



Attendance Policy

Article 3 – The best interests of the child must be a top priority in all actions concerning children

Article 29 – Education must develop every child’s personality, talents and abilities to the full. It must encourage the child’s respect for human rights, as well as respect for their parents, their own and other cultures and the environment.

Nova Primary School Governor Information	
Model Policy	No
Local Changes	
Customisation*	
Originally Adopted	Summer 2015
Last Review Date	Autumn 2024
Next Review Date	Autumn 2026
* additions made to policy (eg local detail) but not a change to any policy structure	

History of most recent Policy changes – Must be completed

Date	Page	Change	Origin of Change e.g. TU request, change in legislation
July 2019	2	Introduction changed to aims	Policy review
July 2019	2	Section 2 added 'The Law'	Up to date legislation
July 2019	2 - 3	Types of absence detailed further	Policy review
July 2019	3	Procedures for reporting absence updated	Policy review
July 2019	4	Section 5 & 6 replaced with section 6 & 7	Policy review
July 2019	4	'Rewards for Good Attendance' replaced with 'Promoting Regular Attendance'	Policy review
July 2019	5	'Monitoring & Review' updated	Current practice

November 2021	5 (3.7)	Further detail included about response to persistent absenteeism	Current practice
November 2021	6 (4)	Slight alteration to register and late times. (register can be now started at 8:35 and shuts ay 8:50 as opposed to 8:45).	
November 2021	6 (6)	Added 'This is a legal responsibility'	To strengthen key message
July 2022		Re-written in line with BCC model	
July 2024		Re-written in line with new BCC model	To include DfE's guidance on Working Together to Improve School Attendance becoming statutory from 19 August 2024

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Part 1 – Policy Overview:

1.1 Introduction

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

1.2 Aims

Our school aims to meet its obligations regarding school attendance by ensuring every pupil has access to the full-time, efficient education to which they are entitled; acting early to address patterns of absence and creating a culture in which the importance of good school attendance is understood and valued by all parties.

This policy sets out our school's position on attendance and details the procedures that all parent/carers must follow to report their child's absence from school and to remind them of their legal duty, to ensure their child attends school regularly.

This policy will be applied fairly and consistently, considering the individual needs of our pupils and their families who have specific barriers to attendance. Therefore, in the development of our policy, we have considered our obligations under the Equality Act 2010 and the UN Convention on the Rights of the Child.

It is vital that children develop regular attendance habits at an early age. Therefore, the school will encourage parents of Reception children who are not yet compulsory school age, to send their children to every session that is available to them. If the child is unable to attend the school for any reason, the parent should inform the school of the reason on the first day of absence. If the school is concerned about a pupil's attendance for any reason, we will contact the parent to discuss the matter, in the first instance.

We will also support parents to perform their legal duty to ensure their children of compulsory school age attend regularly and will promote and support punctuality in attending lessons.

We want our pupils to attend school every day, unless they are genuinely not well enough. We believe that children who attend school regularly are more likely to feel settled in school, maintain friendships, keep up with their learning and gain the greatest benefit from their education. We want all our pupils to enjoy school, grow up to become emotionally resilient, confident and competent adults who can realise their full potential. Regular attendance and punctuality are essential in the workplace, and children who are used to attending school on time, and on every occasion, unless they are too unwell to attend, will be better prepared for the attendance expectations in the future.

In April 2017, the Supreme Court clarified the definition of regular attendance to be attendance "in accordance with the rules prescribed by the school", therefore if an absence is not authorised by the school, the pupil's attendance is deemed to be irregular.

We will do all we can to encourage our pupils to attend. We will also make available the best provision we can, for any pupil who needs additional support in school or who is prevented from attending school due to a medical condition.

We believe that one of the most crucial factors in promoting good attendance is the development of positive attitudes towards school, and a sense of belonging. To this end, we strive to make our school a happy and rewarding experience for all children, and to foster positive and mutually respectful relationships with parents.

