



Attendance Policy

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To be read alongside all relevant BOA Digital Technologies Academy policies and procedures

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Introduction

Regular school attendance is essential if children are to enjoy their education and make good progress.

At BOA-Digital-Technologies Academy, we believe that regular school attendance is the key to enabling children to maximise the educational opportunities available to them and become emotionally resilient, confident and competent adults who are able to realise their full potential and make a positive contribution to their community.

Children are expected to attend school every day unless there is an acceptable reason for their absences (authorised absence)

Some pupils find it harder than others to attend school. This policy sets out how school staff will work with pupils, parents, and partners to promote, encourage and support regular attendance at school and remove any barriers to attendance.

1. Aims

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

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

2. Legislation and guidance

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

- Part 6 of the [Education Act 1996](#)
- Part 3 of the [Education Act 2002](#)
- Part 7 of the [Education and Inspections Act 2006](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006 \(and 2010, 2011, 2013, and 2016 amendments\)](#)
- [The School Attendance \(Pupil Registration\) \(England\) Regulations 2024](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013 and the 2024 amendment](#)

It also refers to:

- [School census guidance](#)
- [Keeping Children Safe in Education](#)

3. Roles and responsibilities

The first point of contact for parents and pupils with any attendance concerns is the Academy Attendance Officer (Miss E Skeet) who can be contacted on **0121 359 9400** or attendance@boa-digital.co.uk

All members of school staff, both teaching and non-teaching, have responsibility for promoting positive attendance and supporting the removal of barriers that affect the attendance of students.

Mr K O'Brien is the school Attendance Champion, a named senior member of staff with responsibility for attendance issues and can be contacted **0121 359 9400** or kevin.obrien@boa-digital.co.uk

Role	Responsibilities
Schools Governors	<ul style="list-style-type: none"> • Ensure compliance with relevant legislation (e.g. pupil registration, attendance registers) • Reviewing school attendance • Agreeing and Reviewing School Policy
Principal Dr Jon Morris	<ul style="list-style-type: none"> • Compliance with relevant legislation • Authorising/unauthorizing absences • Leave of absence requests • Line Management • Overview of clear and escalating interventions
Senior Attendance Champion Mr Kevin O'Brien	<ul style="list-style-type: none"> • Compliance with relevant legislation. • Data analysis and strategic plan for attendance. • Implementing school policy and leading on whole school approach. • Overseeing contact with parents. • Overview of clear and escalating interventions. • Evaluation of interventions. • Promoting school attendance. • Responsibility for links with CSAWS and the Local Authority
Class Teachers/Form Tutors	<ul style="list-style-type: none"> • Marking registers. • Promoting the importance of regular school's attendance. • Providing early warning of attendance concerns. • Positive role modelling. • Following policy and procedures consistently. • Point of contact for parents to discuss concerns. • Creating a welcoming environment.
Pastoral/Non-teaching staff	<ul style="list-style-type: none"> • Respond to communications from parents/carers about absence on a day-to-day basis and record it on the school system. • Alerting the Attendance Officer to all absence related matters for accurate recording of attendance. • Transfer calls from parents/carers to the Pastoral Manager/Attendance Officer where appropriate, in order to provide them with more detailed support on attendance.

<p>Attendance Officer</p> <p>Erin Skeet</p>	<ul style="list-style-type: none"> • Maintaining accurate registers • Coordination of admin support for monitoring registers • First day calling, text messages and emails • Arranging home visits for continuous absence in line with the Attendance Policy • Identifying children whose absence needs further follow up action in line with school absence procedures. • Process for clearing registers. • Administration of school attendance letters, leave of absence letters etc. • Producing attendance reports. • Communicating with CSAWS to tackle persistently absence students. • Building close and productive relationships with parents to discuss and tackle attendance issues. • Delivering and coordinating targeted intervention and support to pupils and families
<p>Designated Safeguarding Lead</p> <p>Kevin O'Brien</p>	<ul style="list-style-type: none"> • Leading, championing and improving attendance across the school. • Setting a clear vision for improving and maintaining good attendance. • Evaluating and monitoring expectations and processes. • Having a strong grasp of absence data and oversight of absence data analysis. • Regularly monitoring and evaluating progress in attendance. • Establishing and maintaining effective systems for tackling absence, and making sure they are followed by all staff • Liaising with pupils, parents/carers and external agencies, where needed • Creating intervention or reintegration plans in partnership with pupils and their parents/carers

