

# All Saints Catholic High School Attendance Policy



## **Mission Statement:**

We are a Catholic community whose mission is to fully prepare our students for the wider world and to send them into it equipped for life and for the service of others. We come together from diverse backgrounds, united by Christ, by the highest aspirations and by a thirst for excellence to instil in our students a respect for themselves, for others and for their environment. We take our inspiration from Jesus' commandment to "love one another".

Approved by the Local Academy Committee: 27 March 2024



All Saints seeks to ensure that all of its students receive a full-time education which will maximise the opportunities for each student to realise their true potential. **We expect every student to be in school every day school is open.** There is a clear link between attendance and achievement alongside the development of social, emotional and personal skills.

We recognise that **attendance is “everyone’s business”**, all of the time, and this policy should be viewed alongside the safeguarding, bullying, behaviour and SEND policies. We will work with families to identify the barriers for poor attendance and try to resolve any issues.

The school will strive to provide a welcoming, caring environment, where each member of the school community feels wanted and secure. School staff will work with students and their families to ensure each student attends school every day and on time unless the reason is unavoidable.

Good attendance supports students to become resilient, confident and competent individuals.

Failure to attend school on a regular basis will be considered a safeguarding issue.

The school has established a system of incentives and rewards which acknowledges the efforts of students to improve their attendance and timekeeping and will challenge students and parents who give low priority to attendance and punctuality. To meet these objectives, All Saints Catholic High School has an effective and efficient system of communication with students, parents and appropriate agencies to provide mutual information, advice and support.

Sixth Form attendance is covered under a separate policy, which can be found on the sixth form pages of our website.

## 1. Aims

We are committed to meeting our obligation with regards to school attendance through our whole-school culture and ethos that values good attendance, including:

- Make attendance and punctuality a priority within the whole school community, including students, parents, teachers, support staff and governors.
- Instil within staff, students and parents a mind-set which regards uninterrupted attendance and being punctual as common and normal practice.
- Establishing good habits for attendance and punctuality among students as part of preparation for life beyond school and as part of their becoming citizens with a sense of responsibility.
- Building strong relationships with families, listening to and addressing any barriers to attendance.
- Promote the link between excellent attendance, continuity, progression, educational outcomes and student wellbeing.
- Act early to address patterns of absence.
- Reducing absence, including persistent absence and severe absence.
- Develop a framework which defines agreed roles and responsibilities and promotes consistency in carrying out designated tasks.
- Develop a systematic approach to gathering and analysing attendance-related data.
- Implement an appropriate system of rewards and sanctions.
- Promote effective partnerships with external services and agencies.
- Recognise the needs and support of the individual student when planning reintegration following significant periods of absence.

- › Ensuring every pupil has access to the full-time education to which they are entitled.
- › To have a clear policy on absence.

## 2. Legislation and guidance

This policy meets the requirements of the [working together to improve school attendance](#) 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](#)

It also refers to:

- › [School census guidance](#)
- › [Keeping Children Safe in Education](#)
- › [Mental health issues affecting a pupil's attendance: guidance for schools](#)

The 1996 Education Act requires that:

- all pupils of compulsory school age receive suitable full-time education by regular attendance at school.
- the Local Authority must provide school places to parents who wish their children to be educated at school.
- the school must complete attendance registers at the beginning of the morning session and during the afternoon session.
- the school must report to the Local Authority pupils who fail to attend regularly or are absent for more than ten days without explanation.
- the Local Authority has a duty to ensure that parents fulfil their legal responsibilities.
- failure by parents to ensure the regular attendance at school of a registered pupil is an offence punishable by law.

### **Core principles as directed by DFE guidance 'Working together to improve school attendance- April 2023'.**

- We have high standards of expected attendance for students.
- We monitor all students by rigorously using attendance data to identify patterns of poor attendance as soon as possible so that all parties work together to resolve issues before they become entrenched.
- We will not tolerate low attendance but we will listen, understand, empathise and support our students.
- We are relentless in our pursuit of identifying the root causes of absence and removing barriers to attendance.

