

Attendance Policy & Attendance Management Procedures

Weston Favell Academy



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Approved by: Mr K Beeby, Head of School

Last reviewed on:

June 2026

Next review due by:

June 2027

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1. Rationale

Regular and punctual attendance is an essential prerequisite to effective learning. When pupils are not in school, they are deprived of the educational opportunities which the Academy has to offer them, and they are at greater risk of subsequently becoming socially excluded and disadvantaged.

It is the legal responsibility of parents and those with 'parental responsibility' to secure education for their children of compulsory school age whether at school or 'otherwise' and, if they are at school, to send them to school regularly.

It is the school's responsibility to support the attendance of its pupils and to deal with problems which may lead to non-attendance. Weston Favell Academy recognises that attendance problems may be outside the control of the Academy but may also lie within it, having their origin in the quality of education which that pupil is experiencing. As such, better attendance may be achieved by identifying and remedying problems in that individual's education.

Weston Favell Academy's expectation is that all students have at least 97% attendance.

We need to ensure that in addition to increasing the levels of overall attendance we also reduce the numbers of persistent absentees. (A persistent absentee is when a pupil's attendance rate falls below 90%) Weston Favell Academy will seek to promote good attendance and punctuality through other policies and procedures including the Behaviour Management Procedures and the Academy's approach to rewards and recognition. This Attendance Policy and Attendance Management Procedures outline the practice and procedures in place together with the stages of intervention adopted to promote good attendance and reduce persistent absenteeism.

2. Academy Daily Structure

Time	Activity
8:40am	P1
9:40am	P2
10:40am – 11:00am	Break
11:00am	P3
12:00pm	P4
1:00pm – 1:35pm	KS4 Lunch / KS3 Tutor
1:35pm – 2.10pm	KS3 Lunch / KS4 Tutor
2:10pm	P5
3.10pm – 4pm	Enrichment

3. Legislation and Statutory Requirements

This policy meets the requirements of the [working together to improve school attendance](#) from the Department for Education (DfE), and refers to the DfE's statutory guidance on [school attendance parental responsibility measures](#)

The law entitles every child of compulsory school age to an efficient, full-time education suitable to their age, aptitude, and any special educational need they may have. It is the legal responsibility of every parent to make sure their child receives that education either by attendance at a school or by education otherwise than at a school.

Under section 7 of the Education Act 1996, parents have a legal responsibility for making sure that their children of compulsory school age receive full-time education. If a child fails to attend regularly then the parent is guilty of an offence.

Schools and academies are responsible for recording pupil attendance twice a day, once at the start of the morning session and once during the afternoon session. An entry must be made on the attendance register for all pupils who are registered at the school.

If you take your child out of school for an accumulative total of 5 days or more (10 sessions) [90%] over a period of 10 weeks, the school will deem this as irregular attendance and will consider a referral to the Local Authority for consideration of legal action.

This could include:

- a Penalty Notice payable up to £160 fine,
- a prosecution under s444 (1) Education Act 1996 where, if convicted, you may be fined up to £1000,
- prosecution under s444 (1) (a) Education Act 1996 where, if convicted, you may be fined £2,500 and/or 3 months' imprisonment.

National Threshold

There will be a single, consistent national threshold for when a penalty notice must be considered by all schools in England of 10 sessions (a school day is 2 sessions – morning and afternoon) of unauthorised absence within a rolling 10 school week period.

These sessions do not have to be consecutive and can be made up of a combination of any type of unauthorised absence. The 10-school week period can span different terms or school years.

First Offence

The first time a Penalty Notice is issued for unauthorised absence the amount will be: £80 per parent, per child if paid within 21 days, increasing to £160 per parent, per child if paid within 28 days. Any non-payment of the Penalty Notice may be referred to the Magistrates' Court.

Second Offence (within 3 years)

The second time a Penalty Notice is issued for unauthorised absence, the amount will be: £160 per parent, per child paid within 28 days. Any non-payment of the Penalty Notice may be referred to the Magistrates' Court.

