



Attendance policy

Aims

- 1) Our school aims to meet its obligations with regards to school attendance by:
 - Promoting good attendance and reducing absence, including persistent absence
 - Ensuring every pupil has access to full-time education to which they are entitled
 - Acting early to address patterns of absence
- 2) We will support parents to perform their legal duty to ensure their children of compulsory school age attend regularly, and will promote and support punctuality in attending lessons.
- 3) We expect every pupil to attend punctually every school day unless there is a legitimate reason for absence.

Legislation and guidance

- 4) This policy meets the requirements of the school attendance guidance from the Department for Education (DfE), and refers to the DfE's statutory guidance on school attendance parental responsibility measures. These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:
 - [The Education Act 1996](#)
 - [The Education Act 2002](#)
 - [The Education and Inspections Act 2006](#)
 - [The Education \(Pupil Registration\) \(England\) Regulations 2006](#)
 - [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2010](#)
 - [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2011](#)
 - [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2013](#)
 - [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2016](#)
 - [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)
- 5) This policy also refers to the DfE's guidance on the [school census](#), which explains the persistent absence threshold.
- 6) This policy will also be applied in line with current equalities legislation.



Attendance registers

- 7) By law, all Creative Education Trust schools are required to keep an attendance register, and all pupils must be placed on this register.
- 8) The attendance register will be taken at the start of the first session of each school day and once during the second session. It will mark whether every pupil is:
 - Present
 - Attending an approved off-site educational activity
 - Absent
 - Unable to attend due to exceptional circumstances
- 9) Any amendment 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
- 10) See appendix 1 for the DfE attendance codes.
- 11) Every entry in the attendance register will be preserved for 3 years after the date on which the entry was made.
- 12) Pupils must arrive in school by 8.30 on each school day.
- 13) The register for the first session will be taken at 8.40 and will be kept open until 9.30. The register for the second session will be taken at 1.50 and will be kept open until 2.20.

Unplanned absence

- 14) Parents must notify the school on the first day of an unplanned absence – for example, if their child is unable to attend due to ill health – by 8 am or as soon as practically possible. They should call the school on each morning of a longer-term absence unless a doctor's note has been provided stating that a defined period of absence is necessary.



- 15) The school attendance line must be called (01493 720542 ext 206) and a message left detailing the name of the pupil who is absent, their year group and the reason for absence.
- 16) Absence due to illness will be authorised when medical evidence is provided.
- 17) 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.
- 18) If the school is not satisfied about the authenticity of an illness, the absence will be recorded as unauthorised and parents will be notified of this.

Medical or dental appointments

- 19) Missing registration for a medical or dental appointment is counted as an authorised absence; advance notice is required for authorising these absences.
- 20) 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.
- 21) Information on medical and dental appointments need to be taken to the middle office at least one day before the planned absence.

Lateness and punctuality

- 22) A pupil who arrives late but before the register has closed will be marked as late, using the appropriate code.
- 23) A pupil who arrives after the register has closed will be marked as absent, using the appropriate code.
- 24) Pupils arriving late will be issued with a late slip and will have a thirty minute after school detention on that day.

Following up absence



25) The school will follow up any absences to ascertain the reason, ensure proper safeguarding action is taken where necessary, identify whether the absence is approved or not and identify the correct attendance code to use.

Reporting to parents

26) Parents will receive a written report on their child's attendance as part of the annual report.

Authorised and unauthorised absence

27) Principals/Headteachers may not grant any leave of absence to pupils during term time unless they consider there to be 'exceptional circumstances'.

28) The school 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/Headteacher's discretion.

29) Valid reasons for **authorised absence** include:

- Illness and medical/dental appointments – as explained in paragraphs 13-20
- 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
- Traveller pupils travelling for occupational purposes – this covers Roma, English and Welsh Gypsies, Irish and Scottish Travellers, Showmen (fairground people) and Circus people, Bargees (occupational boat dwellers) and New Travellers. Absence may be authorised only when a Traveller family is known to be travelling for occupational purposes and has agreed this with the school but it is not known whether the pupil is attending educational provision

30) The Principal/Headteacher will **not authorise absence** for any of the following reasons:

- Term-time holidays
- Study leave

Legal sanctions



- 31) Schools can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age.
- 32) If issued with a penalty notice, parents must pay £60 within 21 days or £120 within 28 days. The payment must be made directly to the local authority.
- 33) The decision on whether or not to issue a penalty notice ultimately rests with the Principal/Headteacher, following the local authority's code of conduct for issuing penalty notices. This may take into account:
- A number of unauthorised absences occurring within a rolling academic year
 - One-off instances of irregular attendance, such as holidays taken in term time without permission
 - Where an excluded pupil is found in a public place during school hours without a justifiable reason
- 34) If the payment has not been made after 28 days, the local authority can decide whether to prosecute the parent or withdraw the notice.

