them to access appropriate support, including direct support from the Young Carers service and any other support the pupil and family may need; the academy will also provide support in school where appropriate.

15.7 Pregnant pupils and pupils who are young parents

15.8 Parents who live separately

Where appropriate, the academy will involve all parents/carers to ensure each is aware of their child's attendance pattern and is able to support the child's attendance to improve. Where a child lives with different parents/carers on different days, we will take this into consideration when working with the parents/carers.

15.9 Complex family circumstances

- The academy will not usually request legal intervention from the local authority in cases where poor attendance is symptomatic of complex family circumstances. In such circumstances the academy will take a holistic approach to the issue and involve other agencies as necessary.

- Where voluntary support is not working or not being engaged with, the academy will make the continued concerns clear to the parents/carers and where appropriate may take a more formal approach.

15.10 Formal non-attendance process

- Where there are continued concerns about a pupil's attendance which are not resolved informally, parents/carers may be asked to meet with the academy to discuss the matter more formally. In some cases, this may result in a formal action plan and/or attendance contract being produced. The academy may also invite other involved professionals, where relevant.

- To protect the child's right to an education, when considered appropriate and necessary, the academy will make referrals to the local authority for legal intervention.

- When referring for legal intervention, the academy will show that the parent/carer has been warned they are at risk of legal action.

16 Rewarding good and improved attendance

16.1 The academy recognises that rewarding good and improved attendance should be carefully considered, to ensure it does not make pupils who have poor attendance, feel marginalised, worried or guilty about their low attendance rate, its impact on the pupil's own learning or the learning or rewards for the class as a whole.

16.2 The academy will regularly review any reward systems to ensure they are not negatively impacting on individual pupils or groups of pupils.

17 Leave of absence – leave requests and legal intervention for unauthorised absence

17.1 The law does not grant parents/carers the automatic right to take their child out of school during term time for holidays or other absence such as trips and visits.

17.2 The academy will not authorise any leave of absence in term-time unless satisfied the reason for absence is exceptional. The academy will consider each application individually. A leave of absence is granted entirely at the academy's discretion.

17.3 Parents/carers are asked not to make plans to take their child out of school without making a request to the school first and the school gives permission for the absence. The request should be made by the parent/carer with whom the child normally lives.

17.4 Parents/carers wishing to request leave for their child should complete a Leave of Absence Request form which is available from the academy. The request should be submitted as soon as it is anticipated; and, wherever possible, at least four school weeks before the absence.

17.5 The academy will respond to term time leave requests within **10** school days of receipt, by contacting the parent/carer who made the request, by telephone or in writing. Any telephone agreement or refusal will also be confirmed in writing.

17.6 If a parent/carer needs to make an urgent request for leave, they should contact the academy by telephone and speak to Attendance Lead in the first instance. The academy will aim to give a verbal response as soon as possible, and this will be followed up in writing.

17.7 Parents may be required to provide the academy with additional evidence to support a leave of absence request.

17.8 The academy will consider the individual facts and circumstances of the case; following consultation with other staff as required, including the Designated Safeguarding Lead (DSL).

17.9 The absence should be for the shortest time possible – if an absence is agreed, the principal will decide how many days of absence will be authorised. Agreed leave will be marked with the **C** code 'Absence agreed by the school due to an exceptional circumstance'. If the pupil is absent for more days than were authorised by the academy, the remaining days absent will be recorded as unauthorised absence, unless there is an exceptional reason for the additional absence.

17.10 Any holidays and other absence such as trips and visits which have not been agreed by the academy will be recorded as unauthorised.

17.11 If the academy has been notified a pupil's absence is/was due to illness or other reason, but the academy has genuine and reasonable doubt about the authenticity of the reason for absence given and has reason to believe the pupil may have been absent due to a holiday, or other trip/visit, the school may ask for additional information or evidence from parents/carers to support the reason given. If the academy is not satisfied with the evidence provided, the absence may be recorded as unauthorised.

17.12 Parents/carers should be aware unauthorised absence may result in a penalty notice or prosecution. See 'Unauthorised absence' section for more information.

17.13 If the academy has any concerns about possible safeguarding risks, staff will follow the necessary protocols. (See the academy's Safeguarding and Child Protection Policy for more information.)

18 Unauthorised absence

18.1 Unauthorised absence is where the academy is not satisfied with the reason given for the absence, or where no reason has been provided. Please see codes below and the DfE's Working together to improve school attendance guidance for more information.)

