



Attendance Policy – Alvaston Junior Academy

To be read in conjunction with the Harmony Attendance Framework.

Document Control

Description	By Whom	Date
Original Policy Created	Mrs May	July 2022
Last Policy Review	Mrs May Mrs Bower Principal	July 2025
Latest Review	Mrs Rahman, Trust Executive Leader for Safeguarding, Pupil Development & Wellbeing Mrs Bower Principal	July 2026
Approved by Executive Leadership Team	 Antony Hughes CEO	July 2026
Next Full Review due		July 2027

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Introduction

At The Harmony Trust, we expect the highest levels of attendance and punctuality across all Academies, as these are essential for pupils' learning, development, wellbeing and safety. Consistent attendance enables pupils to gain the full benefit from their education.

We believe that staff, parents, carers and pupils all play a vital role in improving attendance. We promote respectful relationships and strong home–school partnerships, ensuring all are treated with dignity and supported to help pupils achieve their best. This policy outlines how we work together to achieve this.

Through close partnership with families, we encourage pupils to attend school every day and on time so they can thrive. Our motto, *“Believe Achieve Succeed,”* reflects our commitment to every pupil making progress, regardless of background. We aspire for all pupils to meet or exceed our attendance target of 96%.

We closely monitor attendance and provide timely support and intervention where needed. Removing barriers to attendance is a priority, achieved through our inclusive approach.

Aims

We are committed to ensuring excellent attendance for all pupils by:

- Ensuring every pupil has access to the full-time education to which they are entitled
- Developing a whole school culture around promoting good attendance and punctuality
- Building strong relationships with families to ensure pupils have the support in place to attend school
- Reducing absence, including persistent and severe absence through effective analysis and early intervention
- Providing support, advice and guidance for parents, pupils and staff
- Ensuring a Trust-wide and whole school approach to ensure consistency of interventions
- Continue to work effectively, and in partnership, with multiple agencies to promote excellent attendance

Legislation

This policy is based on the Department for Education's (DfE's) statutory guidance: 'Working together to improve school attendance.'

This policy also adheres to the relevant 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 Children Act 1989
- The School Attendance (Pupil Registration) (England) Regulations 2024
- The Education (Penalty Notices) (England) (Amendment) Regulations 2013
- The Children and Young Persons Acts 1933 and 1963
- The Equality Act 2010.

Promoting Excellent Attendance

SCHOOL ATTENDANCE EVERY DAY COUNTS



There are **190** days in a school year which leaves **175** days to spend on family time, shopping, appointments and other things.



Good attendance and punctuality are **EVERYONE's** responsibility. Under the 1996 Education Act, parents and carers are responsible for ensuring their children attend school regularly and on time.

Some pupils need additional support to attend, so academies and partners work with families to remove barriers and build strong, trusting relationships. Securing good attendance at Alvaston Junior Academy is therefore a collaborative effort between staff, the Trust, the Local Authority and other partners.

At Alvaston Junior Academy we believe in developing good patterns of attendance and set high expectations for the attendance and punctuality for all our children. This begins by establishing good attendance patterns in the Early Years Foundation Stage and supporting strong attendance throughout each key stage.

We actively reward good and improving attendance by:

- Celebrating class weekly attendance winners; the news is shared on the school newsletter, Class Dojo, attendance display and awards assembly. The winning class will receive an additional playtime.
- Sharing weekly attendance on the academy newsletter.
- Having a clear display for attendance celebrating good attendance.
- Leaders meet and greet children at the start of the day, and teachers meet and greet children at classroom doors. We do this to ensure that all children get a positive interaction at the start of the day.
- Planning engaging lessons and ensuring there are many wider opportunities planned for the children such as a range of trips and visits, special themed days in school and clubs.
- Encouraging pupils and parents through messages on class dojo/ conversations.
- Sending well done messages/letters when attendance improves.
- Meeting with parents providing additional support from our Pastoral Team.

