

Policy Document for: Attendance

Approved:

Due for Review: September 2024

Additions/amendments in this version

<i>Page 2</i>	<i>Updates for contact emails</i>
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Aim

Bourne Alliance MAT is committed to the continuous raising of achievement of all our pupils. Regular attendance is critical if our pupils are to be successful and benefit from the opportunities presented to them. One of our basic principles is to celebrate success. Good attendance is fundamental to a successful and fulfilling school experience.

The Governors, CEO and staff, in partnership with parents, have a duty to promote high levels of attendance at our schools.

This document includes a section setting out information for parents plus the full attendance policy.

Information for parents about school attendance

At Bourne Alliance MAT, we encourage good attendance in all our schools and promote attendance for all pupils to be over 96% as we know that high attendance levels impacts positively on a child's educational and social opportunities. We understand that some children suffer with long term health/medical conditions and so they will not be able to be in school every day, but we support and encourage as much attendance as their health conditions allow. Our children with medical needs who cannot attend school policy sets out what support we offer for long term absence. In our schools, we use our Family Liaison Officer and wider support teams to support and work with families where attendance is a concern. Parents and carers hold a legal duty to ensure their child/ren attend school regularly and arrive on time.

It is parents' responsibility to contact the school on the first day their child is absent. This is a **safeguarding** requirement so that all parties know that your child is safe and their whereabouts is known. Parents must regularly update the school and inform the school when their child is returning. The school will follow up with the parents on the first and every subsequent day of a child being absent without reason. If a child is absent without contact, the absence will be recorded as unauthorized. The school may take additional steps for safeguarding if no contact can be made with any emergency contacts, or there is no explanation of the absence.

We ask that all our parents and carers:

- Make sure their child attends every day on time
- Call the school to report their child's absence before 8:45 am on their first day of the absence and on each subsequent day of absence unless you have already specified a planned return date (i.e. medical isolation for chickenpox or Covid).
- Bobbing Village School: This can be via email – bobbing@ba-mat.org.uk or by calling the school office after 8am.
- Iwade schools: This can be through leaving a voicemail on the school answerphone system each day, or calling the office directly or via email iwade@ba-mat.org.uk
- Grove Park: has an email address which can be used by parents to notify absences each day, or you can call the Office to report absence grovepark@ba-mat.org.uk
- Aspire school has an aspire@ba-mat.org.uk email address which can be used to report pupil absence or you can call the Office to report absence after 8am
- Provide the school with more than 1 emergency contact number for their child
- Ensure that, where possible, appointments for their child are made outside of the school day. If your appointment is in the school day, please provide evidence. Missing registration for a medical or dental appointment is counted as an authorised absence; advance notice is required for authorising these absences with either the appointment letter or card.

Not only does low attendance impact significantly on their social and educational achievements and progress, it may also result in a referral to the Local Authority School Liaison Officer for consideration of prosecution. This usually refers to pupils whose attendance falls below 90% - a persistent absentee. We hope that these tables offer further insight to the impact of absence over time.

No Absence	10 days absence	12 days absence	19 days absence	29 days absence	38 days absence
190 days of education	180 days of education	178 days of education	171 days of education	161 days of education	152 days of education
100%	95%	94%	90%	85%	80%

It is also important that pupils arrive on time for school – being frequently late for school impacts on lost learning for the child:

If a child misses	that equals...	which is...	and over 13 years of school that's...
1 day per fortnight (90% attendance)	19 days per year	≈ 4 weeks per year	Nearly 1½ years
1 day per week (80% attendance)	38 days per year	≈ 8 weeks per year	Over 2½ years
2 days per week (60% attendance)	76 days per year	≈ 16 weeks per year	Over 5 years
3 days per week (40% attendance)	days per year	≈ 24 weeks per year	Nearly 8 years

