



Nunthorpe
Academy

Attendance Policy 2024-25

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Ready Respectful Safe

1. The importance of school attendance

Improving attendance is everyone's business. The barriers to accessing education are wide and complex, both within and beyond the school gates, and are often specific to individual pupils and families. The foundation of securing good attendance is that school is a calm, orderly, safe, and supportive environment where all pupils want to be and are keen and ready to learn.

Some pupils find it harder than others to attend school and therefore at all stages of improving attendance, schools and partners should work with pupils and parents to remove any barriers to attendance by building strong and trusting relationships and working together to put the right support in place. Securing good attendance cannot therefore be seen in isolation, and effective practices for improvement will involve close interaction with schools' efforts on curriculum, behaviour, bullying, special educational needs support, pastoral and mental health and wellbeing, and effective use of resources, including pupil premium. It cannot solely be the preserve of a single member of staff, or organisation, it must be a concerted effort across all teaching and nonteaching staff in school, the trust or governing body, the local authority, and other local partners. That said it is important that all we have an Attendance Champion. This individual should be a designated member of the senior leadership team who is the main points of contact regarding attendance-based issues.

2. Statement of Intent

Nunthorpe Academy is committed to providing a full and effective education for all its students to ensure they achieve their potential in all that they do. We recognise the importance of good Academy attendance and research clearly demonstrates the link between regular attendance and educational progress, attainment and good mental health through routines.

Nunthorpe Academy will support students to ensure they access the best education that we can offer and will work in partnership with parents/carers in ensuring they are aware of their legal responsibilities regarding their child's education and support their child to achieve their maximum possible attendance, ensuring any problems are identified and acted on promptly.

Excellent attendance is a prerequisite to a good education and therefore a priority for the Academy where our minimum expectation is **96%**.

3. The law on school attendance and right to a full-time education

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/carer to make sure their child receives that education either by attendance at a school or by education elsewhere, other than at a school.

Where parents/carers decide to have their child registered at Nunthorpe Academy, they have an additional legal duty to ensure their child attends regularly. This means their child must attend every day that we are open, except in a small number of allowable circumstances such as being too ill to attend or being given permission for an absence in advance from the academy.

For the most vulnerable students, regular attendance is also an important protective factor and the best opportunity for needs to be identified and support provided.

The roles

The role of the Academy:

We believe that good attendance is key to student success. We are committed to supporting students and families to ensure that every student attend regularly and on time. Here's how we support good attendance:

1. **Friendly Reminders:** We send out regular reminders to students and parents about the importance of attending school every day.
2. **Attendance Team:** Our dedicated attendance team monitors attendance daily and reaches out to parents if there are any concerns. They are here to help with any issues that might affect your child's attendance.
3. **Supportive Environment:** We provide a welcoming and supportive environment, making sure every student feels safe and happy to come to school.
4. **Incentives and Rewards:** We recognise and celebrate good attendance with awards and incentives to motivate students to come to school every day.
5. **Parental Communication:** We maintain open lines of communication with parents, offering meetings and support to address any barriers to good attendance.
6. **Resources and Assistance:** For families facing challenges that might affect attendance, we offer resources and assistance to help overcome these obstacles.

We expect all parents, carers and students to understand the importance of regular attendance and to work with us to ensure that every student has the best chance to succeed. Cooperation and support are crucial in helping us maintain a high standard of attendance for all our students.

The role of the parent/carer:

As parents and carers, you play a vital role in supporting your child's attendance and ensuring they make the most of their education. Here's how you can help:

1. **Set a Routine:** Establish a daily routine that includes a regular bedtime and morning schedule. This helps your child be well-rested and ready for school.
2. **Prepare in Advance:** Help your child prepare for school the night before by organizing their uniform, school bag, and any necessary materials or homework.
3. **Communicate Importance:** Talk to your child about the importance of attending school regularly and how it benefits their learning and future opportunities.
4. **Stay Informed:** Keep in touch with the school regarding your child's attendance. Read school newsletters, attend parent meetings, and be aware of the school's attendance policies.
5. **Support and Encourage:** Encourage your child to participate in school activities and be engaged in their learning. Show interest in their school day and celebrate their achievements.
6. **Address Barriers:** If your child faces any issues that affect their attendance, such as bullying or learning difficulties, work with the school to find solutions and support.