- Attendance matters are reviewed by the Principal and members of the Senior Leadership Team.
- Attendance issues are reported on a minimum termly basis, to the Governing Body.
- School will liaise with the Local Authority Attendance Support Team at a minimum, termly
- School uses Central School Attendance and Welfare Service Ltd (CSAWS) to support the school with the processes associated with children's attendance at school. School employ CSAWS to provide the legal monitoring services and support that will help reduce the number of persistent absent pupils and improve whole school attendance.
- Where there is cause for concern, information is shared with CSAWS during regular attendance meetings held at school. CSAWS then follow up attendance concerns with parents and carers, put into place appropriate support, interventions and action plans.
- The School Privacy Notice is available on our website and CSAWS privacy notice is available on www.csaws.co.uk.

4. Expected Levels of Attendance

Attending school regularly and on time has a positive impact on learning, progress and therefore the best life chances for pupils. Research shows that attendance and punctuality are important factors in school success.

Children are expected to attend school every day unless there is an acceptable reason for their absences (authorised absence)

98-100%	Excellent. Accessing all learning opportunities
96-97%	Good. Very few learning opportunities missed
94-95%	Risk of underachievement up to 50 missed lessons Up to 10 school days absent in an academic year
92-93%	Risk of underachievement Up to 75 missed lessons Up to 15 school days absent in an academic year.
90-92	Severe risk of under achievement Up to 100 missed lessons Up to 19 school days absent in an academic year
90% and below	Extreme risk of underachievement over 100 missed lessons Pupil is persistently absent upwards of 22 school days absent in an academic year
50% and below	Extreme risk of underachievement Pupil is severely absent At least half of all lessons and days missed

5. Support

Our school procedures follow a support first model expectations set out by the Department for Education in the guidance Working Together to improve school attendance (September 2024).

Our procedures are based around the principles and stages of:

- Preventing poor attendance.
- Early intervention and Early Help to address early patterns of poor attendance and agree ways to improve

- Targeted interventions (including Early Help and Formal interventions) for those children who are persistently absent or severely absent.
- Understanding barriers to individuals' attendance and agree individual plans for children with specific needs.
- Formal Statutory Interventions where support has not been effective or engaged with.
- We will use attendance data, daily, weekly, half termly and termly to identify children whose attendance is declining and any concerning patterns of attendance.
- We will support pupils' parents and carers by working together to address any in-school barriers to attendance.
- Where barriers are outside of the school's control, we will discuss and offer support to parents, carers and pupils also signposting to the right voluntary support.
- Some students find it harder than others to attend school and will need targeted or specialist support.
- Attendance plans will consider individual needs.
- We will use a Graduated Response - Assess, Plan, Do, Review, to inform all plans of intervention at each stage including offers of support either formal or informal.
- Attendance plans will be reviewed and where improvements haven't improved and barriers to attendance continue plans will be reviewed to understand the reasons for lack of change.
- Records will be kept of attendance interventions and action plans.

BOA Digital Technologies Academy is responsible for liaising closely with the Local Authority's Attendance Service and will follow their standard approaches in managing attendance issues.

