



Attendance Policy

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Policy Lead:	H Davies
Name of responsible committee and SLT lead:	H Davies
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Equality Impact Assessment	Yes

1. AIMS

We recognise the crucial link between achievement and attendance. There is clear evidence showing strong links between excellent GCSE results and excellent school attendance. This policy is to encourage students to attend school every day (190 days per year) and to be able to take full advantage of the opportunities available. Regular and punctual attendance at school is a legal requirement and it is also essential in order for students to maximise their chances of success. Our primary aim is that all students have 100% attendance.

At Pensby High School we promote positive attendance through the Care-Respect-Inspire ethos of the school. The pastoral staff use regular attendance posters, positive rewards and assemblies to promote the value in positive attendance. We promote a supportive environment, where we value the students daily school experience to ensure that we focus both on inspiring academic enrichment and the wider aspects of school which make students want to attend: extra-curricular; high quality food to sustain students; an environment which nurtures friendship, care and values the student's experience.

2. POLICY AIMS AND OBJECTIVES

- To continue to raise levels of achievement and participation by maintaining high levels of attendance and punctuality.
- To keep an accurate and up to date record of attendance.
- To inform parents/carers of punctuality and attendance issues.
- To identify the causes of non-attendance and act upon them.
- To ensure all staff understand their roles in the monitoring and recording of attendance.
- To maintain and improve attendance throughout the school through rewarding and target setting.
- To monitor and evaluate the processes on a regular basis.
- To give clear information on expected levels of attendance.

3. ATTENDANCE LEGISLATION

Under Section 7 of the Education Act 1996, the parent is legally responsible for making sure that their child of compulsory school age receives efficient full-time education that is suitable to the child's age, ability and aptitude and to any special needs the child may have. This can be regular attendance at school or by education otherwise.

If a child of compulsory school age who is registered at a school fails to attend regularly at school, then the parent is guilty of an offence under section 444 (1) of the Education Act 1996.

Compulsory school age is defined as beginning from age five. A child continues to be of compulsory school age until the last Friday in June in the school year that they reach sixteen.

The issue of a penalty notice under section 23 of the Anti-Social Behaviour Act may be considered in cases where a student is absent and the absence is unauthorised.

This policy is created in response to the DFE guidance outlined in https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1099677/Working_together_to_improve_school_attendance.pdf

4. SCOPE

All staff at Pensby have a responsibility to promote attendance and punctuality. However, this policy and associated procedures gives specific details for members of staff carrying out the following roles:

- Attendance Administrator
- Form Tutor
- Teaching Staff
- Staff covering registers
- Pastoral Leaders
- Heads of Department – Subject Leaders

98%	Very good attendance The aim should be for individual pupils to have 100% attendance
96.01% to 97.9%	Good attendance (With no unauthorised absence)
95.01% to 95.9%	Average attendance (With no unauthorised absence)
93.0% to 94.9%	Below average attendance (acknowledge where attendance is improving)
90.1% to 92.9%	Well below average attendance (acknowledge where attendance has improved but is still below the school expectations. Working together to improve attendance- Head of Year attendance plan in place)
90% and under	Unsatisfactory attendance, persistent absence (acknowledge where attendance is close to 90% and improving) Working with parents and external agencies to improve attendance).
50% and under	Severe absence Working with parents and external agencies to improve attendance).

The top two levels of attendance are essential for pupils to get the most out of their school experience, including their attainment, wellbeing, and wider life chances.

The pupils with the highest attainment at the end of key stage 2 and key stage 4 have higher rates of attendance over the key stage compared to those with the lowest attainment. At KS4, pupils not achieving grade 9 to 4 in English and maths had an overall absence rate of 8.8%, compared to 5.2% among those achieving grade 4¹. The overall absence rate of pupils not achieving grade 9 to 4 was over twice as high as those achieving grade 9 to 5 (8.8% compared to 3.7%). For the most vulnerable students attendance is also considered an important protective factor.

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1099677/Working_together_to_improve_school_attendance.pdf

At Pensby our pastoral team work together to ensure any dips in attendance are supported and have a clear action plan in place to ensure improvement.