Third Offence and any further offences (within 3 years)

The third time an offence is committed, a Penalty Notice will not be issued, and the case should be presented straight to the Magistrates' Court. Prosecution under S444 (1) Education Act 1996 where, if convicted, you may be fined up to £1,000. Prosecution under s444 (1) (a) where, if convicted, you may be fined up to £2,500 and/or 3 months' imprisonment.

4. Intended Outcomes

It is intended that through these procedures, awareness of the intolerance of good attendance will be raised and a coherent and consistent approach to promoting and securing good attendance will be established across the Academy. **This will drive Weston Favell Academy's expectation to meet a whole school attendance of 97% and strive to gain 100%. This means that we set each child an attendance target of 97% which equates to 6 days or less over the academic year.**

- To improve the overall percentage attendance of pupils registered at Weston Favell Academy.
- To make attendance and punctuality a priority for all those associated with the Weston Favell Academy.
- To develop a framework which defines agreed roles and responsibilities and promotes consistency in carrying out designated tasks with respect to promoting attendance and punctuality.
- To provide support, advice and guidance to parents/carers and pupils.
- To develop a systematic approach to gathering and analysing attendance-related data.
- To implement a system of rewards and sanctions with respect to attendance and punctuality
- To promote effective partnership with Northamptonshire School Attendance Support Services (SASS – formerly EIPT) and other agencies.
- To recognise the needs of the individual pupil when planning reintegration following a significant period of absence.
- To follow standard approaches as devised by Greenwood Academy Trust (GAT).

5. Unplanned Absence

- Parents must notify the school on the first day of an unplanned absence by 8.00am or as soon as practically possible. They should **report the reason on ClassCharts for each day of absence**, unless a doctor's note has been provided stating that a defined period of absence is necessary.
- If the authenticity of the illness is in doubt, the school may ask parents to provide medical evidence, such as a doctor's note, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.
- If Weston Favell Academy is not satisfied about the authenticity of an illness, the absence will be recorded as **unauthorised**, and parents will be notified of this.
- If Weston Favell Academy has not been notified of the reason for absence, the Attendance Officer will arrange for them to be contacted by telephone and then potentially a home visit will take place.
- The reasons for absence will be recorded on CPOMS and Arbor so that staff can be informed of absence.
- Where there has been no contact from parent/carer giving reasons for absence, the Attendance Officer will follow the school absence procedure to investigate the reason for absence. This may include seeking support from external agencies.

6. Medical or Dental Appointments

Missing registration for a medical or dental appointment is counted as an authorised absence; advance notice is required for authorising these absences.

Parents should make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary.

Parents must notify the school in advance of a planned medical or dental appointment via ClassCharts and including the appointment card or necessary evidence.

7. Authorised and unauthorised absence

The Principal may not grant any leave of absence to pupils during term time unless they consider there to be 'exceptional circumstances'.

The Academy considers each application for term-time absence individually, taking into account the specific facts, circumstances, and relevant context behind the request. A leave of absence is granted entirely at the Principal's discretion.

Valid reasons for authorised absence include:

- Illness and medical appointments.
- Genuine illness unless your child is classed as a Persistent Absentee.
- A medical appointment that could not be made outside of school hours.
- Being in the hospital or having hospital treatment.
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents belong. If necessary, the school will seek advice from the parents' religious body to confirm whether the day is set apart.
- Attending an interview for a job or a place at a college.
- Taking part in an off-site examination.

The Principal will **not authorise absence** for any of the following reasons:

- Term-time holidays (including visiting family abroad).
- Study leave.
- Trivial illness.
- Looking after the house or waiting for workmen/deliveries etc.
- Looking after brothers or sisters, including dropping them off at school or nursery.
- Helping with housework or a family business.
- Being unhappy or not getting on with others at school.
- Being up late the night before, including for family problem.

This is not an extensive list.

Any unauthorised absence will be followed up as explained in Paragraph 4.

8. Application for Leave of Absence

Parents have a legal responsibility in accordance with Section 7 of the Education Act 1996 to ensure their child receives efficient full-time education by regular attendance at school. The Department for Education guidance states that holidays and other leave of absence should not be taken during term time unless there are specific circumstances set out in Regulation 11 of the School Attendance (Pupil Registration) (England) Regulations 2024. These are:

- Taking part in a regulated performance or employment abroad.
- Attending an interview.
- Study leave.
- A temporary, time limited part-time timetable.
- Exceptional circumstances.