7. **Set an Example:** Model the importance of punctuality and responsibility by ensuring your child arrives at school on time every day.
8. **Communicate with School:** Inform the school promptly if your child is unwell or if there are any circumstances that may affect their attendance.
9. **Seek Assistance:** If you need help with any challenges related to your child's attendance, don't hesitate to reach out to the school's attendance team. They are there to support you and your child.

Your involvement and support are crucial in helping your child attend school regularly and succeed in their education. Working together, we can ensure that your child has the best possible opportunities for learning and growth.

The role of the student / pupil:

As a student at our Academy, your attendance is very important for your success and learning. Here's what you can do to make sure you attend school regularly and get the most out of your education:

1. **Be Punctual:** Make sure you arrive on time every day. Being punctual shows that you are responsible and ready to learn.
2. **Prepare the Night Before:** Get everything you need for school ready the night before, such as your uniform, school bag, and homework. This helps you start your day smoothly.
3. **Stay Healthy:** Take care of your health by eating well, getting enough sleep, and exercising. If you're feeling unwell, let your parents and teachers know.
4. **Set Goals:** Set personal attendance goals for yourself and strive to meet them. Challenge yourself to have perfect attendance each term.
5. **Be Engaged:** Participate actively in your classes and extracurricular activities. The more involved you are, the more you'll enjoy coming to school.
6. **Seek Help:** If you're facing any problems that make it hard to attend school, talk to your teachers or the attendance team. They are there to support you.
7. **Be Responsible:** Take responsibility for your attendance. Remember, coming to school regularly is your first step toward success.
8. **Encourage Friends:** Support your friends in attending school regularly too. A positive and encouraging attitude helps everyone succeed.

By attending school every day and on time, you're giving yourself the best chance to learn, grow, and achieve your goals. Your commitment to good attendance is a crucial part of your journey toward success.

4. Working together to improve attendance (Summary of Guidance)

Successfully treating the root causes of absence and removing barriers to attendance, at home, in school or more broadly requires schools and local partners to work collaboratively with, not against families. All partners (Academy, parents/carers and students) should work together to:

EXPECT

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

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 students and parents/carers to listen and to understand barriers to attendance and agree how all partners can work together to resolve them.

FACILITATE SUPPORT

Remove barriers in school and help students and parents/carers 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 student's right to an education.

5. Reporting Student Absence

It is the responsibility of parents/carers to inform the Academy of the reason for their child's absence. Contact should be made with the Academy on the first day of absence no later than 08:00am on each day of absence via telephone on (01642) 310561 and then follow Option 1 from the main menu.

The reported absence message is an answering phone service and as such a message can be left at any time of day or night. The message left must include:

- Students full name
- Students form (including year group)
- Reason for absence
- Anticipated return date

Where students have been identified as 'persistent absentees' (generally students with less than 90% attendance over a prolonged period) the Academy will require evidence – for example a medical note or doctor's appointment card, to authorise **any** absence.

Where students have been identified as 'critically absent' (generally students with less than 50% attendance over a prolonged period) the Academy will address barriers and provide intervention to support a student's attendance.

6. First Day Call

Nunthorpe Academy operates a 'First Day Call' system. This will mean that all parents/carers can expect to be contacted on the first day of any absence if the Academy has not been previously informed (via telephone). SIMS in Touch will be used to contact parents so please ensure contact details are correct (email address, phone number).

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

- Informing Pastoral Manager
- A home visit
- Attempts to contact each day
- Following of a '3 day' protocol (see below)

7. The 3 Day Protocol

Students who have failed to attend the Academy for 3 days will be dealt with according to the current legislation. Actions may take the form of any or all of the following and will depend on the individual circumstances of each student.