Unauthorised absence		
G	Holiday not granted by the school.	Unauthorised absence
N	Reason for absence not yet established.	Unauthorised absence
O	Absent in other or unknown circumstances.	Unauthorised absence
U	Arrived in school after registration closed (where an authorised absence code does not apply).	Unauthorised absence

18.2 Unauthorised absence includes (but is not limited to) absences due to:

- Reasons which have never been properly explained to the academy
- Arriving at the academy after the register has closed. (Although late arrival for a reason such as a medical appointment will usually be an authorised absence – see 'Medical / Dental Appointments' section for more information.)
- Shopping
- Having a haircut
- Birthdays
- Waiting at home for something to be fixed, or a parcel to be delivered
- Parent/carer's or sibling's illness (unless very exceptional circumstances apply and have been agreed in writing by the academy)
- Day trips
- Holidays in term time (unless exceptional circumstances are agreed in writing, in advance, by the academy – see 'Leave of Absence' section).

18.3 Where the academy has genuine and reasonable doubt about the actual reason for a pupil's absence, staff may seek additional information or evidence from parents/carers regarding the absence, and/or make a home visit to verify the reason. If the reason cannot be verified and the academy has cause to believe the reason given for absence may not be genuine, parents/carers may be asked to provide satisfactory evidence of the reason. If satisfactory evidence is not provided, the school may record the absence as unauthorised.

18.4 Unauthorised absences may result in legal intervention, usually penalty notices or prosecutions. See 'Penalty notices, prosecutions and education supervision orders' section for more information.

19 Penalty notices, prosecutions and education supervision orders

19.1 Under section 444 of the Education Act 1996, if a child of compulsory school age, who is a registered pupil at a school, fails to attend regularly at the school their parent(s) are guilty of an offence. This applies to both resident and non-resident parents who may both be

subject to legal action 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. If an absence is not authorised by the school, the pupil's attendance is deemed to be irregular.

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

(a) A penalty notice. The penalty is £80 per parent, per child, payable within 21 days, rising to £160 per parent, per child if paid between 22 and 28 days. If a second penalty notice is issued within a rolling 3-year period the penalty is £160 per parent, per child if paid within 28 days; there will be no option to pay a lower amount. (Failure to pay a penalty notice will usually result in prosecution.)

(b) Prosecution.

19.3 Penalty notices can be issued if a child has at least 10 sessions of unauthorised absence in a period of 10 school weeks. (A morning or afternoon is one session; a whole school day is two sessions.) However, the DfE's national framework for penalty notices allows penalty notices to be issued sooner than this, in some circumstances.

19.4 Before a penalty notice is issued, where considered appropriate, a Notice to Improve will be sent to parents/carers to give them a final chance to improve attendance before a penalty notice is issued. A Notice to Improve will not be issued where a warning is not considered appropriate, for example in the case of unauthorised term time holiday absence.

19.5 Penalty notices are issued to each parent/carer with responsibility for the child and are issued for each child with unauthorised absence. For example, if two siblings have unauthorised absence, and there are two parents/carers with responsibility for the children, four penalty notices would be issued.

19.6 The academy will refer cases of unauthorised absence that meet the threshold for a penalty notice to the local authority unless there are reasonable grounds for not doing so. The academy may also refer cases of unauthorised absence below the national penalty notice threshold. This might apply, for example, where parents appear to be deliberately avoiding the national threshold by taking several term time holidays below threshold, or for repeated absence for long weekends, birthdays or other events.

19.7 Referrals for penalty notices will include unauthorised absence due to term time holiday or other trips/visits, and other types of unauthorised absence.

19.8 When referring to the local authority for legal intervention, the academy will show that the parent/carer has been warned they are at risk of a penalty notice or prosecution.

19.9 Penalty notices are issued to parents as an alternative to prosecution and are intended to prevent the need for court action.

19.10 A penalty notice may not be issued if prosecution is a more appropriate sanction for a pupil's unauthorised absence.

19.11 The local authority will consider the information provided by the academy and act in line with their protocols and procedures, following the DfE's Working together to improve school attendance guidance. This will include considering whether an education supervision order should be applied for, as well as, or instead of a prosecution.

19.12 See table below and the DfE's Working together to improve school attendance guidance for more information about penalty notices, prosecutions and education supervision orders. The local authority's penalty notice code of conduct is available from Bristol City Council.