- Arriving 5 minutes late every day adds up to over 3 days lost each year
- Arriving 15 minutes late every day adds up to 2 weeks absence a

year

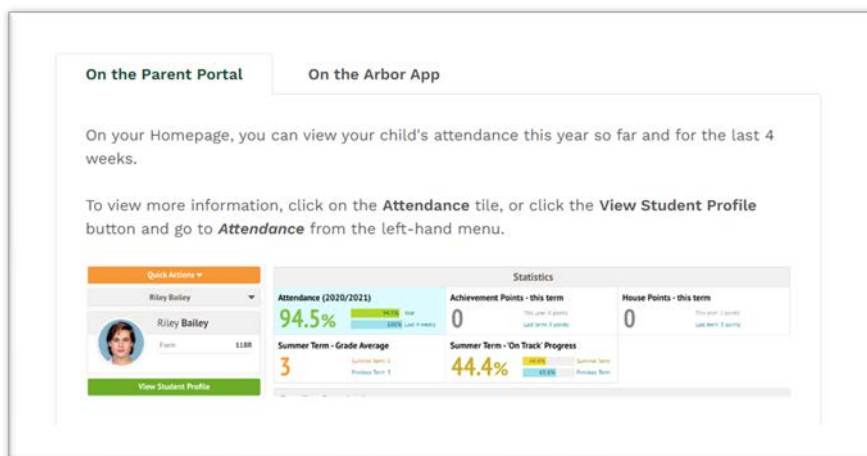
- Arriving 30 minutes late every day adds up to 19 days absence a year.

Additionally, children arriving late have missed early morning work set out by their class teacher, may miss the teaching inputs and often feel unsettled by this.

If a child has a significant number of lates, or there is a notable pattern, a member of the school team will be in contact with the parent or carers to discuss the reason and the ways the school can support in improving punctuality. If this continues, this could provide grounds for a penalty notice or prosecution.

How can parents view attendance?

Attendance will be reported to parents on the end of year report in July. However, attendance will be discussed with parents and carers when concerns are raised. All parents can see their child's cumulative attendance on their Arbor profile page



[Attendance on the Parent Portal and Arbor App – Arbor Help Centre \(arbor-education.com\)](https://www.arbor-education.com)

School day: Bobbing , Grove Park & Iwade schools

Pupils are expected to arrive between **8:30 - 8.45 am**. Arrival after this time is considered **late**. If your child arrives after 8:50am registers are closed and therefore will be recorded as an unauthorised absence for the morning session.

The register for the first session will be taken at 8:45am and will be kept open until 8:50am. The register for the second session will be taken at the end of their lunch period (1pm).

All pupils that arrive late must report, with their parent to the school office where the reason for lateness is recorded.

School day: Aspire school

Pupils are expected to arrive between **8.45 and 9.15am**. Arrival after this time is considered **late**, unless pupils are working from reduced or bespoke timetables which will have been pre-arranged with the class teacher and Headteacher.

The register for the morning session will be taken by 9:30am and therefore any pupils arriving after this time will be recorded as an unauthorised absence.

The register for the second session will be taken by 1:50pm.

On Friday afternoons, the school has the earlier finishing time of 1pm. Children that come to school by Local Authority transport are collected at 1pm. Parent collections take place from **1.15pm to 1.45pm**. On Fridays, the register for the second session will be taken by the earlier time of 1:00pm

Approval for term-time absence

The CEO or Head of School/Head Teacher may not grant any leave of absence to pupils during term time unless they consider there to be 'exceptional circumstances'. The fundamental principles for defining 'exceptional' are rare, significant, unavoidable and short. And by 'unavoidable' it implies that an event could not reasonably be scheduled at another time. It is important to note that Heads can agree the absence of a child in exceptional circumstances and this discretion can be used also to determine the length of the authorised absence.

The Head of School is not obliged to accept a parent's explanation and a letter, email or telephone message from a parent does not authorise an absence. If absences are not authorised, parents will be notified. If no explanation is received, absences will not be authorised. The following reasons are examples of absence that will **not** be authorised:

- Persistent non-specific illness e.g. poorly/unwell
- Absence of siblings if one child or parent is ill
- Oversleeping
- Inadequate clothing/uniform
- Confusion over school dates
- Medical/dental appointments of more than half a day without very good reasons
- Child's/family birthday
- Shopping trip/Special reward
- Family Holidays

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 Heads discretion.