Roles and Responsibilities

At Alvaston Junior Academy, we will:

- Submit daily attendance data to the Department for Education in line with legal requirements
- Build strong partnerships with families
- Promote the benefits of good attendance to pupils, staff and families
- Maintain accurate registers and follow up absence promptly
- Celebrate and report individual and class attendance achievements
- Reward good or improving attendance, providing incentives to attend
- Regularly inform parents of attendance and its impact on progress through newsletters
- Contact parents if individual attendance falls below the target

Please refer to the accompanying document for a comprehensive overview of roles and responsibilities related to attendance across the Trust: [Roles and Responsibilities - Attendance.pdf](#)

The Harmony Trust Board of Trustees have appointed an Attendance Trustee. The Trustee with specific responsibility for attendance is Mr Andrew McCully (Chair).

The Harmony Trust have appointed Trust Executive Leaders responsible for attendance. The Trust Executive Leaders responsible for attendance are Claire Rahman (North-West) and Debbie Beeston (Derby).

The Harmony Trust has appointed **the Pupil and Family Engagement Team**, who play a key operational role in improving attendance through daily monitoring, early intervention, and direct work with pupils and families. Their key role is to work with pupils to identify and remove barriers to attendance ensuring every pupil can attend regularly and succeed.

They are central to the 'support first' ethos ensuring attendance systems are robust, barriers are understood, and pupils and families receive timely, personalised support. Through strong relationships, data-informed practice, and collaborative working, they help secure improved attendance and better outcomes for all pupils.

Alvaston Junior Academy has appointed a Senior Attendance Champion who is responsible for driving a strong culture of attendance across the Academy. **The Senior Attendance Champion at Alvaston Junior Academy is the Principal Mrs Bower.**

The Senior Attendance Champion has a core responsibility to ensure that attendance is prioritised, consistently monitored, and effectively improved through strategic oversight and practical action.

All staff at Alvaston Junior Academy contribute to a consistent, whole-academy approach to improving attendance by promoting high expectations, identifying concerns early, and working collaboratively to support pupils.

All staff are responsible for:

- Promoting the importance of good attendance and supporting whole-school attendance strategies
- Accurately recording and monitoring attendance
- Reporting absence patterns or concerns promptly

- Building positive, supportive relationships with pupils to encourage regular attendance
- Identifying early signs of need or barriers and ensuring provision meets those needs
- Working collaboratively with colleagues to implement appropriate interventions and support
- Recognising and rewarding good attendance and punctuality through praise and positive reinforcement
- Applying attendance and punctuality policies fairly, consistently, and in line with expectations
- Contributing to pupil progress discussions, identifying pupils who may require attendance support

Parents/carers play a vital role in ensuring their child attends regularly and on time, working in partnership with the Academy to support good attendance.

Parents/carers are responsible for:

- Ensuring their child attends school every day and arrives on time
- Reporting absence promptly each day and keeping the Academy informed of expected return dates
- Scheduling appointments outside of the school day wherever possible
- Providing and maintaining up-to-date contact and emergency details
- Working collaboratively with the Academy to identify and address barriers to attendance

Pupils play an active role in supporting their own attendance, taking ownership of their attendance and contributing to a culture where being present, punctual, and ready to learn is valued and celebrated.

Pupils are expected to:

- Be an Attendance H.E.R.O (Here, Every day, Ready, and On Time)

ISOA - The Inclusion and School Attendance Officer (from Derby Local Authority)

At Alvaston Junior Academy, our Inclusion and School Attendance Officer is Adam Codd.

The Inclusion and School Attendance Officer work in partnership with the Academy, meeting termly to review and evaluate the impact of attendance strategies. Once a case reaches the final stage of the attendance escalation plan, the Inclusion and School Attendance Officer is responsible for using the appropriate legal powers to enforce school attendance.

Understanding Types of Absence

Every School is required to keep an attendance register for all children.

The register is taken at the start of the first session of each school day (morning) and again during the second session (afternoon). **(See appendix 1 for the DfE attendance codes).**

We will also record:

- Whether the absence is authorised or unauthorised
- The stated reason for absence
- Details of any exceptional circumstances that prevent a pupil from attending

All entries in the attendance register will be retained for a minimum of three years from the date of the last entry.