Staff responsible
Form Tutor
Head of Year & Pastoral Lead
LA Attendance Officer & Senior Leadership Team

5. PROCEDURE

At Pensby whilst attendance registers are taken in every lesson to safeguard students, the following sessions are recorded for the purpose of the statutory attendance register for DFE/LEA attendance return.

Morning register: Register opens 8:40am – Register closes 9:30am

Afternoon Register: Register opens 2:25pm – Register closes 3:25pm

(Wednesday – school finishes at 2.20pm on this day, afternoon registration will be 1.30 – 2.20pm)

Any child who is absent from school at the morning or afternoon registration period must have his or her absence recorded as being authorised, unauthorised or as an approved educational activity [attendance out of school]. Each AM and PM registration missed counts as an absence on its own. Only the Headteacher or a member of staff acting on their behalf can authorise absence. Form Tutors will only enter one of the three following codes: Present, not present or late (/ Present; N Absent; L Late).

If there is no confirmed reason for the absence at registration, then the absence must be recorded by the member of staff as absent. If unauthorised absences persist then the school will be obliged to make a referral to the Local Authority Attendance Officer.

The school are proactive in managing lateness and attendance and have a clear systematic approach to ensure that absence is tracked, followed up on and systems to improve in these areas are systematically and rigorously applied consistently by all staff involved.

6. REPORTING STUDENT ABSENCE

All parents should report their child absent on the first day and all subsequent days by contacting the absence line before the start of the school day, on: 0151 342 0570 or by emailing: schooloffice@psf.wirral.sch.uk

A reason for absence should be given along with an indication of the anticipated length of absence. Where possible, medical evidence should be provided.

Where no contact has been received from parents this will generate a communication from the school with potentially a follow up home visit.

All school trips and work-based learning activities need to be recorded on the school management information system. If students do not attend planned events for any reason, then the teacher responsible for the event needs to notify School Office – Attendance Administrator soon as possible.

Absences due to medical appointments should be avoided wherever possible during school time. If a pupil has to attend an appointment during the school day we require a letter from a parent/carer requesting the absence. We require details of the time the pupil will be picked up, by whom and the approximate time they will be returned to school. This information should be emailed to schooloffice@psf.wirral.sch.uk or given in via the main school office or form tutor. Pupils are required to come into school before and after their appointment and get their morning/afternoon registration mark.

We also require a copy of the medical appointment card or letter for our records. A photocopy can be taken by our administration staff. Parents should not arrive at school unannounced to pick up a child for an appointment, we need to know in advance as above.

Please note, if a pupil is not present during AM or PM registration their attendance will be affected.

Where a student is absent for either all or part of a school day due to illness a note should be given in via the main school office or form tutor. This note should come into the school when the student returns and within five days of the last day of absence; otherwise the absence will be recorded as unauthorised. Absence can only be authorised by the Headteacher or the member of SLT delegated to hold this responsibility. No student in Key Stage 3 or 4 will be allowed to leave the school site unless accompanied by a known adult. A medical appointment does not constitute medical evidence. A long-term complaint or medical issue will require a letter from a GP or relevant specialist.

Absences will often remain unauthorised pending a review to consider patterns of attendance. Decisions to authorise attendance or to maintain the mark as unauthorised will depend on a range of factors including attendance percentage at the time of the absence and across previous school history, medical notes from GP or relevant specialist,

safeguarding concerns. These decisions will be made by the pastoral team and Headteacher (or Deputy Headteacher in his absence).

Absences that are not explained by a written note (paper or electronic) will be treated as truancy and the school will follow the usual school procedures when dealing with this.

7. FIRST DAY CALL

Pensby operates a “first day call” system. This will mean that all parents can expect to be contacted on the first day of any absence if the school has not been previously informed, via telephone, text message or email. If contact cannot be made during this day, a letter will be sent.

This system enables the school to make a timely safeguarding check regarding the reason for absence, depending on the outcome of this the pastoral teams may make further contact with parents should this be deemed necessary to safeguard the absent child or respond to wider issues pertaining to the absence.