19.13 Legal Intervention for Unauthorised Absence

Penalty notices	
Penalty notices are issued to parents as an alternative to prosecution and are intended to prevent the need for court action. If a pupil has frequent, and/or extended period of unauthorised absence, a prosecution may be considered, instead of a penalty notice. Penalty notices cannot be paid in instalments.	
Sanction	**Outcome**
First penalty notice (in a 3-year rolling period)	The penalty is £80 (per parent/carer, per child) payable within 21 days, rising to £160 if paid between 22 and 28 days. (Failure to pay will usually result in prosecution.)
Second penalty notice (in a 3-year rolling period)	The second time a penalty notice is issued to the **same parent** for the **same child** the amount will be **£160** per parent, per child (if paid within 28 days). There is no reduction in the amount if the penalty is paid early. (Failure to pay will usually result in prosecution.)
Prosecutions for unauthorised absence	
Local authorities (LAs) are unable to issue more than two penalty notices to the **same parent** for the **same child, in a rolling 3-year period.** Should a third offence of unauthorised absence for the same child be committed during the 3 years (including where a child has moved school and fines have been issued by other LAs), the LA may prosecute the parent/carer(s). As penalty notices are an alternative to prosecution, the LA may decide to proceed straight to prosecution instead of issuing any penalty notice. If prosecuting, it is for the LA to decide whether a section 444(1) or section 444(1A) prosecution is most appropriate.	
Sanction	**Outcome**
Prosecution under section 444(1) of the Education Act 1996	If found guilty, parents/carers may be fined up to £1000 and ordered to pay court costs. The court may also impose a Parenting Order.
Prosecution under section 444(1A) of the Education Act 1996	If found guilty, parents/carers may be fined up to £2500 and ordered to pay court costs. Other court outcomes include community sentences, such as Curfew Orders, Unpaid Work (Community Payback) or a prison sentence of up to three months. The court may also impose a Parenting Order.
Education Supervision Order (ESO)	
The local authority must consider applying for an ESO (under section 36 of the Children Act 1989) before prosecuting under s444 Education Act 1996. An LA may apply for an ESO instead of, or as well as, proceeding with a prosecution. The order is placed on the child, and a supervisor from the LA is appointed by the court, to give directions to the child and their parents with a view to securing that the child is properly educated. Parents can be prosecuted if they persistently fail to comply with a direction; if found guilty they may be fined up to £1000.	

20 Mental Health, Wellbeing, Special Educational Needs and Disability

Under the Equality Act 2010, schools are required to make reasonable adjustments for disabled pupils (defined as those with a 'physical or mental impairment which has a substantial and long-term adverse effect on that person's ability to carry out normal day to day activities.' Some specified medical conditions, HIV, multiple sclerosis and cancer are all considered as disabilities, regardless of their effect.) This may include changes to the physical environment, curriculum or the way information is provided, as well as providing auxiliary aids and equipment, or tailored services. Failure to make appropriate adjustments may impact on a pupil's attendance.

Need	Action	Contact Information
Mental health and wellbeing	Parents/carers who have concerns about their child's mental health and wellbeing can contact the academy's Designated Safeguarding Lead (DSL).	Phone or email DSL on 0117 377 3085 or julie.vincent@clf.uk toni.dorse@clf.uk kerry.coote@clf.uk
Identified special educational needs or disability (SEND)	Parents/carers are encouraged to contact the academy's Special Educational Needs Co-ordinator (SENDCo) should they have any concerns about their child with identified SEND. Attendance issues should be considered as part of the pupil's individual support plan or Education Health and Care Plan, and part of any subsequent reviews.	Phone or email SENDCo on 0117 377 3085 or agata.russe@clf.uk
Unidentified SEND	Parents/carers who think their child may have unidentified special educational needs are also encouraged to contact the academy's SENDCo.	Phone or email SENDCo on 0117 377 3085 or agata.russe@clf.uk
Urgent health concerns	Parents/carers should contact their GP or the NHS Helpline by phoning telephone number 111 for advice if they are concerned about their child's mental or physical health and wellbeing. In case of emergency parents/carers should dial 999. After seeking emergency advice and support, parents should also let the academy know as soon as is practicable.	Phone GP/111/999 Contact or email the Office Administrator on 0117 377 3085 or safia.duale@clf.uk julie.vincent@clf.uk
Health needs impacting on attendance	If a pupil is frequently absent from the academy due to health need/s the academy may ask to meet with parents/carers (and other professionals where appropriate) to draw up an Individual Healthcare Plan to support the pupil's attendance. See the academy's Supporting Pupils with Medical Conditions Policy for more information. https://evergreenprimaryacademy.clf.uk/wp-content/uploads/CLF-Supporting-Pupils-with-Medical-	Phone or email DSL on 0117 377 3085 or julie.vincent@clf.uk toni.dorse@clf.uk kerry.coote@clf.uk