Exceptional circumstances are a matter of discretion of the Principal. All cases will be judged on a case-by-case basis.

Leave of absence applications must be made in writing using the appropriate form at least twelve (12) days before the intended leave using the appropriate form. Supporting evidence should be provided at the time of the request.

9. Reporting to parents

Parents will receive a written report on their child's attendance each term as part of their report. A child's current attendance can also be viewed on the Class Charts app.

10. Lateness and Punctuality Management Procedures

It is important that pupils understand the impact of their punctuality, not only on their learning but as a life skill once they leave education.

- A pupil who arrives late but before the register has closed will be marked as late, using the appropriate code.
- A pupil who arrives late should report to reception to receive a late 'L' mark and pupils who arrive late without parental explanation will be issued a breaktime detention if arriving before late before 9am and a lunchtime detention if arriving late after 9am, with the detention being served on the same school day.
- Morning roll call closes at 9.40am. After 9:40am, a student will receive a U code.

11. Attendance Registers

By law, Weston Favell Academy is required to keep an attendance register, and all pupils must be placed on this register.

The attendance register will be taken at the start of the first session of each school day and once during all other sessions. It will mark whether every pupil is:

- Present.
- Attending an approved off-site educational activity.
- Absent.
- Unable to attend due to exceptional circumstances.

The register for the first session will be taken during period 1 and will be kept open until 9.40am. The register for the second session will be taken at the start of period 4 and will be kept open until 13.00pm. Students arriving after these times receive a U code.

Amending the Attendance Register

Any amendments to the attendance register will include:

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

Every entry in the attendance register will be preserved for 3 years after the date on which the entry was made.

A register needs to be taken for every lesson within the first 5 minutes.

If pupils arrive late (within the first 10 minutes) to lessons, the teacher should L code the attendance register (adding number of minutes late) and apply a 'Late to Lesson' sanction on ClassCharts.

12. Attendance monitoring

- The Attendance Officer monitors pupil absence on a daily basis.
- If a pupil's absence shows patterns of absence which are unusual or includes unauthorised absences, we will contact the parents to discuss the reasons for this.
- The persistent absence threshold is 10%. If a pupil's individual overall absence rate is greater than or equal to 10%, the pupil will be classified as a persistent absentee.
- If strategies are insufficiently successful in improving attendance, a referral will be made to the Local Authority's Education Welfare Service and may result in the issue of a formal warning notice.

Pupil-level absence data is collected daily by the DfE and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics. We compare our attendance data to the national average, Northamptonshire average and share this with the Greenwood Academies Trust.

The Academy tracks the attendance of individual pupils to identify whether or not there are particular groups of children whose absences may be a cause for concern. We use this information to identify any children who may be in need of intervention and support. Patterns of attendance and the impact of strategies to improve attendance are monitored by the Greenwood Academies Trust.

13. Recognising Good Attendance and Punctuality

At Weston Favell Academy, we use a range of strategies to praise and reward pupils who meet their attendance and punctuality targets. This includes achievement assemblies, where pupils receive recognition for high levels of attendance and excellent punctuality. We also place

strong emphasis on celebrating pupils who make significant improvements in their attendance or punctuality over time.

Weston Favell Academy operates a structured and inclusive attendance rewards programme designed to promote excellent attendance, recognise commitment, and foster a positive culture across the school.

Key Features

Weekly Incentives

- Pupils who achieve **100% attendance each week** are entered into a **£25 prize draw**.
- Pupils track their attendance weekly during tutor time, encouraging ownership and awareness.

Feel Good Friday

- All pupils who attend on a Friday are automatically entered into a **£25 prize draw**, promoting strong end-of-week attendance.

End of Term Prize Draw

- A large **termly prize draw** rewards sustained attendance.
- Prizes include **high street vouchers, cuddly toys, and AirPods**.
- Pupils receive entries based on their attendance, with **all pupils guaranteed at least one entry**.

