South Pennine Academies
An excellent education for everyone

Trust Attendance Policy 2026/2028

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1. References & Research

- Children at Risk of Missing Education" Statutory Guidance local authorities. DfE September 2016
- Education Act 1996, Section 444
- Working together to improve academy attendance – August 2024
- Summary of responsibilities where a mental health issue is affecting attendance February 2023
- "A Guide to Absence Statistics." DfE January 2023
- "Keeping Children Safe in Education" DfE Statutory Guidance for Academies and Colleges, September 2022
- "Working together to Safeguard Children" July 2023
- Ofsted Education Inspection Framework May 2019 September 2022
- Academy inspection handbook September 2022

2. Rationale

It is well recognised that good, consistent attendance at academy is crucial to a child or young person's prospects. Reducing absence from academy continues to be a priority both nationally and locally, because missing academy damages students' attainment levels, disrupts academy routines, affects the learning of others and can leave young people vulnerable to anti-social behaviour, child sexual exploitation and crime. Term times are for education; this is the priority. South Pennine Academies is committed to providing a quality education for all our students and ensuring that learners and their families understand the importance of punctuality and full attendance at academy.

South Pennine Academies will work relentlessly to ensure learners are in school as much as possible, working in partnership with parents/carers and partner agencies to identify and remove any obstacles or barriers that interfere with high attendance in a prompt and timely manner. For our students to gain the greatest benefit from their education it is vital that they attend academy on time and every day.

3. Aims of the Trust Attendance Policy

To ensure that every child is safe and has their right to education protected (this may involve working with external agencies)
To raise standards and ensure every child reaches their full educational potential, through a high level of academy attendance and punctuality

4. Roles & Responsibilities

4.1 Trust Responsibility

It is the responsibility of The Trust to:

- Promote good attendance and reduce absence, including persistent absence
- Ensure every student has access to the full-time education to which they are entitled.
- Ensure all legal frameworks and statutory guidelines are followed
- Monitor Trust attendance figures on at least a termly basis.
- Hold the Principal to account for the implementation of this policy.

4.2 The Academy Effectiveness Team Responsibilities

It is responsibility of The Academy Effectiveness Team to:

- Support academies to implement the Trust Attendance Policy and develop their strategy, including undertaking annual attendance audits.

4.3 The Principals' Responsibilities

It is the responsibility of the Principal to:

- Ensure all legal frameworks and statutory guidelines are followed.
- Maintain accurate records, ensuring that a robust and rigorous system for predicting and analysing poor attendance of key cohorts is in place
- Develop an attendance strategy personalised to the academy which includes procedures to follow for staff, model letters and communications for parents and details of support on offer to students and families
- Authorised exclusions and have oversight of partial timetables, placements in AP, and students moving off the roll of the academy, e.g., Managed Moves (MM), Offsite directions (OSD), Elective Home Education (EHE), Children Missing Education (CME), etc.
- Support staff with monitoring the attendance of individual students, particularly those that are complex and are at high risk of harm (Link to Vulnerable Learners)
- Authorise fixed-penalty notices, where necessary.
- Undertake QA and accountability check on registers and to monitor the implementation of the attendance strategy
- Authorise any amendments to the academy attendance register.

4.4 The Academy Responsibilities

It is the responsibility of the academy to:

- Promote good attendance and reduce absence, including persistent absence. Ensure every student has access to the full-time education to which they are entitled
- Act early to address patterns of absence
- Complete half termly dashboards for all key and targeted cohorts
- Encourage and support parent/carers to perform their legal duty by ensuring their children of compulsory academy age who are registered at the academy attend regularly
- Register students twice daily accurately and efficiently
- Review attendance and punctuality data daily
- Involve external agencies (where appropriate), in order to address barriers to attendance and overcome them
- Ensure all stakeholders understand the importance and impact of good attendance and punctuality
- Address underperformance/concerns swiftly.