By promoting good attendance and punctuality we aim to:

- Make good attendance and punctuality a priority for all those involved in the school community.
- Raise our pupils’ awareness of the importance of good attendance and punctuality.
- Provide support, advice and guidelines to parents, pupils and staff.
- Work in partnership with parents, including regularly informing them about their child’s absence and attendance levels.
- Celebrate and reward good attendance and punctuality (see Appendix 1)

Effects of non-attendance

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

Attendance during school year	Days lost in a year	Which is approximately	Approximate number of lessons missed
95%	9.5 Days	2 Weeks	50 Lessons
90%	19 Days	4 Weeks	100 Lessons

Part 2. What the Law Says:

2.1 Legislation and Guidance

This policy meets the requirements of the government guidance 2024 [Working together to improve school attendance](#) from the Department for Education (DfE), and refers to the DfE’s 2015 statutory guidance on [School Attendance Parental Responsibility Measures](#). These documents are drawn from legislation setting out the legal powers and duties that govern school attendance including:

- The Education Act 1996
- The Education (Parenting Contracts and Parenting Orders) (England) Regulations 2007
- The Education (Information about Individual Pupils) (England) (Amendment) Regulations 2024
- The Education (Penalty Notices) (England) (Amendments) Regulations 2024

The DfE’s guidance on the [school census](#) explains the persistent absence threshold.

2.2 Contents of the Admission Register

The admission register (sometimes referred to as the school roll) must contain specific personal details of every pupil in the school along with the date of admission or re-admission to the school, information regarding parents and carers and details of the school last attended. The school will enter pupils on the admission register at the beginning of the first day on which the school has agreed with, or been notified by the parent, that the pupil will attend.

A pupil's name can only lawfully be deleted from the admission register for a reason set out in regulation 9 of the School Attendance (Pupil Registration) (England) Regulations 2024

The admission register is a legal document, so we encourage parents to inform the school of any changes whenever they occur to ensure it is amended as soon as possible.

2.3 Contents of Attendance Register

The law makes it clear that schools must take the attendance register at the start of the morning session of each school day and once during the afternoon session. On each occasion the register is taken, the appropriate national attendance and absence code must be entered for every pupil. Please refer to appendix 2 of this document for the code descriptors.

The school must record whether each pupil is:

- Attending
- Absent
- Attending an approved educational activity
- Unable to attend school due to exceptional circumstances (as set out in the law and DfE Guidance)

Effective and timely use and sharing of register data is critical to safeguard children, improve attendance and is supported using our electronic Management Information System to record attendance information. Our registers will be preserved for 6 years from the date after the last entry was made.

Part 3. Key Information for Parents and Staff

3.1 Safeguarding and Attendance

Our school will monitor trends and patterns of absence for all pupils as a part of our standard procedures. However, we are aware that sudden or gradual changes in a pupil's attendance may indicate additional or more extreme safeguarding issues. In line with government guidance [Keeping Children Safe in Education](#) (2023 version, or as updated by the DfE) we will investigate and report any suspected safeguarding cases on to the relevant authorities. As part of our safeguarding duty and our standard procedures, we will inform the Local Authority and/or the Police of the details of any pupil who is absent from school when the school cannot establish their whereabouts and is concerned for the pupil's welfare. (Please see our school's Safeguarding Policy for more information.)

It is vital we have up to date contact numbers with at least 2 emergency contact numbers.

3.2 Attending the School (and Lateness)

Pupils are marked present if they are in school when the register is taken. If a pupil leaves the school premises after registration they are still counted as present for statistical purposes.

It is the duty of parents to ensure that children attend school on time. This encourages habits of good timekeeping and lessens any classroom disruption. Registers are taken in the classroom between 8:40 and 8:50. Children arriving after this time will be recorded as late and must report to the School Office.

Any child arriving after 9:20 will be marked in the register as having an unauthorised absence for the whole session (absence code U)

The Attendance Team will contact parents of those children who are frequently late arriving at school to investigate reasons and suggest solutions to enable more punctual attendance.

3.3 Effects of Late Arrival at School

When a child arrives late to school, they miss important events like assembly, teacher instructions and introductions. Children often also feel embarrassed at having to enter the classroom late.

The table below indicates how frequent lateness can add up to a considerable amount of learning being lost. This can seriously disadvantage children and disrupt the learning of others.