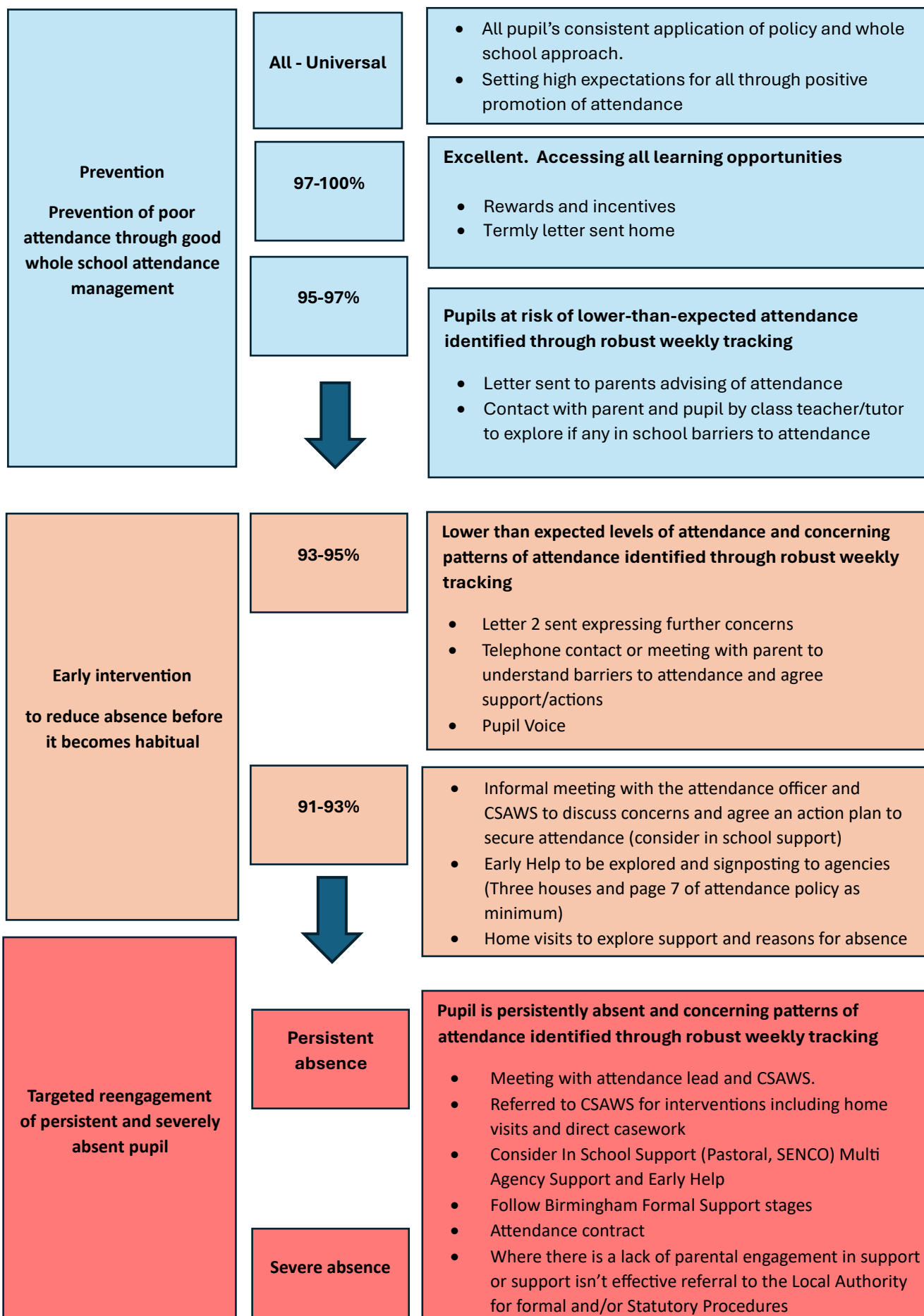
Where all voluntary support options have not been successful, or have not engaged with, the law protects pupils' right to an education and provides a range of legal interventions to formalise attendance improvement efforts, and where all other avenues have been exhausted, enforce it through prosecuting parents.

School will follow the Birmingham Support First Legal Process. This includes offer of support including an informal meeting to explore Early Help.

Where Early Help and support is not accepted or not effective, and children have at least one unauthorised absence school will move to formal support stage and invite parents to a Formal Attendance Meeting to agree an Attendance Contract.

If attendance doesn't improve and the actions agreed in the contract are not met school will refer to the Local Authority for legal interventions/formalised support, Notice to Improve, issue of Penalty Notices, Education Supervision Orders, Attendance Prosecution, consideration of application of Parenting Orders.

The above voluntary support options are not appropriate for an authorised Leave of Absence in term time.