- We have clear processes as to when attendance should be unauthorised and we have a keen focus on such absence.
- Where barriers to attendance are due to external reasons beyond our control, we will facilitate support by working with external agencies to establish the right support at the right time.
- We may formalise support through the use of parenting contracts agreed by students, parents and school. These will set out the consequences clearly and ensure support is in place.
- Where all other avenues have been exhausted and support has not been successful or families do not engage, we will work with the Local Authority (LA) to enforce attendance through statutory intervention or prosecution to protect the student’s right to an education.
- We will share information and work in collaboration with other schools in the local area and other partners when absence becomes a concern.

**What parents/carers and students can expect from the school**

- A broad, balanced education that is dependent upon regular attendance at school.
- Promotion of good attendance and punctuality at school, and regular encouragement and rewards.
- Efficient and accurate recording and monitoring of absence.
- First-day contact with parents/carers when absence is unexplained.
- Prompt action when a problem has been identified.
- Liaison with officers from the Local Authority to assist and support families where needed.
- Regular communication with parents/carers.

**Legal Sanctions**

It is an offence for a parent to fail to ensure their child attends school regularly under Section 4 of the Education Act 1996. Parents who fail to ensure their child attends school regularly could face a Penalty Notice Fine and/or a court summons.

We will be working with the Local Authority and pursue legal interventions if a parent/carer fails to engage with school to support their child’s attendance.

**3. Roles and responsibilities**

Excellent attendance and reducing avoidable absence is “everyone’s business” and never done in isolation.

**3.1 The local academy committee**

The local academy committee is responsible for:

- 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.
- Monitoring attendance figures for the whole school.
- Making sure staff receive adequate training on attendance.

- › Reviewing, approving and holding the headteacher to account for the implementation of this policy.
- › Consider a link governor for attendance, or a working party responsible for attendance to provide strategic challenge and support for school leaders and participate in school attendance meetings, if required.

### 3.2 The headteacher

The headteacher 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.
- › Issuing fixed-penalty notices, where necessary.

### 3.3 The designated strategic senior leader responsible for attendance

The designated senior leader is responsible for:

- › Leading attendance across the school, ensuring that the whole school attendance policy is implemented (and regularly reviewed) and report to governors on attendance matters.
- › Provide advice and support to school staff regarding attendance issues.
- › Offering a clear vision for attendance improvement.
- › Monitoring and evaluation of expectations and processes.
- › Having an oversight of data analysis, benchmarking attendance data to identify areas of focus for improvement.
- › Devising specific strategies to address areas/cohorts of poor attendance identified through data.
- › Hold regular meetings with the Attendance Officers and Attendance and Family Liaison Officer.
- › Liaise with key staff in school to support attendance improvement of vulnerable learners.
- › Liaise with key external agencies such as the Local Authority Attendance leads.
- › Ensure the attendance policy is communicated to students, staff, parents and Governors.

The designated senior leader with **strategic leadership** and responsibility for attendance is Mr A Weir and can be contacted via [a.weir@allsaints.sheffield.sch.uk](mailto:a.weir@allsaints.sheffield.sch.uk)

### 3.4 The Attendance Team – Attendance Officer and Attendance and Family Liaison Officer

The school attendance team have distinct roles, but overall are responsible for:

- › Monitoring and analysing attendance data (see section 7).
- › Maintaining accurate attendance records within school systems (ClassCharts/SIMS), including reported absences by parents.
- › Contact parents/carers who have not notified school of the reason for their child's absence on the same day (called first day absence).
- › Liaise with key staff in school to support individual student need regarding attendance.