Minutes late per Day	Equates to Days of Teaching Lost in one Year	Which means this number of lessons missed
5 mins	3 Days	15 Lessons
10 mins	6 Days	30 Lessons
15 mins	9 Days	45 Lessons

3.4 Authorised Absence

'Authorised absence' means that the school has either given approval in advance for a pupil of compulsory school age to be away from the school or has accepted an explanation offered afterwards as justification for absence. The following information outlines the main circumstances where absence may be authorised by the school.

3.5 Illness

The reporting of absence due to illness remains the responsibility of the parent.

This must be done by 9.00am and can be via the Schoolcomms app, emailing the school, leaving a message on the absence line or calling and speaking to a member of the office staff on 0117 903 0446.

Absences due to illness which have not been reported to the school by the parent on the first day of absence may not be authorised. If a child is absent for more than one day, the parent should contact the school each day to provide an update on the child's condition, unless otherwise agreed by the school.

Where no contact has been made with the school, we will contact parents by text, email and telephone to try and establish the reason for a child's absence. When we establish the reason for the absence, we will mark it as authorised or unauthorised depending on the reason for the absence.

If we are concerned about a pupil's absence and are unable to contact the parent/s, we may contact the pupil's emergency contacts and/or other professionals or contacts of the family who we reasonably expect may be able to advise us of the pupil's whereabouts. If no contact has been made with the school for a third day, a welfare visit will be made by a member of staff or the school's appointed Educational Welfare Officer.

As part of our safeguarding duty and standard procedures, we may inform the Local Authority and/or the Police of the details of any pupil who is absent from school and we are unable to establish their whereabouts.

The school follows [Department for Education guidance 2024](#) which states that if the authenticity of the illness is in doubt, the school may ask the parent to provide medical evidence such as a prescription, appointment card or other appropriate form of evidence. This may also be requested where a pupil has a high level and/or frequency of absence. If this is the case, the school will make the parent aware of this expectation in advance. We will not ask for medical evidence unnecessarily.

In some instances, the school may ask the parent to obtain a letter from a GP or the school may seek parental permission to contact the pupil's GP directly to help support the needs of the individual pupil.

3.6 Pupils taken ill during the school day

If a pupil needs to be sent home due to illness, this should be by agreement with an appropriately authorised member of school staff. In such circumstances, the pupil must be collected from the school office by a parent or another authorised adult. No pupil will be allowed to leave the school site without parental confirmation.

3.7 Mental Health and Wellbeing

Parents who have concerns about their child's mental wellbeing can contact a member of our school's Safeguarding Team for further information on the support available.

3.8 Medical/Dental appointments

Parents should try to make appointments outside of school hours wherever possible. Where appointments during school time are unavoidable, the pupil should only be out of school for the minimum amount of time necessary for the appointment. It is not acceptable for a child to miss a whole day's schooling for an appointment, unless absolutely necessary, in which case the school will need an explanation as to why this is.

Advance notice is required for medical or dental appointments, unless it is an emergency appointment, and must be supported by providing the school with sight of, or a copy of, the appointment card or letter – only then will the absence be authorised.

3.9 Religious observance

Our school acknowledges the multi-faith nature of the school community and recognises that on some occasions, religious festivals may fall outside of school holidays or weekends. In accordance with the law, the school will authorise one day's absence for a day exclusively set apart for religious observance by the religious body to which the parent belongs. Should any additional days be taken, these will be recorded in the register as unauthorised absence. If necessary, the school will seek advice from the parents' religious body, to confirm whether the day is set apart.

3.10 Mobile pupil – Parent travelling for occupational purposes

The school will authorise the absence of a mobile pupil of no fixed abode who is unable to attend school because they are travelling with their parent who is engaged in a trade or business of such a nature as to require him to travel from place to place. This is subject to certain limits, depending on the child's age and number of sessions absent. The school will discuss cases individually with Traveller parents, as necessary. Parents should let the school know of their plans as far in advance as possible. Authorised Traveller absence will be recorded appropriately in the register.

To help ensure continuity of education for Traveller children, wherever possible, the child should attend school elsewhere when their family is travelling for occupational purposes. In which case the child will be dual registered at that school and this school, which is their 'main' school.