Pupils who may need an absence from school due to a profession employment booking – such as modelling or acting will need to apply with a leave of absence form and relevant licences shared with school. The school will authorise a maximum of 12 sessions of absence each academic year for such reasons. In exceptional circumstance, should a more sustained consecutive period of absence be required, please make an appointment to discuss with the Head of School/Headteacher.

Valid reasons for authorised absence include:

- Illness and medical/dental appointments – as explained on page 9.
- 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.
- Service personnel returning from a tour of duty abroad where it is evidenced the individual will not be in receipt of any leave in the near future that coincides with school holidays.
- Where an absence from school is recommended by a health professional as part of a parent or child's rehabilitation from a medical or emotional issue.
- The death or terminal illness of a person close to the family.
- To attend a wedding or funeral of a person close to the family.

Any examples provided are illustrative rather than exhaustive. It is acceptable to take a student's previous record of attendance into account when the school is making decisions.

The Headteacher/Head of School reserves the right to request additional evidence to support this application.

Leave of absence for family holiday

From September 2013 the Department for Education have amended the Pupil Registration Regulations, removing the Headteacher's ability to authorise leave of absence for the purpose of a family holiday. Section 444 of the Education Act 1996 says that parents are **guilty** of an offence of failing to secure regular attendance at school unless they can prove that the child was absent:

- with leave (the school has given permission)
- due to sickness or any unavoidable cause (the sickness or unavoidable cause must relate to the child, not the parent)
- religious observance
- failure by the Local Authority to provide transport

In law, these are the only acceptable reasons for a child being absent from school.

The Head of School/Headteacher may authorise absence in "exceptional circumstances" but this must be requested in advance and agreement to each request is at the discretion of the Headteacher, acting on behalf of the Governing Body (Education (Pupil Registration) (England) Regulations 2006). Each

case will be judged on its merits and the Head of School's decision is final. Once the decision not to authorise leave is taken, it cannot be authorised retrospectively.

If the absence is not authorised and the holiday is taken anyway, the case may be referred to the Inclusion and Attendance Service who may issue a Penalty Notice to each parent for each child taken out of school. Failure to pay the penalty in full by the end of the 28 day period will result in prosecution by the Local Authority.

Full policy information

Legislation and guidance

This policy meets the requirements of the [Working together to improve school attendance - GOV.UK \(www.gov.uk\)](#) 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:

- 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](#), [2016](#) amendments)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)

This policy also refers to the DfE's guidance on the [school census](#), which explains the persistent absence threshold. This policy complies with our funding agreement and articles of association.

Roles and responsibilities

At BA-MAT schools, there is a whole school responsibility and approach for improving school attendance, with specific staff taking individual responsibility.

Governors & Trustees

The governing board is responsible for monitoring attendance figures for the whole school on at least a termly basis. It also holds the Head of School to account for the implementation of this policy.

- Promoting the importance of school attendance across the school's policies and ethos
- Making sure school leaders fulfil expectations and statutory duties
- Regularly reviewing and challenging attendance data via the Local Governing body meetings
- Monitoring attendance figures for the whole school via the Local Governing body meetings
- Making sure staff receive adequate training on attendance
- Holding the headteacher/Head of School to account for the implementation of this policy

The Head of School/Head Teacher

The Head of School/Head Teacher is responsible for:

- Implementation of this policy at the school
- Monitoring school-level absence data and reporting it to governors
- Supporting staff with monitoring the attendance of individual pupils
- Monitoring the impact of any implemented attendance strategies
- Working with School Liaison Officer to tackle persistent absence and issuing penalty notices
- Offering a clear vision for attendance improvement
- Evaluating and monitoring expectations and processes
- Having an oversight of data analysis via Arbor attendance reports
- Benchmarking attendance data to identify areas of focus for improvement