Prosecutions for non-school attendance must be conducted in line with the LA Non-school attendance and Penalty Notice code of conduct and the Code for Crown Prosecutors and must pass the evidential and public interest tests.

6. Legislation and statutory interventions

Parents of registered pupils have a legal duty under the Education Act 1996 (section 444) to ensure that children of compulsory school age attend school on a regular and full-time basis. Permitting unauthorised absence from school is an offence and parents may be reported to the Education Authority if problems cannot be resolved by agreement.

All children, regardless of their circumstances, are entitled to a full-time education that is suitable to their age, ability, aptitude and any special educational needs they may have. Local authorities have a duty to establish, as far as it is possible to do so, the identity of children of compulsory school age who are missing education in their area.

Parents are responsible for ensuring their children receive education. Estranged parents with whom the child has had regular contact may be prosecuted as well as the day-to-day carer. Each situation must be dealt with on an individual basis, always remembering the welfare and safety of the child is the paramount concern. The term 'parent' also includes those who are not a natural parent but have parental responsibility for the child as defined by the Children Act 1989 or who have care of the child as defined by the Education Act 1996.

7. Penalty Notice Regulations 2024 and Statutory Guidance

Schools must consider whether a penalty notice (fine) is appropriate in each individual case where one of their pupils reaches the national threshold of 10 unauthorised absences in a **rolling 10-week period**.

Prior to referral, support should be offered in any case where support is appropriate using the Birmingham Support First Model (this does not apply to leave of absence).

If school considers that the trigger has been met, a penalty notice is appropriate. The school will then refer to the Local Authority in line with the Local Authority Code of Conduct.

If the Local authority issues a penalty notice it is per parent per child/ The first penalty notice issued to a parent will be charged at **£160 if paid within 28 days**. This will be reduced to **£80 if paid within 21 days**.

If the threshold is met a **2nd time in three years and a 2nd Penalty notice is issued to the same parent in relation to the same child – this will a flat rate of £160 if paid within 28 days**.

A third penalty notice cannot be issued to the same parent in respect of the same child within 3 years of the date of issue of the first. In a case where the national threshold is met for a third time (or subsequent times) within those 3 years, alternative action should be taken instead. This will often include considering prosecution.

8. Recording attendance

8.1 Attendance register

The Academy will keep an electronic attendance register and place all pupils onto this register. We will take our attendance register at the start of the first session of each school day and once during the second session. It will mark, using the appropriate national attendance and absence codes from the School Attendance (Pupil Registration) (England) Regulations 2024, whether every pupil is:

- Present
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to exceptional circumstances
- Any amendment to the attendance register will include:
 - 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
- We will also record:
 - Whether the absence is authorised or not
 - The nature of the activity, where a pupil is attending an approved educational activity
 - The nature of circumstances, where a pupil is unable to attend due to exceptional circumstances
 - We will keep every entry on the attendance register for 6 years after the date on which the entry was made.

8.2 School Day and Punctuality

It is important that pupils are punctual so that they do not miss out on the beginning of each school day. Children must attend on time to be given a present mark for the session.

If a pupil arrives late to school every day, their learning begins to suffer. Below is a graph showing how being late to school every-day over a school year adds up to lost learning time.



(Over one academic year)

To access the most from the school day we ask parents to ensure that their children are in school by 08:45am on each school day. **School starts at 09:00am**. The register for the morning session will be taken at 9:00am and School registration will close at 9:30am.

The register for the afternoon session will be taken at 2:15pm and will be kept open until 2:45pm. On a Friday this will be 1.30pm and close at 2.00pm.

The school day ends at the following times throughout the week:

- Monday & Tuesday, 4:15pm
- Wednesday & Thursday, 3:15pm
- Friday, 2:30pm

The registers are monitored daily and identify pupils who are arriving late. Where a pupil arrives after the register closes, this will be classed as an unauthorised late absence (code U as per DFE compulsory attendance codes). Regular late arrival for school will be challenged as not acceptable. Pupils with U codes may be referred to the Local Authority Statutory Team for consideration of Legal Action where the trigger is met.