Children from Gypsy, Roma and Traveller communities whose families do not travel for occupational purposes are expected to register at school and attend as normal. They are subject to the same rules as other children in terms of the requirement to attend school regularly.

3.11 Part-time timetables

If for any reason, our school is unable to provide a pupil with full-time education due to the pupil's needs, we will work with the pupil, parent and other agencies where appropriate, to come to a mutually convenient arrangement. Any reduced timetables will be for the shortest amount of time possible, whilst arrangements are made to support the pupil's return to full-time provision as soon as possible.

3.12 Suspensions

If the school decides to send a pupil home due to their behaviour, this will be recorded as a Fixed Term Suspension. The school will follow the current DfE's statutory guidance on Suspensions and Exclusions. A suspension must be agreed by the headteacher.

The school will notify the parent of the suspension in writing. If the pupil is a Child in Care, the school will notify the pupil's carer, social worker and the HOPE Virtual School. In other instances, where a pupil is open to Children's Social Care for any reason, the school will also inform their allocated social worker.

The pupil and their parent will be expected to attend a re-integration meeting with a member of the Leadership Team upon their agreed return to school.

3.13 Attending a place other than the school

When pupils are attending educational activities off the school site that have been approved by the school, the register will be marked to show this is the case. (See DfE 2020 School Attendance guidance.)

If a pupil is attending an alternative education provider such as another school, or Pupil Referral Unit, for part or all their education, our school will make arrangements for the pupil to be dual registered at the other setting and mark our registers accordingly.

3.14 Unable to attend due to exceptional circumstances (as set out in the law and DfE guidance)

In accordance with DfE school attendance guidance, our school will record pupils as 'Unable to attend due to exceptional circumstances' in the following circumstances (such circumstances are not recorded as absences):

- Our school site, or part of it, is closed due to an unavoidable cause

- A local or national emergency has resulted in widespread disruption to travel which has prevented the pupil from attending school.
- The pupil is in custody, but still on the school roll. (If the school has evidence that the pupil is attending educational activities, we can record those sessions as 'present at approved educational activity'.)

3.15 Leave of Absence Requests

The law does not grant parents the automatic right to take their child out of school during term time.

Only exceptional circumstances warrant an authorised leave of absence. Generally, a need or desire for a holiday or other absence for the purpose of leisure and recreation would not constitute an exceptional circumstance. The school will consider each application individually, considering the specific facts and circumstances and relevant background context behind the request. The request must be made by the parent with whom the child normally lives, and permission must be sought in advance. The school will not grant leave of absence unless there are exceptional circumstances. The school must be satisfied that there are exceptional circumstances, based on the individual facts and circumstances of the case; following consultation with other staff as required, including the Designated Safeguarding Lead. Where a leave of absence is granted, the school will determine the number of days the pupil can be away from school. A leave of absence is granted entirely at the school's discretion.

Circumstances which could be authorised include significant family emergencies or funerals. However, parents will also be aware that, wherever possible, it can be better for children to continue to attend school normally during difficult family times.

Nova Primary supports extra-curricular activities and competitions for pupils so agree to authorise one such occasion per academic year if evidence is provided showing the days and times of any competitions and when registration is due. Any extra days taken for travel and/or siblings' absence will be recorded as unauthorised.

Parents should complete a Leave of Absence Request form which is available from the school. The request should be submitted as soon as it is anticipated; and wherever possible, at least **four weeks** before the absence. **Although such absence may be unauthorised, it is better that we know your child is safe, rather than missing.** Please be aware that you may be required to provide us with additional evidence to support your request. If we have any concerns about possible safeguarding risks, we will follow the necessary protocols. (Please see our school's Safeguarding Policy for more information.)

All term time absence for children in care should be discussed at the child's Personal Education Planning (PEP) meeting in advance where possible and agreed with the Social Care and The HOPE Virtual School. This permission should be gained before school is approached for approval. The school will contact the HOPE Virtual School in relation to any requests for term time absence for a child in care.

Unauthorised absences may result in Legal Sanctions, usually Penalty Notices or Prosecutions.

Absence will be unauthorised if a pupil is absent from school without the permission of the school. Whilst parents can provide explanations for absences, it is the school's decision whether to authorise the absence or not.