4.5 The Students' Responsibilities

To support a culture of high attendance and punctuality, students are expected to:

- **Attend School Every Day and On Time**
  - Be present at school every day unless there is a valid reason (e.g. illness, authorised absence).
  - Arrive on time for both morning and afternoon sessions.
- **Engage Positively with Attendance Expectations**
  - Understand the importance of regular attendance for academic success and personal development.
  - Take responsibility for their own attendance and punctuality as part of their learning commitment.
- **Communicate Absence Clearly**
  - Inform staff (via parents/carers) promptly when unable to attend due to illness or other valid reasons.
  - Provide any required documentation or explanation for absences when requested.
- **Participate in Support Plans if Needed**
  - Cooperate with staff and support services if attendance concerns arise.
  - Engage with reintegration plans or targeted interventions designed to improve attendance.
- **Respect the Learning Environment**
  - Recognise that poor attendance affects not only their own progress but also the learning of peers.
  - Avoid behaviours that contribute to disruption or disengagement from school routines.
- **Contribute to a Positive School Culture**
  - Encourage peers to attend regularly and support a school ethos that values education and punctuality.

4.6 The Parent/Carer Responsibilities

It is the responsibility of the parent/carer to:

- Ensure attendance of a minimum of 97%
- Ensure that their child arrives at academy on time, in correct uniform, equipped, fed and well rested
- Respond to phone calls and home visits from academy to check on the welfare of their child
- Where practicably possible avoid booking medical appointments during academy hours
- Book family holidays during academy holidays
- Engage with academy and other agencies to support improvements in attendance, if needed
- Inform the academy on each day of absence and state the reason
- Discuss planned absences with academy and complete and submit a leave of absence request form in advance
- Provide two emergency contact numbers that are updated by the parent with whom the student normally resides for safeguarding purposes.

5. Attendance Register

Trust academies keep attendance registers, and place all students onto this register, as they come onto the roll of the academy. The register is kept and maintained in academy's Management Information Systems (MIS), currently SIMs. An attendance register is recorded at the start of the first morning session of each academy day and once during the first session in the afternoon. It will mark whether every student is:

- Present
- Attending an approved off-site educational activity
- Absent, including a reason if known (If unknown the attendance officer will follow up)
- Unable to attend due to exceptional circumstances

In general, teachers take the register at the start of their lessons and record as much information as possible. The attendance officer (or a named person with those responsibilities) follows up and completes the register each day. Teachers take registers within the first 15 minutes of each lesson in secondary and at the start of the morning and afternoon in primary academies.

Any amendment to the attendance register will include the following and an audit trail will be kept, including confirmation of changes and sign off by the principal

- The original entry
- The amended entry
- The reason for the amendment
- The date on which the amendment was made
- The name and position of the person who made the amendment

See Appendix 1 for the DfE attendance codes.

South Pennine Academies will comply with the updated School Attendance (Pupil Registration) (England) Regulations 2024, which require all schools to retain every entry in both the admission register and the attendance register for a minimum of six years.

All academies within the Trust will maintain these records securely and electronically where possible, ensuring full alignment with statutory expectations and supporting effective safeguarding, monitoring, and reporting. Refer to the local academy protocol (Appendix 3) for information on the opening and closing of registers.

6. Lateness & Punctuality

South Pennine Academies uses the Department for Education's attendance codes to record student attendance accurately. Lateness is recorded using the following codes:

- **Code L – Late (before registers close):**
  Used when a student arrives after the official start time but before the register closes. This is counted as present but late.
- **Code U – Late (after registers close):**
  Used when a student arrives after the register has closed without a valid reason. This is recorded as an unauthorised absence.

All lateness is monitored, and patterns of late arrival may trigger interventions, including meetings with parents/carers and support plans to improve punctuality.

7. Unauthorised Absence

If a student of compulsory academy age is absent, the register must show whether that absence is authorised or unauthorised. Parents/carers may not authorise any absence. The Trust and Local Academy Boards support fully the imposing of Penalty Notices in cases of persistent unauthorised absence and/ or persistent lateness. An absence will be recorded as unauthorised if:

- The academy has not given approval in advance for a student to be absent
- The academy does not accept a given explanation as satisfactory justification for the absence; e.g. if an illness is classed as a minor ailment then the student is expected in the academy

Parents/carers should be informed if the absence is to be recorded as unauthorised.

8. Following up Absences

8.1 Following up Absences

Where any child we expect to attend academy does not attend, or stops attending, the academy will:

- Follow up on their absence with their parent/carer to ascertain the reason
- Ensure proper safeguarding action is taken where necessary including following up with emergency contacts and home visits if parent/carer contact is not responding or concerns remain
- Identify whether the absence is approved or not
- Identify the correct attendance code to use

Where an absence is unplanned and there is no or insufficient communication with the academy, the Attendance Officer will follow up on this with the parent/carer and will refer to the appropriate authority should this be needed; for example, referring to the Child Missing in Education (CME)team at the Local Authority.