Absence can significantly impact a child's learning and overall progress. It is the responsibility of parents and carers to ensure their child attends school regularly. Allowing a child to miss school without a valid reason is an offence in law and may result in prosecution.

Each session of absence must be recorded by the Academy as either **authorised** or **unauthorised**. For this reason, parents are always required to provide the reason for any absence. Authorised absences are morning or afternoon sessions when a child is away from the Academy for a valid reason, such as illness (medical evidence may be requested), medical or dental appointments that cannot be arranged outside the school day, emergencies, or other unavoidable circumstances.

Authorised absences include:

- Leave granted by the Principal (exceptional circumstances only)
- Religious observance – the Principal will authorise **one day**
- Illness or another unavoidable cause that prevents the child from attending
- Attendance at an approved off-site activity or participation in special off-site tuition
- Attendance at a Pupil Referral Unit / Alternative Provision
- Participation in an approved public performance
- Attending school for a limited period as part of a reduced timetable

Appointments

- Parents/carers should, wherever possible, arrange routine medical and dental appointments outside of school hours.
- When this is not possible, parents/carers may be asked to provide evidence of the appointment (e.g., appointment card or text message).
- Children are expected to attend school **before and after** the appointment whenever possible.
- If a child needs to leave school during the day for an appointment, they must be signed out by a parent/carer and signed back in on their return.
- Children should return to school promptly after the appointment unless advised otherwise by a medical professional.

Unauthorised absences are those the Academy does not consider reasonable and for which no leave has been approved. These absences may result in a referral to the Local Authority and could lead to penalty notices and/or legal action.

Unauthorised absence includes (this list is not exhaustive):

- Parents/carers keeping children off school unnecessarily, e.g., due to a late night or for a non-infectious illness or minor injury that does not prevent learning
- Absences that are not properly explained
- Children arriving after the close of registration, which will be marked with a 'U' code; this shows the child is on site for safeguarding purposes, but it is recorded as an absence for the session
- Shopping trips
- Looking after other children or accompanying siblings or parents to medical appointments

- Birthdays (child or family member)
- Holidays, or other types of leave, taken during term time that are not deemed 'exceptional circumstances' by the Principal, including those arranged by other family members or friends
- Day trips
- Any other term-time leave of absence that has not been agreed

Leave of Absence

Leave of absence during term time will only be authorised in exceptional circumstances (for example, bereavement or serious illness), and this must be discussed with the Academy Principal. Approval is at the Principal's discretion, including the length of time a child is permitted to be absent. Each request is considered individually, considering the specific facts, circumstances, and context. Families should be aware that authorised absences still impact a child's overall attendance.

All requests for leave of absence must be submitted in advance—at least four weeks before the proposed absence—by completing a 'Leave of Absence Request Form' available from the Academy office. The Academy may request supporting evidence, including itinerary and flight information. The Principal will review the request and inform parents/carers of the outcome through a 'Leave of Absence Received' letter. Where families take a leave of absence without notifying the Academy, a 'Leave of Absence Not Applied For' letter will be issued.

Removing a child from the Academy during term time without authorised approval will be recorded as an unauthorised absence and may result in formal interventions, including the issuing of a Penalty Notice. If an absence request cannot be submitted 4 weeks in advance (due to an emergency), the parent/carer must inform the Academy of the absence at the earliest possible opportunity.

Illness immediately before or after a leave of absence will be marked unauthorised without a medical note.

Exceptional leave will *not* be granted for the following reasons (this list is not exhaustive):

- Availability of cheaper flights or holidays
- Availability of preferred accommodation
- Parent/carer work commitments
- Poor weather experienced during school holidays
- Dates that overlap with the start or end of a school term or half-term
- Situations where the child can be cared for by another parent or close family member
- A sibling having a special educational need or attending a medical appointment
- Extended leave of more than one week for an emergency

Where exceptional leave is approved, a return date must be agreed. Parents/carers should be aware that a child may lose their place on the Academy roll if they do not return within five days of the agreed date of return.