- Contact will be attempted to ascertain reasons for absence
- Pastoral Manager/Attendance Officer/Inclusion team will continue to attempt to make contact with the student, making a home visit were necessary
- After 10 days, if no contact can be made, a student will be reported as a 'child missing from education' and reported to the Local Authority.

The process will begin once a student reaches the 3rd day, however in exceptional circumstances may start earlier at the discretion of the Pastoral Manager/Attendance Officer

8. Punctuality

Punctuality is extremely important. All students are required to arrive punctually by 8:20 am in the morning to enable a prompt start to tutor time at 8.30am. If a student arrives to the Academy after the close of registration at 9:00am, the session may be recorded as 'U' on the registration certificate which is an unauthorised absence and will impact on their overall attendance. Students arriving at the academy late will receive a pastoral detention.

We also expect students to arrive punctually to lessons. Students who arrive late to lessons not only affect their own learning but also seriously disrupt the learning of others in the class. The Academy has clear disciplinary procedures for dealing with persistent lateness and rewards for excellent punctuality.

9. Signing in and out

Students with appointments must show an appointment card or note from home to their tutor. The tutor will then sign the student planner to say when the student ought to be leaving the Academy. This is then shown to the class teacher. On leaving the lesson, the student **must wait in the main reception and wait until they are collected by their parent/carer who must sign them out on the signing out sheet provided.** Students sent home with illness must go via the main reception to sign out. Students are unable to leave the academy site without a parent/carer collecting them.

Should a student feel unwell in the Academy, the student must follow the Academy's procedure and inform the relevant member of staff if they feel too poorly to remain in the Academy. If appropriate, the Academy will call home to notify parents/carers who can decide if they wish their child to be collected.

10. Authorised/Unauthorised Absence

Authorised absence means that the Academy has either given approval in advance for a student of compulsory Academy age to be absent, or has accepted an explanation offered afterwards as justification.

Unauthorised absence is where the Academy is not satisfied with the reasons given for the absence.

Only the Academy can approve absence, not parents/carers. The Academy is not obliged to accept a parental note or other form of notification as a valid reason for absence and further evidence may be requested. If, after investigation doubt remains about the explanation offered, or where no explanation is given, the absence will be treated as unauthorised.

Where parents/carers condone unjustified absence the Academy will commence attendance procedures at an early stage and this may lead to a referral to the Local Authority for Statutory Procedures.

The Academy discourages parents/carers to collect their child during the Academy day without appropriate justification as this has serious implications for safeguarding and the students' learning.

11. Persistent Absenteeism

The Department for Education deems that if a student's attendance drops below 90% they become known as a Persistent Absentee, regardless of the reason for the absence and irrespective of whether the absence is authorised or unauthorised. Absence at this level is doing considerable damage to any student's educational prospects and parent/carer's full support and cooperation is required to avoid this.

12. Critical Absenteeism

Students who are absent from school more than they are present (those missing 50% or more of school). These severely absent students 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 external agencies. A concerted effort is therefore needed across all relevant services to prioritise them. Specific support with attendance can include a whole family plan, but it may also include consideration for an education, health and care plan or an alternative form of educational provision where necessary to overcome the barriers to being in school.

13. Elective Home Education

Parents and carers have a legal responsibility to make sure that a child of compulsory school age gets a full-time education. This must be suitable to the age and ability of the child, and to any special educational needs they have. For most, this means going to school regularly, but some parents choose to teach their child at home rather than at school. This is called Elective Home Education.

The academy believes that the best form of education is to be educated within the school environment. However, if a parent/carer wishes to home educate their child, they should contact their child's pastoral manager in the first instance to discuss in a face to face meeting the reasons behind the request. This will allow the academy opportunity to support their child remaining in the academy as the preferred option, or supporting discussions with the local authority to discuss their process/procedure if this is the desired outcome of the meetings. More information can be found as follows:

Middlesbrough Council

<https://www.middlesbrough.gov.uk/schools-and-education/find-education-service/elective-home-education-ehe>

Redcar and Cleveland Council

<https://www.redcar-cleveland.gov.uk/resident/schools-and-learning/access-inclusion/Pages/Elective-Home-Education.aspx>

14. Medical Appointments

The Academy recognises that occasionally medical appointments during the Academy day are unavoidable. However, students are expected to return to the Academy immediately following an appointment and medical evidence may be requested. The vast majority of medical appointments do not require a full day, or even a full session of absence (AM or PM). In line with safeguarding regulations, students are required to sign in and out of the Academy when they arrive or leave during the Academy day.