8.2 Work to Address Poor Attendance (Persistent Absences)

It is expected that individual academies will have clear systems in place for both managing and preventing poor attendance. These should include:

- Adopting the attendance policy in line with Department for Education expectations
- Efforts made to support the student and evidenced
- An Attendance Strategy which includes procedures and systems used in the academy to reward
- Good attendance and prevent, improve and address poor attendance
- Meetings with parents/carers which clearly state what is expected from all parties concerned. These expectations should be reasonable and have a clear timeframe. Plans should also include what additional support will be provided by the academy and (where appropriate) other agencies. All of this must be evidenced.
- Model letters evidencing a step-up approach including a “final warning letter” advising parents that they have failed to co-operate and that the academy intends to request prosecution by the Local Authority

8.3 Factors that may Impact Attendance

The academy must give consideration of the issues that may impact on attendance.
This is by no means an exhaustive list but could include:

- Parents/carers having mental health issues or being elderly or infirm
- Any special educational needs the child may have
- If a child has significant anxiety issues re: academy attendance which indicates a mental health problem
- Child safeguarding concerns (should there be concerns that a child will be forced into marriage whilst abroad support should be sought from the Local Authority)
- Poverty

None of these factors would by themselves prevent prosecution but may indicate that attendance concerns should be addressed using other strategies such as:

- Multi-agency approaches (Single Assessment / Early Support Assessment)
- Referral to appropriate agencies
- Referral to the Single Point of Referral (SPR) panel
- Support available from the Attendance & Student Support Service (APSS) as part of traded services

Academies will need to have considered these options prior to a prosecution taking place as evidenced through the use of a parent contract or similar. Prosecution should not be considered where parents/carers appear to be making genuine and consistent efforts to improve their child’s attendance.

8.4 Returning to an Academy After a Long-Term Absence

Children who are returning after a long- term absence will be supported by each academy through a variety of strategies/interventions which may include the following: parental contracts, part-time timetables (for up to six weeks), home tuition,
Health Care Plans and joint working with external agencies. A meeting will be held involving a representative from the academy and parent/carers to decide on the level of support which can be offered.

9. Legal Sanctions

9.1 Sanctions

There are several sanctions that academy can take to address the issue of nonattendance. To try and identify the reason for absence we will always talk to you first to identify the reason for absence. Academies will always ensure the escalated process map is followed, focusing on the support a child needs at each stage (please access on the academy website). However, for lack of engagement in attendance support there are sanctions that will be followed:

- Oldham LA Poor Attendance at School - Penalty Notices | Poor Attendance at School - Penalty Notices | Oldham Council
- Kirklees LA Penalty notices for school absence | Kirklees Council
- Calderdale LA Education Welfare Statutory Procedures: a guide for parents and carers (calderdale.gov.uk)

9.2. Penalty Notices

A penalty notice is a fine issued to parents or carers for their child's unauthorised absence from school. A penalty notice is an alternative to being prosecuted under Section 444 of the Education Act 1996. In Kirklees, penalty notices are most often used for unauthorised holidays in term time.

Penalty notices are sent through the post. The penalty notice contains information explaining how and where to pay.

All penalty notices must be issued within the local Code of Conduct. You can get a copy of the Kirklees Code of Conduct from the Attendance & Pupil Support Service
Taking children out of school during term time

The law was changed in 2013 and made it clear that head teachers may not grant leave of absence during term time unless there are exceptional circumstances.
You should not take your children out of school during term time unless you are granted authorised leave of absence by the head teacher.

If you do take your child out of school without the leave of absence being authorised, the head teacher may direct the Council to take measures to issue either a penalty notice or prosecute you as parents.

In certain circumstances, schools may remove the child from the register if leave of absence is taken for an unreasonable amount of time.

Responsibility for paying the penalty notice

The parent/carer named on the letter and on the invoice is responsible for paying the penalty notice. If penalty notices have been issued to two parents at the same address, each individual parent is responsible for paying their own penalty notice.
On most occasions, penalty notices are issued to each individual parent/carer of each individual child separately.