- › Monitor attendance for students on off-site placements and follow up as necessary.
- › Providing regular attendance reports/information to school staff and reporting concerns about attendance to the designated senior leader responsible for attendance and the headteacher.
- › Establish and maintain a productive communication regime with parents, and other agencies as required, including the written documentation provided to support our attendance strategies.
- › Working with other appropriate professionals to tackle persistent absence.
- › Advising the Assistant headteacher with strategic lead for attendance (authorised by the headteacher) of absence that may need a legal response of fixed-penalty notice.
- › Conduct home visits/safe and well visits. (Family Liaison Officer)
- › Have responsibility for investigating, and where necessary reporting, incidents of Children Missing in Education (CME) to the Local Authority. (Family Liaison Officer)
- › Liaise with the Local Authority regarding requests from parents/carers to electively home educate (EHE) their child/children. (Family Liaison Officer)
- › Promoting All Saints Catholic High school's Attendance Policy.

The Attendance Officers are: Mrs S Frost and Mrs D Rowbotham (both staff work part time) Ideally, in the first instance and to avoid delay in communication, contact should be made via the "Attendance Team" Reported Absences in ClassCharts. Attendance can also be contacted via the school Reception 0114 2724851.

Our Attendance and Family Liaison Officer is Mrs S Clarke who can be contacted via [s.clarke@allsaints.sheffield.sch.uk](mailto:s.clarke@allsaints.sheffield.sch.uk)

### **3.5 Year Progress Leaders - working alongside Student Support, Learning Support and Safeguarding teams**

- › Have an oversight of attendance across their year group (via monitoring of ClassCharts and liaison with key staff).
- › Undertake frequent Quality Assurance actions on attendance and absence as a priority.
- › Liaise with Attendance team and Attendance Family Liaison Officer to discuss individual students whose attendance is of concern and agree action as necessary.
- › Inform allocated social workers of students absence/attendance as required.
- › Attend meetings with parents and other professionals as necessary to support attendance.
- › Ensure communication with families to provide more detailed support on attendance .
- › Include issues around attendance and absence as frequent items in pastoral meetings.
- › Promoting All Saints Catholic High school's Attendance Policy through assemblies, systems of rewards and sanctions, as well as ensuring students recognise the links between good attendance and attainment.

### **3.6 Subject/Class teachers and form tutors**

- › Subject/Class teachers and form tutors are responsible for recording attendance on a daily lesson by lesson basis, using the correct codes, within the agreed time-frame of 10 minutes into the session, whilst not sharing this information on screen as visible to others. This information should be submitted into the school system and saved.

- › Ensuring that students arriving at a Period 1 lesson late have signed in with the Attendance Team and are arriving with the appropriate slip to indicate this.
- › Follow up any missing student concern or suspected internal truancy by informing the Attendance Team, On Call and Year Progress Leader as necessary. This is most usually done via a ClassCharts missing student alert but other means are appropriate.
- › Be aware and respond to issues within lessons which may be contributing to absence.
- › Form Tutors should monitor patterns of absence for individuals in their Tutor group and alert appropriate staff where there is concern. Form Tutors should also encourage and affirm individual students whose attendance is excellent, good and improving.
- › Form Tutors should also ensure that any information that is shared with them about possible absence is disseminated to the appropriate staff in school for accurate communication and recording of information and follow up actions as necessary.

### **3.7 School Admin/Office/Reception staff**

School Admin/Office/Reception staff will:

- › Receive calls from parents/carers about absence on a day-to-day basis and record it on the school system, or inform the Attendance Team.
- › Transfer calls from parents/carers to the appropriate staff where more detailed or focused support on attendance may be needed.

### **3.8 Parents/carers**

Parents/carers are expected to:

- › Ensure their child attends every day and timetabled session on time.
- › Contact the school (via ClassCharts Reported absences) to report their child's absence before 8:30am on the day of the absence and each day they continue to be absent, and advise when they are expected to return.
- › Ensure that the school is provided with more than 1 emergency contact number for their child and that these contact details are up to date.
- › Ensure that, where possible, appointments for their child are made outside of the school day and provide medical evidence, where required.
- › Aim to ensure that your child does not miss more than half a day to attend an unavoidable appointment.
- › Contact appropriate staff if there is an issue which is preventing your child attending school or to arrange support when returning from long-term absence.
- › Ensure that no holidays are booked during term time.
- › Be aware that All Saints Catholic High operates under a school Attendance Policy, requirements of the DfE statutory guidance and Local Authority guidance

### **3.9 Pupils**

Pupils are expected to:

- › Attend school every day school is open and on time. Arriving at school for 8:15am will allow students to move to lessons at 8:25am ready for lesson start at 8:30am. Arriving to site at 8:30am is not "on time".
- › "Sign in" with the Attendance Team if arriving late to school.