8.3 Absence

If a child is absent from school parents should contact the school on the first day of absence by 9.00am to inform the school of the reason for absence. Parents are expected to maintain contact with the school throughout the absence.

At 9.30am school registers are checked for any absences where there has been no contact by parents and reason given.

On rare occasions of absence the Academy will send a text message to parents to ascertain a reason for the child absence from school. The usual process for following absence is as follows:

1 st Day of absence	Initial text message sent home to remind parents to inform the academy of reason for absence (Where the academy has concerns around any vulnerabilities of an individual a home visit may be conducted on day 1 of absence within the academy's safeguarding protocols.
2 nd Day of absence	Phone call home to discuss continued absence
3 rd Day of absence	Phone call home to discuss continued absence and arrange for eyes on via TEAMS or home visit where possible. Parents informed of pending home visit on day 4 of absence by CSAWS
4 th Day of absence +	Home visit conducted by CSAWS

If staff are concerned about a child's absence or there is no response to text messages, they will follow the process in detailed in Appendix 1. This includes telephone calls to parents, telephone calls to other emergency contacts, home visits, referrals to the CSAWS Attendance and Welfare Officer and to the police for a safe and well check.

Where school staff have concerns about a child, they should use their professional judgement and knowledge of the individual pupil to inform their decision as to whether welfare concerns should be escalated (DFE Attendance guidance 2024).

If a pupil has a social worker or a youth offending worker assigned then these will be informed of incidence of absence where no reason has been provided.

It is imperative that up-to-date contact numbers and details are provided to school.

Schools are required to hold more than one emergency contact per child (KCSIE 2025) Emergency contact numbers should be provided and updated by the parent with whom the pupil normally resides.

9. Illness

Not all illness requires an absence from school. For minor childhood ailments such as coughs, colds, earaches we would not expect children to be absent. However, when a parent makes the assessment that their child is unfit for school they should follow the above absence process.

If your child has symptoms of a respiratory infections and has a temperature or is too unwell to attend school, they should stay at home and avoid contact with others until they no longer have a temperature and are well enough to attend school.

The academy will follow up with families if they are not satisfied with the reason as to why the pupil is not in school. Schools can request supporting evidence from the family where applicable. Where the school is not satisfied with the reason given for absence, they may record this using one of the unauthorised absence codes.

If you are unsure if your child should attend school please contact the school who will offer advice and guidance or signpost you to the relevant service.

It is the academy's decision whether to accept a reason for a child's absence and whether to authorise that absence. In the majority of cases, a parent's explanation of their child's illness can be accepted without question or concern. In circumstances where there are concerns about a child's attendance or reason for absence, further evidence of a child's illness may be requested.

School will challenge parents' statements or seek additional evidence if they have any concerns regarding a child's attendance being below expectation.

The Academy will escalate any concerns about high levels of absence due to illness, including agreements about accessing additional services in order to provide appropriate support to pupils, particularly for long term illness.

If a student has been absent due to illness for 10 sessions or more the Academy will request medical evidence or may code continued absence as unauthorised.

The types of scenarios when medical evidence may be requested include, but are not limited to:

- **Attendance is less than 92%**
- Child is absent and there are frequent odd days absences due to reported illness
- Child is absent and the same reasons for absence are frequently repeated
- Child is absent and attendance is below expected levels and there is a concerning pattern of absence/reasons for absence.
- Where there is a medical problem and school may need evidence to seek additional support/provide support
- There are conflicting reasons for absence

10. Medical appointments

Parents should avoid making routine medical appointments and dental appointments during the school day. In the majority of cases, appointments can be made outside of the school day/during the school holidays.

Where appointments have to be taken during the school day, parents should request permission for their child to be absent in advance whenever possible. Only the time for the appointment and travel to and from will be classed as an authorised absence. Pupils are expected to return to school for the remainder of the day/attend school prior to the appointment.

Parents are required to provide a copy of the appointment letter or card prior to the day of the appointment. Absences will only be authorised when this information has been received.

11. Reintegration of Long-Term Absentees

Absence can significantly interrupt the continuity of students learning, and positive strategies should be employed to minimise such effects.