Unauthorised absence includes:

- Absences which have never been properly explained
- Pupils who arrive at school too late to get a mark
- Shopping
- Birthdays
- Waiting at home for deliveries or contractors
- Day trips
- Waking up late
- Difficulty with transport

3.16 Penalty Notices and Prosecutions

Parents have a legal responsibility to ensure that their child attends school on a regular basis. It is a criminal offence under Section 444 of the Education Act 1996 to fail to secure regular attendance of a registered pupil at the school. This applies to both resident and non-resident parents who may both be subject to legal sanctions if their child fails to attend school regularly. It also applies to others who may not be the parent but may have day to day care of the child.

Unauthorised absence from school can result in a number of different outcomes for parents and children. Each case is considered individually.

Under Section 444 of the Education Act 1996, if a child of compulsory school age, who is a registered pupil at a school, fails to attend regularly, his/her parent(s) are guilty of an offence. Parents with more than one school aged child need to be aware that each child's irregular attendance is dealt with as a separate matter.

The school will refer cases of unauthorised absence that meet the threshold for a Penalty Notice to the Local Authority for legal action unless there are reasonable grounds for not doing so. The outcome of a referral to the Local Authority may be a Penalty Notice or Prosecution.

Penalty Notices are intended as a sanction for low level offences and a tool to support improved school attendance for example in circumstances associated with an unauthorised holiday taken during term time. They are an alternative to prosecution and may not be issued if prosecution is a more appropriate response to a pupil's irregular attendance.

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

1. A Penalty Notice.

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

2. Prosecution.

Prosecution could lead to fines of up to £2500 and/or up to 3 months imprisonment. (See DfE's statutory guidance on [School Attendance Parental Responsibility Measures](#) for more information and Bristol City Council's Penalty Notice Code of Conduct available here: <https://www.bristol.gov.uk/schools-learning-early-years/education-welfare>)

Penalty Notices and prosecution proceedings are issued to each parent with responsibility for the child and are issued for each child with irregular attendance. For example, in the case of Penalty Notices, if two siblings had irregular school attendance and there were two parents with responsibility for the children, four Penalty Notices would be issued. Penalty Notices cannot be paid in instalments.

Schools, 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 schools 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.

4. Using data to support improvements in attendance

Any absence affects the pattern of a child's schooling and regular absence may seriously affect their learning. The Department for Education (DfE) defines a pupil as a 'persistent absentee' when they miss 10% or more schooling across the school year, for whatever reason. For pupils who miss more than 50% of possible sessions, they are defined as 'severely absent'.

The school will ensure that data is routinely monitored to identify emerging attendance issues and will seek to prevent any pupil becoming persistently or severely absent. This will include identifying the individual needs of pupils, working closely with families and wider support services to remove barriers to attendance, and where a formalised approach in conjunction with the local authority is required in line with the DfE guidance.

4.1 Understanding Barriers to Attendance

In relation to understanding barriers to attendance, we will ensure all pupils and parents are treated with dignity and staff will model respectful relationships to build a positive understanding between home and school that can be the foundation of good attendance. In communicating with parents, we will highlight the link between attendance and attainment and wider wellbeing and enhance their understanding of what good attendance looks like.

We will support pupils and parents by working together to address any in-school barriers to attendance. Where barriers are outside of the school's control, all partners should work together to support pupils and parents to access any support they may need voluntarily.

Where absence intensifies, so should the support provide, which will require the school to work in tandem with the local authority and other relevant partners. The school is committed to share information and work collaboratively with other schools in the area, local authorities, and other partners when absence is at risk of becoming persistent or severe.

Some pupils face greater barriers to attendance than their peers such as those who suffer long term medical conditions. In working with parents, we are mindful of the barriers these pupils face and will endeavour to put additional support in place where necessary to help them access their full-time education.

4.2 Support for Poor School Attendance/Persistent Absence (other than unauthorised term time leave)

Sometimes pupils can be reluctant to attend school. We encourage parents and pupils to be open and honest with us about the reason for the pupil's absence. If a child is reluctant to attend, it is never better to cover up their absence or for a parent to give in to pressure to let the child stay at home. This can give the impression to the child that attendance does not matter and can make things worse. As a school, we need to understand the reasons why a pupil is reluctant to attend to be able to support pupils and parents in the best way.