Office staff responsible for attendance

- Identifying and alerting the Head of School/Head Teacher to concerns around attendance of individual pupils
- Advises the Head of School when to issue fixed-penalty notices and issuing fixed penalty notices when needed
- School office staff are expected to take calls from parents about absence and record it on the school system.
- The Office Manager will ensure that attendance and lateness records are up to date
- Follow up with First Day calling where children fail to attend school as expected
- Check the registers as they are submitted
- Where there has not been communication, or evidence has not been provided when requested, sending letters to parents to request reasons for absence

Bobbing, Grove Park, Aspire & Iwade Community Leads/Family Liaison Officer

- Monitors attendance data across the school and at an individual pupil level on a regular basis
- Reports concerns about attendance to the Head of School and FLO
- Arranges calls and meetings with parents to discuss attendance issues
- Devising specific strategies to address areas of poor attendance identified through data
- Delivering targeted intervention and support to pupils and families

Class teaching staff

Class teaching staff are responsible for recording attendance twice a day, on a daily basis, using the correct codes, and submitting this information to the school office via Arbor. If there is an IT based issue which prevents access to Arbor, these will be completed on paper registers and taken to the main school office.

Attendance register

By law, all schools are required to keep an attendance register, and all pupils must be placed on this register. The attendance register will be taken at the start of the first session of each school day and once during 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

Marking the attendance registers twice daily is a legal requirement. (The Education (Pupil Registration) (England) Regulations 2006).

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

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

We will also record:

- For pupils of compulsory school age - whether the absence is authorised or not
- The nature of the activity if a pupil is attending an approved educational activity
- The nature of circumstances where a pupil is unable to attend due to exceptional circumstances

We will keep every entry on the attendance register for 3 years after the date on which the entry was made.

Unplanned absence

The pupil's parent/carer must notify the school of the reason for the absence on the first day of an unplanned absence or as soon as practically possible by calling the school Office.

We will mark absence due to illness as authorised unless the school has a genuine concern about the authenticity of the illness. The school will ask the pupil's parent/carer to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence if the appointment is during the school day. We will not ask for medical evidence unnecessarily. If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents/carers will be notified of this in advance.

Following up unexplained absence

Where any pupil we expect to attend school does not attend, or stops attending, without reason, the school will:

- Call the pupil's parent/carer on the morning of the first and subsequent days of unexplained absence to ascertain the reason. If the school cannot reach any of the pupil's emergency contacts, the school may take additional measures as non-attendance raises safeguarding concerns. This may involve;
 - A home visit where staff will need to see and talk to pupils
 - A telephone call where staff will need to speak to the pupil
 - Referral to the Front Door due to Safeguarding concern, Persistent or Severe absenteeism
 - Referral to LA Attendance Officer due to Safeguarding concern, Persistent or Severe absenteeism
 - Involvement of the Family Liaison Officer to develop a plan for the child to return to school
- Identify whether the absence is approved or not.
- Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than 5 working days after the session.

Planned absence

Medical or dental appointments

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

However, we encourage parents to 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 and evidence of the appointment will be requested.

Supporting parents

The Trust is committed to working with parents and carers to ensure that their children attend school regularly and in line with expectations. Where there are ongoing issues for the family, the Family Liaison Officer (FLO)/Assistant Head Teacher and/or Community Lead will be in contact with the family to offer support and to understand the barriers which are leading to limited attendance or lateness, for example with homelessness. This may include recommending an application for Early Help to support the whole family or accessing wider support for the family.

A member of the team will meet with the family where necessary to offer support and to gain an understanding of the absence period or lateness of children.

Approval for term-time absence

The CEO or Head of School/Head Teacher may not grant any leave of absence to pupils during term time unless they consider there to be 'exceptional circumstances'. The Head of School is not obliged to accept a parent's explanation. A letter or telephone message from a parent does not in itself authorise an absence. If absences are not authorised, parents will be notified. If no explanation is received, absences will not be authorised.

