



Secondary Schools

Student Attendance Policy

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Person Responsible: Director of Pastoral

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1. Aims

To raise levels of achievement by ensuring the highest possible levels of attendance, punctuality, and involvement in the schools. This policy refers to Secondary schools within the **Five Dimension Trust (5DT)**. The Primary Schools have their own Attendance Policies.

Five Dimension Trust (5DT) Vision and Values and guiding behaviours

The 5 Dimensions Trust exists to “**grow a vibrant community of exceptional people**”.

We bring this to life through our 5 Dimensions:

- Collaborating to ensure truly **holistic** education
- Rising together to the rigour of **academic** challenge
- Sharing to create a positive, high performing environment for **staff**
- Creating a supportive partnership with **parents, carers and families**
- Crafting a meaningful partnership with our **wider community**

Holistic education is based around our ethos of what we call our 4 R's and promoting good attendance is central to the following.

- **Routines** that are clearly defined and well understood by staff and students. Regular contact with home for nonattendance and intervention
- **Restorative** practices – When things don't go to plan, we look to put things right in a restorative manner where support is highly regarded.
- **Relationships** – Highly positive between students, staff and the family where communication and support are central to the student
- **Recognition** – Proportionate recognition and rewards to highlight achievement, effort and progress.

This policy aims to show our commitment to meeting our obligations with regard to school attendance, including those laid out in the Department for Education (DfE) Statutory Guidance on [Working together to improve school attendance: July 2026](#) through our whole school culture and ethos that values good attendance, including:

- Setting high expectations for the attendance and punctuality of all students
- Promoting good attendance and the benefits of good attendance
- Reducing absences, including persistent and severe absences
- Ensuring every student has access to the full-time education to which they are entitled.
- Acting early to address patterns of absence
- Building strong relationships with families to make sure students have the support in place to attend school

We also promote and support punctuality in attending lessons.

2. Legislation and Guidance

This policy on the DfE's Statutory Guidance as above. The Guidance is based on the following legislation, which set 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 School Attendance \(Pupil Registration\) \(England\) Regulations 2024](#)
- Education (Penalty Notices) (England) Regulations 2007
- Working together to improve attendance July 2026 [Working together to improve school attendance: July 2026](#)

It also refers to:

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

3. Roles and responsibilities

3.1. The Local Governing Body

The Local Governing Body is responsible for:

- Setting high expectations for student attendance for all school leaders, staff, students and their families
- Making sure the school fulfils expectations and statutory duties
- Recognising and promoting the importance of school attendance across the school's policies and ethos
- Regularly reviewing and challenging attendance data and helping school leaders focus improvement efforts on individual students or cohorts who need it most
- Working with school leaders to set goals or areas of focus for attendance and providing support and challenge
- Monitoring attendance figures for the whole school and repeatedly evaluating the effectiveness of the school's processes and improvement efforts to make sure they are meeting students' needs
- Where the school is struggling with attendance, working with school leaders to develop a comprehensive action plan to improve attendance
- Holding school leadership to account for attendance and the implementation of this policy

3.2. The Trust Board

The Trust Board is responsible for:

- Sharing effective practice on attendance management and improvement across the schools in 5DT

All staff members are responsible for student attendance, setting high expectations and challenging students not in school or attending lessons. Specific staff responsibilities include:

3.3. The Principal/Head of School

The Principal/Head of School is responsible for:

- The 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 students
- Monitoring the impact of any implemented attendance strategies
- Working with the parents of students with special educational needs and/or disabilities (SEND) to develop specific support approaches for attendance for students with SEND, and where students with SEND face in-school barriers

- Communicating with the local authority when a student with an education, health and care (EHC) plan has falling attendance, or where there are barriers to attendance that relate to the student's needs
- Communicating the school's high expectations for attendance and punctuality regularly to students and parents through all available channels

3.4. The Designated Senior Leader responsible for attendance

The designated senior leader (also known as the 'senior attendance champion') is responsible for:

- Leading, championing and improving attendance across the school
- Setting a clear vision for improving and maintaining good attendance
- Evaluating and monitoring expectations and processes
- Having a strong grasp of absence data and oversight of absence data analysis
- With the Attendance Officer, benchmarking attendance data with similar schools, other local schools and within the Trust
- Regularly monitoring and evaluating progress in attendance
- Establishing and maintaining effective systems for tackling absence, and making sure they are followed by all staff
- Liaising with students, parents/carers and external agencies, where needed
- Building close and productive relationships with parents to discuss and tackle attendance issues
- Creating intervention or reintegration plans in partnership with students and their parents/carers
- Delivering targeted intervention and support to students and families
- Making sure all staff receive adequate training on attendance as part of the regular continued professional development offer, so that staff understand:
 - The importance of good attendance
 - That absence is almost always a symptom of wider issues
 - The school's legal requirements for keeping registers
 - The school's strategies and procedures for tracking, following up on and improving attendance, including working with partners and keeping them informed regarding specific students, where appropriate
- Making sure dedicated training is provided to staff with a specific attendance function in their role, including in interpreting and analysing attendance data
- Issuing fixed-penalty notices, where necessary, and/or authorising the Attendance Officer to be able to do so

The designated senior leader responsible for attendance for each school is detailed in Appendix 1 below.

3.5. The Attendance Officer

The school's attendance officer is responsible for:

- Recording reasons for absences and authorising them within the scope of this policy and according to law
- Investigating reasons for absences and liaising with parents/guardians
- Highlighting incompletes or inaccurate registers and initially intervening where appropriate, or referring to senior staff/ attendance champion
- Reporting concerns to the Designated Safeguarding Lead or their deputy
- Monitoring and analysing attendance data (see section 7)
- Benchmarking attendance data within the Trust, with local schools and nationally to identify areas of focus for improvement
- Providing regular attendance reports to school staff and reporting concerns about attendance to Progress/Year Leaders, the designated senior leader responsible for attendance, and the principal/head of school
- Working with the Council's school attendance team to tackle persistent and serious absences
- Advising the designated senior leader when to issue fixed-penalty notices or referral for other legal purposes

The Attendance Officers for each school is detailed in Appendix 1 below.

3.6. Form Tutors

- Form Tutors are responsible for recording attendance to the morning session on a daily basis using the correct codes within the first five minutes of Tutor Time, and to support their tutees on any attendance issues.
- They are responsible for contacting parents/guardians where there are minor attendance concerns and reporting the outcome to progress/year leaders.
- Recognising and celebrating high attendance of tutees
- Providing regular messages regarding the importance of good attendance and creating a climate where students want to attend, feel safe and valued.

3.7. Class Teachers/Cover supervisors

- Teachers/Cover supervisors are responsible for recording attendance to lessons using the correct codes within the first five minutes of their lesson, and to report promptly any apparent internal truancy or non-return to lessons.

3.8. Year/Progress Leaders

- Year/Progress Leaders are responsible for monitoring the attendance of students in their year group and to intervene with students and their parent/guardians where there are concerns.
- Act as the 'gate keeper' for year group attendance tracking, monitoring and implement effective intervention

- Celebrate high attendance and create a culture of high standards in relation to attendance and punctuality.
- Communicate with key staff, such as SEND, safeguarding and academy Matron

3.9. Administration/Support Staff

- Take calls from parents/guardians about absence on a day-to-day basis and record it on the school systems
- Transfer calls from parents/guardians to the Attendance Officer where appropriate, in order to provide them with more detailed support on attendance

3.10. Parents/Guardians

Parents/Guardians are expected to:

- Make sure their child attends each school day on time
- Contact the school before 9:00am on the day of the absence and each subsequent day and advise when they are expected to return. Contact details are shown in Appendix 1 below.
- Respond promptly when the school raises an attendance concern
- Ensure, where possible, appointments are made outside of the school day and provide evidence where required
- Abide by the terms of any Attendance Contract
- Seek support from the school where necessary to encourage their child to maintain good attendance.

3.11. Students

Students are expected to:

- Attend school and their timetabled lessons every day and on time
- Abide by the terms of any Attendance Contract

4. Recording Attendance

4.1 Attendance register

The school will keep an electronic attendance register for all students, on Arbor.

We will take our attendance register at the start of each school day in Tutor Time and during the first lesson of the afternoon session. using the appropriate national attendance and absence codes from the School Attendance (Pupil Registration) (England) Regulations 2024. In addition, attendance registers are taken at the start of each lesson, as well as for extra-curricular activities, revision or support sessions, and for detentions. The register will record whether the student is:

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

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

See Appendix 2 for the DfE attendance codes.

