"Bee"long
"Bee"lieve
"Bee"have

Each bee plays a part in the hive

Just as a body, though one, has many parts, but all its many parts form one body, so it is with Christ.
1 Corinthians 12:12-31

Stretton Sugwas Church of England Academy

Attendance Policy

Multi – Academy Trust

Reviewed: Autumn 2025
Mr B Caldicott

Attendance Policy

Contents

Aims

This policy aims to show our commitment to meeting our obligations with regards to school attendance, including those laid out in the Department for Education's (DfE's) statutory guidance *Working together to improve school attendance* (applies from 19 August 2024) and the School Attendance National Framework (2024), through our whole-school culture and ethos that values good attendance, including:

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

We will also promote and support punctuality in attending lessons.

Legislation and guidance

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

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

References:

- https://www.legislation.gov.uk/uksi/2006/1751/contents
- https://www.legislation.gov.uk/uksi/2013/757/regulation/2/made

It also refers to:

- School census guidance
- Keeping Children Safe in Education
- Mental health issues affecting a pupil's attendance: guidance for schools

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Roles and responsibilities

3.1 The Trust Board, Local Governing Board and CEO

The Trust Board holds statutory responsibility for attendance. Local Governing Boards monitor attendance at school level. The CEO oversees implementation across the Trust.
They are responsible for:

- Setting high expectations of all school leaders, staff, pupils and parents
- Making sure school leaders fulfil expectations and statutory duties
- Monitoring and challenging attendance data
- Ensuring staff training is provided
- Holding the Headteacher to account for implementation of this policy

3.2 The Executive Headteacher / Headteacher

The Executive Headteacher / Headteacher is responsible for:

- Implementing this policy
- Monitoring school-level absence data and reporting it to governors and the CEO
- Supporting staff with monitoring the attendance of individual pupils
- Monitoring the impact of strategies
- Requesting fixed penalty notices via the Local Authority (penalty notices are issued and managed by the Local Authority)
- Leading attendance communications with families and external agencies
- Supporting SEND pupils with specific attendance barriers
- Creating and monitoring intervention/reintegration plans

3.3 The Designated Senior Leader for Attendance

Responsible for:

- Leading and championing attendance
- Analysing and evaluating processes
- Liaising with pupils, parents and external agencies
- Creating intervention/reintegration plans

The Designated Senior Leaders for Attendance are Ben Caldicott and Ben Ford.

3.4 Head of School

Responsible for:

- Monitoring attendance data
- Benchmarking against national and local levels
- Reporting to staff and governors
- Working with Education Welfare Officers

3.5 Class Teachers

- Record attendance twice daily using correct codes

3.6 School Admin Staff

- Record absence calls
- Pass information to Attendance Leads
- Call parents if no explanation given by 9:00am

3.7 Parents

Parents must:

- Ensure daily, punctual attendance
- Call school before 9:00am on each day of absence
- Provide more than one emergency contact
- Book appointments out of school hours where possible

3.8 Pupils

- Attend school every day, on time

Recording attendance

4.1 Attendance register

- Morning register opens 08:55 and closes 09:05
- Afternoon register opens 13:15 and closes 13:20

Pick-up times:

- 15:10 – Bumble Bees and Busy Bees
- 15:15 – Honey Bees
- 15:20 – Queen Bees, Carpenter Bees and Worker Bees
- Reception/Nursery: 08:30–09:00 drop-off, 15:00–15:30 pick-up

Children late to collection are supervised and moved to after school club after 15:30 (charge may apply).

4.2 Unplanned absence

Parents must notify school by 9:00am. Medical evidence may be requested if absence exceeds 5 days.

4.3 Planned absence

Appointments should be outside school hours where possible. Requests for other absence must be made in advance.

4.4 Lateness and punctuality

- A pupil who arrives before the register has closed = marked L (late)
- A pupil who arrives after the register has closed = marked U (late after register closes, unauthorised absence for the session)
- If a pupil arrives between 09:05 and 09:30 = L code
- If a pupil arrives after 09:30 = U code (unauthorised absence, counts towards absence thresholds and possible fines)
- After 3 late sessions → parent contacted
- After 10 late sessions → may be referred to LA for penalty warning or fine

Key Parent Notice:

If your child arrives after 09:30am, they will receive a U code. This counts as an unauthorised absence for the morning session. U codes contribute towards your child's overall absence rate and may lead to a penalty notice or fine if thresholds are met.
4.5 Following up unexplained absence
First-day contact, continued follow-up, safeguarding checks, possible referral to EWO/Police.
4.6 Reporting to parents
Attendance reported through Arbor app and annual reports.

Authorised and unauthorised absence

5.1 Approval for term-time absence

Authorised only in line with statutory guidance (e.g. exceptional circumstances, regulated employment, interviews, EHC plan arrangements).