Under Section 576 of the Education Act 1996 a parent is defined as:

- All natural parents, whether they are married or not
- Any person who, although not a natural parent, has parental responsibility for a child or young person

- And any person who, although not a natural parent, has care of a child or young person. Having care of a child or young person means that a person with whom the child lives and who looks after the child, is a parent in education law.

Unauthorised Absence and Fixed Penalty Notices

South Pennine Academies recognises the critical importance of regular school attendance in ensuring that all students access the full breadth of educational opportunities available to them. In cases where unauthorised absences occur and supportive interventions have not resulted in improved attendance; the Trust may initiate legal measures in accordance with national statutory guidance.

Issuing of Fixed Penalty Notices

In line with the Department for Education's national framework, the Trust may request the local authority to issue a Fixed Penalty Notice (FPN) to parents or carers under the following circumstances:

- The student has accrued **10 or more unauthorised absences (sessions)** within a **10-week period**.
- Appropriate support has been offered to the family, but attendance has not improved.

Penalty Notice Charges

Fixed Penalty Notices are issued **per parent, per child**, and are subject to the following charges:

- **£80** if paid within **21 calendar days** of issue.
- **£160** if paid between **22 and 28 calendar days** of issue.

Penalty notices must be paid **in full**; partial payments or instalment arrangements are not permitted.

Failure to Pay

Failure to discharge the penalty within 28 days may result in prosecution under **Section 444 of the Education Act 1996**. Upon conviction, the parent/carer may be subject to:

- A fine of up to **£1,000**
- A **criminal record**

Repeat Offences

- A second penalty notice issued for the same child within a **three-year period** will automatically be charged at the higher rate of **£160**.
- A parent may receive no more than **two penalty notices per child** within any three-year period.
- Once this threshold is reached, further unauthorised absences may result in alternative legal action, including but not limited to a **parenting order**, **education supervision order**, or **prosecution**.

South Pennine Academies remains committed to working in partnership with families to identify and address barriers to attendance. Legal measures will only be considered when all other avenues of support have been exhausted.

Withdrawal of a penalty notice

A penalty notice can only be withdrawn if it is shown that it should not have been issued to you or has not been issued to you in accordance with the local Code of Conduct.

If you believe that a penalty notice has been wrongly issued to you as a result of a leave of absence, you should raise this with the school in the first instance.
If a penalty notice is not withdrawn and you do not pay it, you will be liable to prosecution for the offence that your child has failed to attend school regularly.
Appeals
There is no statutory right of appeal once a Penalty Notice has been issued.

9.3 Penalty Notices (Anti-Social Behaviours Act 2003)
Penalty Notices will be considered when:

- A child is absent from academy for the purpose of a Leave of Absence in term time and the absence has not been authorised by the academy.
- A child has accumulated at least ten sessions of unauthorised absence and further absence has occurred following written warning to improve
- A child has been suspended or excluded from the academy and is found in a public place with no justifiable reason.

Penalty Notices will be used in accordance with Kirklees, Calderdale and Oldham Council protocols dependent on the location of the academy.

9.4 Prosecution
Where intervention through the academy's process fails to bring about an improvement in attendance, the local authority will be notified and legal proceedings in the Magistrates Court may be taken. The academy will provide the Local Authority with evidence required for a prosecution under section 444/4441 (a) of the Education Act 1996 and will appear as a prosecution witness if required by the court. This is to ensure that parents realise their own responsibilities in ensuring their child's attendance at academy.

Section 4441(a) of the Education Act 1996 states that if a parent fails to ensure the regular academy attendance of their child if they are a registered student at an academy and is of compulsory academy age, then they are guilty of an offence.

Academies, Trusts and Local Authorities are expected to work together and make use of the full range of legal interventions rather than relying solely on fixed penalty notices or prosecution. It is for individual academies and local authorities to decide whether to use them in an individual case after considering the individual circumstances of a family. These are:

- Parenting contracts
- Education supervision orders
- Attendance prosecution
- Parenting orders
- Fixed penalty notices

Please refer to chapter 6 of the DFE Working together to improve academy attendance 2024 for more information.