Key Principles the Academy will follow:

- We should always keep in touch with a student/and his/her family during a long term absence.
- We should always make sure he/she is welcomed back
- We should never make sarcastic comments about an absence – a thoughtless word can destroy hours of work by staff.

Principal and SENDCo to consider a phased return where appropriate. Consideration needs to be given to any special needs the pupil may have and appropriate support identified. Consideration must be given to providing a mentor (staff member/student).

Class Teachers should ensure that the pupil feels welcomed back to school in an appropriate way and take any necessary steps to support their re-integration.

12. Other reasons for absences

Other reasons for absence must be discussed with the school on each occasion. Notes will not necessarily be accepted as providing valid reasons. The school will follow DFE guidance and not authorise absences for shopping, birthdays or child minding.

13. Religious Observance

BOA Digital Technologies Academy acknowledges the multi-faith nature of British society and recognises that on some occasions, religious festivals may fall outside school holiday periods or weekends and this necessitates a consideration of authorised absence or special leave for religious observance. It is reasonable for a parent to allow their children not to attend school on any day of religious observance if recognised by the parent's religious body. However, parents are requested to give advance notice to the school if they intend their child to be absent. Religious bodies maybe contacted to verify these occasions.

14. Mobile Children

The School Attendance (Pupil Registration) (England) Regulations 2024 and the *Working together to improve school attendance* guidance use the term 'mobile child' to describe a child of compulsory school age who has no fixed abode and whose parent is engaged in a trade or business that requires them to move from place to place. This is a new term but covers the same children as section 444(6) of the Education Act 1996.

No fixed abode' means that someone either does not have a settled place where they can live full-time, or they have a place where they can live full-time but they spend substantial periods of time not living there. So a mobile child could be a child whose family travels all year round as part of their trade or business and has no permanent address at all, but it also includes a child who does have a fixed place to live (like a house) but does not live there for a substantial part of the year, if their parent is engaged in a trade or business that requires them to travel from place to place. If the child is absent from school while travelling with that parent, then code T applies.

15. Requests for Leave of Absence (exceptional circumstances)

- The law states a leave of absence may only be granted by a school if an application is made in advance and if it considers there are exceptional circumstances relating to the application.

15.1 Expectations

- A leave of absence is granted entirely at the school's discretion. Permission for a Leave of Absence from a school may only be given by the Principal or someone they have authorised to make these decisions for them.
- Schools must judge each application individually considering the specific facts and circumstances and relevant background context behind each request.
- Generally, a need or desire for a holiday or other absence for the purpose of leisure and recreation would not constitute an exceptional circumstance.
- Where a leave of absence is granted, the school will determine the number of days a pupil can be absent from school.
- When making an application for Leave of Absence parents are advised to give sufficient information and time to allow the Principal the opportunity to consider all the exceptional circumstances and to notify the parents of their decision. The school may also request further information on the application and supporting documentation where appropriate.
- It is advised that if the resident parent has not received notification or a response regarding the leave of absence application, it is their responsibility to ascertain if the leave is authorised prior to the start of the leave.
- The school can only consider applications for Leave of Absence which are made by the resident parent. i.e. the parent with whom the child normally resides.
- Where applications for Leave of Absences are made in advance and refused, the child is expected to be in school on the dates set out in the application. If the child is absent during that period, it will be recorded as an "unauthorised" absence. Where a leave of absence is requested but additional days take either prior to or after the request, they may be considered as part of the leave of absence.
- Leave of Absences which are not made in advance cannot be authorised in line with legislation. This will result in the absence being recorded as 'unauthorised'.

15.2 Procedure for requesting a planned absence

- A 'Leave in Term Time' letter is sent to all parents/carers at the start of every academic year to inform them that the Principal is unable to authorise leave during term time except where there are exceptional circumstances.
- Parents must complete a 'Leave of absence application form' if they are considering taking their child out of school for a period of leave.
- Contact with parents/carers will be made via letters, phone calls and home visits as appropriate.
- Where leave of absence is denied this will be recorded as an unauthorised absence G code and parents informed in writing.
- Any legal action required will be taken by the Education Legal Intervention Team.