Where contact has been attempted but no reply is received and absence continues, further action will be taken, including:

- Informing the Head of Pastoral or relevant SLT. The Head of Year will attempt to contact the student.
- If a child has a continued period of unexplained absence we will aim to complete a home visit within 10 days for all students. If the matter remains unresolved at this point we will always refer the case to the local authority children missing education team within 10 days from the first day of absence. This referral may be done earlier if safeguarding concerns are identified.
- For a student who is subject to a child protection plan we will notify children’s social care if there is an unexplained absence after no more than 2 days. We will contact with the social care team and aim to undertake a home visit by day 5 if no contact has been made.

8. TERM-TIME HOLIDAYS

High attainment is reliant on good attendance. Term-time holidays will have a significant impact on achievement and progress, and, therefore, our position is not to authorise any, other than in the most exceptional circumstances. The fundamental principles that we define exceptional are rare, significant, unavoidable and short. By unavoidable, we mean an event that could not reasonably be scheduled at another time. Amendments to the Education (Pupil Registration) (England) 2006 regulations clarify that schools may not grant any leave of absence during term time unless there are exceptional circumstances. Schools should determine the number of days a child can be away from school if the leave is granted. In these circumstances, an application must be made in writing, with appropriate evidence, to the Headteacher in advance of booking the intended holiday.

You can be fined for taking your child on holiday during term time without the Headteacher's permission.

9. ABSENCE NOTES

Notes received from parents explaining absence will be kept in a secure electronic file and kept throughout their education at Pensby High School. These may be referred to in attendance meetings or communications.

9. PUNCTUALITY

Morning registration starts at 8.40am. Students will be classed as late to registration (marked present, but late with an L) from 8.40am. This would be marked by their form tutor. The registers will remain open until the end of the morning registration period. The morning registration period for the purpose of recording of pupil attendance is defined as 8.40am to 9.30am Monday to Friday. Students who are late to registration are recorded at the pupil entrance. Pupils who miss registration with their form tutor must sign in at the main school office to receive a registration mark, this will be a Late mark L before 9.30am.

Any pupil arriving after 9.30 will need to sign in at the main school office and they will be marked as being late by school reception after the registration has closed, U. This is an unauthorised absence, unless there is an explanation authorized by school, such as an agreed delay on school transport. In that case, where the reason for absence or lateness is known, the appropriate code from the list below will be entered by the Attendance Administrator.

In Year 11 attendance and punctuality figures will be quoted when we are asked to give a reference for Sixth Form, college placements, apprenticeship and training providers as well as part time and full-time employment.

Lates are monitored and students will receive a detention for persistent lates (5 per term) which are recorded on ClassCharts. SLT and duty staff are on the gates every morning to ensure the safety of students entering the site and identify any persistent late patterns.

10. WHAT WE WILL DO WHEN ATTENDANCE IS A CONCERN?

Even when there are legitimate reasons for absences it is important that school and home work together to improve attendance. When attendance drops below 95% and 90% Heads of Year will send attendance letters home. Attendance letters will be reviewed by Heads of Year each half term but will also be sent out throughout the term as need arises to help secure improved attendance for the students. In the first stage Heads of Year will ask form tutors to monitor and support student's attendance and establish an understanding of the barriers to attendance. They will also use positive praise and reward to celebrate improvements. If attendance does not show improvement Heads of Year may include phone calls home, attendance meetings, to support parents and students to attend.

Heads of Year review year group absence each morning to support Attendance Administrator in identifying truancy/safeguarding concerns. The pastoral lead produces a half termly spreadsheet of persistent and severe absent concerns which are shared with

HOYS to review attendance strategies impact and outcomes. These are discussed half termly in pastoral meetings at the beginning of each month to review strategies for intervention including letters home, attendance meetings, home visits, family advocate support etc. If a student's attendance continues to be a concern, then the Pastoral Lead or Behaviour Manager may conduct home visits or involve support from other agencies, including the Local Authority who may pursue fixed penalties and court action should attendance not improve.

11. PERSISTENT ABSENCE

When a student is identified as a potential persistent absentee the Head of Year will follow the following procedure:

1. When a student is identified as having below 95% attendance, an initial contact letter will be sent by the Head of Year to the parent and a conversation with the student will take place. Targets will be set to improve attendance.
2. A students' attendance will be monitored closely, but if no improvements are made and a student's attendance continues to drop then other forms of action will be taken.