Religious Observance

The Academy aims to support families in celebrating key religious festivals while minimising any impact on their child's education.

When a significant number of pupils are affected, the Academy may allocate a Trust closure day close to the anticipated date of religious observance so pupils can participate without affecting their attendance. Where this is provided, it will apply for **one day only**, and all pupils are expected to return the following day.

Where a Trust closure day is not possible, specific arrangements for authorised time off for religious observance will be made and communicated to parents well in advance. **Only one day of absence will be authorised.**

Persistent Absence (PA) and Severe Absence (SA)

A child is defined by the Government as a '**persistent absentee**' when they miss 10% or more of schooling across the academic year, whether the absence is authorised or unauthorised. Absence at this level significantly affects a child's education, and we rely on the full support and co-operation of parents and carers to address this. Any child with attendance of 90% or below is considered a persistent absentee.

A child who has missed 50% or more of schooling is defined as '**severely absent**'. Children within this group may face substantial barriers to regular attendance and are therefore likely to require more intensive, targeted support.

To support pupils and their families, The Harmony Trust follows a staged approach to securing excellent attendance. By using the Trust's Graduated Attendance Support model, appropriate interventions and targeted support can be implemented to reduce persistent and severe absence.

Everyone	Stage 1	Stage 2	Stage 3	Stage 4
Every child belongs At The Harmony Trust we create a welcoming environment where every child can BELIEVE, ACHIEVE and SUCCEED through excellent school attendance.	Early Support - Attendance below 96% Parent contact Attendance conversation Early Intervention considered – Pupil & Family Support and Early Help offered Letter 1 sent to parents Monitoring period	Targeted Support - Attendance below 90% Attendance meeting Letter 2 sent to parents Multi-agency involvement Early Help Referral	Intensive Support Formal attendance meeting with Local Authority – this could include Notice to Improve/Fast Track Letter 3 sent to parents Multi-agency involvement Early Help Referral	Legal Intervention Where support has not improved attendance Education Supervision Orders Penalty Notices Prosecution

At all stages, the Academy will attempt to be supportive, solution focused and working with families.

If a child has had low attendance in the previous academic year, a letter will be sent out in August or September to inform parents/carers and appropriate evidence will need to be provided.

Absent Procedures

We monitor and review all pupil absences thoroughly, including the reasons provided.

If your child is absent, parents/carers must:

- Contact the Academy on the first day of absence before 9:30am by telephone. A reason must be provided for each day of absence.
- You may visit the Academy office in person to report an absence. If you report an absence by email, please be aware that the Academy may call you to discuss the reason before deciding whether it can be authorised.
- Continue to contact the Academy every day of absence, again before 9:30am.
- Ensure your child returns to the Academy as soon as possible and provide medical evidence if requested, such as a doctor's note, prescription, appointment card, or another appropriate form of confirmation.
- When deciding whether a child is too unwell to attend, parents and school staff should refer to the NHS guidance *"Should I keep my child off school?"*.

Unplanned Absence

Absences reported as illness will be authorised unless the Academy has a genuine concern about the illness. Where concerns arise, the school may request medical evidence such as a doctor's note, prescription, appointment card, or another appropriate form of confirmation. If the Academy remains unsatisfied about the reason for the absence, it will be recorded as unauthorised, and parents/carers will be informed in advance of this decision.

Planned Absence

Medical or dental appointments will be authorised only when the Academy is notified in advance. Parents/carers are strongly encouraged to arrange routine appointments outside school hours wherever possible.

Where this is not possible, pupils should be out of school for the shortest time necessary, and parents/carers must sign them out and back in upon return. For all other types of planned term-time absence, parents/carers must apply as far in advance as possible.