Absence (leave) during term time can only be approved in "exceptional circumstances". The following reasons are examples of absence that will not be authorised:

- Persistent nonspecific illness e.g. poorly/unwell
- Absence of siblings if one child is ill
- Oversleeping
- Inadequate clothing/uniform
- Confusion over school dates
- Medical/dental appointments of more than half a day without very good reasons
- Child's/family birthday
- Shopping trip
- Family Holidays

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 Heads discretion.

Pupils who may need an absence from school due to a profession employment booking – such as modelling or acting will need to apply with a leave of absence form and relevant licences shared with school. The school will authorise a maximum of 12 sessions of absence each academic year for such reasons. In exceptional circumstance, should a more sustained consecutive period of absence be required, please make an appointment to discuss with the Head of School/Headteacher.

Valid reasons for **authorised absence** include:

- Illness and medical/dental appointments – as explained on page 9.
- 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

- Service personnel returning from a tour of duty abroad where it is evidenced the individual will not be in receipt of any leave in the near future that coincides with school holidays.
- Where an absence from school is recommended by a health professional as part of a parent or child's rehabilitation from a medical or emotional issue.
- The death or terminal illness of a person close to the family.
- To attend a wedding or funeral of a person close to the family.
- Any examples provided are illustrative rather than exhaustive. It is acceptable to take a student's previous record of attendance into account when the school is making decisions. The fundamental principles for defining 'exceptional' are rare, significant, unavoidable and short. And by 'unavoidable' it implies that an event could not reasonably be scheduled at another time. It is important to note that headteachers can agree the absence of a child in exceptional circumstances and this discretion can be used also to determine the length of the authorised absence.

Leave of absence for family holiday

From September 2013 the Department for Education have amended the Pupil Registration Regulations, removing the Headteacher's ability to authorise leave of absence for the purpose of a family holiday.

Section 444 of the Education Act 1996 says that parents are **guilty** of an offence of failing to secure regular attendance at school unless they can prove that the child was absent:

- with leave (the school has given permission)
- due to sickness or any unavoidable cause (the sickness or unavoidable cause must relate to the child, not the parent)
- religious observance
- failure by the Local Authority to provide transport

In law, these are the only acceptable reasons for a child being absent from school.

The Head of School/Headteacher may authorise absence in "exceptional circumstances" but this must be requested in advance and agreement to each request is at the discretion of the Headteacher, acting on behalf of the Governing Body (Education (Pupil Registration) (England) Regulations 2006). Each case will be judged on its merits and the Head of School's decision is final. Once the decision not to authorise leave is taken, it cannot be authorised retrospectively.

If the absence is not authorised and the holiday is taken anyway, the case may be referred to the Inclusion and Attendance Service who may issue a Penalty Notice to each parent for each child taken out of school. Failure to pay the penalty in full by the end of the 28 day period will result in prosecution by the Local Authority.

Reducing persistent and severe absence

Persistent absence is where a pupil misses 10% or more of school, and severe absence is where a pupil misses 50% or more of school.

If the support offered by the school has not improved attendance and absences have not been authorised, leading to a period of unauthorised absence of 10 missed sessions in a period of 50 school days, the situation will be addressed rigorously through legal measures including Penalty Notices.

Sanctions of any nature are for use only where parental co-operation in the effort to support regular attendance is either absent or deemed insufficient to resolve the presenting problem.

Schools have the first responsibility to take effective action to improve attendance. They are supported in this by their KCC School Liaison Officer, who is part of the Local Authority's Inclusion and Attendance Service. When the school has done all it can, over a period of time, to improve attendance and there is little or no improvement, two options are available.

- One option, where there is clear evidence of underlying problems in the family that require more intensive support, will be to make a notification to the Early Help and Preventative Service. This will lead to an assessment of the child's and family's needs and an Early Help Plan to support the family to make changes that will improve school attendance and other outcomes.
- The second option for the school, where there is evidence that the issue is a straightforward case of unauthorised absence, is to work with the Inclusion and Attendance Service after the school's own interventions have not succeeded in improving the pupil's attendance. This may lead to further legal action if the absence from school does not improve.

To identify and tackle persistent/severe absence the schools will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Hold meetings with the parents of pupils who the school (and/or local authority) considers to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement at school
- Provide access to wider support services to remove the barriers to attendance

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 governors.