We will also record:

- Whether the absence is authorised or not
- The nature of the activity, where a student is attending an approved educational activity
- The nature of circumstances, where a student is unable to attend due to exceptional circumstances
- We will keep every entry on the attendance register for 6 years after the date on which the entry was made.

The school day start, and end times are recorded in Appendix 1

- Students must arrive in school on time on each school day.
- The register for the morning registration will be taken within 5 minutes of starting and will be kept open 30 minutes after. The register for the second registration session in the afternoon will be taken within 5 minutes of the start of the lesson

• **4.2 Unplanned absence**

The student's parent/guardian must notify the reason for the absence on the first day by 9:00am or as soon as practicable by contacting the school as detailed in Appendix 1

The school will mark absence due to illness (physical or mental) as authorised unless there are doubts about the authenticity of the claim.

Where the absence is for a longer period, 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.

If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised, and parents/guardians will be notified of this in advance.

4.3 Planned absence

Attending a medical or dental appointment will be counted as authorised as long as the student's parent notifies the school in advance of the appointment.

Parents should request leave of absence through contacting the attendance officer in the first instance, who will liaise with the relevant member of staff to ensure that a decision is made and communicated back with the parent/guardian.

We encourage parent/guardians to make medical and dental appointments out of school hours where possible. Where this is not possible, the student should be out of school for the minimum amount of time necessary.

The student's parent/guardian 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 student who arrives late:

- Before the register has closed will be marked as late, using the appropriate code
- After the register has closed **30 minutes after the start of the school day** will be marked as absent, using the appropriate code. In these cases, this lateness is counted as an unauthorised absence for the relevant session and will affect the student's attendance record
- Students late without an exceptional explanation will be given a late detention, and maybe subject to further interventions should punctuality prove to be an issue
- The school will consider certain circumstances that may affect the student's ability to arrive on time.

Students that arrive late to school will be required to enter the school via a different entrance point, (not the main reception) register with a member of the senior team and pastoral staff and await further instructions.

4.5 Following up unexplained absence

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

- Contact the student's parent/guardian on the morning of the first day of unexplained absence to ascertain the reason. If the school cannot reach any of the student's emergency contacts, the school may notify the designated safeguarding lead, arrange a home visit, or contact other agencies such as social services or the Police
- 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
- Contact the parent/guardian on each day that the absence continues without explanation, to make sure proper safeguarding action is taken where necessary. If absence continues, the school will consider involving other agencies, as above
- Where relevant, report the unexplained absence to the student's youth offending team officer
- Where appropriate, offer support to the student and/or their parent/guardians to improve attendance
- Identify whether the student needs support from wider partners, as quickly as possible, and make the necessary referrals

- Where support is not appropriate, not successful, or not engaged with, the school may consider further measures as detailed in 5.2 below.

4.6 Reporting to parent/guardians

The school will regularly inform parent/guardians about their child's attendance and absence records. Attendance is shown in Progress Reports. Parent/guardians may review their own child's attendance records on Arbor.

5. Authorised and unauthorised absence

5.1 Approval for term-time absence

The school will allow students to be absent from the school site for certain educational activities, or to attend other schools or settings.

The school will only grant a **leave of absence** to a student during term time if the request meets the specific circumstances set out in the [2024 school attendance regulations](#). These circumstances are:

- Taking part in a regulated performance, or regulated employment abroad
- Attending an interview
- Study leave (applicable only when public examinations have commenced)
- A temporary, time-limited part-time timetable
- Exceptional circumstances

A leave of absence is granted at the school's discretion, including the length of time the student is authorised to be absent for.

The school will only grant leave of absence in **exceptional circumstances** that are not related to holidays. For example, participation at a high level in a representative sport or on compassionate grounds. The exceptional circumstances must be made clear in a letter/email to the principal/head of school at least two weeks prior to the first day of the intended absence. The request must be approved in advance for the absence to be authorised.

Leave of absence will not be granted for a student to take part in protest activity during school hours.

As a leave of absence will only be granted in exceptional circumstances, it is very unlikely a leave of absence will be granted for the purposes of a family holiday.

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant background context behind the request.

