



Nunthorpe
Academy

Attendance Policy 2023-24

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Ready Respectful Safe

1. The importance of school attendance

At Nunthorpe Academy 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 students and families. To improve attendance, we all must work together to remove barriers to attendance by building strong and trusting relationships. The foundation of securing good attendance is that school is a calm, orderly, safe, and supportive environment where all students want to be and are keen and ready to learn.

It cannot solely be the preserve of a single member of staff, or organisation, it must be a concerted effort across all teaching and non-teaching staff in school, the trust or governing body, the local authority, and other local partners.

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.



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

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

Next Review Date – July 2023

Page 3 of 17

SLT Responsibility – AVP Behaviour and Attitudes, Vice Principal

Approved by Board of Trustees- July 2024

8. Punctuality

Punctuality is extremely important. All students are required to arrive punctually by 8:30 am in the morning to enable a prompt start to tutor time at 8.40am. If a student arrives to the Academy after the close of registration at 9:30am, 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

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Next Review Date – July 2023

Page 4 of 17

SLT Responsibility – AVP Behaviour and Attitudes, Vice Principal

Approved by Board of Trustees- July 2024

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

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Next Review Date – July 2023

Page 5 of 17

SLT Responsibility – AVP Behaviour and Attitudes, Vice Principal

Approved by Board of Trustees- July 2024

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

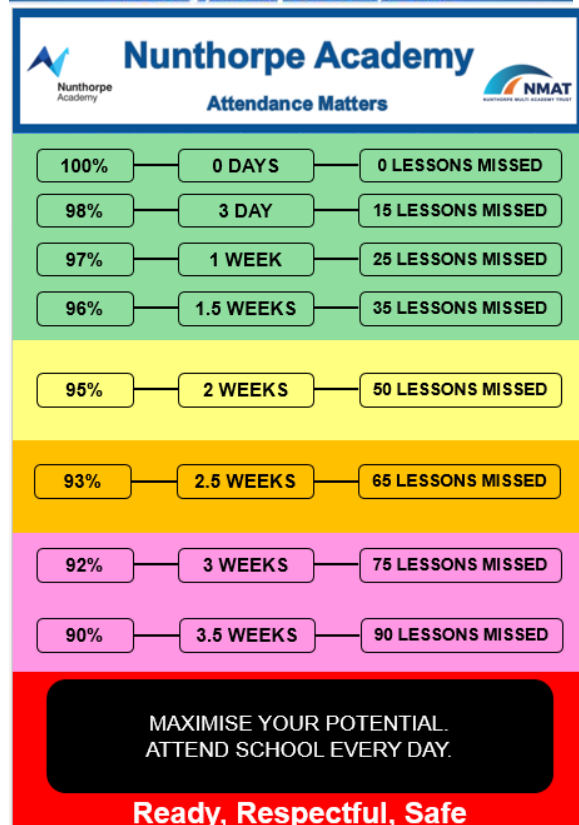
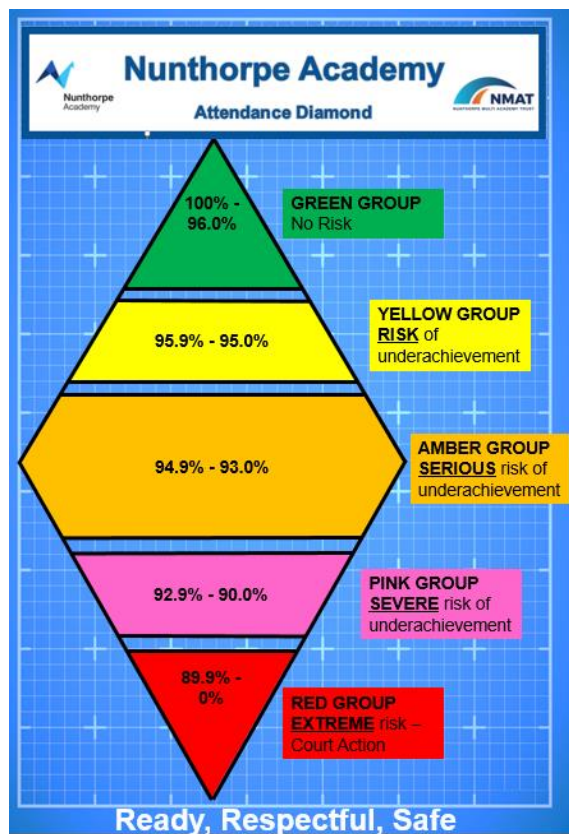
Permission from the Head of School must be sought for all planned absences that occur during term time. A 'request for leave of absence' form must be completed at least 4 weeks in advance of the absence (available from main reception, from the Attendance Officer or on the academy website).