Persistent unauthorised absence (10% or more of the school year) may result in a referral to the Local Authority School Liaison Officer for consideration of prosecution. The school will follow procedures prior to referral and parents will be notified in writing.

Persistent unauthorised absence may result in an AS1 referral to the Local Authority School Liaison Officer for consideration of prosecution. The school will follow procedures prior to referral and parents will be notified in writing.

When a referral is made, the child's Registration Certificate, copies of all letters sent to parents and minutes of any meetings **MUST** be attached to the completed AS1 referral form with any other relevant information.

The school or local authority can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age. If issued with a fine, or penalty notice, each parent must pay £60 within 21 days or £120 within 28 days. The payment must be made directly to the local authority. Penalty notices can be issued by a headteacher, local authority officer or the police.

The decision on whether or not to issue a penalty notice may take into account:

- The 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

If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

Local Authority Action may include:-

- Attendance Improvement Meeting
- Home visits
- Liaison with other agencies
- Fast Track to Prosecution

After the appropriate request for a Penalty Notice is received, the KCC Inclusion and Attendance Service will issue a warning letter setting out 15 school days during which no unauthorised absence is to be recorded. If unauthorised absence is recorded during the 15 day period a Penalty Notice will be issued (one per parent per child)

Exceptional circumstances could include:

- Service personnel returning from a tour of duty abroad where it is evidenced the parent will not be in receipt of any leave in the near future that coincides with school holidays.
- Personnel working in the Emergency services and the Prison service who have leave dictated by the needs of their employer
- Where an absence from school is recommended by a health professional as part of a parent's or child's rehabilitation from a medical or emotional issue.
- The death or terminal illness of a person close to the family.
- To attend a wedding or funeral of a person close to the family.
- Any strong personal reasons why a family might need to take a child away from school for a short break.

Any examples provided are illustrative rather than exhaustive. It is acceptable to take a pupil's previous record of attendance into account when the school is making decisions. The fundamental principles for defining 'exceptional' are rare, significant, unavoidable and short. And by 'unavoidable' it implies that an event could not reasonably be scheduled at another time. It is important to note that the Executive Principal can agree the absence of a child in exceptional circumstances and this discretion can be used also to determine the length of the authorised absence.

Children Missing Education

No child should be removed from the school roll without consultation between the CEO and the Inclusion and Attendance Service when appropriate. Please see the circumstances below:-

Where a child is missing from education, Local Authority guidance will be followed, by completing a Child Missing Education referral for the following circumstances:-

- If the whereabouts of the child is unknown and the school has failed to locate him/her.
- The family has notified the school that they are leaving the area but no Common Transfer Form (pupil file) has been requested by another school.

Attendance monitoring

The Bourne Alliance MAT schools monitor and analyse school attendance and absence data on a regular basis (at least termly). This enables the school to identify patterns of attendance and any pupils whose families may need support to improve attendance.

The school will:

- Monitor attendance and absence data half-termly, termly and yearly across the school and at an individual pupil level
- Identify whether or not there are particular groups of children whose absences may be a cause for concern

Pupil-level absence data will be 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. The school will compare attendance data to the national average, and share this with the governing body in Trust Board and Local Governing Body meetings.

Analysing attendance

The school will:

- Analyse attendance and absence data regularly to identify pupils or cohorts that need additional support with their attendance, and use this analysis to provide targeted support to these pupils and their families
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns

Acute and chronic illnesses and surgery leading to absence

All children can become acutely ill through the school year and it is not the intention of the Trust schools to penalise children for being unwell. The Trust schools use absence data intelligently to identify where children have been absent for acute and chronic illnesses and do not penalise parents and children for this. Similarly, where there are children with medical needs, or surgery recovery time, this data is not included for the purposes of absence analysis. These absences will be recorded against the individual child on the attendance register.

Using data to improve attendance

The school will:

- Provide regular attendance reports to class teachers and other school leaders, through Arbor, to facilitate discussions with pupils and families
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies

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