Other valid reasons for **authorised absence** include (but are not limited to):

- Illness (including mental-health illness) and medical/dental appointments (see above)
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the student's parent/guardian(s) belong(s). If necessary, the

school will seek advice from the parent/guardian's religious body to confirm whether the day is set apart

- Parent/guardian(s) 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 student is attending educational provision
- If the student is currently suspended or excluded from school (and no alternative provision has been made)

Other reasons the school may allow a student to be absent from the school site, which are not classified as absences, include (but are not limited to):

- Attending an offsite approved educational activity, sporting activity or visit or trip arranged by the school
- Attending another school at which the student is also registered (dual registration)
- Attending provision arranged by the local authority
- Attending work experience
- Interviews for jobs, apprenticeships or other educational settings
- If there is any other unavoidable cause for the student not to attend school, such as disruption to travel caused by an emergency, a lack of access arrangements, or because the school premises are closed.
- When it is impossible for child to safely attend the school site.

Where there is authorised absence we will investigate as 15 days of illness (either accumulative, consecutive) must be referred to the Local Authority and if there are broken weeks (ie one, 2 3 days off a week over a series of weeks) schools may invite the parent in for an attendance meeting which specifies no authorised absence without GP or other medical notes.

Further information for attendance for Milton Keynes secondary schools can be found in the following link [School attendance | Milton Keynes City Council](#)

Rewards and recognition

- Good attendance is recognised and may be regularly celebrated in a number of ways within 5D schools, for example: –
- Children with 100% attendance each term will be rewarded by the Academy through the use of praise,
- congratulatory home-school communications or awarding certificates during end of term assemblies/lead lessons –
- Incorporating our whole school rewards system Students will receive house points for 100% attendance each week.
- Students' annual reports to parents report on attendance and the Personal Tutor comment reflects either excellent and good attendance or concerns along with strategies on how these might be addressed.
- Attendance & Punctuality inter form competition through lead lessons and Progress Leaders.
- School Comms to reward and recognise excellent attendance such as 100%.

- Termly prize draws for students with 100% attendance.
- Praise conversations with the form tutor, year leader and Progress Leader/ Pastoral Leader

Support and Intervention

In order to support students who do not meet the 5D's expectations regarding attendance and punctuality, a number of intervention strategies could be employed, such as:

- Discussions and support with Form Tutor Year leader, Progress Leader/Pastoral Leader, Senior Leadership Team (SLT),
- student and parent meetings.
- Academy sanctions, such as detentions and longer school day to catch up work missed Learning Mentor/ Year Leader support.
- School counselling, wellbeing, and Therapeutic support
- Support and intervention from Matron/ Welfare Officer
- Attendance Interviews / school attendance contracts
- Letters sent home.
- Home visits, conducted by school staff
- Working with external agencies, such as Children Family Practice (CFP)
- Involvement in intervention groups such as attendance or personal organisation group work.
- Fixed penalty notices - for low attendance or unauthorised absence such as holidays in term time.
- Involvement with the Local Authority Senior Attendance Officer (Legal Interventions) through a PACE interview (Police and Criminal Evidence Act

5.2 Sanctions

Penalty notices

The school will make use of the full range of potential sanctions – including, but not limited to, those listed below – to tackle poor attendance. Decisions will be made on an individual, case-by-case basis.

The local authority or the police can fine parent/guardians for the unauthorised absence of their child from school, where the child is of compulsory school age, by issuing a fixed penalty notice.

Before issuing a fixed penalty notice, the school will consider the individual case, including:

- Whether the national threshold for considering a fixed penalty notice has been met (10 sessions of unauthorised absence in a rolling period of 10 school weeks)
- Whether a penalty notice is the best available tool to improve attendance for that student
- Whether further support, a notice to improve or another legal intervention would be a more appropriate solution
- Whether any obligations that the school has under the Equality Act 2010 make issuing a penalty notice inappropriate

A Penalty Notice may be issued in the following circumstances: If a minimum of 10 sessions or 5 school days of unauthorised absence are taken during the current term for:

- Overt Truancy
- Parentally condoned absences
- Holidays taken in term-time.
- Persistent late arrival at school (after the AM Register has closed)

Each parent/guardian who is liable for the student's offence(s) can be issued with a penalty notice, but this will usually only be the parent/guardians who allowed the absence.

The payment must be made directly to the local authority, regardless of who issues the notice. If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

If issued with a **first** penalty notice, the parent/guardian must pay £80 within 21 days, or £160 within 28 days.

If a **second** penalty notice is issued to the same parent/guardian in respect of the same student, the parent/guardian must pay £160 if paid within 28 days.