9.5 Penalty Notices (Evidential Requirements for Irregular Academy Attendance)
Poor attendance not related to leave can have many complex underlying factors related to the child, and is generally either ordinary (where the parent/carer is unaware, e.g. their child may be truanting) or aggravated (where the parent is knowingly colluding with the child).
The expectation is that the academy follows similar processes to those required for prosecution. It may be felt that a penalty notice is a more measured initial response than

moving straight to prosecution. Where an academy wishes to seek a penalty notice for irregular attendance, there must be a clear and obvious route of progression. For example:

- The student has had more than 10 sessions unauthorised absence within a ten-week period, including frequent lateness
- The student has been referred to the attendance officer.
- Support has been offered by academy and/or other agencies
- All reasonable attempts have been made to engage the parent and provide opportunities for the parent to address the poor attendance
- A full assessment of the student's needs has been carried out and a relevant plan drawn up to holistically support the student
- Parental contracts have been offered which were clear in the expectations of the parent and the support that would be offered
- DfE guidance on the use of parenting contracts has been followed
- Parents have been made aware of the legal sanctions available including the possibility of a penalty notice being issued
- The pursuit of an Education Supervision Order or a Parenting Order may be inappropriate

9.6 Penalty Notices (Unauthorised Leave of Absence)

Penalty notices may be used including where the child does not return by the agreed date – in this case:

- All of the leave should be marked as unauthorised unless there are clear mitigating circumstances, e.g. delayed flights.
- Where parents continue to take unauthorised leave of absence, despite having previously been issued with a penalty notice. Section 4441(a) of the Education Act 1996 states that if a parent fails to ensure the regular academy attendance of their child if they are a registered student at an academy and is of compulsory academy age, then they are guilty of an offence.

The Education (Penalty Notices) Regulations 2007 set out the details of how the penalty notice scheme must operate, and that all penalty notices must be issued in accordance with the Local Code of Conduct. All potential consequences resulting from unauthorised leave must be clearly communicated and explained to parents.

Parents must be made aware of:

- The possibility of a penalty notice being issued (to each parent for each child)
- The possibility of losing the academy place, and the likelihood of being readmitted to the academy
- The possibility of prosecution under Section 444(1) of the Education Act 1996 for repeat offences of unauthorised leave of absence
- The possibility of a fine of up to £1000 and receipt of a criminal record if the fine remains unpaid and the matter is heard in court
- Penalty notices may be issued if parents have not sought permission from the Principal before taking their child out of academy
- for leave during term-time
- If the Principal has refused the request but the absence occurs anyway
- If a student has not returned to academy by the agreed date with no satisfactory explanation

- Where the individual leave of absence has been recorded by the academy as unauthorised in the attendance register on at least 10 academy sessions (5 academy days; this can be split over weekends or academy holidays)

10. Reporting to Parents

Principals and academies follow DfE guidance in relation to reporting annually on attendance and absence to all students, see here for current guidance. Academies provide a quantitative report to parents/carers on their child's attendance record at the end of each year.

11. Use of Attendance Data

Trust academies collect and store attendance data and use it to better understand their students. For example, to:

- Track the attendance of individual students
- Track the attendance of year groups and student groups
- Identify whether or not there are particular groups of children whose absence may be a cause for concern
- Monitor and evaluate those children identified as needing intervention and support
- Understand whether there are particular issues relating to reasons for absence, e.g. high illness levels etc.
- Look at attendance in conjunction with assessment data to understand any obstacles to students progressing in their learning.
- Sharing with further education settings for application purposes.

The SLT Attendance Lead will regularly report on attendance and absence to the Principal and Senior Leadership Team, identify causes for concern and/or areas of strategic success. Student-level absence data will be collected each term via the academy census and published at national and local authority level through the DfE's academy absence national statistics releases. The underlying academy-level absence data is published alongside the national statistics. The academy will regularly compare attendance and absence data to national and local averages, within and between academies, and by student groups. This will be reported to the Trust Executive Team and the Trust Board.

12. Review

This policy will be reviewed annually and, as guidance from the Local Authorities or DfE is updated. At every review, the policy will be approved by the Trust Board and adopted by the Local Academy Board.