Silver Ticket Award

- One pupil from each tutor group is selected based on **consistently achieving high attendance or significant improvement**.
- Winners receive a **Silver Ticket** and are invited, along with a friend, to attend a **film show with ice cream** as a reward.

Tutor Group Rewards

- **Best attendance on a Monday**: Mufti Monday the following week
- **Best attendance across a term**: Pizza party
- **Most improved tutor group**: Pizza reward

Themed Attendance Events

- Additional high-profile attendance incentive events take place throughout the year to maintain engagement and motivation.

Headteacher's Attendance Draw

- Annual prize of a **£250 voucher** (to contribute towards a family day out, holiday, or sporting event).
- Pupils must achieve **100% attendance throughout the month of June** to qualify.

Principles of the Programme

- **Inclusive:** All pupils can participate; entry is automatic.
- **Consistent:** Regular rewards reinforce positive attendance habits.
- **Celebratory:** Focus on recognising and rewarding success.
- **Transparent:** Clear criteria and fair, visible prize draws.

Impact

This programme supports Weston Favell Academy's commitment to improving attendance by building positive habits, increasing pupil motivation, and celebrating success at both an individual and group level.

14. Addressing Poor or Declining Attendance

At the Weston Favell Academy, we work diligently to help pupils attend well. We will communicate regularly with parents and always provide support to overcome barriers to good attendance.

We address poor attendance through our attendance pathway:

% Attendance	Impact on learning	Interventions
99%-100%	Children are accessing all learning opportunities	Pupils participate in termly attendance draws and receive attendance recognition certificates.
96%-98%	Some learning opportunities are being missed	Tutors to notify pupils when attendance falls below 98% and discuss reasons for unauthorised absence. Text message to be sent to parents with 2% unauthorised absence.
94-96%	Risk of underachievement	Letter 1a to be sent to parents of pupils with 5% unauthorised absence. Deputy Heads of Year/Heads of Year to develop an attendance improvement plan with pupil and parent and set targets for pupils with unauthorised absence of 5%. Letter 1b to be sent to parents of pupils at risk of becoming PA
90-92%	High risk of underachievement	Letter 2 is issued to parents/carers of pupils whose attendance continues to decline. At this stage: • The Education Welfare Officer (EWO) will arrange and chair a Parent Contract Meeting. • Attendees may include: ○ Pastoral staff ○ SEND representative (where appropriate)

		- Attendance Officer - Operational Attendance Lead - Strategic Attendance Lead
		Letter 3a is sent to parents/carers who attended the Parent Contract Meeting. - A copy of the agreed Parent Contract is included. - This outlines the targets and expectations set to improve attendance.
		Letter 3b is sent to parents/carers who did not attend the Parent Contract Meeting. - A copy of the Parent Contract is still issued. - Attendance targets and expectations are included in the documentation sent to parents/carers.
Under 89%	Severe risk of underachievement	Pupils whose attendance falls between 81% and 92% will be placed under monitoring by the Education Welfare Officer (EWO). If a pupil's attendance drops below 80% during the initial 6-week monitoring period, Letter 4a will be issued to parents/carers. This letter will: - Inform parents/carers that a referral has been made to the Local Authority. If attendance remains above 80% but does not meet the agreed EWO target: - The monitoring period will be extended by a further 6 weeks - Parents/carers will receive Letter 4B Where the attendance target is successfully met: - The EWO will issue Letter 4C, which: - Praises the student for their achievement - Confirms that EWO monitoring will cease

	Days missed at 98%	Days missed at 95%	Days missed at 92%	Days missed at 89%
Half term 1	0.5 days	2 days	3 days	3 days
Half term 2	1.5 days	4 days	6 days	8 days
Half term 3	2 days	5 days	8 days	10 days
Half term 4	2.5 days	6 days	10 days	14 days
Half term 5	3 days	8 days	12 days	17 days
Half term 6	4 days	10 days	15 days	21 days

15. Legal Sanctions

We reserve the right to make a referral to the Local Authority where a pupil's attendance falls below the expected standard.

A Penalty Notice may be issued where the level of unauthorised absence reaches 10% or more within a 10-school-week period.