In cases of persistent absence (deemed as that below 90%) the following procedure will be followed:

1. When a student is identified as having below 90% attendance, potential persistent absentee, a letter will be sent out to the parent by the Head of Year to highlight the situation and invite them into an attendance meeting. This is recorded on the attendance tracker. The Local Authority Attendance Officer may be invited at this point to become involved, and parents will be invited into school. If a student's attendance rate does not improve within two weeks from the initial attendance meeting or a student is identified as having less than 90% attendance, Persistent Absence (PA), a second contact letter will be made by the Head of Year with the parent. This will ascertain the nature of any issues of which we ought to be aware. If no improvement, Family Advocate support may be required.

Where students are meeting or exceeding their target we will make every effort to recognise and reward improvements in attendance and reward students for positive improvement.

12. SEVERE ABSENCE

Severe absence is categorised according to the DFE as pupils who are absent from school more than they are present (those missing 50% or more of school). https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1099677/Working_together_to_improve_school_attendance.pdf

These severely absent pupils may find it more difficult to be in school or face bigger barriers to their regular attendance and as such are likely to need more intensive support across a range of partners. At Pensby a concerted effort is therefore

employed across all relevant services to prioritise them. This includes use of Vulnerable Children's panel, accessing support from the LA Attendance Support Team, and at times social care and Health Services in schools to ensure all partners work together to make this group the top priority for support at Pensby – this may include specific support with attendance or a whole family plan, but it may also include an alternative form of educational provision where necessary to overcome the barriers to being in school.

If all avenues of support have been facilitated by Pensby and the appropriate educational support has been provided but severe absence for unauthorised reasons continues, it is likely to constitute neglect. At this point the DSL would complete an EMARF and refer the case to the social care team/inclusion team.

13. Working With Parents

Our priority is to work in partnership with home to secure good attendance. We will only be successful when school and parents/carers work well together. In order to secure this strong. partnership, we ask parents/carers:

- To notify the school immediately of absence and the likely duration
- Keep in contact with the school when any issues arise related to attendance;
- Respond to any contact by school staff and other agencies about attendance.
- Ensure their child has very good attendance (98% and above).

We follow the DFE model outlined in 'Working together to improve school attendance 2022) tp ensure we set high expectations for all our students nd



support both students and parents to improve attendance when issues arise.

EXPECT

Aspire to high standards of attendance from all pupils and parents and build a culture where all can, and want to, be in school and ready to learn by prioritising attendance improvement across the school.

MONITOR

Rigorously use attendance data to identify patterns of poor attendance (at individual and cohort level) as soon as possible so all parties can work together to resolve them before they become entrenched.

LISTEN AND UNDERSTAND

When a pattern is spotted, discuss with pupils and parents to listen to understand barriers to attendance and agree how all partners can work together to resolve them.



FACILITATE SUPPORT

Remove barriers in school and help pupils and parents to access the support they need to overcome the barriers outside of school. This might include an early help or whole family plan where absence is a symptom of wider issues.

FORMALISE SUPPORT

Where absence persists and voluntary support is not working or not being engaged with, partners should work together to explain the consequences clearly and ensure support is also in place to enable families to respond. Depending on the circumstances this may include formalising support through a parenting contract or education supervision order.



ENFORCE

Where all other avenues have been exhausted and support is not working or not being engaged with, enforce attendance through statutory intervention or prosecution to protect the pupil's right to an education.

14. Requests for external support (service)

The trigger for a request for external support will correlate to the Wirral LA service criteria in force at the time. There are two triggers for request for service

- Unauthorised absence over a rolling 6 school week period.
- Penalty Notices for unagreed leave of absence with 5 continuous school days of unauthorised absence sessions.
- If there are other unauthorised absences besides the dates of the unagreed leave then these dates will be considered and the appropriate course of action initiated.