13. Appendix 1

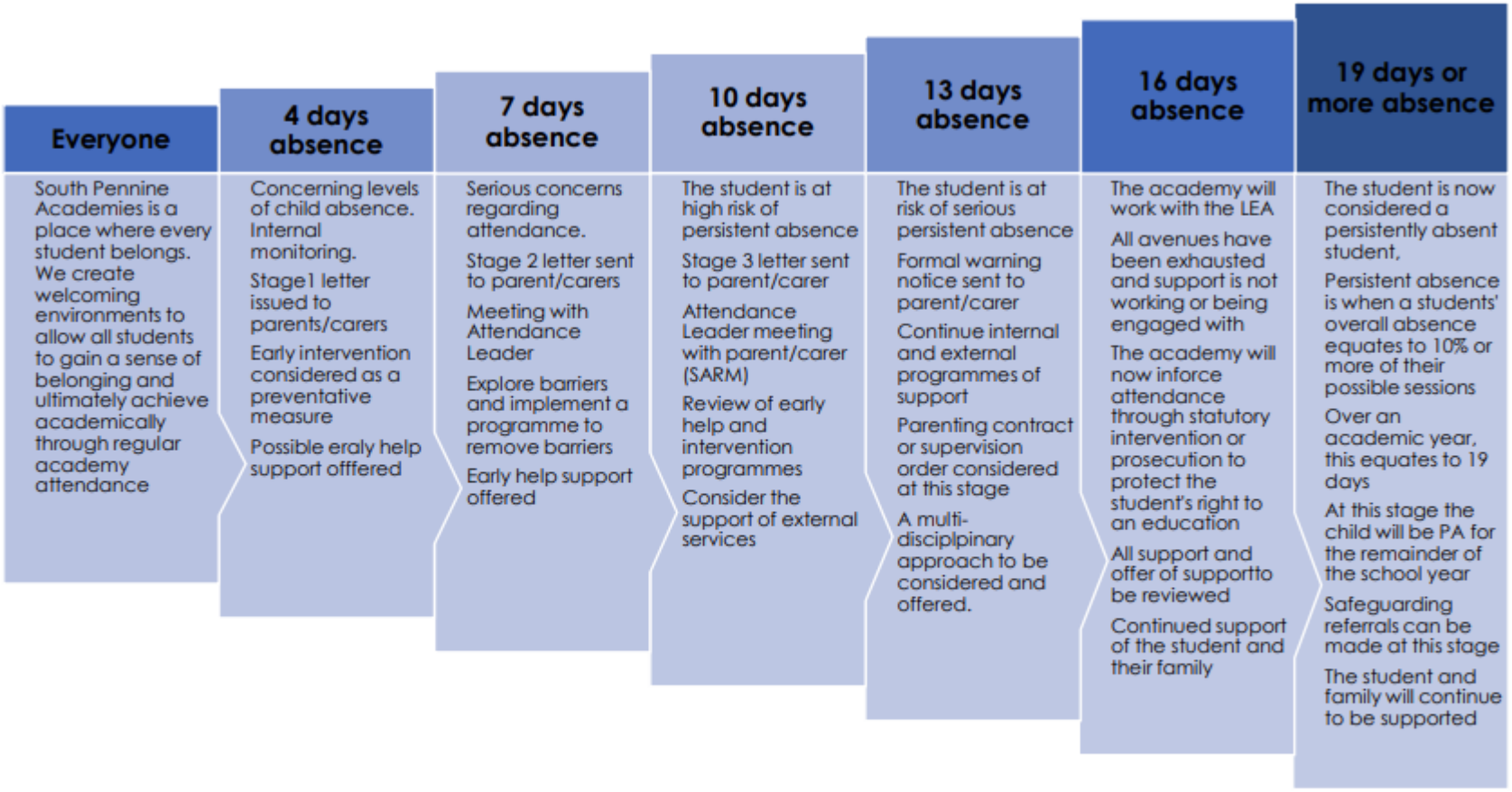
13.1 The Trust Position on Specific Groups of Students