- › Ensure that parental permission has been given and school contacted prior to leaving school site during school hours.
- › Attend every timetabled session on time.

## 4. Recording attendance

### 4.1 Attendance register

By law, all schools are required to keep an attendance register, and all students must be placed on this register.

We ask that all students are on site by 8:15am to allow them to move to Period 1 at 8:25am ready for learning to begin at 8:30am. Students should not leave the school site before 3pm (or 4pm if they have a Period 6 lesson) unless they have specific permission to do so. We will take our attendance register at the start of the first session of each school day as well as students being registered on five other occasions by each a subject teacher. A student's afternoon registration mark is based on presence at period 4 and 5 lessons from 1pm. Registers will record whether a student is:

- › Present
- › Attending an approved off-site educational activity
- › Absent
- › Unable to attend due to exceptional circumstances

Any amendments to the attendance register will include a record of:

- › 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

See appendix 1 for the DfE attendance codes.

Any discrepancies in student registration are monitored by the Attendance Team.

We will also record:

- › 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.

The register for the first AM session will be taken from 8:30am and will be kept open until 9am. The register for the second PM session will be taken from 1pm and will be kept open until 1:30pm.



## 4.2 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 by 8:30am or as soon as practically possible. Our preferred method is to the Attendance Team via ClassCharts. Where this is not possible or appropriate, parents/carers can contact school via the school Reception 0114 2724851 which includes a voice message facility if Reception is closed.

We will mark absence due to physical or mental illness as authorised unless the school has a genuine concern about the authenticity of the illness.

Where the absence is longer than 5 days, or more than 8 days in any academic year, or following an unusual pattern, or there are doubts about the authenticity of the illness, the school may ask for medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

The purpose of parents/carers providing additional medical evidence is to help school make fair and objective decisions over which absences are genuine. If the school has requested that the parent/carer provides such additional medical evidence and none is provided, the absence will be recorded as unauthorised.

## 4.3 Planned absence

Attending an emergency medical or dental appointment will be counted as authorised as long as the pupil's parent/carer notifies the school in advance of the appointment. The most effective way is to do this via ClassCharts to the Attendance Team and submitting evidence where possible.

We encourage parents/carers 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.

For other planned absences a Request for Leave of Absence in Term time form is required. We call this a "pink leave of absence" form. This is available on the school website and can be picked up by students at the Attendance Office. These should be submitted 20 school days in advance of the leave being required. Requests for a leave of absence to attend a funeral come with an alternate letter but the same "pink form".

**Other authorised circumstances** – this refers to the very rare occasions where there is cause for absence due to exceptional circumstances, for example an immediate family bereavement, or for a short period a reduced timetable.

**Religious Holidays** – we acknowledge and celebrate the diverse nature of our community. We understand on some occasions religious festivals may fall outside school holiday periods or weekends.

We will authorise no more than 2 days for a religious celebration and a maximum of 3 days in any academic year will be granted for religious observance.

The pupil's parent/carer must also apply for other types of term-time absence as far in advance as possible of the requested absence. Go to section 5 to find out which term-time absences the school can authorise.

## 4.4 Lateness and punctuality

A pupil who arrives late:

If a student arrives between 8:30am and 9am they will be greeted by a member of the Attendance Team and will sign in stating the reason for their late arrival.

- Before the register has closed will be marked as late with code L
- After the register has closed (9 am) they will be marked with 'late arrival after registration' has closed with code U

Ensuring a child arrives to school on time is the responsibility of the parent/carer and when they are supposed to be in school a student's safeguarding is a school priority. We reserve the right to contact parents daily if their child is not attending school on time or appears to be absent from lessons without reason. It is likely that students who are late for school will be issued with a P1 Punctuality detention.