16. Attendance, Safeguarding and Children Absent from Education

A child absent from education is a potential indicator of abuse or neglect. School should follow the school's procedures for dealing with children that go absent from education, particularly on repeat occasions, to help identify the risk of abuse and neglect, including sexual exploitation and criminal exploitation, and to help prevent the risks of them going missing in future.

All schools are required to make the local authority aware of every registered pupil who fails to attend school regularly and any children who have been absent from school, where the absence has been treated as unauthorised for a continuous period of not less than 10 school days education (Pupil Registration) (England) Regulations 2024 regulation 13). Schools are permitted to remove compulsory-school-aged children from roll on the limited grounds set out in regulation 9 of the Education (Pupil Registration) (England) Regulations 2024.

Removing a child from the school roll is a very important decision. Children who fall out of the education system are likely to have poor outcomes and may be exposed to increased risk of harm. Schools must follow correct procedures to ensure that they do not breach their legal and safeguarding duties.

All schools (including academies and independent schools) must notify their local authority when they are about to remove a pupil's name from the school admission register under any of the fifteen grounds listed in the 2024 regulations.

Schools must make reasonable enquiries to establish the whereabouts of the child jointly with the CME officer, before deleting the pupil's name from the register if the deletion is under regulation 9(1), sub-paragraphs (h) and (i).

This attendance policy is part of a broader suite of safeguarding policies including the school's Child Protection Policy and Procedures.

17. Truancy within school

BOA Digital Technologies Academy monitor attendance to each lesson period of the school day using the registers, in order to ensure all pupils are safe in school and whereabouts known. If a pupil does not present to scheduled lessons/activities, the Attendance Officer is informed and staff alerted to find missing pupils. If pupils cannot be located and are suspected of leaving school premises, parents will be informed and the police notified of a missing child.

18. Alternative Education Providers

On rare occasions, a small number of pupils may be accessing an alternative education provider or dual registered with another school, agreed by the school for all or part of their timetable. In this instance the pupil remains on roll at BOA Digital Technologies Academy. Attendance to approved alternative providers is monitored. When Pupils are Dual registered at another school or alternative provider their attendance will be recorded in the register as a **D code** (on days they are required to attend the other school/provision). The other school/provision will record the attendance of absence. For children who are Educated Off Site but not dual registered their attendance will be recorded in BOA Digital Technologies Academy register as a **B code** if they are confirmed present or the appropriate absent code if absent. The responsibility of ensuring pupils are safeguarded and receiving appropriate education remains with BOA Digital Technologies Academy.

Schools should always know where a child is based during school hours. This includes having records of the address of the alternative provider and any subcontracted provision or satellite sites the child may attend. They should regularly review the alternative provision placements they make. Reviews should be frequent enough (at least half termly) to provide assurance that the child is regularly attending, and the placement continues to be safe and meets the child's needs"

19. Registers

An accurate and consistent registration system is crucial both to provide a solid foundation for analysis of absence and to support any statutory interventions. The register is a legal document and must be kept accurately. Attendance registers will be kept in accordance with legal requirements, local authority guidelines and school regulations.

On each occasion the register is taken, the appropriate national attendance and absence code must be entered for every pupil (of both compulsory and non-compulsory school age) whose name is listed in the admission register at the time (except for a pupil who is a boarder). Absence can only be authorised by a person designated to do so by the Principal.

There are procedures in place to resolve unexplained absences within 5 working days. School complies with and uses the DFE Compulsory National Attendance Codes to categorise absence (Appendix 2).

20. Use of Attendance Data

Schools must provide specific pupil information on request to the Secretary of State [The Education \(Information About Individual Pupils\) \(England\) \(Amendment\) Regulations 2024 \(legislation.gov.uk\)](#)

We meet this requirement by sharing school attendance data directly from our management information system.

We are also required to make data returns to the Local Authority:

- **New Pupil and Deletion returns:** notifying the local authority when a pupil's name is added to or deleted from the school admission register outside of standard transition times.
- **Attendance returns:** providing the local authority with the names and addresses of all pupils of compulsory school age who fail to attend school regularly or have been absent for a continuous period of ten school days where their absence has been recorded with one or more of the codes statistically classified as unauthorised (G, N, O, and/or U).