5.2 Sanctions

Penalty Notices

- Requested by school, issued by LA
- Threshold: 10 unauthorised sessions in 10 weeks
- Fines: £80 within 21 days or £160 within 28 days (first notice)
- £160 within 28 days (second notice, same child/parent)
- Third occurrence → alternative action, not a third notice
- Fines also apply if a pupil is found in a public place during the first 5 days of suspension/exclusion

Notices to Improve

If thresholds are met and support has not been engaged with:

- Issued in line with LA's code of conduct
- Includes: attendance record, duty of parents, support offered, further support available, timeframe for improvement (3–6 weeks)
- Clear warning of penalty notice if no improvement

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6. Strategies for promoting attendance

- First-day contact
- Posters/newsletters
- Rewards/incentives
- Data tracking by groups
- Pupil premium targeting
- Clear staff responsibilities

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7. Supporting pupils who are absent or returning to school

7.1 Pupils with complex barriers
Regular parent meetings, action plans, referrals to Attendance Advisors, reminder letters.
7.2 Pupils with SEND/ill health
Involvement of SENCO, meetings with parents, action plans, support services, LA notified if attendance falls for EHCP pupils.

7.3 Reintegration
Staged transitions, THRIVE sessions, pastoral mentoring.

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8. Attendance monitoring

- Data monitored half-termly, termly, yearly
- Shared with DfE, LA, governors, Trust Board
- Benchmarking against local/national

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9. Monitoring arrangements

This policy will be reviewed annually by the Executive Headteacher and approved by the Local Governing Board and Trust Board.

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10. Links with other policies

- Child Protection & Safeguarding Policy
- Behaviour Policy

Appendix 1: attendance codes

The following codes are taken from the DfE's guidance on school attendance.

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
****	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
Attending a place other than the school		
K	Attending education provision arranged by the local authority	Pupil is attending a place other than a school at which they are registered, for educational provision arranged by the local authority
V	Attending an educational visit or trip	Pupil is on an educational visit/trip organised or approved by the school
P	Participating in a sporting activity	Pupil is participating in a supervised sporting activity approved by the school
W	Attending work experience	Pupil is on an approved work experience placement
B	Attending any other approved educational activity	Pupil is attending a place for an approved educational activity that is not a sporting activity or work experience
D	Dual registered	Pupil is attending a session at another setting where they are also registered
Absent – leave of absence		
C1	Participating in a regulated performance or undertaking regulated employment abroad	Pupil is undertaking employment (paid or unpaid) during school hours, approved by the school
M	Medical/dental appointment	Pupil is at a medical or dental appointment
J1	Interview	Pupil has an interview with a prospective employer/educational establishment
S	Study leave	Pupil has been granted leave of absence to study for a public examination
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend

C2	Part-time timetable	Pupil is not in school due to having a part-time timetable
C	Exceptional circumstances	Pupil has been granted a leave of absence due to exceptional circumstances
Absent – other authorised reasons		
T	Parent travelling for occupational purposes	Pupil is a 'mobile child' who is travelling with their parent(s) who are travelling for occupational purposes
R	Religious observance	Pupil is taking part in a day of religious observance
I	Illness (not medical or dental appointment)	Pupil is unable to attend due to illness (either related to physical or mental health)
E	Suspended or excluded	Pupil has been suspended or excluded from school and no alternative provision has been made
Absent – unable to attend school because of unavoidable cause		
Q	Lack of access arrangements	Pupil is unable to attend school because the local authority has failed to make access arrangements to enable attendance at school
Y1	Transport not available	Pupil is unable to attend because school is not within walking distance of their home and the transport normally provided is not available
Y2	Widespread disruption to travel	Pupil is unable to attend because of widespread disruption to travel caused by a local, national or international emergency
Y3	Part of school premises closed	Pupil is unable to attend because they cannot practicably be accommodated in the part of the premises that remains open
Y4	Whole school site unexpectedly closed	Every pupil absent as the school is closed unexpectedly (e.g. due to adverse weather)
Y5	Criminal justice detention	Pupil is unable to attend as they are: • In police detention • Remanded to youth detention, awaiting trial or sentencing, or

		• Detained under a sentence of detention
Y6	Public health guidance or law	Pupil's travel to or attendance at the school would be prohibited under public health guidance or law
Y7	Any other unavoidable cause	To be used where an unavoidable cause is not covered by the other codes
Absent – unauthorised absence		
G	Holiday not granted by the school	Pupil is absent for the purpose of a holiday, not approved by the school
N	Reason for absence not yet established	Reason for absence has not been established before the register closes
O	Absent in other or unknown circumstances	No reason for absence has been established, or the school isn't satisfied that the reason given would be recorded using one of the codes for authorised absence
U	Arrived in school after registration closed	Pupil has arrived late, after the register has closed but before the end of session
Administrative codes		
Z	Prospective pupil not on admission register	Pupil has not joined school yet but has been registered
#	Planned whole-school closure	Whole-school closures that are known and planned in advance, including school holidays