If your child is absent, the Academy will:

- Telephone or text/email you on the first and every further day of absence if we have not received contact. However, it remains the parent/carer's responsibility to notify the Academy.
- If we cannot reach you, we will contact emergency numbers, send texts, and may conduct a home visit in the interests of safeguarding.
- If the Academy cannot reach any of the child's emergency contacts, the absence will be unauthorised and will continue to be monitored in the subsequent days.
- Identify whether the absence is approved or not.
- Identify the correct attendance code to use and input it as soon as the reason is ascertained – this will be no later than 5 working days after the session.
- Where the Academy has been unsuccessful in ascertaining the whereabouts of a child, the police may be contacted and a welfare check requested.
- Make a referral to the Local Authority if no contact has been made by the 10th day of absence (or sooner if necessary). At this point, your child will be considered *"missing from education."*

- For vulnerable pupils, home visits will be carried out by the Pupil and Family Engagement Team/DSL on the first day of absence. Where attendance is a concern, a first-day home visit may be undertaken, alongside proactive support and monitoring to identify and address any barriers to attendance. If any concerns are identified during the home visit, these will be referred to external agencies for support where appropriate. Where support is not appropriate, not successful, or not engaged with, a Notice to Improve, Penalty Notice, or other legal intervention may be considered in line with the *Working Together to Improve School Attendance 2025* statutory guidance.

If absence continues, the Academy will:

- Write to you if your child's attendance falls below 96% (from October onwards), or where punctuality is a concern.
- Arrange a meeting with our Attendance Team to discuss the situation.
- Create a personalised action/support plan — such as an attendance contract — to identify and address barriers, with clear expectations for all involved.
- Provide signposting to external agencies or support services where appropriate.
- Consult with our Inclusion and School Attendance Officer (ISAO) for additional support.
- Refer the case to the Local Authority for appropriate legal sanctions if attendance continues to deteriorate.

Child Missing in Education (CME)

The Academy is required to inform the Local Authority of the following:

- Any child believed to have moved out of the geographical area after the Academy has carried out reasonable enquiries (to be completed within 10 school days) and the child's whereabouts remain unconfirmed.
- Children who have been absent without the school's permission for a continuous period of 10 days.
- Children who have not returned to the Academy within 10 days of the expected return date following a period of authorised leave.
- Children who are believed to have relocated abroad.
- Gypsy, Roma and Traveller children who are thought to have gone travelling without securing prior agreement and/or confirming a return date.
- Children withdrawn from the Academy where parents are unwilling or unable to state where or how their child will continue to be educated.

Academy Responsibilities When a CME Case Is Identified

In any case where a child is considered missing from education, the Academy must make reasonable enquiries. The Attendance Team will:

- Obtain as much information as possible from parents before any relocation takes place.
- Maintain regular contact with parents following relocation.
- Confirm admission with the receiving school, where known.
- Conduct a home visit where possible.
- Make general enquiries with peers or friendship groups.
- Attempt to make contact with all named individuals listed on the child's record.

Relevant CME forms will be completed and sent to the Local Authority.

Punctuality

A child who arrives between 9.00am and 9.20am will be marked as late using the appropriate 'L' code.

A child who arrives after 9.20am will be marked with a 'U' code, which records an unauthorised late arrival.

Repeated unauthorised lateness may result in a referral to the Local Authority and could lead to sanctions and/or legal action. If your child is persistently late, you may be invited to meet with a member of the Attendance Team to discuss support. Please contact the Academy at any time if you are experiencing difficulties getting your child to school promptly. As an Academy, we expect all parents and staff to model good punctuality, and we celebrate both class and individual punctuality achievements

The school day timings at Alvaston Junior Academy:

In the morning

	The school day starts (register is taken at):	A child is late (L code*) from:	A child is late after the register has closed (U code**) from:
Key Stage 2 (Years 3, 4, 5 and 6)	08.50am	09.00am	09.20am

* "L code" is used where a child is late. This is still deemed present.