- **Sickness returns:** providing the local authority with the full name and address of all pupils of compulsory school age who have been recorded with code I (illness) and who the school has reasonable grounds to believe will miss 15 days consecutively or cumulatively because of sickness.

We collect, use and store attendance information about our pupils and may receive information about you from your previous school. The information we keep regarding attendance includes name, contact details, attendance records, late records and any relevant medical information.

- Attendance is reviewed at a minimum half termly, where there is cause for concern, this information is shared with CSAWS during regular attendance meetings held at school.
- CSAWS then follow up attendance concerns with parents and carers on school's behalf.
- We meet termly with the Local Authority for Attendance Targeting Support Meetings where attendance data is shared and discussed.
- Information regarding attendance concerns may also be shared with the Local Authority as part of statutory processes.
- The Principal will analyse attendance data half termly for whole school and groups of pupils. This will be shared with governors and used to inform the strategic plan to improve school attendance.
- Attendance Data will be shared with class teachers in preparation for Pupil progress reviews and parents' evenings and to target interventions.
- Attendance Data will be produced and used to promote attendance through the school newsletter, website and rewards and incentive

Appendix 1: Attendance Process





SCHOOL ATTENDANCE CODES - DESCRIPTIONS AND MEANINGS



D	Dual registration (i.e. pupil attending other establishment)	Not counted in possible attendances
Q	Lack of transport or boarding access arrangements arranged by LA	Not counted in possible attendances
X	Untimetabled sessions for non-compulsory school-age pupils	Not counted in possible attendances
Y1	Transport normally provided by LA or school not available	Not counted in possible attendances
Y2	Widespread disruption to travel due to local, national or international emergency	Not counted in possible attendances
Y3	School partially closed	Not counted in possible attendances
Y4	Whole school site unexpectedly closed	Not counted in possible attendances
Y5	Pupil in criminal justice detention	Not counted in possible attendances
Y6	Travel or attendance contrary to public health guidance or law on transmission of disease	Not counted in possible attendances
Y7	Unable to attend due to unavoidable cause	Not counted in possible attendances
Z	Pupil not yet on roll	Not counted in possible attendances
#	School closed to pupils (planned closure)	Not counted in possible attendances

KEY

Present
Approved Education Activity (Present)
Authorised absence
Unauthorised absence
Not counted in possible attendances

G	Family holiday (NOT agreed or days in excess of agreement)	Unauthorised absence
N	No reason yet provided for absence	Unauthorised absence
O	Unauthorised absence (not covered by any other code/description)	Unauthorised absence
U	Late (after registers closed)	Unauthorised absence

Appendix 3: School Absence Request Form

SCHOOL ABSENCE REQUEST FORM

EXCEPTIONAL CIRCUMSTANCES – PUPIL LEAVE OF ABSENCE REQUEST (to be completed by parents/carers only)

Pupil's Name D.O.B Form

Pupil's Name D.O.B Form

Pupil's Name D.O.B Form

I request permission for the above named pupil(s) to be granted leave during the school term.

Reason for request

.....
.....
.....
.....

Dates of absence

From To No of school days

Address where we will be staying

.....
.....
.....
.....

Email address.....

Phone Number.....

I/We understand that if leave is agreed:

- If travelling abroad, I / we will supply a copy of the return travel documentation.
- I / we will supply the name and phone number of a contact person whilst abroad.
- If I / we take leave without authorisation I / we am / are aware that I / we may be issued with a penalty notice. If I do not pay the fine, the case may be referred to Court which could result in a fine of up to £1000 per child and a criminal record.
- In exceptional circumstances, or for repeat offences, penalty notices may not be issued, and cases may be referred straight to Court.

Parent/Carer Name DOB Address Signature Date	Parent/Carer Name DOB Address Signature Date
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(School staff should not alter the form by adding details once it has been submitted by parents.)

Request **agreed / denied**

Signed Principal