15. REWARD STRATEGIES

There are a number of rewards put in place to positively encourage outstanding attendance. These may include but are not limited to:

- Students receive Pensby Passport and ClassChart points for good and outstanding attendance.
- Termly and half termly positive attendance celebrated in assemblies

16. ANALYSIS OF ATTENDANCE DATA

At Pensby High School we understand that poor attendance is habitual, prevention and early intervention is crucial. The key to this is regular data analysis to both identify and provide immediate additional support to pupils or pupil cohorts that need it, and to look at historic and emerging patterns across the school and develop strategies to address them. To achieve this Pastoral leads and SLT are expected to:

- Monitor and analyse weekly attendance patterns and trends and deliver intervention and support in a targeted way to pupils and families. This should go beyond headline attendance percentages and should look at individual pupils, cohorts and groups (including their punctuality) across the school to help schools achieve their responsibilities under the Public Sector Equality Duty.
- When analysing patterns, some schools, especially secondary schools, may wish to look further into patterns of attendance within a session to ensure all pupils are attending all timetabled lessons.
- Use this analysis to provide regular attendance reports to form teachers to facilitate discussions with pupils and to leaders (including the special educational needs coordinator, designated safeguarding leads and pupil premium lead).
- Identify the pupils who need support and focus staff efforts on developing targeted actions for those cases.
- Conduct thorough analysis of half-termly, termly, and full year data to identify patterns and trends. This should include analysis of pupils and cohorts and identifying patterns in uses of certain codes, days of poor attendance and safeguarding concerns.

- Benchmark their attendance data (at whole school, year group and cohort level) against local, regional, and national levels to identify areas of focus for improvement.
- Devise specific strategies to address areas of poor attendance identified through data. This may, for example, include pupils in a year group with higher than average absence or for pupils eligible for free school meals if their attendance falls behind that of their more advantaged peers.
- Monitor in the data the impact of school wide attendance efforts, including any specific strategies implemented. The findings should then be used to evaluate approaches or inform future strategies.
- Provide data and reports to support the work of governing body.

17. PUPILS WITH MEDICAL ISSUES OR SPECIAL NEEDS

Some pupils at Pensby High School face greater barriers to attendance than their peers. These can include pupils who suffer from long term medical conditions or who have special educational needs and disabilities. Their right to an education is the same as any other pupil and therefore the attendance ambition for these pupils at Pensby High School should be the same as they are for any other pupil. That said, in working with their parents to improve attendance, schools should be mindful of the barriers these pupils face and put additional support in place where necessary to help them access their full-time education. This should include:

- Having sensitive conversations and developing good support for pupils with physical or mental health conditions. For example, making reasonable adjustments where a pupil has a disability or putting in place an individual healthcare plan where needed. Considering whether additional support from external partners (including the local authority or health services) would be appropriate, making referrals in a timely manner and working together with those services to deliver any subsequent support.
- Working with parents to develop specific support approaches for attendance for pupils with special educational needs and disabilities, including where applicable ensuring the provision outlined in the pupil's education, health and care plan is accessed. In addition, Pensby High School works with families to help support routines where school transport is regularly being missed and work with other partners to encourage the scheduling of additional support interventions or medical appointments outside of the main school day.
- Establish strategies for removing the in-school barriers these pupils face, including considering support or reasonable adjustments to support in school and lunchtime arrangements, whilst being mindful of the resources available at the school and that any reasonable adjustments does not limit the entitlement for other learners.
- Ensure joined up pastoral care is in place where needed and consider whether a time-limited phased return to school would be appropriate in consultation with the LA attendance officer and inclusion manager.
- Ensure data is regularly monitored for these groups including at SLT and line management meetings so that additional support from other partners is accessed where necessary.

Pupils with long term illnesses or other health needs may need additional support to continue their education, such as alternative provision provided by the local authority. Wirral local authority is responsible for arranging suitable education for children of compulsory school age in Wirral who, because of health reasons, would otherwise not receive suitable education.

18. PART TIME TIMETABLES

The following should be read in line with the part-time timetable policy

All pupils of compulsory school age are entitled to a full-time education. In very exceptional circumstances, where it is in a pupil's best interests, there may be a need for a temporary part-time timetable to meet their individual needs. For example, where a medical condition prevents a pupil from attending full-time education and a part-time timetable is considered as part of a re-integration package. A part-time timetable should not be used to manage a pupil's behaviour.