Group	Academies will:
Children below compulsory academy age (Nursery & Reception)	The families of students attending our academies' Early Year provision are encouraged to instil good attendance and punctuality habits from day one. Readiness to learn is predicated on positive routines, including arriving on time, wearing academy uniform etc.
Students on partial timetables	There is a high threshold for the use of partial timetables for our students and their use is reserved for meeting very specific needs including phased returns from significant illness and protective circumstances. Where a partial timetable is in place, a member of SLT with responsibility for attendance must meet with the family and agree the terms and conditions. There must be regular review dates with the intention of transitioning the student to a full timetable as soon as possible. Principals should retain oversight of partial timetables.
Students in Alternative Provision (B&C Codes)	Protocols are in place to ensure the safety of students attending Alternative Provisions (AP), including maximising attendance and the sharing of information relating to students' safety, attendance, absence and progress made in the provision. This includes maintained and independent APs. The academy will maintain a list of students attending an AP. It is good practice to only use AP providers who are DfE/Ofsted registered and where available at least rated "Good" The academy will check on student progress and attainment regularly (at least twice per half-term) It is expected that all AP providers will provide accurate attendance information, academies must mark registers for AM & PM sessions. The academy will provide termly impact information to the Trust Board on which students attend, why they attend and the progress they are making.
Students attending other academies/provision (B&D Codes)	Protocols are in place to ensure the safety of students attending other academies (including managed moves), including maximising attendance and sharing of information relating to students' attendance, absence and progress whilst attending the academy. Trust academies follow the DfE exclusions guidance in terms of arranging day six provision for students who are excluded from the academy for more than five days and have arrangements in place provided by the LA
Children at Risk of Missing Education (CME)	Academies follow statutory guidance in Keeping Children Safe in Education (KCSIE) 2023, and work closely with Kirklees, Calderdale and Oldham LAs in relation to their shared responsibilities in relation to student welfare and safety. LA guidance is followed.
Elective Home Education (EHE)	We want our students to attend and enjoy their education at the academy and as such, we endeavour to ensure no student leaves to be Home Educated (EHE). Where no other solution to supporting the student in the academy can be found, the family must make their request in writing to the academy, in line with DfE attendance guidance, and the academy will remove the student from their admissions register. The academy must follow EHE LA protocols. If there are any known safeguarding concerns, or the EHE is requested by a parent/carer due to a "mental health" reason, the academy will do all it can within its powers to inform external partners (CAMHS, Social Care, the LA) about the dangers of allowing the EHE to proceed given this information.

13.2 Attendance Ladder

Equates to No. days off school in a year	100%	Perfection	Communication home Celebration & recognition Form Tutor praise & reward Prize draws
4 school days missed	98%	Impressive	Communication home Celebration & recognition Form Tutor praise & reward Prize draws
6 school days missed	97%	Good	Communication home Celebration & recognition Form Tutor praise & reward Prize draws
7 school days missed	96%	On Target	Communication home Celebration & recognition Form Tutor praise & reward Prize draws
9 school days missed	95%	Slight Concerns	Form Tutor monitoring to improve Communication home of concerns 100% attendance target Celebration of improvements following review
13 school days missed	93%	Concerns	Year Leader monitoring to improve Form Tutor monitoring to improve Communication home of concerns At risk of persistent absence plan put in place 100% attendance target set for 3-week review
20 school days missed	90%	Very Concerned	Year Leader monitoring 100% attendance target Request for medical evidence to authorise absences Home visits, parental contract to support improvement Internal & external support to remove barriers Referral to family support team & attendance panel
30 school days missed	85%	Serious Concerns	Year Leader & Senior Leader monitoring 100% attendance target Home visits, parental contract to support improvement External agency referral & support Referral to family support team & attendance panel Internal & external support to remove barriers Attendance panel to review targets

14. Appendix 2



Expect A culture where all students can and want to be in school	**Monitor** Use attendance data to identify patterns of poor attendance	**Listen & Understand** Understand barriers to attendance and work together to remove them	**Facilitate & Support** Access support to overcome barriers outside the academy	**Formalise Support** This may include formalising support through a parenting contract or education supervision order	**Enforce** Statutory intervention or prosecution to protect the students' right to an education when there are no other options

15. Appendix 3

Attendance Codes from the DfE (September 2024 onwards)