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.



To illustrate:

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Next Review Date – July 2023

Page 7 of 17

SLT Responsibility – AVP Behaviour and Attitudes, Vice Principal

Approved by Board of Trustees- July 2024

- 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: [This will need to be updated if the Learner Agreement is updated. This is due by 9.06.23 - remember to amend here also.](#)

As a student at Nunthorpe Academy I agree to:

- Aim to attend school every day.
- Attend every lesson and registration on time.
- Bring the correct equipment to school every day.
- Do my best and work as hard as I can in EVERY lesson.
- Meet all deadlines for work, including coursework, controlled assessment and homework.
- Listen to and show respect to all other students and staff.
- Treat the building, facilities, resources and equipment with respect.
- Follow the instructions of all staff.
- Behave in a mature and sensible manner at all times.
- Be a positive role model to all other students.
- Wear the academy uniform in the correct manner and with pride and remember that whenever I am in uniform I am representing the academy.
- Ask for help and support if I need it.
- Tell the truth and take responsibility for my actions.
- Understand and accept the consequences and sanctions given when I fail to meet academy expectations.
- Be mindful and sensitive to the needs and rights of others. Including the rights of others to learn in a positive environment.
- Be helpful, polite and courteous.
- Be proud of my successes
- Never knowingly engage in any inappropriate social networking activities. However I will be aware that if I am the victim of any such activities that I will be fully supported by the academy.
- Move around the academy sensibly, following the one way system and directions of staff on duty.
- Behave sensibly whilst travelling to and from 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
- Do everything you can to support your child with meeting their part of the learning agreement above.
- Do everything you can to maximise your child's attendance at the academy:
 - Encourage your child to attend every day.
 - Refrain from booking holidays during term time. These will not be authorised and may lead to legal action
 - Avoid medical and dental appointments during the school day. If unavoidable, your child must be personally collected and signed out and returned as soon as possible after the appointment.
 - Understand that parents are required to pay for all external examinations if your child's attendance is below 90%, unless there are exceptional circumstances
- Ensure communications to the academy are timely and respectful, including:
 - Notifying the academy on every day of absence on 01642 310561 by 8.00am.
 - Provide written evidence in advance for any appointments (if it is essential they take place in the academy day).
 - Treat Nunthorpe Academy staff with respect.
- Engage in the learning, progress, wellbeing and academy engagement of your child.
 - Attend parents review evenings and other requested meetings.
 - Monitor communications from the academy – via Class Charts, social media and the academy website
 - Communicate any concerns with subject teachers and tutors. We are happy to help,
 - Take an active interest in the learning of your child.

Support your child in making positive behavioural choices by celebrating success and supporting appropriate sanctions where your child may have made a poor decision.

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Next Review Date – July 2023

Page 8 of 17

SLT Responsibility – AVP Behaviour and Attitudes, Vice Principal

Approved by Board of Trustees- July 2024

- Support us with safeguarding your child by
- i) having an awareness of and keeping a close eye on your child's use of social media and the internet and informing us of any issues.
- ii) having an awareness of and keeping a close eye on your child's behaviour in the local community and informing us of any issues.