A **third** penalty notice cannot be issued to the same parent/guardian in respect of the same child within 3 years of the date of the issue of the first penalty notice. In a case where the national threshold is met for a third time within those 3 years, alternative action will be taken instead.

A penalty notice may also be issued where parent/guardians allow their child to be present in a public place during school hours without reasonable justification, during the first 5 days of a suspension or exclusion (where the school has notified the parent/guardians that the student must not be present in a public place on that day). These penalty notices are not included in the National Framework, not subject to the same considerations about support being provided, and do not count towards the limit as part of the escalation process.

In these cases, the parent/guardian must pay £80 within 21 days, or £160.

There is no right of appeal by parents against a penalty notice.

Persistent Absenteeism (PA)

A student becomes a "persistent absentee" when they miss 10% or more schooling across the year for whatever reason. Absence at this level is doing considerable damage to any child's educational prospects and we require parents' support to tackle this. Any case that is seen to have reached the PA mark or is at risk of moving towards or beyond this mark is given priority.

Severely absenteeism (SA)

A student becomes a severely absentee when they miss 50% or more of their schooling across the year for whatever reason. Absence at this level is doing substantial damage to any child's educational prospects and we require parents' support to tackle this. Any case that is seen to

have reached the SA mark or is at risk of moving towards or beyond this mark is given priority. We are obliged to report such cases to the local authority.

Notices to improve

If the national threshold has been met and support is appropriate, but parent/guardians do not engage with offers of support, the school may offer a notice to improve to give parent/guardian a final chance to engage with support.

Notices to improve will be issued in line with processes set out in the local code of conduct for the local authority area in which the student attends school.

They will include:

- Details of the student's attendance record and of the offences
- The benefits of regular attendance and the duty of parent/guardians under [section 7 of the Education Act 1996](#)
- Details of the support provided so far
- Opportunities for further support, or to access previously provided support that was not engaged with
- A clear warning that a penalty notice may be issued if attendance doesn't improve within the improvement period, along with details of what sufficient improvement looks like, which will be decided on a case-by-case basis
- A clear timeframe of between 3 and 6 weeks for the improvement period
- The grounds on which a penalty notice may be issued before the end of the improvement period

6. Legal consequences

6.1 Fixed Penalty Notices

A Fixed Penalty Notice (FPN, or fine) may be issued for any **unauthorised** absences for 10 or more sessions (a session being a morning or an afternoon) within a 12-week period. This is not restricted to holidays in term time and could be cumulative within that period – for example, a student who is regularly absent for one day a week.

FPNs are issued by the local authority and the school does not receive any of the revenue. An FPN is £80 per child and per parent, so a family with two parents and two school age children taking a holiday for 10 or more sessions could expect to be required to pay £320. This doubles if not paid within 21 days, and non-payment within 28 days could result in prosecution.

Should a further FPN be issued within a 3-year period, this would double to £160 per child and per parent, doubling again if not paid promptly.

A further unauthorised absence for 10 or more sessions within the same period may result in an interview under caution under PACE regulations (see above) and prosecution through the Magistrates' Court.

FPNs issued before August 2024 are not taken into account for the 3-year period.

6.2 Educational Supervision Orders

As an alternative to prosecution and where other interventions have not been successful, an Education Supervision Order (ESO) may be imposed by the Local Authority as an alternative to prosecution. These are made through the Family or High Court and give the Local Authority a formal role in advising, helping and directing the student and the parent/guardian to ensure that the child receives a full-time suitable education.

6.3 Prosecution

Prosecution in the Magistrates' Court is the last resort where all other support and intervention has failed. Penalties could include a fine of up to £1,000 (more for repeat offences) a community order or imprisonment for up to 3 months. A conviction would result in a criminal record, and this may restrict employment and other opportunities for the parent/guardian.

8. Supporting pupils who are absent or returning to school

8.1 Pupils absent due to complex barriers to attendance

If the school becomes aware of barriers that relate to the pupil's needs, we will inform the local authority.

For students with complex barriers, the schools will work proactively and explore personalised support and reasonable adjustments. This may include meetings on the school premises, or occasionally off the premises, greeting students in the car park, considering adjusted timetables, involving other staff, for example, progress leaders, pastoral staff, school counsellor, SEND department and liaising with MK council and local support networks.