	Conditions-incorporating-Health-and-Care-Needs-March-24-1.pdf Also see DfE guidance Supporting pupils at school with medical conditions - December 2015	

21 Attending a place other than the school

21.1 When pupils are attending educational activities off the academy site, that have been arranged by the local authority or approved by the academy, the register will be marked to show this is the case. Please see information below and the DfE's Working together to improve school attendance guidance.

Attending a place other than the school		
B	Attending a place for an approved educational activity, arranged by the school, which is not a sporting activity or work experience. (Not dual registration.) (The school must also record the nature of the provision.)	Attending an approved educational activity
D	Not currently expected to attend, as dual registered at another school (i.e. pupil attending another school, PRU or alternative provision academy).	Not counted in possible attendances
K	Attending offsite educational provision arranged by the local authority. (The school must also record the nature of the provision.)	Attending an approved educational activity
P	Participating in an approved sporting activity.	Attending an approved educational activity
V	Attending an educational visit or trip arranged by on or behalf of the school.	Attending an approved educational activity
W	Attending approved work experience.	Attending an approved educational activity

- Academy attendance staff will be notified of all alternative education arrangements and updated about any changes, so they can ensure the academy's registers are marked accordingly. Attendance staff and other relevant colleagues will communicate closely with the relevant alternative settings, as required.

- The academy will follow up attendance concerns, with pupils and parents/carers, in conjunction with the alternative education provider.

- If a pupil is only being offered part-time alternative provision (AP), the academy will ensure the pupil is offered additional educational provision, which together with the

AP equates to a full timetable, unless there are exceptional reasons why not. Pupils will only be offered part-time educational provision for the shortest time possible, and this will be regularly reviewed with the pupil and parents/carers with the aim of the pupil accessing full-time education as quickly as possible.

21.2 Code K: Attending education provision arranged by the local authority

- If a pupil is attending offsite educational provision arranged by the local authority (which is not another state funded DfE registered school, Pupil Referral Unit or Alternative Provision Academy) such activity will be marked using the **K** code. (The academy will also record the nature of the provision.)

- The provider should provide attendance updates to the academy daily, unless otherwise agreed by the principal or vice principal, so the academy can mark the register accordingly. They should notify the academy by 9:30am (or within 60 mins of the pupil's expected arrival time, if this is later) as to whether the child is present or absent. This will ensure the academy is made aware of any attendance concerns as soon as possible and takes follow up action as necessary.

- The academy will mark any absences using the relevant absence code.

21.3 Code V: Attending an educational visit or trip

- If a pupil is participating in an educational visit or trip arranged by or on behalf of the school and supervised by a member of school staff, such activity will be marked using the **V** code.

- The academy will mark any absences using the relevant absence code.

21.4 Code P: Approved sporting activity

- If a pupil is participating in a supervised sporting activity off the academy site, such activity will be marked using the **P** code 'Approved Sporting Activity'. The sporting activity must be of an educational nature, approved by the academy and supervised by a person agreed suitable by the principal. The academy must be satisfied that appropriate measures have been taken to safeguard the pupil.

- The provider should provide attendance updates to the academy daily, unless otherwise agreed by the principal or vice principal, so the academy can mark the register accordingly. They should notify the academy by 9:30am (or within 60 mins of the pupil's expected arrival time, if this is later) as to whether the child is present or absent. This will ensure the academy is made aware of any attendance concerns as soon as possible and takes follow up action as necessary.

- The academy will mark any absences using the relevant absence code.

- The academy will mark any absences using the relevant absence code.

21.5 Code B: Attending any other approved educational activity (which is not a registered school[3])

[3] This includes provision such as Education First, Elmtree Learning Partnership and Impact Mentoring. It also includes any post-16 colleges which provide education for compulsory school aged children.