At Pensby High School a part-time timetable must only be in place for the shortest time necessary and not be treated as a long-term solution. Students can only be placed on a part-time timetable at the direction of the Pastoral Lead or Headteacher. This timetable is the responsibility of the Pastoral Lead to review. The plan must have a time limit by which point the pupil is expected to attend full-time, either at school or alternative provision. There should also be formal arrangements in place for regularly reviewing it with the pupil and their parents. In agreeing to a part-time timetable, a school has agreed to a pupil being absent from school for part of the week or day and therefore must treat absence as authorised.

19. EDUCATION PENALTY NOTICES

The Local Authority issues Education Penalty Notices by post. Payment of an Education Penalty Notice is £60 if paid within 21 days, rising to £120 if paid after this time, but within 28 days. Education Penalty Notices are issued separately to each parent in respect of each child. A possible exception to this would be where parents are separated, and one parent has taken a child on unauthorised leave of absence without the knowledge / consent of the other parent.

The Local Authority retains any revenue from the Education Penalty Notices to cover enforcement costs.

Non-payment of an Education Penalty Notice will result in the withdrawal of the Notice, and would normally trigger prosecution proceedings at Magistrates Court under Section 444 Education Act 1996. There is no right of appeal by parents/carers against an Education Penalty Notice.

20. DELETION FROM ROLE

In accordance with DFE guidance Pensby High School will only remove a child from their school roll under certain circumstances in accordance with Government Regulations. The data manager at Pensby High School will inform the Local Authority of the details of all children who are removed from roll at non-standard transition times.

21. ELECTIVE HOME EDUCATION

One of the grounds under which a child can lawfully be removed from the school roll at Pensby High School is if a parent notifies the Headteacher in writing that they are withdrawing their child from school in order to take full responsibility for provision of the child's education. We will notify the Local Authority, as the Authority will then have responsibility for assessing the suitability of education that is being provided for the child. The Authority must first consent to elective home education when a child has special educational needs and is placed in specialist provision.

Schools and the Authority respect that it is a parental right to pursue elective home education. It is, however, important that when parents opt to home educate, this is a positive choice and in the best interests of the child, rather than the option of last resort. Parents should be aware that elective home education is not a route to obtaining a place in a school of their choice which may have previously been declined, or a way of accessing alternative provision.

22. CHILDREN WITH SOCIAL WORKERS

In accordance with DFE attendance guidance 2022 the attendance of students open to social care/ with a social worker will be regularly monitored by Heads of Year and concerns highlighted to the Pastoral Lead.

Where concerns are highlighted individual attendance meetings with students open to social care will be actioned and aspirational targets for attendance put in place

23. CHILDREN LOOKED AFTER (CLA)

The attendance of children in the care of the Local Authority is also monitored by the Headteacher and Governors of the Virtual School. Use of the B and C codes should be agreed with the Headteacher of the Virtual School. The use of the N registration code for looked after children should be rare, as reasons for any absence should be obtained as a matter of priority. It is essential that contact is made with a child's social worker and the Authority's LACES team as soon as attendance concerns emerge. Attendance staff should routinely review the attendance rates for looked after children and alert the pastoral lead to any concerns. Attendance of CLA students is reviewed by senior staff monthly.

24. PUPILS ATTENDING OFF SITE PROVISION

Any pupil who is attending off-site educational provision should be marked using registration code D or B by their main school (according to the circumstances of the individual placement).

Code B should be used when pupils are present at off-site educational provision that has been approved by school. School is ultimately responsible for the safeguarding of pupils educated off-site, and use of the B code signifies that the education is supervised and measures are in place to ensure the safeguarding and welfare of the pupil.

School must ensure that the B codes reflect the daily attendance of the pupil at the off-site provision. For example, if a pupil misses a day due to illness, then the main school attendance register will show this day as an I and not a B.

It is important for agreement and clarity to be reached between school and the off-site provision with respect to arrangements for daily tracking and follow-up of any absence. There should be daily communication between school and the off-site provision in respect of individual pupils' absence.

The law allows for dual registration of pupils at more than one school. The D code is used to signify that the pupil was not expected to attend the session because they were scheduled to attend the other school at which they are registered. Again, an agreement must be in place with respect to who has responsibility for the daily tracking of attendance and absence.

Appendix 1: Registration Codes

Nationally prescribed registration codes should be used consistently by all schools. These codes are used to give depth of meaning to the register and to provide statistical meaning to absences. Codes are all collected by DfE via download to the School Census System.