8.2 Pupils absent due to mental or physical ill health

For students absent due to mental or physical health, the schools will work proactively and explore personalised support and reasonable adjustments. This may include meetings on the school premises, or occasionally off the premises, greeting students in the car park, considering adjusted timetables, involving other staff, for example, progress leaders, pastoral staff, school counsellor, SEND department and liaising with MK council and local support networks

Parents should consult the NHS guidance [Is my child too ill for school?](#) when deciding whether to keep their child home due to illness. We will share this guidance with parents, and provide support in understanding it, in order to promote school attendance wherever appropriate.

8.3 Pupils absent due to other barriers to attendance

Where a pupil has an education health and care (EHC) plan and their attendance falls, the school will inform the local authority.

8.4 Pupils returning to school after a lengthy or unavoidable period of absence

Schools will proactively support students after a lengthy period of absence and initially arrange to meet the child and parent/carers to discuss a return to school plan. This will be communicated with key members of staff to make the transition back to school supportive as possible.

9. Attendance monitoring

9.1 Monitoring attendance

The school will monitor attendance and absence data (including punctuality) weekly, half-termly, termly and yearly across the school and at an individual pupil, year group and cohort level.

Specific pupil information will be shared with the DfE on request.

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 benchmark its attendance data at whole school, year group and cohort level against local, regional, and national levels to identify areas of focus for improvement, and share this with the governing board.

9.4 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. Reducing persistent and severe absence is central to the school's strategy for improving attendance.

The school will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Consider potential safeguarding issues and, where suspected or present, address them in line with Keeping Children Safe in Education
- Hold regular meetings with the parents of pupils who the school (and/or local authority) considers to be vulnerable or at risk of persistent or severe absence, or who are persistently or severely absent, to:
 - Discuss attendance and engagement at school
 - Listen, and understand barriers to attendance
 - Explain the help that is available
 - Explain the potential consequences of, and sanctions for, persistent and severe absence
 - Review any existing actions or interventions
- Provide access to wider support services to remove the barriers to attendance, in conjunction with the local authority, where relevant
- Consider alternative support that could be put in place to remove any barriers to attendance and re-engage these pupils. In doing so, the school will sensitively consider some of the reasons for absence
- Implement sanctions, where necessary (see section 7, above)

> Appendix 1

The Hazeley Academy

The Designated Senior Leader responsible for attendance is Mr Hall, DSL – Designated safeguarding lead

The Attendance Officer is Mr D Giles. (Years 7-13)

Email: attendance@haz5d.com

Telephone: 01908 555620

Student Absence Line: 01908 555633

The academy is open at 8am, where students can visit the canteen and have breakfast. All students should be in the academy by 8.35am. Tutor Time commences at **8:40am**. The Register closes at **9:10am**.

Shenley Brook End School

The Designated Senior Leader responsible for attendance is R Smith (5D Director of Maths)

The Attendance Officer is Mrs Jauncey. (Years 7-11)

Sixth Form attendance matters: contact the Sixth Form Team

Email: attendance@sbe5d.com (Years 7-11) 6fattendance@sbe5d.com (Years 12-13)

Telephone: 01908 520264

Student Absence Line: 01908 524897 (Years 7-11) 01908 524898 (Years 12-13)

The School is open at 8am, where students can visit the canteen and have breakfast. All students should be in the academy by 8.30am. Tutor Time commences at **8:35am**. The Register closes at **9:05am**.

Walton High

The Designated Senior Leader responsible for attendance is Miss L Raven

The Attendance Officer is TBC (Years 7-11)

Sixth Form attendance matters: contact the Sixth Form Team

Email: WHattendance@eh5d.com k(Years 7-13) p1Telephone: **01908 558766**

Student Absence Line: 01908 677954 (Years 7-11) 01908 558766 (Years 12-13)

The academy is open at 8am, where students can visit the canteen and have breakfast. All students should be in the academy by 8.30am. Lesson 1 commences at **8:30am**. The Register closes at **9:00am**.

Brooklands Academy

The Designated Senior Leader responsible for attendance is Mr R Lemmon

The Attendance Officer is. Mrs Melissa Johnson (Years 7-11)

Sixth Form attendance matters: contact the Sixth Form Team

Email: wt-attendance@mket.org.ukp16attendance@mket.org.uk

Telephone: **01908 678478**

Student Absence Line: 01908 678478 (Years 7-11) 01908 678478 (Years 12-13)

The academy is open at 8am, where students can visit the canteen and have breakfast. All students should be in the academy by 8.20am. Tutor Time commences at **8:30am**. The Register closes at **9:00am**

Appendix 2

All schools are required to have a member of the senior team who is designated as their Attendance Champion.