** "U code" is late after the register is closed and is deemed an absence.

In the afternoon

	The afternoon session starts (register is taken at):	A child is late pm (L code*) from:	A child is late after the register has closed pm (U code**):
Key Stage 2 (Years 3, 4, 5 and 6)	12.35pm	12.45pm	13.05pm

Understanding Attendance Barriers

Whilst any child may occasionally have time off school because they are too unwell to attend, sometimes they can be reluctant to attend. Any barriers preventing regular attendance are best resolved between the Academy, the parents and the child. If a parent thinks their child is reluctant to attend, then the Pupil and Family Engagement Team will work with the family to understand the root problem and provide any necessary support. The Pupil and Family Engagement Team can also use outside agencies to help with this, such as the School Nurse or an Early Help Worker.

Where the Pupil and Family Engagement Team or outside agencies are supporting the family, you may be invited to attend a Team Around the Family meeting (TAF) to consider what is working well and what needs to improve. An individual support plan will be agreed and reviewed.

Some pupils face greater barriers to attendance than their peers. These can include children who suffer from long-term medical conditions or who have special educational needs and disabilities, or other vulnerabilities. High expectations of attendance remain in place for these pupils; however, our Pupil and Family Engagement Team will work with pupils and families to support improved attendance whilst

being mindful of the additional barriers faced. We can discuss reasonable adjustments and additional support from external partners, where appropriate.

Under the DfE's statutory guidance, schools are required to submit a sickness return to the Local Authority for all pupils who have missed/are likely to miss 15 or more school days (consecutive or cumulative) due to medical reasons/illness.

Academies should also provide the Local Authority with the names and addresses of all pupils of compulsory school age who fail to attend 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).

Part-time timetables:

All pupils of compulsory school age are entitled to a full-time education. In very exceptional circumstances, and only where it is in the pupil's best interests, a temporary part-time timetable may be implemented to meet their individual needs. This may be appropriate, for example, when a medical condition prevents a pupil from attending full-time and a phased reintegration plan is required.

A part-time timetable must not be used as a behaviour management tool.

Any part-time timetable must:

- Have the agreement of both the Academy and the parent/carer with whom the pupil normally lives
- Have a clear purpose and be part of the pupil's wider support, healthcare, or reintegration plan
- Include regular review dates involving the pupil and their parents/carers, ensuring it is in place for the shortest time necessary
- Include an agreed end date, after which the pupil is expected to return to full-time education or alternative provision (this may be extended only as part of the review process)

Where the pupil has a social worker, the Academy must keep them informed and involved.

Where the pupil has an Education, Health and Care Plan (EHCP), the Academy must discuss the arrangement with the Local Authority so that the support package can be reviewed promptly. Attendance is also discussed at their annual review.

By agreeing to a part-time timetable, the Academy is authorising the pupil to be absent for part of the week/day and must therefore record the absence using the appropriate attendance codes.

Local Authority

The Local Authority Attendance Team works both strategically and operationally to support academies in reducing persistent absence and improving overall attendance. Parents and carers are expected to work collaboratively with both the Academy and the Local Authority to address attendance concerns. Engagement with the support offered is essential, and all parties should work together to resolve difficulties wherever possible.

Where concerns cannot be resolved through early support, the Academy may consider more formal intervention and/or refer the pupil to the Local Authority's School Attendance Panel.

Local Authority School Attendance Panel

The Local Authority will convene School Attendance Panel meetings to explore the reasons for a pupil's absence and agree next steps.

The panel is chaired by the Local Authority's Inclusion and School Attendance Officer.

During the meeting:

- Introductions are made and the purpose of the panel is explained
- Parents/carers are reminded of the legal implications should poor attendance continue
- The reasons for absence are discussed and explored
- Strategies to improve attendance are considered

Following this discussion:

- A supportive action plan, in the form of an attendance contract, will be agreed
- A clear attendance target and review period (typically 12 school weeks) will be set
- The pupil's attendance will be closely monitored throughout this period

If attendance does not improve despite the agreed support, the Local Authority may consider legal interventions, including:

- A Penalty Notice
- An Education Supervision Order (ESO)
- Prosecution in the Magistrates' Court

School Attendance and the Law

The *School Attendance (Pupil Registration) (England) Regulations 2024* introduce a national framework to ensure consistent expectations around attendance across England. By law, all children of compulsory school age must receive an appropriate full-time education (*Education Act 1996*). Parents and carers have a legal duty to ensure their child attends the school at which they are registered on a regular basis.