When we have concerns about the attendance of a pupil, we will do our best to make the parent/s aware of the concerns and give them the opportunity to address this. Please refer to Appendix 3 for information on school standard procedure.

However, if parents do not make use of the support offered and improve their child's attendance to an acceptable level, this may result in legal sanctions.

If our school refers a case of poor school attendance to the Local Authority for legal sanctions, we will show that we have warned the parent/s that they are at risk of receiving a Penalty Notice or other legal sanction. This will at least be evidenced via the sending of a Notice to Improve – attendance warning letter.

We will not usually request legal sanctions from the Local Authority in cases where poor attendance is symptomatic of complex family circumstances. In such circumstances our school will take a holistic approach to the issue and involve other agencies, as necessary. The exception

to this will be where parents fail to accept or engage with support offered by the school and/or other agencies or fail to implement the suggested changes. The school governors, supported by the Educational Welfare Service reserve the right to consider taking legal action against any parents or guardians who repeatedly fail to accept their responsibility for sending their children to school on a regular basis. Again, when referring for legal sanctions, we will show that we have warned the parent/s that they are at risk of receiving a Penalty Notice or other legal sanction.

If our school has safeguarding concerns about a pupil who is absent, we will share information with other agencies as we deem necessary.

4.3 Reporting to Parents

School will share with parents their child's attendance record on a termly basis and annually in the pupil's end of year school report. Where a child's attendance drops below 90%, for whatever reason, our school will write to the parents to highlight this, unless there is a good reason not to.

Appendix 1

At Nova Primary School we have our own attendance mascot:



Any child that has 100% attendance for a complete school term will receive one of our coveted, seasonal Smudge postcards to collect and take home to share with family and friends.

When a child receives 1 postcard this is equal to 1 entry to the end of year draw, 2 postcards = 2 entries, 3 postcards = 3 entries and so on. This means that every child can get their name in the draw throughout the year but the more times their name is entered the more chance they have of being drawn.

At the end of the Academic year an attendance assembly is held where one name will be drawn from each class to attend a celebration with the Attendance Team.

Staff also have the same opportunities so a lucky member of staff will also get to attend!

If any child has managed 100% attendance for the whole academic year, they will receive an automatic invitation to the celebration as well as a gift in recognition of their achievement.

Attendance Quick Guide

Absence Codes



In response to the School Attendance Regulations 2024 and the Statutory Attendance Guidance Working Together to Improve Attendance 2024, a pupil should be recorded as present or absent in the Attendance Register.

These are the attendance codes to be used from September 2024:

/ \	Present at the school: / = morning session \ = afternoon session
L	Use Code L for late arrival before the register is closed. It counts as a present mark for statistical purposes

Use the following codes when pupils are absent from school but attend an approved educational activity in a place other than school and count as PRESENT marks

K	Use Code K when the pupil attends an education provision arranged by the LA
V	Use Code V when the pupil is attending a place for an educational visit or trip
P	Use Code P if the pupil is present at a sporting activity
W	Use Code W for work experience If the pupil is present at the activity under arrangements by the school or LA in the session for which it is
B	Use Code B for a pupil attending any other approved educational activity
D	Use Code D for pupils dual registered at another school

The following codes are used for authorised leave of absence

C1	Use Code C1 to record leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad
M	Use Code M to record leave of absence for the purpose of attending a medical or dental appointment
J1	Use Code J1 to grant leave of absence for the purpose of attending an interview for employment or for admission to another educational institution
S	Use Code S for leave of absence for the purpose of studying for a public examination
X	Use Code X to record absences of Non-Compulsory School age pupils who are not required to attend school
C2	Use Code C2 for leave of absence for compulsory school age pupil where, in very exceptional circumstances and in the pupil's best interests, there may be a need for a temporary part-time timetable to meet their individual needs