15. Truancy

Truancy will be reported home in all instances. Regular walks of the Academy site and the local community will be undertaken by Academy colleagues. Wherever truants are found, they will be returned to the Academy/lesson, a sanction issued and the parent/carer will be contacted by a phone call from Pastoral Managers.

16. Requests for absence in term time

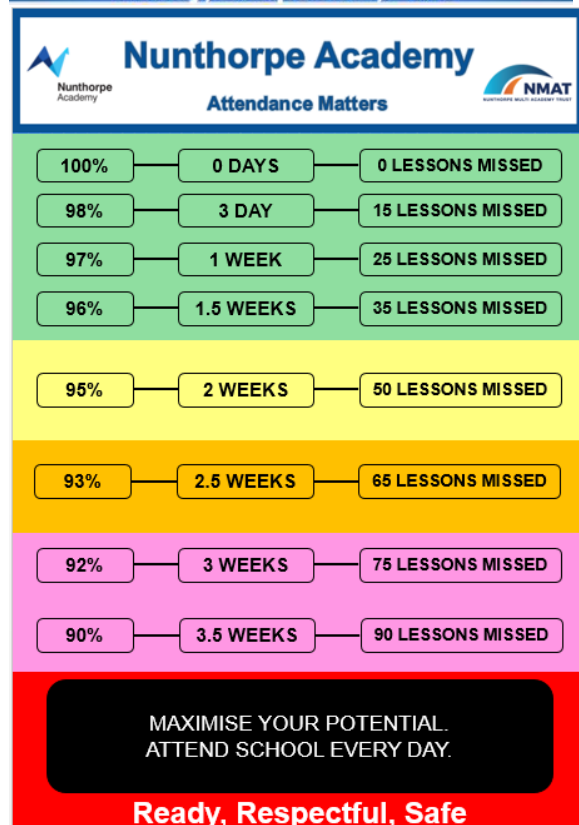
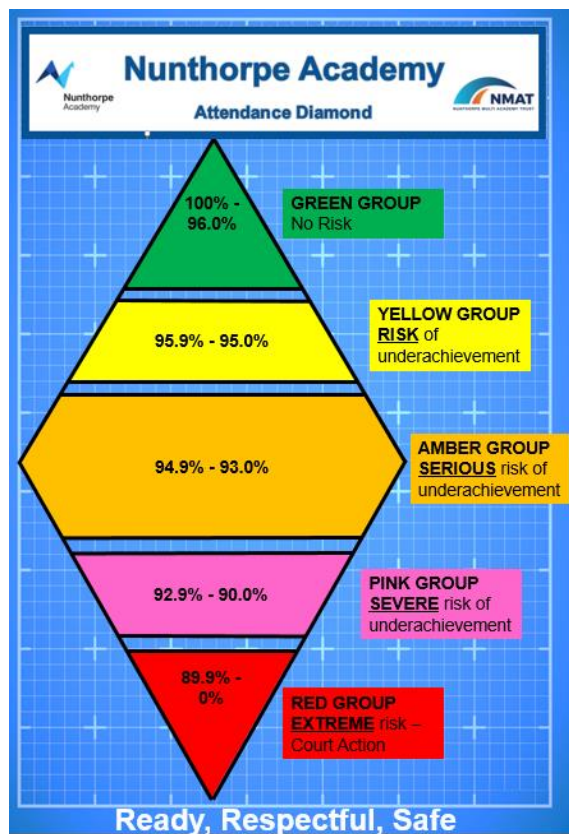
Permission from the Head of School must be sought for all planned absences that occur during term time. A 'request for leave of absence' form must be completed at least 4 weeks in advance of the absence (available from main reception, from the Attendance Officer or on the academy website).