- At the Hazeley Academy this is Mr Hall , DSL,
- At Shenley Brook End School this is MRs R Smith , Director
- At Walton High - Walnut Tree this is Mrs L Raven, Assistant Principal
- At Brooklands Academy this is Mr R Lemmon, Assistant Principal

The Attendance Champions oversee attendance, and they work closely with Progress Leaders/ Pastoral Leaders, Year Leaders/R2L staff, Attendance Officers, Teachers, Tutors, Support Staff and the Safeguarding Teams to ensure that this is seen as everyone's business.

Appendix 3

Attendance Codes

The following codes are taken from the DfE's [guidance on school attendance](#).

Code	Definition	Scenario
/	Present (am)	Student is present at morning registration
\	Present (pm)	Student is present at afternoon registration
L	Late arrival	Student arrives late before register has closed
Attending a place other than the school		
K	Attending education provision arranged by the local authority	Student is attending a place other than a school at which they are registered, for educational provision arranged by the local authority
V	Attending an educational visit or trip	Student is on an educational visit/trip organised or approved by the school
P	Participating in a sporting activity	Student is participating in a supervised sporting activity approved by the school
W	Attending work experience	Student is on an approved work experience placement
B	Attending any other approved educational activity	Student is attending a place for an approved educational activity that is not a sporting activity or work experience
D	Dual registered	Student is attending a session at another setting where they are also registered

Absent – leave of absence		
C1	Participating in a regulated performance or undertaking regulated employment abroad	Student is undertaking employment (paid or unpaid) during school hours, approved by the school
M	Medical/dental appointment	Student is at a medical or dental appointment
J1	Interview	Student has an interview with a prospective employer/educational establishment
S	Study leave	Student has been granted leave of absence to study for a public examination
X	Not required to be in school	Student of non-compulsory school age is not required to attend
C2	Part-time timetable	Student is not in school due to having a part-time timetable
C	Exceptional circumstances	Student has been granted a leave of absence due to exceptional circumstances
Absent – other authorised reasons		
T	Parent travelling for occupational purposes	Student is a ‘mobile child’ who is travelling with their parent(s) who are travelling for occupational purposes
R	Religious observance	Student is taking part in a day of religious observance
I	Illness (not medical or dental appointment)	Student is unable to attend due to illness (either related to physical or mental health)
E	Suspended or excluded	Student has been suspended or excluded from school and no alternative provision has been made

Absent – unable to attend school because of unavoidable cause		
Q	Lack of access arrangements	Student is unable to attend school because the local authority has failed to make access arrangements to enable attendance at school
Y1	Transport not available	Student is unable to attend because school is not within walking distance of their home and the transport normally provided is not available
Y2	Widespread disruption to travel	Student is unable to attend because of widespread disruption to travel caused by a local, national or international emergency
Y3	Part of school premises closed	Student is unable to attend because they cannot practicably be accommodated in the part of the premises that remains open
Y4	Whole school site unexpectedly closed	Every student absent as the school is closed unexpectedly (e.g. due to adverse weather)
Y5	Criminal justice detention	Student is unable to attend as they are: • In police detention • Remanded to youth detention, awaiting trial or sentencing, or • Detained under a sentence of detention
Y6	Public health guidance or law	Student's travel to or attendance at the school would be prohibited under public health guidance or law
Y7	Any other unavoidable cause	To be used where an unavoidable cause is not covered by the other codes

Absent – unauthorised absence		
G	Holiday not granted by the school	Student is absent for the purpose of a holiday, not approved by the school
N	Reason for absence not yet established	Reason for absence has not been established before the register closes
O	Absent in other or unknown circumstances	No reason for absence has been established, or the school isn't satisfied that the reason given would be recorded using one of the codes for authorised absence
U	Arrived in school after registration closed	Student has arrived late, after the register has closed but before the end of session
Administrative codes		
Z	Prospective student not on admission register	Student has not joined school yet but has been registered
#	Planned whole-school closure	Whole-school closures that are known and planned in advance, including school holidays