- A parent will be issued with no more than three Penalty Notices in relation to the same child within any twelve-month period.
- Where a child resides with more than one parent, a separate Penalty Notice may be issued to each parent.

The term "parent", as used within this policy, is defined in accordance with Section 576 of the Education Act 1996 and Section 2 of the Children Act 1989. Under this definition, a parent includes any person:

- who has parental responsibility for the child, or
- who has care of the child, regardless of whether they are the biological parent.

If a Penalty Notice is issued, whether it is paid or not, it may be used as evidence in any subsequent criminal proceedings relating to non-school attendance.

16. Effect of a Penalty Notice Being Issued

The Local Authority will act in accordance with The Education Regulations 2012 to issue a Penalty Notice. Penalties are set at £80 if paid within twenty-one (21) days rising to £160 if paid after twenty-one (21) days but within twenty-eight (28) days. If the penalty is paid, the absence covered by the Penalty Notice cannot be cited again.

Penalty Notices shall not be issued if legal proceedings under Section 444 of the Education Act 1996 are under consideration or are in progress.

There is no right of appeal against a Penalty Notice, and a parent can either accept and pay the notice or decline payment.

If the Penalty Notice is not paid in full by the end of the 28-day period, the Local Authority must either prosecute under section 444 of the Education Act 1996 or withdraw the notice. Where a penalty notice is withdrawn, the recipient will be informed in writing.

If a prosecution is brought and the parent found guilty then a conviction for an offence under Section 444(1) of the Education Act is administered, and they may be liable to a fine of up to £1000.

17. Roles & Responsibilities

All stakeholders in the Academy have a role to play in promoting and securing good attendance.

a. The role of Parents/Carers

Only with the full support of parents/carers can high attendance be guaranteed:

- Parents or carers are legally responsible for ensuring their children attend school regularly and may risk prosecution if they fail in this duty.

- Parents/carers need to also ensure that their children arrive at school on time, with the right equipment, properly attired in school uniform and in the right emotional condition to learn and accept the Academy's Behaviour Policy.
- It is parents'/carers' responsibility to inform school of the reason for a child's absence on the first day of absence and to provide further information as is required

b. The role of Senior Leadership Team

The Senior Leadership Team will promote good attendance and punctuality and will use opportunities in line management meetings and meetings with parents/carers to remind those concerned of the importance of this.

Members of the Senior Leadership Team will:

- Regularly meet with the Attendance Officer and Education Welfare Officer.
- Participate, when appropriate, in Attendance Support Meetings.
- Use attendance data to make links with attendance and academic performance.
- Take part in celebrating attendance in reward assemblies.
- Ensure that reference to attendance is included in all school documentation e.g. academy prospectus, attendance information for parents/carers.
- Oversee the Leave of Absence procedure.
- Ensure that relevant CPD is offered to new/existing staff with respect to attendance and punctuality matters.

SLT Operational Attendance Lead:

- Provide robust quality assurance of all attendance monitoring procedures.
- Ensure that all staff are adequately trained to fulfil their responsibilities.
- Ensure that the off rolling of pupil is robustly monitored.
- Oversee the correct management of any elective home education request.

c. The Role of the Education Welfare Officer:

- To lead the work of the attendance team to ensure that attendance at the Academy is at 97% for all groups.
- Use the whole school attendance tracker to undertake analysis of attendance data to identify patterns and to inform attendance improvement strategies.
- Case manage, lead and be accountable for the attendance intervention for all pupils with attendance of less than 92% and record all pupils with significant attendance concerns on CPOMS (school's safeguarding system).
- Robustly Quality Assure all daily attendance data ensuring that all marks are correctly entered.
- Provide a daily overview of attendance data.
- Be responsible for liaising closely with Northamptonshire Education Welfare Services and other agencies and to ensure that, when required, attendance orders are served in a prompt and timely fashion to parents/carers where attendance has not improved
- Work in collaboration with the Designate Safeguarding Lead to identify and report pupils at risk.
- Oversee of the attendance and welfare of pupils placed on personalised timetables.
- Oversee the attendance of pupils who are on the Vulnerable Learner List.
- Send weekly tutor group attendance/whole school attendance data out to all staff.
- Undertake and manage all Child Missing in Education (CME) referrals.
- Undertake and manage all Elective Home Education (EHE) referrals.