Code	School Meaning	Statistical Meaning	Note
/	Present (AM)	Present	Pupil must be present on school site during registration
\	Present (PM)	Present	
B	Off-site educational activity	Present: Approved Educational Activity	Used for a supervised educational activity that has been agreed by the school. School is ultimately responsible for the safeguarding and welfare of pupils educated off-site (not to be used where a pupil is at home completing schoolwork).
C	Leave of absence authorised by the school	Authorised absence	Exceptional individual circumstances
D	Dual Registered – at another educational establishment	Neither absent nor present for statistical purposes	Pupil scheduled to attend at the other school at which they are registered
E	Excluded but no alternative provision made	Authorised absence	Alternative provision must be in place from the sixth day of any fixed period or permanent exclusion
G	Holiday not authorised by the school or in excess of the period determined by the head teacher	Unauthorised Absence	Retrospective approval cannot be given
H	Holiday authorised by the school	Authorised absence	Exceptional individual circumstances. Application made in advance.
I	Illness (not medical or dental appointments)	Authorised absence	Parents/carers should notify school on the first day of absence. School can ask parents to provide medical evidence (e.g. prescription, appointment card) if the authenticity of illness is in doubt.
J	At an interview at another educational establishment or employer	Present	Interview (to transfer to another educational establishment, for example)
L	Late arrival before closure of register	Present	
M	Medical or dental appointments	Authorised absence	
N	Reason for absence not yet provided	Unauthorised absence	Amend once the reason is known. If no reason is provided after two weeks, N should be replaced with code O
O	Absent from school without authorisation	Unauthorised absence	Unacceptable, or no, reason provided to account for absence
P	Participating in a supervised sporting activity	Present	Approved by the school and supervised by someone authorised by the school
R	Religious observance	Authorised absence	The day must be exclusively set aside for religious observance by the religious body to

Code	School Meaning	Statistical Meaning	Note
			which the parents belong. May need to seek confirmation from the religious body
S	Study Leave	Authorised absence	Should be used only sparingly for Year 11 pupils during public exam periods
T	Gypsy, Roma, Traveller absence	Authorised absence	Family travelling for economic / occupational purposes (and child not dual registered with a school in a different geographical area)
U	Late arrival after closure of register	Unauthorised absence	
V	Educational visit or trip	Present	Trips or visits, including residential trips, organised by school or by an organisation approved by school
W	Work experience	Present	Attendance should be tracked and any absence from the work experience placement should be recorded in the register using the appropriate code
X	Not required to be in school (N.B. See covid addendum for wider use of X code)	Attendance not required	When non-compulsory school age children are not expected to attend. If a child is expected to attend full time whilst still not of compulsory school age, this code should not be used. Use of this code can potentially hide other safeguarding concerns.
Y	Unable to attend due to exceptional circumstances	Attendance not required	School site is closed partially or fully due to an unavoidable cause/ transport provided by the school or LA is not available / time of local or national emergency resulting in widespread disruption to travel
Z	Pupil not on admission register	Attendance not required	Register set up in advance of pupils joining the school. Schools must put pupils on the admissions register from the first day that the school has agreed, or been notified, that the pupil will attend.
#	Planned whole or partial school closure	Attendance not required	Holiday periods (including bank holidays), INSET days, and use of school as a polling station. This code should also be used to record different term dates that have been agreed for different year groups (e.g. staggered starts for secondary school year groups in the Autumn Term).

Appendix 2: Individual Staff Roles

Attendance

Administrator

Job Purpose

Provide attendance administration for Years 7 to 11.

Main Duties/Responsibilities

Duties to include responsibility for entering data in SIMS Attendance module, including register, absence reports, first day absences daily via truancy call, parental contact by various methods, etc, and for maintaining and monitoring attendance data.