- If a pupil is attending an AP setting which is not a Pupil Referral Unit or Alternative Provision Academy, for part or all their education, the academy will mark the sessions which the pupil attends the alternative setting as code **B** (off-site educational activity). The academy must also record the nature of the provision.

- The academy will mark any sessions attended at the academy with the relevant present code, and any absences with the relevant absence code.

- APs which are not a Pupil Referral Unit or Alternative Provision Academy should provide attendance updates to the academy daily, unless otherwise agreed by the principal or vice principal, so the academy can mark the register accordingly. They should notify the academy by **9:30am** (or within 60 mins of the pupil's expected arrival time, if this is later) as to whether the child is present or absent. This will ensure the academy is made aware of any attendance concerns as soon as possible and takes follow up action as necessary.

- AP settings which are not registered schools are only legally allowed to provide part-time education to pupils.

- There are some AP settings which are registered as Independent Schools[4] and, as such, can offer full-time provision where required. However, pupils attending AP Independent Schools cannot be dual-registered – the B code must be used to reflect the pupil's attendance.

- If attendance and/or safeguarding concerns are identified at any point, the AP is expected to raise these with the academy immediately and a course of action will be agreed in writing between the academy and the AP.

21.6 Code D: Dual registered at another school

- If a pupil from the academy is attending another state-funded DfE registered school, Pupil Referral Unit [5] or Alternative Provision Academy, for part or all their education, the pupil will be dual registered at this academy (Dual - Main) and the other setting (Dual - Subsidiary).

- If a pupil is attending an AP which is not a state-funded DfE registered school, Pupil Referral Unit, or Alternative Provision Academy, the pupil cannot be dual-registered. See the Code B section in this policy for more information.

- When a pupil from the academy is dual registered with another setting, the academy will ensure the pupil and parents/carers are clear about the pupil's timetable, i.e. when the pupil is expected to attend the academy or the other setting, and what the arrangements are for register marking, including the use of the D code. The academy will also be clear which setting will be following up any absences.

- When a pupil is dual-registered, the AP should provide the academy with attendance updates weekly, unless otherwise agreed by the principal or vice principal. However, if attendance and/or safeguarding concerns are identified at any point, the AP is

[4] This includes Learning Partnership West.
[5] This includes Lansdown Park Academy, Snowdon Village Academy, Bristol Hospital Education Service, Gloucestershire Hospital Education Service, Pathways Learning Centre (South Glos), Taunton Deane Partnership College (Somerset) and Voyage Learning Campus (North Somerset).

expected to raise these with the academy immediately and a course of action will be agreed in writing between the academy and the AP.

- A dual registered pupil must not be removed from either setting's roll without the agreement of the other setting.

22 Off-site directions

- Any pupil on an off-site direction (OSD) must be dual registered at their main school (the 'sending school') and their subsidiary school (the 'receiving school').

- If a pupil from this academy is attending another school on an OSD, the pupil will be dual registered at the other school. This academy will mark the pupil with the registration code **D** during the time they are expected to attend the other school. The receiving school will mark the pupil present or absent, according to their attendance pattern. The receiving school will be expected to follow up any pupil absences in the same way they would for their other pupils, in conjunction with this academy where appropriate. They will also communicate the pupil's attendance with this academy on a regular basis, in line with the academy's OSD review process.

- If a pupil from another school is attending this academy on an OSD, the pupil will be dual registered at this academy. This academy will mark the pupil present or absent, according to their attendance pattern, whilst the sending school will mark them with the registration code **D**. This academy will follow up any absences in the same way as for all other academy pupils, in conjunction with the other school where appropriate. This academy will also communicate the pupil's attendance to the sending school on a regular basis, in line with the academy's OSD review process.

- At the end of the OSD period, the pupil will be expected to return to their main school's roll and will come off roll at the 'subsidiary' school.

- A dual registered pupil must not be removed from either school's roll without the agreement of the other school.

23 Unable to attend school because of unavoidable cause

23.1 In accordance with the DfE's Working together to improve school attendance guidance, the academy will record pupils unable to attend school because of unavoidable cause in the circumstances listed below. Such absences are not counted in a pupil's possible attendances, so do not negatively impact a pupil's attendance data. Each school's Y code data is however published alongside the school's absence data in the DfE absence statistics three times a year.