Under current regulations, Academies cannot authorise any holidays taken in term time unless there are exceptional circumstances. The Academy will require evidence of exceptional circumstances, which should be attached to the 'request for leave of absence form' and the judgement about what is exceptional will be made by the Head of School.

Holidays taken in term time can have a very negative impact on a child's education and examination results. Research has shown that a 10% drop in attendance (90%) can mean a one grade drop at GCSE. For absences that are due to sporting or other educational activities which have not been organised by the Academy, evidence of the event must accompany the 'request for leave of absence' form.

17. Expectations

A student's progress is severely hampered if they do not regularly attend the Academy. The academy will communicate attendance data with students on a weekly basis. This will be colour coded matching the sections of our Attendance Diamond. Student attendance is also available on Class Charts for students/parents/carers to monitor.



This policy will be kept under regular review in light of legal developments and best practice.

Next Review Date – July 2025

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SLT Responsibility – AVP Behaviour and Attitudes

Approved by Board of Trustees- July 2024

To illustrate:

- 90% attendance is an average of one day out of the Academy per fortnight over an Academy year.
- 90% attendance over 5 years at Nunthorpe Academy is half an Academy year missed.
- 80% attendance over 5 years at Nunthorpe Academy is the same as one whole Academy year missed

Student Learner Agreement:

As a student at Nunthorpe Academy I agree to:

- Attend school
- Attend on time
- Bring all equipment
- Work hard
- Complete homework
- Show respect to all
- Respect the building
- Follow instructions
- Be a positive role model
- Wear my uniform correctly with pride
- Tell the truth and take responsibility for my actions.
- Be helpful, polite and courteous.
- Be proud of my successes
- Follow the Academy Acceptable User Policy (AUP)
- Move around the academy sensibly
- Behave sensibly whilst travelling to and from the academy.
- Will not bring prohibited items into the academy

We ask parents/carers to:

- Support your child to do the best they can during their time at the academy. We are a 3 way partnership – student; parent/carer; academy
- Ensure they are ready
 - Correct uniform
 - 1 pair of plain metal studs in the lower ear only, no other jewelry
 - No false eyelashes, nails and fake tan
- Ensure they respect their peers, staff and the environment
- Ensure they are safe
 - Journey to and from the academy
 - Social media
- Encourage my child to attend every day, if absent I will contact the academy by 8.30am every day they are absent
 - Ensure communication is timely and respectful
 - Engage in the learning, progress, wellbeing of your child
 - Take an active interest in the learning of your child.
 - Support us with safeguarding your child by

As an academy, we will:

- Do everything within our power to ensure that your child is safe.

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SLT Responsibility – AVP Behaviour and Attitudes

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- Provide a curriculum that is relevant, engaging and challenging.
- Support the development of knowledge and the attainment of qualifications required for the next stage of your child's life.
- Support the development of skills and characteristics that your child will require in adult life.
- Provide a wide range of extra-curricular and enrichment opportunities.
- Provide careers, Further Education and Higher Education advice to ensure that your child's future choices can be made in an informed manner.
- Reward and celebrate your child's success.
- Provide a warm, nurturing and supportive environment to your child.
- Ensure all staff work hard and do the best job they can.
- Ensure that the standard of teaching is of a consistently good quality.
- Regularly review our policies, in line with academy and National expectation and apply these consistently and fairly, applying reasonable adjustments carefully and considerately.
- Treat each other, our students and parents / carers / external stakeholders with respect. Consult with you as appropriate to gather your feedback and opinions.
- Have high expectations for all students and staff who work within the Nunthorpe Academy.
- Ensure communications are clear, respectful and timely. In line with the Communications Protocol of the academy
- Adhere to all GDPR requirements and ensure information is kept safe,
- Act with integrity.
- Listen and respond swiftly to concerns or grievances raised in line with complaints policy procedures and be open and transparent in sharing information of how to make a complaint.
- Provide regular, clear and constructive feedback on work completed, leading to learning progress.
- Ensure your child's progress information is shared regularly. Implement intervention strategies to support students who are not making expected progress and keep parents / carers informed of these.
- Ensure any SEND concerns raised, investigations and consequential referrals are reviewed and completed in a timely fashion and communicate with parents of SEND students in line with national expectation of once a term.