Punctuality to school is monitored and when students are frequently late parental contact will be made by the Year Progress Leader and supporting staff. Parents may also receive a letter of concern where poor punctuality has not been improved with further follow up including parental meetings in school.

#### **4.5 Following up unexplained absence**

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

- Contact 'home' via ClassCharts on the day of absence if we have not had contact from parents/carers
- Call the pupil's parent/carer on the first day of unexplained absence to ascertain the reason. If the school cannot reach any of the pupil's emergency contacts, the school may take further measures, including home visits, contacting other agencies and/or the police. The school has a duty to ensure that appropriate safeguarding action is taken where necessary. This may include asking SY Police to conduct a safe and well visit if we are unable to make contact via the telephone or a home visit.
- Identify whether the reason for the absence has been approved.
- Identify the most appropriate attendance code to use and input it as soon as the reason for absence is ascertained – ideally no later than 5 working days after the session. If no reason is given this absence will be recorded as an O code for unauthorised absence.
- Call the parent/carer on each day that the absence continues without explanation to ensure proper safeguarding action is taken where necessary. If absence continues, the school Attendance and Family Liaison Officer will consider involving an education welfare officer.
- A child will be reported as missing to the Local Authority (Children Missing from Education) team if no contact has been made after a period of 10 school days. This process may also ultimately result in the child being removed from the school roll.

#### **4.6 Reporting to parents/carers**

ClassCharts is a live system and parents can see their child's attendance daily. The school also include reference to attendance on Cycle data/reports and will regularly inform parents/carers about their child's attendance and absence levels in appropriate meetings and conversations.

### **5. Authorised and unauthorised absence**

#### **5.1 Approval for term-time absence**

Unauthorised absences are those that the school do not consider reasonable or for which no "leave" has been given.

The Headteacher, through the strategic leadership of an Assistant Headteacher, will only grant a leave of absence to a pupil during term time if they consider there to be 'exceptional circumstances'. A leave of absence is granted at the Headteacher's discretion, including the length of time the pupil is authorised to be absent for and in line with statutory and Local Authority guidance.

The school considers each application for term-time absence individually, considering the specific facts, circumstances and relevant context behind the request. Evidence may be required to support any request for leave of absence. These should be requested via a pink leave of absence request form.

Any request should be submitted as soon as it is anticipated and, where possible, at least three weeks before the absence, and in accordance with any leave of absence request form, accessible via the school website and the Pastoral Office in school where the Attendance Team are located.

We define 'exceptional circumstances' as valid reasons for **authorised absence** to include:

- Illness (including mental illness) and medical/dental appointments (see sections 4.2 and 4.3 for more detail).
- Attendance at a funeral.
- Appointments at other government agencies that parents have little/no control over appointment.
- Other possible 'exceptional circumstances' where the Headteacher may grant term-time holiday.
- To attend interviews, approved sporting activities and performances.
- Study Leave during public examinations.
- Work Experience for those in the final two years of compulsory education.
- Appropriate use of a Reduced Timetable to support attendance.
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents/carers belong. If necessary, the school will seek advice 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, barges (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.

### **Term time holiday**

**Government legislation does not permit parents/carers to take their child/ren out of school during term time** as this can have a detrimental effect on their academic progress.

Holidays **will not be authorised** in school time. Parents/carers wishing to take their children out of school during term time must complete a *Request for Exceptional Term Time Leave* form at least 20 school days prior to the absence.

Upon receipt of a *Request for Exceptional Term Time Leave* a decision will be made, (the Headteachers decision is final). If the request is not agreed, the absence will be recorded as unauthorised holiday and the parent/carer may receive a Holiday Penalty Notice (fine) from the Local Authority.

## 5.2 Legal sanctions

It is an offence for a parent to fail to ensure their child attends school regularly under Section 4 of the Education Act 1996. Parents who fail to ensure their child attends school regularly could face a Penalty Notice Fine and/or a court summons.