- Oversee the administration of the Leave of Absence procedure and referrals for FPN.
- Quality Assure all Attendance Support Plan targets and ensure that actions are properly recorded, actioned and evaluated in a timely manner.
- Liaison with Heads of Year to implement attendance reward systems.
- Quality assure the distribution of punctuality and attendance letters for every half term and in line with the Academy's attendances processes.
- Carry out home visits where appropriate to encourage good attendance.
- Keep up to date with all Government guidance on Attendance and ensure Academy meets statutory requirements.

d. The Role of the Attendance Officer:

- To rigorously monitor pupil attendance/absences/punctuality via MIS registration system in Arbor.
- With the Education Welfare Officer and the Pastoral team, lead and promote good attendance (of at least 97%).
- Analyse attendance and punctuality data (key groups) to identify trends/patterns of absence on a weekly basis and work with the Education Welfare Officer to address concerns and improve attendance.
- Update the whole school attendance tracker and CPOMS for pupils causing concern.
- Quality assure the timely completion of registers by all teachers.
- Ensure timely communication about attendance particularly vulnerable pupils to ensure these young people are safe.
- Liaise with Attendance Officer at other educational establishment where pupils are being educated off site.
- Ensure that data is inputted daily with notification of absence put onto ClassCharts and SIMs and coded correctly in-line with statutory guidance.
- Ensure any missing marks on registers are chased and completed before the end of each session.
- Follow up on any unexplained absence.
- Complete first day phone calls for persistent absentees and follow up any unexplained absences.
- Meet with pupils and parents causing attendance and punctuality concerns to address concerns and improve attendance.
- Analyse attendance data and take action where attendance is poor or declining in line with the academies waved intervention approach.
- Meet with the Education Welfare Officer weekly to discuss each individual child's attendance and record next steps on the whole school attendance tracker.
- Manage the persistent absentee pupil lists and intervene in line with the Academy's waved intervention approach.
- Produce attendance letters for distribution every half term and in line with the Academy's attendances processes.
- Undertake home visits as required in line with GAT safety guidelines.

e. The role of Pastoral Teams

- Have the highest expectations for pupils' attendance and punctuality.
- Complete Attendance Support Plans for pupils whose attendance falls below 95%.

- Ensure that the tutor team is aware of their responsibilities with respect to promoting attendance and punctuality.
- Ensure that attendance is persistently identified as a key academy improvement priority at all times.
- Meet regularly with the Attendance Team to monitor attendance and identify individual pupils whose attendance is of concern and to agree appropriate actions.
- Working closely with the Attendance Officer to ensure that contact is made with parents/carers of poor attenders, supporting the tutor where appropriate in dealing with parents/carers directly through the consistent use of Pastoral Support Plans.
- Monitor the attendance of individual tutor groups following up patterns of absenteeism that are not being effectively addressed.
- Have attendance as a regular item on all Tutor team meetings.
- Follow up truancy with appropriate sanctions.
- Promote good attendance throughout the year through regular attendance prizes and rewards.

f. [The Role of the Form Tutor in Promoting Good Attendance and Punctuality](#)

The form tutor is seen as the key person in promoting regular punctual attendance. The tutor is expected to:

- Provide a good example by always being punctual to registration, give a high profile to attendance and punctuality and praise students who arrive on time.
- Complete accurate registers.
- Inform tutees of their current attendance on a weekly basis.

g. [The Subject Teacher](#)

The subject teacher is key to promoting punctuality to lessons and that pupils are actively attending to their learning. They need to:

- Provide a good example by arriving on time to lessons welcoming pupils with a 'meet and greet' positive approach.
- Carry out a register of the class at the beginning all lessons (within the first 5 minutes) so that punctuality is promoted, and late pupils are recorded together with the number of minutes late.
- Provide relevant, appropriately challenging learning opportunities to engage pupils in learning thus promote attendance and punctuality.
- Provide relevant work for pupils to do if they have returned following an absence.
- Be supportive of pupils when they have been absent in providing them with strategies to catch up any missed work.
- Follow the Behaviour Management procedures regarding lateness to lessons.