18. Rewards

Nunthorpe Academy recognises the importance of praise and reward. To encourage all students to realise the importance of good attendance and punctuality, not only to achieve their full potential at the Academy but also their life goals, there is a monitoring system, which incorporates rewards and consequences. In order for students to be considered to take part in Academy events and receive their rewards, they must have excellent attendance and punctuality. Attendance is rewarded through achievement points and invitation to attendance reward activities.

19. Marking of Registers – Academies must follow Government Guidelines:

[Academy Attendance - Departmental advice for maintained Academies, academies, independent Academies and local authorities](#)

There is a legal requirement upon Academy's to keep an accurate attendance register at the beginning of each morning and afternoon session to mark students present or absent. This is also part of the Safeguarding Procedures within all academies. There is also a requirement that attendance records must show whether an absence of a student of compulsory Academy age is authorised or unauthorised.

20. Attendance Team Meetings

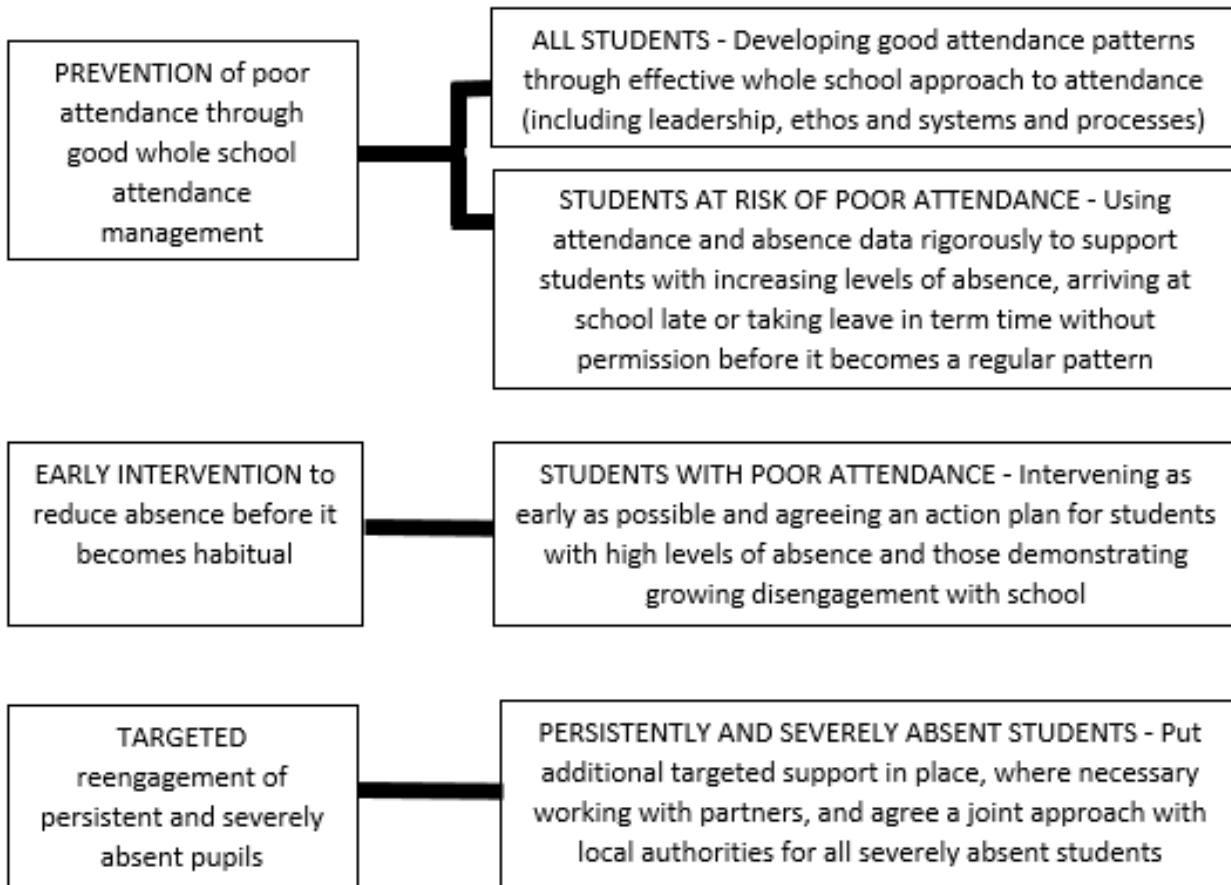
We regularly analyse attendance and absence data to identify students or cohorts that require support with their attendance and put effective strategies in place. As poor attendance is habitual, prevention and early intervention is crucial. The key to this is regular data analysis to both identify and provide immediate additional support to student's or student cohorts that need it, and to look at historic and emerging patterns across the academy and develop strategies to address them.