Under education law, the definition of a *parent* may differ from family law. Section 576 of the *Education Act 1996* defines a parent as any individual who has parental responsibility for a child or who has care of the child. A person is considered to have care of a child if the child lives with them full- or part-time and they take day-to-day responsibility for that child, regardless of biological or legal relationship.

National Framework for Penalty Notices

There is now a single, consistent national threshold for when a penalty notice must be considered. The Academy must consider issuing a penalty notice when a pupil has 10 sessions (equivalent to 5 school days) of unauthorised absence within a rolling 10-school-week period. These sessions do not need to be consecutive and may include any combination of unauthorised absences (such as G, O or U codes). The rolling period may span different terms, academic years, or school settings.

Sanctions may include issuing each parent (for each child) a Penalty Notice of £160, reduced to £80 if paid within 21 days for a first offence. A second Penalty Notice issued within three years will be £160

with no reduction. A third offence may lead to referral to the Local Authority for prosecution in the Magistrates' Court. If prosecuted, parents could receive a fine of up to £2,500, a three-month prison sentence, and a criminal conviction.

Notice to Improve

Where the national threshold has been met and support is appropriate, but parents do not engage with the support offered, the Academy may issue a Notice to Improve as a final opportunity for engagement before a Penalty Notice is considered.

A Notice to Improve will follow the Local Authority's code of conduct and includes:

- Details of the pupil's attendance record and the offence(s)
- The benefits of regular attendance and the legal duties of parents under section 7 of the *Education Act 1996*
- Support already offered by the Academy
- Options for further support or re-engagement with previous support
- A clear warning that a penalty notice may be issued if attendance does not improve
- A defined improvement period of 3 to 6 weeks
- An outline of what constitutes "sufficient improvement"
- Circumstances under which a penalty notice may be issued before the end of the period

There is no entitlement in law for pupils to take time off during term time for holidays, leisure activities, or participation in protest activities during school hours. The Supreme Court has confirmed that "*regular attendance*" means attendance in line with the rules set by the school.

The *School Attendance (Pupil Registration) (England) Regulations 2024* also remove previous references to extended leave and clarify that Principals cannot authorise up to ten days of leave for any reason. Leave of absence may only be granted in exceptional circumstances.

Off Rolling

For any child leaving the Academy, other than at the end of Year 6, parents/carers are required to complete a 'Pupils Moving from School' form, available from the Academy office. This form provides essential information, including the child's name, class, current address, date of leaving, new home address, and the name and address of the new school. This information is vital to ensure we know each child's whereabouts and can appropriately safeguard all pupils, including those who leave our care.

It is essential that parents/carers keep the Academy updated with current addresses and contact details for the pupil and key family members in case of emergencies.

Under the Pupil Regulations 2006, all schools are legally required to notify the Local Authority of every new entry to the admissions register within five days of enrolment. The Academy must also notify the Local Authority of any deletion from the register as soon as the criteria for removal have been met, and no later than the point at which the pupil's name is removed. This requirement does not apply when a pupil leaves the school at a standard transition point, such as the end of Year 6.

Request to Electively Home Educate

Our Academy works closely with the Local Authority to ensure parents fully understand the demands and responsibilities of Elective Home Education (EHE). We follow all current published guidance. Where a child has an Education, Health and Care Plan (EHCP) or is open to a social worker, we work in partnership with the Local Authority's EHE Team, SEND Team, and Children's Social Care to ensure appropriate support and oversight are in place.

Absence Data

We use data to monitor, identify and support individual pupils or groups of pupils when their attendance needs to improve. The Academy is required to submit pupil attendance data to the Department for Education daily. Persistently and severely absent pupils are tracked and monitored carefully. We also combine this with academic tracking, as increased absence affects attainment.