Strategies for promoting attendance

- 35) The school aims to promote good attendance and works with parents and pupils to achieve this aim. Specific strategies include:
- Half termly success assemblies
 - Weekly updates from form tutors
 - End of year reward trips
 - Achievement points can be earned

Attendance monitoring

- 36) The attendance officer monitors pupil absence on a daily basis.
- 37) If a pupil's absence goes above five days in an academic year, shows patterns of absence which are unusual or includes unauthorised absences we will contact the parents to discuss the reasons for this.
- 38) If a pupil's attendance gives cause for concern, the school will prepare and implement an attendance support plan. The pupil and their parents will be invited to a meeting in school to contribute to this plan and to periodic review meetings.



- 39) If school strategies are insufficiently successful in improving attendance, we will involve Norfolk County Council Attendance team.
- 40) 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.
- 41) Pupil-level absence data is collected each term 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, and share this with the Creative Education Trust Board of Directors.
- 42) The school 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. It uses 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 Rapid Improvement Board.

Roles and responsibilities

- 43) The Creative Education Trust Board and Rapid Improvement Board.
- a) The Creative Education Trust Board is responsible for monitoring attendance figures for the whole school on at least a termly basis. It does this through routine reporting to the Rapid Improvement Board. It holds the Principal/Headteacher to account for the implementation of this policy in the same way.
- 44) The Principal/Headteacher:
- a) is responsible for ensuring this policy is implemented consistently across the school, and for monitoring school-level absence data and reporting it to the Rapid Improvement Board.
 - b) supports other staff in monitoring the attendance of individual pupils.
 - c) issues fixed-penalty notices, where necessary.
- 45) The attendance officer:
- a) monitors attendance data at the school and individual pupil level



- b) reports concerns about attendance to the Principal/Headteacher
 - c) works with parent support advisor to tackle persistent absence
 - d) arranges calls and meetings with parents to discuss attendance issues
 - e) advises the Principal/Headteacher when to issue fixed-penalty notices.
- 46) Class teachers and form tutors are responsible for recording attendance on a daily basis, using the correct codes, and submitting this information to the school office.
- 47) Pupil office staff take calls from parents about absence and record it on the school system.



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
B	Off-site educational activity	Pupil is at a supervised off-site educational activity approved by the school
D	Dual registered	Pupil is attending a session at another setting where they are also registered
J	Interview	Pupil has an interview with a prospective employer/educational establishment
P	Sporting activity	Pupil is participating in a supervised sporting activity approved by the school
V	Educational trip or visit	Pupil is on an educational visit/trip organised, or approved, by the school
W	Work experience	Pupil is on a work experience placement



Code	Definition	Scenario
Authorised absence		
C	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances
E	Excluded	Pupil has been excluded but no alternative provision has been made
H	Authorised holiday	Pupil has been allowed to go on holiday due to exceptional circumstances
I	Illness	School has been notified that a pupil will be absent due to illness
M	Medical/dental appointment	Pupil is at a medical or dental appointment
R	Religious observance	Pupil is taking part in a day of religious observance
S	Study leave	Year 11 pupil is on study leave during their public examinations
T	Gypsy, Roma and Traveller absence	Pupil from a Traveller community is travelling, as agreed with the school
Unauthorised absence		
G	Unauthorised holiday	Pupil is on a holiday that was not approved by the school
N	Reason not provided	Pupil is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for



		absence has been provided after a reasonable amount of time)
O	Unauthorised absence	School is not satisfied with reason for pupil's absence
U	Arrival after registration	Pupil arrived at school after the register closed

Code	Definition	Scenario
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
Y	Unable to attend due to exceptional circumstances	School site is closed, there is disruption to travel as a result of a local/national emergency, or pupil is in custody
Z	Pupil not on admission register	Register set up but pupil has not yet joined the school
#	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day