Code	Definition	Attendance Scenario
/	Present (AM)	Student present at morning session
\	Present (PM)	Student present at afternoon session
L	Late arrival	The pupil was absent when the register started being taken but arrives before the register is closed.
K	Educational Provision	The pupil is attending a place, other than the school at which they are a registered pupil. A pupil attending provision arranged by the school rather than the local authority must be recorded using Codes P or B instead. Schools must also record the nature of the provision, examples are: • attending courses at college; • attending unregistered alternative provision such as home tutoring.
B	Off-site educational activity	The pupil is attending a place for an approved educational activity that is not a sporting activity or work experience. The activity must be of an educational nature. Academies must record the nature of the activity; eg Taster days at other schools.
D	Dual registered	Student attending another setting where they are registered
J 1	Interview	Absent with leave to attend an interview for employment or admission to another educational institution.
P	Sporting activity	Student is participating in a supervised sporting activity approved by the academy
V	Educational trip or visit	Student is on an educational visit organised or approved by the academy
W	Work experience	The Student is on a work experience placement
Code	**Definition**	**Authorised Absence Scenario**
C	Authorised leave of absence	Student granted leave of absence due to exceptional circumstance
C1	Employment	Student is granted leave of absence to undertake employment (paid or unpaid) during School hours
C2	Part time timetable	All pupils of compulsory school age are entitled to a full-time education. In very exceptional circumstances, where it is in a pupil's best interests, there may be a need for a temporary part-time timetable to meet their needs.
E	Excluded	Student suspended or permanently excluded from school, but still on admission register, and no AP provision has been made. Day 6 code as D where provision made.
I	Illness	Student is ill and academy has been notified
M	Medical or dental appointment	Student has a medical or dental appointment
R	Religious observance	The pupil is absent on a day that is exclusively set apart for religious observance by the religious body the parent(s) belong to (not the parents themselves).
S	Study leave	Student is Year 11 and on leave due to exams
T	Gypsy, Roma or Traveller absence	The pupil is a mobile child and their parent(s) is travelling in the course of their trade or business and the pupil is travelling with them. 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.

Code	Definition	Absent – Unable to attend School because of unavoidable causes
Q	Access Arrangements	Student unable to attend due to lack of access arrangements by the LA to facilitate their attendance
Y1	Transport disruption	The pupil is unable to attend because the school is not within walking distance of their home and the transport to and from the school that is normally provided for the pupil by the school or local authority is not available.
Y2	Widespread disruption	Unable to attend due to widespread disruption to travel caused by a local, national, or international emergency.
Y3	Premises closed	Part of the school premises is unavoidably out of use and the pupil is one of those that the school considers cannot practicably be accommodated in those part of the premises that remain in use.
Y4	Whole school closure	Where a school was planned to be open for a session, but the school is closed unexpectedly (e.g. due to adverse weather), the attendance register is not taken as usual because there is no school session. Instead, every pupil listed in the admission register at the time must be marked with code Y4 to record the fact that the school is closed.
Y5	Criminal justice detention	The pupil is unable to attend the school because they are: • In police detention • Remanded to youth detention, awaiting trial or sentencing • Detained under a sentence of detention.
Y6	Public health guidance	The pupil's travel to or attendance at the school would be: • Contrary to any guidance relating to the incidence or transmission of infection or disease published by the Secretary of State for Health and Social Care (or the equivalent in Scotland, Wales and Northern Ireland), • Prohibited by any legislation relating to the incidence or transmission of infection or disease.
Y7	Unavoidable cause	An unavoidable cause, that is not covered by one of the other 'unable to attend' codes detailed above, is preventing the pupil from attending the school. This code should be used only where something in the nature of an emergency has prevented the pupil from attending the session in question. The unavoidable cause must be something that affects the pupil, not the parent. The fact that a parent has done all they can to secure the attendance of the pupil at school does not, in itself, mean the pupil has been prevented by unavoidable cause
Code	**Definition**	**Unauthorised Absence Scenario**
G	Unauthorised holiday	The school has not granted a leave of absence and the pupil is absent for the purpose of a holiday.
N	Reason not provided	Student is absent for an unknown reason (this code must be amended when a reason emerges or replaced with "O" for unauthorised)
O	Unauthorised absence	The academy is not satisfied with reason for students' absence
U	Arrived after registration	Student arrived at the academy after registers had closed
Code	**Definition**	**Other Absence Scenario**
X	Not required to attend	Students of non-compulsory age are not required to attend

Y	Absent due to exceptional circumstances	Academy site is closed. Significant disruption to travel as a result of a national/local emergency or the student is in custody
Z	Student not on admissions register	Register set up but student not yet joined the academy
#	Planned academy closure	Whole or partial closure of the academy such as half-term, bank holidays or INSET day

16. Appendix 4

Local Protocol for the Timing of academy Day Opening & Closing of Registers

Students must be in the academy building no later than 8:40am.

Students must be registered in their first lesson by 8:45am. After this time, they are considered late.

Compulsory and legal registration times in this academy are 8:40am and 3:10pm.

You must notify the academy of any student absence by 9am.

The attendance team are:

- Senior Leader …… (Assistant Principal
- Attendance Officer ……..
- Other Year Managers or Pastoral Staff ……

Any member of the attendance team is able to conduct home visits.