As an academy, we will:

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

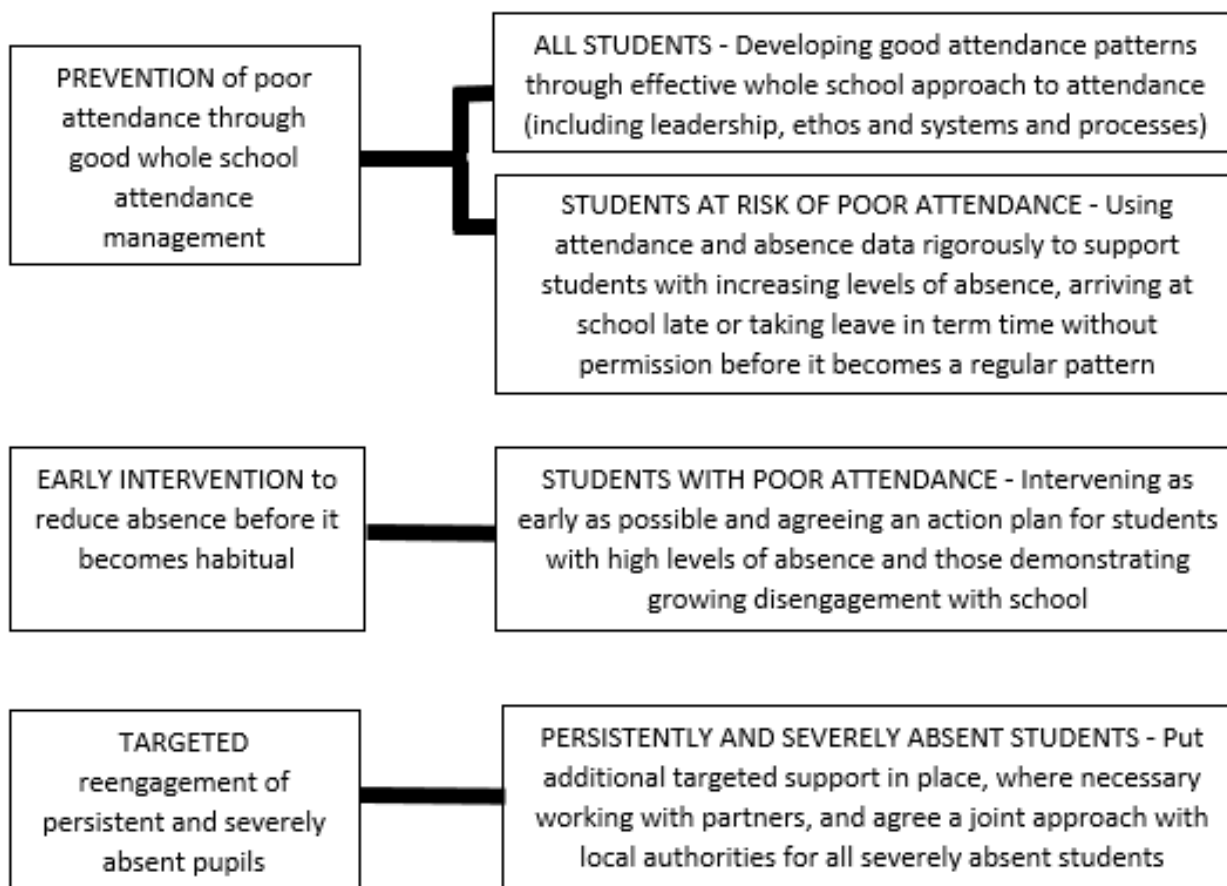
We regularly analyse attendance and absence data to identify students or cohorts that require support with their attendance and put effective strategies in place. As poor attendance is habitual, prevention and early intervention is crucial. The key to this is regular data analysis to both identify and 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 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

Students must not be marked present if they were not in school during registration. If a student were to leave the school premises after registration, they would still be counted as present for statistical purposes.

- **Registration code / \:** Present in school / = am \ = pm

Present in school during registration.

- **Code L:** Late arrival before the register has closed. Academies should have a policy on how long registers should be kept open; this should be for a reasonable length of time but not that registers are to be kept open for the whole session.

A student arriving after the register has closed should be marked absent with code U, or with another absence code if that is more appropriate.