We work closely with the Local Authority and pursue legal interventions if a parent/carer fails to engage with school to support their child's attendance.

The school or Local Authority can fine parents/carers 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/carer 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.

## 6. Strategies for promoting attendance

Ten key attendance strategies that have helped schools to promote attendance and significantly reduce absence rates include: quality first teaching, high expectations and early interventions, encouragement of better punctuality and purposeful starts to the day, effective use of celebration and rewards for excellent, improved and sustained attendance, providing information on the link between good attendance and strong academic performance, including public examinations, making parents aware of financial assistance to extra-curricular and enrichment activities, ensuring a medical needs officer is available, appropriate use of reduced timetables, considering parental/student voice on barriers to good attendance, attendance review conversations, and introduction of a governor attendance panel. All Saints currently have 9 of these recommendations in place and governor scrutiny of attendance data.

Prevention of poor attendance through whole school attendance management, early intervention, voluntary, formal and target support all aim to improve student attendance. We work with the Local Authority Attendance and Inclusion teams to ensure support is tailored to the needs of individuals and families.

## 7. Attendance monitoring

This section should be read alongside Section 3 Roles and Responsibilities of staff.

### 7.1 Monitoring attendance

The school will:

- Monitor attendance and absence data as part of the Quality Assurance activities. Attendance and absence data is reviewed three times in the first half term, and then a minimum of half-termly and termly 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, as well as local comparisons, and share this with the local academy committee.

## **7.2 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 with pupils and their families.
- › Children Looked After will be monitored closely by both the school and the Local Authority team. Students who cause particular concern will be monitored daily by the attendance team and supported to return to school when appropriate.

## **7.3 Using data to improve attendance**

The school will:

- › Provide regular attendance reports to Year Progress Leaders and other school leaders, 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.

## **7.4 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.

The school will:

- › Use attendance data to find patterns and trends of persistent and severe absence.
- › Hold regular meetings with the parents/carers 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.
- › Comply with the Working Together to Improve School Attendance expectations for schools.
- › Liaise with Local Authority partners for advice, targeted support meetings, multi-disciplinary support meetings for families and legal interventions.

Improving persistent absence requires persistent work and we will look to engage families in a supportive and encouraging manner, capturing reasons and barriers to attendance and looking to provide support.

## **8. Monitoring arrangements**

This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum every two years by the Assistant Head responsible for Attendance. At every review, the policy will be approved by the Local Academy Committee.

## **9. Links with other policies**

This policy links to the following policies:

- Child protection and safeguarding policy
- Behaviour policy



# Attendance Codes

| Code | Meaning   | Type                   |
|------|---|------------------------|
| / \  | Present at the school / morning \ afternoon   | Present Mark           |
| B    | Attending any other approved educational activity<br>- 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<br>- Attending Sheffield Inclusion Centre<br>- Attending Alternative Provision at another school site<br>- Chapel House / Becton Outreach / CAMHS Lodges<br>- Hospital education<br>- Education at a secure / residential site<br>- 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<br>- Home Tutoring<br>- Approved Framework for Alternative Provision<br>- 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 |



**Sheffield**  
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## Attendance Codes

| Code  | Meaning   | Type                   |
|---|---|------------------------|
| <b>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:</b> |   |                        |
| 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 |
| <b>The C code: Authorised Absence is broken down into the following sub codes to provide better differentiation of the reason:</b>                                    |   |                        |
| 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     |

| <b>Code</b> | <b>Meaning</b>  | <b>Type</b>            |
|-------------|---|------------------------|
| / \         | Present at the school / morning \ afternoon   | Present Mark           |
| B           | Attending any other approved educational activity<br>- 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<br>- Attending Sheffield Inclusion Centre<br>- Attending Alternative Provision at another school site<br>- Chapel House / Becton Outreach / CAMHS Lodges<br>- Hospital education<br>- Education at a secure / residential site<br>- 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<br>- Home Tutoring<br>- Approved Framework for Alternative Provision<br>- 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 |

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