18. [Children Missing in Education](#)

Where a pupil has not returned to school after an authorised absence or is absent from school without authorisation and the school have failed, after making reasonable enquiries, to establish the whereabouts of the child, a Child Missing in Education referral will be made to the Local Authority.

Further information:

- Department of Education Child Missing in Education guidance
- Attendance and behaviour support for parents - Schools and education
(northamptonshire.gov.uk)

Appendix 1: Daily Attendance Management Procedures

Time	DO	Action	WHO	Monitoring
8:40am - 9:40am	Morning registers taken and am roll call checked. Late arrivals registered at Attendance reception. Safeguarding check.	Class teachers to mark pupils present or absent on class registers. Attendance Officer to direct on-call to chase any missing marks and update registers accordingly. Reception to take incoming absence calls on the attendance line and update roll call. EWO to compile absent pupil list ready for home visits/phone calls.	Class Teachers Attendance Officer On Call Staff Receptionist EWO	Attendance Officer checks that all registers are complete by 9am. EWO to check the vulnerable pupils' list and PP list to ensure that all vulnerable and PP pupils have been called and are accounted for. Attendance Officer checks inventory and updates AM roll call. Attendance Lead
10.00am	Group call Wave 1 PA First Strike Calls	Group call message sent to any remaining N codes. Attendance Officer to call any remaining PAs not contacted by the Deputy Head of Year. All actions recorded on CPOMs.	Attendance Officer	Attendance Lead & EWO
10am – 1:45pm	Attendance Interventions	Attendance Officer/EWO complete attendance intervention tasks: • Send attendance texts and letters. • Meet with pupils and parents to produce Attendance Improvement Plans Phone calls for pupils with no contact for 2 days. Home visits (for pupils with 3 days no contact)	Attendance Officer EWO	LM Meetings

		Unauthorised holiday, CME and EHE referrals as required.	EWO/Attendance Officer/Pastoral Year Teams	EWO & Attendance Officer
10.30am – 11.00am	Second Safeguarding Check_	Safeguarding Officers to be informed of any unexplained absences of vulnerable pupils deemed at risk. Safeguarding Officers to risk assess and decide if further follow up actions (safe and well check) are required.	Attendance Team Safeguarding Team	DSL Deputy Principal
12.00PM – 13.00PM	Ensure all period 4 registration marks are completed plus other lesson registers	Attendance Officers identify incomplete registers. Direct On Call to chase any missing marks and update registers accordingly. Log all registers that are incomplete and share with Head of School.	Attendance Officer On Call Staff Attendance Officer	Deputy Principal
1.55pm – 2.05pm	PM Safeguarding Check	Vulnerable pupil user defined group monitored to identify any discrepancies from AM roll call. Safeguarding checks completed where necessary.	Attendance Officer Safeguarding Team	EWO DSL
Evening	Summarise Daily Attendance	Message to SLT with breakdown of attendance for day.	EWO	Attendance Lead

Appendix 2: Roles and Responsibilities Plan

Who	Daily	Weekly	Half-termly
Tutors	Accurate completion of pm roll call. Discussions with pupils with recent absence.	Discussions with pupils with less than 98%	
Deputy Head of Year	Welfare calls to all pupils on a suspension. Support with checking completion of am and pm roll call and alerting on call to untaken registers.	Completion of any Attendance Support Plans.	Meetings with families that are below 96%
Head of Year	Oversight of any absence calls being completed by Deputy Heads of Year (training and monitoring of completion)	Review and analysis of weekly data for year group, to include late marks and overall attendance. Communication of data to tutors and pupils. Completion of any Attendance Support Plans.	Attendance reward celebration in assembly. Other rewards as agreed with Senior Leaders in charge of attendance
Education Welfare Officer	Check all attendance for pupils being case managed (less than 89%) Check the attendance for all vulnerable students and inform Safeguarding. Quality assure attendance codes in Arbor. Provide a daily overview of attendance data. Oversee the attendance of pupils who are on the Vulnerable Learner List.	Line management meeting with Assistant Principal for Attendance (fortnightly). Analysis of attendance data to inform improvement strategies and update tracker. Weekly tutor group attendance/whole school attendance data out to all staff Review of all attendance support plans in place.	Oversight of attendance concerns texts and attendance support letters. Support Attendance Officer to update PA lists. Targeted Support Meetings with the Local Authority Education Welfare Officer.