Present at an approved off-site educational activity

An approved educational activity is where a student is taking part in supervised educational activity such as field trips, educational visits, work experience or alternative provision. Students can only be recorded as receiving off-site educational activity if the activity meets the requirements prescribed in regulation 6(4) of the Education (Pupil Registration) (England) Regulations 2006. The activity must be of an educational nature approved by the school and supervised by someone authorised by the school. The activity must take place during the session for which the mark is recorded.

Attendance codes for when students are present at approved off-site educational activity are as follows:

Code B: off-site educational activity. This code should be used when students are present at an off-site educational activity that has been approved by the academy. Ultimately, academies are responsible for the safeguarding and welfare of students educated off-site. Therefore, by using code

B, students are certifying that the education is supervised and measures have been taken to safeguard students. This code should not be used for any unsupervised educational activity or where a student is at home doing schoolwork. Academies should ensure that they have in place arrangements whereby the provider of the alternative activity notifies the academy of any absences by individual students. The academy should record the student's absence using the relevant absence code.

Code D: dual registered - at another educational establishment. This code is not counted as a possible attendance in the School Census. The law allows for dual registration of students at more than one school. This code is used to indicate that the student was not expected to attend the session in question because they were scheduled to attend the other school at which they are registered.

The main examples of dual registration are students who are attending a pupil referral unit, a hospital school or a special school on a temporary basis. It can also be used when the student is known to be registered at another school during the session in question.

Each school should only record the student's attendance and absence for those sessions that the student is scheduled to attend at their school. Schools should ensure that they have in place arrangements whereby all unexplained and unexpected absence is followed up in a timely manner.

Code J: at an interview with prospective employers, or another educational establishment. This code should be used to record time spent in interviews with prospective employers or another educational establishment. Schools should be satisfied that the interview is linked to employment prospects, further education or transfer to another educational establishment.

Code P: participating in a supervised sporting activity. This code should be used to record the sessions when a student is taking part in a sporting activity that has been approved by the academy and supervised by someone authorised by the academy.

Code V: educational visit or trip. This code should be used for attendance at an organised trip or visit, including residential trips organised by the academy, or attendance at a supervised trip of a strictly educational nature arranged by an organisation approved by the academy.

Code W: work experience. Work experience is for students in the final two years of compulsory education. Academies should ensure that they have in place arrangements whereby the work experience placement provider notifies the academy of any absences by individual students. Any absence should be recorded using the relevant code.

Authorised absence from school

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

Absence codes when students are not present in school are as follows:

Code C: leave of absence authorised by the academy. Only exceptional circumstances warrant an authorised leave of absence. Academies should consider each application individually taking into account the specific facts and circumstances and relevant background context behind the request.

Code E: excluded but no alternative provision made. If no alternative provision is made for a student to continue their education whilst they are excluded but still on the admission register, they should be marked absent in the attendance register using Code E. Alternative provision must be arranged for each excluded student from the sixth consecutive day of any fixed period or permanent exclusion. Where alternative provision is made, they should be marked using the appropriate attendance code.

Code H: holiday authorised by the school. Head teachers should not grant leave of absence unless there are exceptional circumstances. The application must be made in advance and the head teacher must be satisfied that there are exceptional circumstances based on the individual facts and circumstances of the case which warrant the leave. Where a leave of absence is granted, the head teacher will determine the number of days a student can be away from school. A leave of absence is granted entirely at the head teacher's discretion.

Code I: illness (not medical or dental appointments). Academies should advise parents to notify them on the first day the child is unable to attend due to illness. The academy should authorise absences due to illness unless they have genuine cause for concern about the veracity of an illness. If the authenticity of illness is in doubt, schools can request parents to provide medical evidence to support illness. Schools can record the absence as unauthorised if not satisfied of the authenticity of the illness but should advise parents of their intention. Schools are advised not to request medical evidence unnecessarily. Medical evidence can take the form of prescriptions, appointment cards, etc. rather than doctors' notes.