C	Use Code C for leave of absence exceptional circumstances
T	Use Code T to record leave of absence when a pupil is accompanying a parent travelling for occupational purposes
R	Use Code R for Religious Observance
I	Use Code I for Illness (not medical or dental appointment)
E	Use Code E for pupils who have been Suspended or Permanently Excluded with no alternative provision made

Use the following codes for pupil absence for unavoidable causes:

Q	Use Code Q when a pupil is unable to attend school because of lack of access arrangements
Y1	Use Code Y1 when a pupil is unable to attend due to transport normally provided not been available
Y2	Use Code Y2 when a pupil is unable to attend due to widespread disruption to travel
Y3	Use Code Y3 when a pupil is unable to attend due to part of the school premises being closed
Y4	Use Code Y4 when a pupil is unable to attend due to the whole school site being unexpectedly closed
Y5	Use Code Y5 as pupil is in criminal justice detention
Y6	Use Code Y6 when a pupil is unable to attend in accordance with public health guidance or law
Y7	Use Code Y7 when a pupil is unable to attend because of any other unavoidable cause

Absent for unauthorised reasons

G	Use Code G when the school has not granted a leave of absence and the pupil is absent for the purpose of a holiday
N	Use Code N when the reason for absence has not yet been established
O	Use Code O when a pupil is absent in other or unknown circumstances
U	Use Code U when a pupil arrives in school after registration closed but before the end of session

Administrative Codes

Z	Use Code Z for prospective pupils not on admission register
#	Use Code # for whole school closures that are known and planned in advance

The very Important Change:



The H code: leave of absence for the purpose of a family holiday granted by the school, is no longer a valid absence code and must not be used

Refer to:

[Working together to improve school attendance \(applies from 19 August 2024\) \(publishing.service.gov.uk\)](#)

Any queries contact the Education Welfare Service on
0117 3521438 or email at education.welfare@bristol.gov.uk

Appendix 3

Attendance Process



Appendix 4

Roles and Responsibilities

Class Teachers

Class teachers are responsible for recording attendance twice daily, using the correct codes and submitting this information to the school office

Attendance Team

The Attendance Team meet weekly and is responsible for:

- Establishing the whereabouts of pupils not in attendance each day.
- Monitoring trends and patterns of absence so appropriate actions can be taken.
- Sending all attendance correspondence to parent/carers
- Reporting concerns about attendance to the headteacher and Designated Safeguarding Lead (DSL) as appropriate.
- Co-ordinating requests for Term-time Leave of Absence (this includes liaison with the DSL and Safeguarding Team) and advising the headteacher as requested.
- Making any necessary referrals to outside agencies or the Educational Welfare Officer.
- Holding meetings with parent/carers where necessary.

The Headteacher

The headteacher is responsible for ensuring this policy is implemented consistently across the school, and for monitoring school-level absence data and reporting it to governors.

The headteacher also supports other staff in monitoring the attendance of individual pupils and requests fixed-penalty notices, where necessary.

The Governing Board

It is the responsibility of the Governing Body to monitor overall attendance, figures for the whole school on at least a termly basis and they will request an annual report from the Head teacher/Attendance officer. The governing body is also responsible for this policy and for its implementation. The governors will therefore examine closely the information provided to them and seek to ensure that our attendance figures are as high as they should be.

This policy will be reviewed by the governing body every two years, or earlier if considered necessary.

Appendix 5

Links with other policies and Guidance Documents (include but are not limited to):

This policy is linked to the following:

- Behaviour Policy,
- Inclusion policy,
- Safeguarding and Child Protection Policy
- Supporting Pupils with Medical Conditions Policy
- First Aid and Medicines Policy
- Suspension and Exclusion Policy

Guidance Documents:

<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

<https://www.gov.uk/government/publications/working-together-to-improve-school-attendance>

<https://www.gov.uk/school-attendance-absence>

<https://www.gov.uk/government/publications/parental-responsibility-measures-for-behaviour-and-attendance>

<https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3>

<https://www.gov.uk/government/publications/education-for-children-with-health-needs-who-cannot-attend-school>

<https://www.gov.uk/government/publications/children-missing-education>

<https://educationhub.blog.gov.uk/2024/02/29/fines-for-parents-for-taking-children-out-of-school-what-you-need-to-know/>