	Track, monitor and have oversight of the attendance of Alternative Provision pupils. Identify students with 3 day no contact and arrange home visits.		
Attendance Officer	Check all attendance on Arbor. Ensure that data is inputted daily with notification of absence put onto Lesson Monitor and coded correctly in-line with statutory guidance. Ensure all missing registers are completed with the support of the Pastoral Teams and On Call. Check the attendance for vulnerable pupils and liaise with the safeguarding team where concerns arise. Chase up unexplained absence. Complete first day phone calls for persistent absentees and follow up any unexplained absences. Identify pupils with 3 day no contact and arrange home visits.	Line management meeting with the Education Welfare Officer. Analyse attendance data on the tracker and update with concerns and strategies to improve attendance. Completion of any Attendance Improvement Plans.	Compile and distribute the PA pupil lists. Identify pupils requiring attendance concern texts and letters for all pupils meeting thresholds for unauthorised absence.

19. Appendix 3 – DFE Approved Absence Codes

Codes	Description	Meaning	Physical Meaning
/	Present (AM)	Present	In for whole session
\	Present (PM)	Present	In for whole session
B	Attending any other approved educational activity	Approval Education Activity	Out for whole session
C1	Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad.	Authorised Absence	Out for whole session
D	Dual registration	Approved Education Activity	Out for whole session
E	Excluded	Authorised Absence	Out for whole session
F	Extended family holiday (agreed)	Authorised Absence	Out for whole session
G	Family holiday (not agreed)	Unauthorised Absence	Out for whole session
H	Family holiday (agreed)	Authorised Absence	Out for whole session
I	Illness	Authorised Absence	Out for whole session
J1	Interview	Approved Education Activity	Out for whole session
K	Attending education provision arranged by the local authority	Approved Education Activity	Out for whole session
L	Late (before registers closed)	Present	Late for session
M	Medical/Dental appointments	Authorised Absence	Out for whole session

Codes	Description	Meaning	Physical Meaning
N	No reason yet provided for absence	Unauthorised Absence	Out for whole session
O	Unauthorised Abs	Unauthorised Absence	Out for whole session
P	Approved sporting activity	Approved Education Activity	In for whole session
Q	Unable to attend the school because of a lack of access arrangements	Not a possible attendance	Out for whole session
R	Religious observance	Authorised Absence	Out for whole session
S	Study leave	Authorised Absence	Out for whole session
T	Traveller absence	Authorised Absence	Out for whole session
U	Late (after registers closed)	Unauthorised Absence	Out for whole session
V	Educational visit or trip	Approved Education Activity	Out for whole session
W	Work experience	Approved Education Activity	Out for whole session
#	School closed to pupils & staff	Attendance not required	Out for whole session
Y1	Unable to attend due to transport normally provided not being available	Attendance not required	Out for whole session
Y2	Unable to attend due to widespread disruption to travel	Not a possible attendance	Out for whole session
Y3	Unable to attend due to part of the school premises being closed	Not a possible attendance	Out for whole session
Y4	Unable to attend due to the whole school site being unexpectedly closed	Not a possible attendance	Out for whole session

Codes	Description	Meaning	Physical Meaning
Y5	Unable to attend as pupil is in criminal justice detention	Not a possible attendance	Out for whole session
Y6	Unable to attend in accordance with public health guidance or law	Not a possible attendance	Out for whole session
Y7	Unable to attend because of any other unavoidable cause	Not a possible attendance	Out for whole session
X	Non-compulsory school age absence	Attendance not required	Out for whole session
Z	Pupil not on roll	Attendance not required	Out for whole session
-	All should attend/No mark recorded	No mark	Out for whole session