Attendance (Daily)

- Check answer phone etc. for absence and record absences accordingly
- Enter details of reason for absence letters (NB: reception duties may include this role)
- Enter details of request for absence letters
- Check emails for absence notifications from Progress Leads, Heads of Year and form tutors and record absences accordingly
- Enter any manual registers that have been sent (NB: reception duties may include this role)
- Check cover list – check against missing registers
- Chase any missing marks with form tutors and ensure that the registers accurately reflect student attendance – Form Tutors themselves are responsible for ensuring that registration list are taken
- Run report for morning registers not taken and ensure that parents are informed of any absence
- Contact form tutors/Progress leaders and inform of any form register not taken via email/phone
- Enter lates/known absences onto system as and when information received
- Run identify roll calls not taken AM/PM for previous day – use lesson registration to update register if required
- Answer attendance queries as required
- Ensure lates are updated then run Truancy Call
- Send texts/calls to first day absences and all subsequent absences
- Enter replies regarding first day absence.

Attendance (Weekly)

- Compile LA Attendance Support meetings and communicate with home.

Attendance (General)

- Ensure teaching staff are constantly reminded of the importance of form and lesson registration. Form tutors should constantly seek to know the reasons for absence from their form group and pass on this information to the Attendance Administrator
- Maintain attendance tracker, sending attendance letters and EPNs as directed
- Possible investigation of late students
- Generate Attendance reports as requested by SLT/Pastoral Lead
- Maintaining attendance displays around school
- Such other duties as the SLT may require.

Subject teachers:

- To keep accurate subjects register for every class using SIMS registration
- To follow up unexplained non-attendance and alert the Attendance Administrator
- To impose sanction for lateness to lessons
- To keep Head of Department/Subject Leader and relevant member of the pastoral team informed of concerns with regard to attendance.

Enter the following codes in SIMS for lesson registration
P Present
O Absent (lesson by lesson is O, AM and PM registration)
L Late

Staff covering registration AM or PM:

- To register pupils or students promptly and accurately on a twice daily basis at morning and afternoon registration, via SIMS. If SIMS is unavailable the form wallet will contain a standby paper register and this must be used. For PM registration lists can be obtained at reception
- To follow up with students any unexplained non-attendance.

Please use the following codes only in SIMS attendance registration AM and PM
/ Present; N Absent; L Late

Form tutors:

- To register pupils or students promptly and accurately on a twice daily basis at morning and afternoon registration, via SIMS. If SIMS is unavailable the register bag will contain a standby paper register or ClassCharts must be used. This is a legal requirement and documents completed during registration periods must be kept and be available for use in court proceedings if required. Electronic versions of registers will be our mechanism for recording attendance
- To ensure the form wallet is always returned to the reception.
- To follow up with students on any unexplained non-attendance

- To ensure absence notes from students' parent/guardians are produced after any period of absence and passed to the school's attendance administrator/reception.
- To ensure that all letters with regard to absence received from parents or carers are passed to the school's attendance administrator.
- To inform the Pastoral Lead of concerns with regard to attendance or punctuality
- To be alert to early signs of disaffection that could culminate in non-attendance and to report these concerns as soon as possible to the Pastoral Lead

Please use the following codes only in SIMS attendance registration AM and PM
 / Present; N Absent; L Late

Pastoral lead:

- To monitor attendance alongside Heads of Year to ensure policies are followed uniformly, attendance letters & EPN's requested and reviewed. To monitor that actions are logged on attendance trackers, Provision Map or concern lists.
- To ensure improvements in attendance are acknowledged and praised by the pastoral team to support enhanced engagement.
- To ensure attendance meetings are scheduled in accordance with attendance procedures and outcomes are reviewed.
- To liaise with the LA Attendance Officer and where relevant LA Attendance Support Team/Inclusion Team where attendance outcomes are a concern.
- To share concerns with the relevant members of SLT to review strategies.
- To support Heads of Year with parental communication.

Trips, Visits, Sports Fixtures, Performing Arts or other occasions when a student is not subject to normal registration procedures:

Heads of Department/Subject Leader are responsible for ensuring that a list of those students who are taking part in that day's activity is present in the main school office, before the activity takes place. Confirm attendance with a list showing which students are actually attending the trip as the students leave the school site. This should be placed into the attendance tray in the main school office before the trip leaves the school site to ensure that the attendance administrator has easy access to it.

If any student is moved out of their lesson for any reason such as catch-up sessions, subject leaders must pass a list of students taking part to the attendance administrator before this occurs. This will allow for paper registers to be produced and issued to staff taking part, thereby allowing all students to be registered.