At Nunthorpe Academy, we will:

- Monitor and analyse weekly attendance patterns and trends and deliver intervention and support in a targeted way to students and families. This will go beyond headline attendance percentages and will look at individual students, cohorts and groups (including their punctuality) across the academy.
- Use this analysis to provide regular attendance reports to class teachers or tutors to facilitate discussions with students and to leaders (including any LAC/CIOC designated staff, designated safeguarding leads, pupil premium leads and pastoral teams).
- Identify the students 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 will include analysis of students and cohorts and identifying patterns in uses of certain codes, days of poor attendance and where appropriate, subjects which have low lesson attendance.
- Benchmark their attendance data (at whole school, year group and cohort level) against local, regional, and national levels (where available) to identify areas of focus for improvement.
- Provide data and reports to support the work of the Trustees and Local Governing Body..
- Carefully monitor students considered as persistently absent (90%) and critically absent (50%)
- Regular (weekly or two weekly) meetings with standing agendas, minutes and agreed actions will take place in the academy with the attendance team.



21. Effective school attendance improvement and management



22. Students with medical conditions, disabilities or special educational needs

Some students face greater barriers to attendance than their peers. These can include students who suffer from long term medical conditions, disabilities or special educational needs that may potentially impact on attendance. Their right to an education is the same as any other student and therefore the attendance ambition for these students should be the same as they are for any other student. That said, in working with their parents/carers to improve attendance, Nunthorpe Academy are mindful of the barriers these students 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 with physical and mental health conditions.
- Establish strategies for removing the in-school barriers that students face
- Ensure joined up pastoral care is in place with possible reasonable adjustments for uniform, transport or routines.

23. Part-time timetables

All students of compulsory school age are entitled to a full-time education. In very exceptional circumstances, where it is in a student'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 student from attending full-time education at the academy and a part-time timetable is considered as part of a re-integration package.

A part-time timetable must only be in place for the shortest time necessary and not be treated as a long-term solution. Any pastoral support programme or other agreement should have a time limit by which point the student is expected to attend full-time, either at the academy or alternative provision. There will also be formal arrangements in place for regularly reviewing it with the student and their parents. In agreeing to a part-time timetable, Nunthorpe Academy has agreed to a student being absent for part of the week or day and therefore must treat absence as authorised.

Local Authority attendance teams will be informed of all students accessing a part-time timetable and should also be aware of planned time frames involved. The Head of School is required to authorise all part time timetables.