Absent - unable to attend school because of unavoidable cause		
Q	Unable to attend as the local authority has a duty to make travel arrangements* and these are not yet in place.	Not counted in possible attendances
Y1	Unable to attend because the school is not within walking distance* and the transport normally provided for the pupil by the school or local authority is not available.	Not counted in possible attendances
Y2	Unable to attend due to widespread disruption to travel caused by a local, national or international emergency.	Not counted in possible attendances
Y3	Unable to attend due to part of the school premises being unavoidably closed.	Not counted in possible attendances
Y4	Unable to attend due to the whole school site being unexpectedly closed.	Not counted in possible attendances
Y5	Unable to attend as in criminal justice detention.	Not counted in possible attendances
Y6	Unable to attend due to public health guidance or law.	Not counted in possible attendances
Y7	Unable to attend because of any other unavoidable cause. (The academy must also record the nature of the unavoidable cause.)	Not counted in possible attendances

*See the DfE's Travel to school for children of compulsory school age guidance, or ask the academy for a printed copy.

23.2 The academy will be extremely vigilant in the use of all Y codes. If in any doubt, the academy will seek the advice of the CLF Central Attendance Manager or CLF Central Attendance Officer.

23.3 As the definition of code Y7 could be open to interpretation, the academy will be particularly vigilant with this code. The use of this code should be agreed by either the Principal, Attendance Champion, CLF Head of Attendance or CLF Deputy Head of Attendance. When using Y7, the academy must also record the nature of the unavoidable cause as a red flag comment in the register, alongside the code.

24 Children missing education (CME) and removing pupils from roll

24.1 If the academy has reason to believe the pupil may no longer be living at the address held on record and staff are unable to confirm the whereabouts of the pupil through the academy's usual processes, staff will follow the CLF CME and Pupil Tracking guidance, along with Bristol City Council's CME guidance, and make Pupil Tracking referrals as appropriate.

24.2 If a parent/carer notifies the academy in writing that the pupil and family are moving out of the area and the pupil no longer requires a place, the academy will remove the pupil from roll from the date of moving and will, at the same time, notify the local authority (LA) using the CME referral form.

24.3 The academy will add and delete pupils from roll in line with the law and statutory guidance and will complete Bristol City Council (BCC) CME referrals and Grounds for Deletion notification forms in accordance with BCC's guidance.

24.4 The academy will seek advice from the CME team if unsure about any individual cases: childrenmissingeducation@bristol.gov.uk

24.5 When removing a pupil from roll due to Elective Home Education (EHE) or Permanent Exclusion the academy will also follow the relevant LA EHE and permanent exclusion notification processes.

24.6 If a pupil on roll lives in a different LA area, the academy will also follow the other LA's processes where appropriate.

25 Reporting to parents/carers

The academy will include each pupil's attendance information in their report annually and provide parents/carers with a copy of their attendance summary for the year in Term 6. If parents/carers wish to see a copy of their child's attendance summary at any other time during the year, they can ask for a printed copy at the academy office.

The academy follows an Attendance Strategy and where a pupil's attendance drops below 97%, the academy may contact parents/carers to highlight this, unless there is a good reason not to. The academy will meet with parents/carers where a pupil's attendance has, or continues, to drop. Attendance will be monitored by the Attendance Team, and a weekly summary produced to ensure attendance remains at the expected levels.

The academy will work in partnership with parents/carers where a pupil's attendance drops below 97% to ensure support is given to help improve attendance.

26 Recording information on attendance and reasons for absence

All absences are recorded in the attendance register in the academy's management information system, including information about the reason for the absence, how it was

reported and by whom. Any additional information pertinent to the absence may also be recorded.

27 Policy monitoring arrangements

This policy will be reviewed annually by the Attendance Team, or more frequently if there are changes to legislation and guidance. At every review, the policy will be shared with the Academy Council.

Appendix 1 – Department for Education (DfE) register codes

Code	Description	Statistical Meaning
Attending the school		
**/ **	Present at the school / = morning session \ = afternoon session	Attending
L	Late arrival for any reason, **before** the register is closed	Attending
Attending a place other than the school		
B	Attending a place for an approved educational activity, arranged by the school, which is not a sporting activity or work experience. (Not dual registration.)	Attending an approved educational activity
D	Not currently expected to attend, as dual registered at another school (i.e. pupil attending another school, PRU or alternative provision academy).	Not counted in possible attendances
K	Attending offsite educational provision arranged by the local authority. (The school must also record the nature of the provision.)	Attending an approved educational activity
P	Participating in an approved sporting activity.	Attending an approved educational activity
V	Attending an educational visit or trip arranged by on or behalf of the school.	Attending an approved educational activity
W	Attending approved work experience.	Attending an approved educational activity
Authorised absence		
C1	Absent to participate in a regulated performance or undertaking regulated employment abroad.	Authorised absence
C2	Pupil of compulsory school age is absent due to a part-time timetable agreed by the parent and the school.	Authorised absence
C	Absence agreed by the school due to an exceptional circumstance.	Authorised absence
E	Suspended or permanently excluded and no alternative provision made.	Authorised absence
I	Illness (physical and/or mental health related).	Authorised absence