We share information and collaborate with academies within the Trust, Local Authorities, and other partners, when absence is at risk of becoming persistent or severe.

The Academy will:

- Monitor the attendance and absence data weekly at a school level.
- Monitor attendance and absence data half-termly, termly and yearly at an individual pupil level, and group level (Pupil Premium, SEND, Boys, Girls).
- Collate pupil-level absence data each term and published at national and local authority level through the DfE's school absence national statistics releases.
- Compare attendance data to the national average, and share this with the Board of Trustees.

The Attendance Team will:

- Analyse attendance and absence data regularly to identify pupils or cohorts that need additional support with their attendance and use this analysis to provide targeted support to these pupils and their families (Attendance Team).
- Look at historic and emerging patterns of attendance and absence and then develop strategies to address these patterns.
- Use attendance data to find patterns and trends of persistent and severe absence.
- Use data to improve attendance through early interventions.
- Extract regular attendance reports to facilitate discussions with children and families.
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies.
- Hold regular meetings with the parents of children who the Academy (and/or Local Authority) considers to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement at school.
- Provide access to wider support services to remove the barriers to attendance.

Equality Impact Assessment

Under the Equality Act 2010 we have a duty not to discriminate against people based on their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation. This policy has been equality impact assessed and we believe it is in line with the Equality

Act 2010 and it is fair, it does not prioritise or disadvantage any pupil, and it helps to promote and encourage equality in our academies.

Data Protection Statement

The procedures and practice created by this policy have been reviewed in the light of our Data Protection Policy.

All data will be handled in accordance with the school's Data Protection Policy.

Data Audit For This Policy					
What?	Probable Content	Why?	Who?	Where?	When?
Attendance policy	Any personal information including personal sensitive information	Required to be retained as part of school data management	Academy Mgt Information system, school staff as needed, attendance officer, SLT, Trust central staff as required	Kept on file at Academy (and Trust central where appropriate).	Held on file following relevant retention periods (dependent on nature of personal information)

As such, our assessment is that this policy:

Has Few / No Data Compliance Requirements	Has A Moderate Level of Data Compliance Requirements	Has a High Level Of Data Compliance Requirements
		✓

Appendix 1 – Attendance Codes

Attendance and absence must be given a code on the register.

/ \	Present	G	Family holiday (not agreed)	O	Unauthorised (not covered by other code)	V	Educational visit or trip	Y 2	Unable to attend due to widespread disruption to travel
B	Attending any other approved educational activity	I	Illness (not medical)	P	Approved sporting activity	W	Work experience	Y3	Unable to attend due to part of the school premises being closed
C 1	Leave of absence to attend regulated performance or regulated employment abroad	J 1	Interview	Q	Unable to attend the school because of a lack of access arrangements	X	Non-compulsory school age not required to be in school	Y4	Unable to attend due to the whole school site being unexpectedly closed
C2	Leave of absence for compulsory age pupil subject to part-time timetable	K	Attending place other than school arranged by the Local Authority	R	Religious observance	#	Planned whole or partial school closure	Y5	Unable to attend as pupil is in criminal justice detention
C	Leave of absence for exceptional circumstances	L	Late (before reg closed)	S	Study leave	-	All should attend/ No mark recorded	Y6	Unable to attend in accordance with public health guidance or law
D	Dual registration at another school	M	Medical / Dental	T	Parent travelling for occupational purposes	Z	Prospective pupil not on admission register	Y7	Unable to attend because of any other unavoidable cause
E	Excluded (no alternative provision)	N	No reason yet provided	U	Late (after register closed)	Y1	Unable to attend due to transport normally provided not being available		

A, B, K, P, V and W are attendance codes.

D, X, Q, Y1 – Y7 are codes which are not a possible attendance so aren't included in attendance possible figures

C1, C2, C, M, J1, S, T, R, I, E are authorised absence

G, N, O, U are unauthorised absences

Z, # are not collected as part of data analysis