Code M: medical or dental appointments. Missing registration for a medical or dental appointment is counted as an authorised absence. Schools should, however, encourage parents to make appointments out of school hours. Where this is not possible, the student should only be out of school for the minimum amount of time necessary for the appointment.

Code R: religious observance. Schools must treat absence as authorised when it is due to religious observance. The day must be exclusively set apart for religious observance by the religious body to which the parents belong. Where necessary, schools should seek advice from the parents' religious body about whether it has set the day apart for religious observance.

Code S: study leave. Schools must record study leave as authorised absence. Study leave should be used sparingly and only granted to Year 11 pupils during public examinations. Provision should still be made available for those students who want to continue to come into school to revise.

Code T: Gypsy, Roma and Traveller absence. A number of different groups are covered by the generic term Traveller – Roma, English and Welsh Gypsies, Irish and Scottish Travellers, Showmen (fairground people) and Circus people, Bargees (occupational boat dwellers) and New Travellers. This code should be used when Traveller families are known to be travelling for occupational purposes and have agreed this with the academy but it is not known whether the student is attending

educational provision. These groups should not use it for any other types of absence. To help ensure continuity of education for Traveller children it is expected that the child should attend school elsewhere when their family is travelling and be dual registered at that school and the main school. Children from these groups whose families do not travel are expected to register at a school and attend as normal. They are subject to the same rules as other children in terms of the requirement to attend school regularly once registered at a school.

Unauthorised absence from school

Unauthorised absence is where a school is not satisfied with the reasons given for the absence. Absence codes are as follows:

Code G: holiday not authorised by the school or in excess of the period determined by the head teacher. If a school does not authorise a leave of absence for the purpose of a holiday but the parents still take the child out of school, or the child is kept away for longer than was agreed, the absence is unauthorised. The regulations do not allow schools to give retrospective approval. If the parents did not apply for leave of absence in advance, the absence must be recorded as unauthorised.

Code N: reason for absence not yet provided. Schools should follow up all unexplained and unexpected absences in a timely manner. Every effort should be made to establish the reason for a student's absence. When the reason for the student's absence has been established, the register should be amended. This code should not be left on a student's attendance record indefinitely; if no reason for absence is provided after a reasonable amount of time it should be replaced with code O (absent from school without authorisation).

Code O: absent from school without authorisation if the school is not satisfied with the reason given for absence they should record it as unauthorised.

Code U: arrived in school after registration closed Schools should actively discourage late arrival, be alert to patterns of late arrival and seek an explanation from the parent.

Not attending in circumstances relating to coronavirus (COVID-19) for the school year 2021 to 2022, a new category was added to record instances when a pupil is 'not attending in circumstances relating to coronavirus (COVID-19)'. See this addendum for further information, including advice on the application of

Administrative codes

The following codes are not counted as a possible attendance in the School Census. Code X: not required to be in school. This code is used to record sessions that non-compulsory school age children are not expected to attend.

Code Y: unable to attend due to exceptional circumstances this code can be used where a student is unable to attend because:

- The school site, or part of it, is closed due to an unavoidable cause
- The transport provided by the school or a local authority is not available and where the student's home is not within walking distance
- a local or national emergency has resulted in widespread disruption to travel which has prevented the student from attending school This code can also be used where a student is unable to attend because:
- The student is in custody; detained for a period of less than four months. If the school has evidence from the place of custody that the pupil is attending educational activities then they can record those sessions as code B (present at approved educational activity)

This code is collected in the School Census for statistical purposes.

Code Z: student not on admission register. This code is available to enable schools to set up registers in advance of students joining the school to ease administration burdens. Schools must put students on the admission register from the first day that the school has agreed, or been notified, that the student will attend the school.

Code #: planned whole or partial school closure. This code should be used for whole or partial school closures that are known or planned in advance such as: between terms; half terms; occasional days (for example, bank holidays); weekends (where it is required by the management information system); up to five non-educational days to be used for curriculum planning/training; and use of schools as polling stations.



Appendix 1

NUNTHORPE ACADEMY ATTENDANCE PROCEDURES FLOW CHART