23. Attendance Codes

Code	Meaning	Type
/ \	Present at the school / morning \ afternoon	Present Mark
B	Attending any other approved educational activity • Alternative Provision not arranged through the approved framework	Present Mark
C	Authorised Circumstance (see next page for breakdown)	Authorised Absence
D	Dual registered at another school • Attending Sheffield Inclusion Centre • Attending Alternative Provision at another school site • Chapel House / Becton Outreach / CAMHS Lodges • Hospital education • Education at a secure / residential site • Off-site direction / managed move	Present Mark
E	Suspended or permanently excluded and no alternative provision made	Authorised Absence
G	Holiday not granted by the school or Term Time Leave not granted by the school	Unauthorised Absence
I	Illness (not medical or dental appointment)	Authorised Absence
J1	Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution	Authorised Absence
K	Attending education provision arranged by the Local Authority • Home Tutoring • Approved Framework for Alternative Provision • Blended Learning	Present Mark
L	Late arrival before the registers have closed	Present Mark



M	Attended a medical appointment	Authorised Absence
N	Reason for absence not yet established	Unauthorised Mark
O	Absent in other or unknown circumstances	Unauthorised Absence
P	Participating in a sporting activity	Present Mark
Q	Unable to attend the school because of a lack of access arrangements	Not expected to attend
R	Religious Observance	Authorised Absence
S	Leave of absence for the purpose of studying for a public examination. Must be used sparingly with revision opportunities in school.	Authorised Absence
T	Parent travelling for occupational purposes, and the pupil has attended for at least 200 sessions in preceding 12 months.	Authorised Absence
U	Arrived in school after registration closed	Unauthorised Absence
V	Attending an Educational Trip or Visit	Present Mark
W	Attending Work Experience	Present Mark
X	Non-compulsory school age pupil not required to attend school	Not expected to attend
Y	Unable to attend school because of unavoidable cause (see next page for breakdown)	Not expected to attend
Z	Prospective or previous pupil not on admission register	Not expected to attend

The table explaining the breakdown of the sub-codes for Code C and Code Y can be found overle

Code	Meaning	Type
The Y code: Unable to attend school because of unavoidable cause, is broken down into the following sub codes to provide better differentiation of the reason:		
Y1	Unable to attend due to transport normally provided not being available	Not expected to attend
Y2	Unable to attend due to widespread disruption to travel	Not expected to attend
Y3	Unable to attend due to part of the school premises being closed. For example, this may be due to damage or teacher strikes.	Not expected to attend
Y4	Unable to attend due to the whole school site being unexpectedly closed. For example, extreme weather, damage, no hot water, or heating.	Not expected to attend
Y5	Unable to attend as pupil is in criminal justice detention. For example, in police detention, remanded to youth detention, awaiting trial or sentencing, or detained under a sentence of detention.	Not expected to attend
Y6	Unable to attend in accordance with public health guidance or law. Contrary to or prohibited by any guidance relating to the incidence or transmission of infection or disease.	Not expected to attend



Y7	Unable to attend because of any other unavoidable cause. For example, an emergency has prevented the pupil from attending. The unavoidable cause must be something that affects the pupil, not just the parent.	Not expected to attend
The C code: Authorised Absence is broken down into the following sub codes to provide better differentiation of the reason:		
C	Leave of absence for exceptional circumstances. Where a leave of absence is granted, the school will determine the number of days a pupil can be absent from school. A leave of absence is granted entirely at the school's discretion.	Authorised Absence
C1	Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad.	Authorised Absence
C2	Leave of absence for a compulsory school age pupil subject to a part-time timetable.	Authorised Absence

Further details of national codes and their appropriate application can be found in: Working together to improve school attendance: Statutory guidance for maintained schools, academies, independent schools and local authorities (February 2024 – with effect from 19 August 2024).

Registers are legal records and all schools must preserve every entry in the attendance or admission register for 6 years from the date of entry. As the attendance register is a record of the pupils present at the time it was taken, the register should only routinely be amended where the reason for absence cannot be established at the time it is taken and it is subsequently necessary to correct the entry. Where amendments are made, all schools must ensure the register shows the original entry, the amended entry, the reason for the amendment, the date on which the amendment was made, and the name and title of the person who made the amendment.



Appendix 1

NUNTHORPE ACADEMY ATTENDANCE PROCEDURES FLOW CHART