Code	Description	Statistical Meaning
J1	Absence agreed by the school to attend an interview for employment or for admission to another educational institution.	Authorised absence
M	Absence agreed by the school for medical/dental appointment.	Authorised absence
R	Day set aside for religious observance.	Authorised absence
S	Study leave for a public examination.	Authorised absence
T	A mobile child (child of no fixed abode) who is travelling with their parent for their trade or business.	Authorised absence
X	Non-compulsory school age pupil not timetabled to attend.	Not counted in possible attendances
Absent - unable to attend school because of unavoidable cause		
Q	Unable to attend as the local authority (LA) has a duty to make travel arrangements and these are not yet in place.	Not counted in possible attendances
Y1	Unable to attend because the school is not within walking distance and the transport normally provided for the pupil by the school or LA is not available.	Not counted in possible attendances
Y2	Unable to attend due to widespread disruption to travel caused by a local, national or international emergency.	Not counted in possible attendances
Y3	Unable to attend due to part of the school premises unavoidably closed.	Not counted in possible attendances
Y4	Unable to attend due to the whole school site being unexpectedly closed.	Not counted in possible attendances
Y5	Unable to attend as in criminal justice detention.	Not counted in possible attendances
Y6	Unable to attend due to public health guidance or law.	Not counted in possible attendances
Y7	Unable to attend because of any other unavoidable cause. (The academy must also record the nature of the unavoidable cause.)	Not counted in possible attendances

Unauthorised absence		
G	Holiday not granted by the school.	Unauthorised absence
N	Reason for absence not yet established. (If the reason cannot be established within 5 school days, the N code should be changed to an O code.)	Unauthorised absence
O	Absent in other or unknown circumstances.	Unauthorised absence
U	Arrived in school after registration closed (where an authorised absence code does not apply).	Unauthorised absence
Administrative codes		
#	Planned whole school closure (such as weekends, bank holidays, school holidays, INSET days, and use of the whole school as a polling station).	Not counted in possible attendances
Z	Prospective pupil not yet on admission register.	Not counted in possible attendances

Appendix 2 – Roles and responsibilities

Key contacts

Please see the attendance section of our academy's website for information about:

- Our academy's senior leader responsible for the strategic approach to attendance (Senior Attendance Champion).
- Who in the academy parents and pupils should contact on a day-to-day basis about attendance concerns.
- Who in the academy parents and pupils should contact for more detailed support on attendance.
- How parents/carers should report a child's absence.

The CLF Board

The Board is responsible for approving the CLF template policy.

The Academy Council

The Academy Council is responsible for:

- approving local adaptations to the CLF template policy and monitoring its implementation and effectiveness.
- monitoring attendance figures for the whole academy at least 6 times a year. It also holds the principal to account for the implementation of the attendance policy.

The Academy Council receives an attendance data report for each meeting and attendance is always discussed.

Principal

The principal is responsible for:

- ensuring this policy is implemented consistently across the academy, and for monitoring academy-level absence data and reporting it to academy council.
- supporting other staff in monitoring the attendance of individual pupils and meets with families to discuss attendance where appropriate.
- making requests for penalty notices and other legal action to the local authority where necessary**.**

Senior Attendance Champion

In line with the DfE's Working together to improve school attendance guidance, our Senior Attendance Champion is expected to:

- hold overall responsibility for championing and improving attendance in school and liaising with pupils, parents and external agencies where needed.
- set a clear vision for improving and maintaining good attendance.
- establish and maintain effective systems for tackling absence and make sure they are followed by all staff.
- have a strong grasp of absence data to focus the collective efforts of the school.

- regularly monitor and evaluate progress, including the efficacy of the school's strategies and processes.

They will:

- ensure the academy has a robust attendance process; staff are clear about their roles and responsibilities in relation to attendance and have the required knowledge and skills to fulfil them.
- line manages the Attendance Lead and office staff re attendance.
- regularly review the academy's attendance procedures – strengths and weaknesses, including seeking feedback from the attendance team, highlighting key issues with the principal.
- monitor and review attendance data at academy and individual pupil level, including through use of the CLF attendance tracker and Black Box.
- have a deep and clear understanding of attendance by group, such as gender, pupils entitled to Free School Meals, Pupil Premium pupils, pupils with SEND, Children in Care and attendance by Ethnicity and Language (English/EAL).
- privilege and act to improve the attendance of pupils that may fall into smaller groups, or the attendance of individual pupils with protected characteristics.
- maintain an overview of pupils attending alternative provision and on off-site directions.

Attendance Team

The Attendance Team consists of the Vice Principal, Designated Safeguarding Lead, Family Support Worker and Attendance Officer.

They will meet as a team at least once a term to monitor and review attendance across the academy – for individual pupils, vulnerable groups and the whole academy. A weekly summary of attendance will be provided to the Attendance Team by the Attendance Lead to identify trends and patterns so the necessary actions can be taken and attendance always monitored to a high level.

During their meetings, the Attendance Team will identify pupils whose attendance is a cause for concern and put attendance interventions in place as necessary. Depending on the level of concern, the Attendance Team will involve class teachers and other relevant staff and co-ordinate meetings with parents/carers. Where considered necessary a formal action plan will be produced.

Attendance Lead

The Attendance Officer is responsible for:

- ensuring daily attendance procedures are completed, such as checking registers, inputting absence information, following up on missing marks and contacting parents/carers in instances where no reason for absence has been provided.
- notifying all relevant parties of unexplained absences, including social workers and youth offending teams, where appropriate.
- identifying pupil-level attendance patterns or other absences of concern and reporting onwards to relevant colleagues where appropriate.
- ensuring accurate attendance records are maintained for pupils attending alternative provision or on off-site directions and sharing any attendance concerns of such pupils with relevant colleagues.

- monitoring and reviewing attendance data at academy and individual pupil level, including through use of the CLF attendance tracker and Black Box.
- ensuing the records they keep are accurate.
- liaising with pupils and their parents/carers both informally and through attendance support plans where appropriate, to address attendance and punctuality issues.
- co-ordinating requests for term-time leave of absence.
- working with the LA regarding CME referrals, EHE requests, penalty notices and prosecutions and attend any meetings with the LA where necessary.
- attending relevant network meetings and training opportunities (CLF and LA).
- keeping up to date with changes in legislation and guidance and ensuring best practice.

Attendance Administrator and Office Staff

Academy office staff also take calls from parents/carers about absence and record the information on the academy's management information system.

Academy office staff welcome children who arrive late to school after the designated staff member has finished their late slot, recording their time of arrival and reason for being late.

Where the need for support for the pupil is identified, the staff member will share information with the relevant academy colleague/s.

Designated Safeguarding Lead (DSL)

The DSL is responsible for:

- providing safeguarding support and advice to attendance colleagues as appropriate, including in response to term-time leave requests and CME cases.
- taking safeguarding action where necessary.
- meeting with the academy Attendance Team to review the attendance of the pupils on the academy's Vulnerable List and agreeing any action needed.

Special Educational Needs and Disabilities Co-ordinator (SENDCo)

The SENDCo is responsible for:

- meeting with the academy Attendance Lead/Team to review the attendance of the pupils on the academy's Vulnerable List/SEND Register and agreeing any action needed.

Parent Support Advisor

The Parent Support Advisor (PSA) will:

- focus on safeguarding and how attendance links to wider safeguarding concerns. As DSL, the PSA will take any attendance concerns to the academy's weekly safeguarding team meetings.
- be the point of contact for parents/carer who have their own concerns about their child's attendance and will meet with parents/carers as and when necessary, share attendance concerns and draw up attendance plans or contracts as necessary.
- liaise with external agencies and make referrals as required.

Class Teachers

Class teachers are responsible for:

- recording their pupils' attendance daily, using the academy's MIS.
- where there are attendance concerns, either raised by the class teachers or by the Attendance Lead/Team, they will 'check-in' with the pupil to find out about any reasons for absence as part of their responsibilities under the academy's Safeguarding and Child Protection Policy.
- meeting with parents/carers whose child has a falling level of attendance and is flagged as a concern by the Attendance Lead/Team.