



Attendance Policy

Mrs N Aveyard – Senior Attendance Champion
Mrs K Leaper – Attendance Lead

naveyard@thewellsacademy.org
kleaper@thewellsacademy.org

Core Statement

At The Wells Academy we believe attendance is everyone's business and we strive for all our students to be in school every day that the school is open. Our unwavering commitment to attendance centres around child-centric actions, evidence-informed practices, and a shared understanding of everyone's roles and collective responsibilities to promote exceptional attendance.

We expect all students to be in school for at least 184/190 (97%) days and strive to achieve the maximum number of days of 190. (100%)

School attendance is not merely a requirement but a fundamental pillar of education. It plays a pivotal role in shaping academic success, personal growth, and future prospects, making it an indispensable aspect of any educational system. Regular attendance to school can have a significant impact on:

- **Academic Achievement:** Regular attendance directly correlates with academic success. Children who attend school consistently are more likely to keep up with the curriculum, perform better in exams, and improve their life outcomes.
- **Knowledge Acquisition:** School is where children acquire knowledge and skills that are crucial for their personal and professional growth. Missing days means missing out on valuable learning opportunities.
- **Social Development:** School provides a vital social environment for children to interact with peers, develop friendships, and learn essential social skills. Consistent attendance ensures children remain connected to their peer group.
- **Building Routine:** School attendance establishes a structured routine in children's lives, teaching them time management and responsibility, which are valuable life skills.
- **Teacher Interaction:** Regular attendance allows for meaningful teacher-child interactions. Teachers can provide personalised support, address questions, and assess individual progress more effectively when children attend regularly.
- **Preventing Knowledge Gaps:** Frequent absences can lead to significant knowledge gaps, making it challenging for children to catch up with missed lessons, potentially resulting in long-term academic struggles.
- **School Engagement:** Children who attend school regularly are more likely to engage in extra-curricular activities, and other enriching experiences that contribute to their overall development.
- **Legal and Parental Responsibility:** Families are legally responsible for ensuring their child's regular school attendance. Failing to do so can lead to legal consequences.
- **Community Wellbeing:** High levels of school attendance contribute to the overall well-being of communities.

We will work with the student and their family to reduce barriers to attendance and seek to offer support to ensure the student is successful at school, working as a partnership, school, student and the family. We know that the foundation to excellent attendance is a high quality education, delivered in a calm, safe and supportive environment in which all students want to attend and can learn and thrive.

Aims

Ensuring all students have a high level of attendance is a key priority of the academy. Students are entitled to a full-time education and we know that students with high attendance do better at school than those with high absence rates. We also know that absence can be a sign of other things happening in a young person's life and want to ensure we have the correct supportive measures in place.



The aim of this policy is to set out how we create and maintain a positive culture that supports and values exceptional attendance. It includes how we:

- Promote exceptional attendance and punctuality
- Follow up absences
- Communicate and work with families to reduce absence
- Monitor absences and analyse patterns of absence
- Work with local partners to support exceptional attendance and reduce absences

Punctuality

All students are expected to attend the academy when it is open. Students are expected to be on site by 8.20am and to be in their line ups at 8.30am prompt.

Students arriving late will be given a late mark. Prior to 9am, students will be issued a 10 minute break detention, students arriving after 9am will be issued a 30 minute same day detention.

The academy operates a 'late gate' system daily to improve punctuality. The academy reserves the right to apply additional appropriate sanctions such as monitoring report and referrals, but each case is judged upon its circumstances. In any case, families will be informed.

Students are expected to stay on the academy site all day, including lunchtime and only leave at the end of the academy day. Failure to comply with this will lead to families being notified that the student has left the premises without authorisation, as well as notifying the Police and a sanction may be issued.

The Process

The academy entrance will have members of the Senior Leadership Team on duty every day meeting and greeting students with a warm welcome into the academy. This is also an opportunity to ensure all students are wearing Perfect Uniform. All students arriving into school later than 8.30am need to sign in at reception.

Morning (AM) registers close at 9.30 am and afternoon (PM) registers close at 1.30pm. Students arriving after these times will be coded U (Late, after registers close) on that register. This is a non-attendance and will impact a student's overall attendance figure. Students who do not receive a morning mark will be coded as O as they have missed all morning lessons and it will be note as an unauthorised absence.

Punctuality does not just apply to arriving to the academy on time but the expectation is that students are in the Right Place, at the Right Time, doing the Right Thing. Students who are late to lessons and still in corridors 5 minutes into the lesson starting will automatically be taken to the reflection room for the remainder of that lesson. Students deliberately truanting will be taken to the Consequence Room for the remainder of the day.

Recording Attendance

We will keep an electronic attendance register and place all students onto this register.

We will take our attendance register at the start of each lesson of each school day including tutor time.

It will mark whether every student is:

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

We will use the DfE codes to detail the attendance and absences, please see appendix 3.

Please see appendices 2 and 3 for the absence processes for students who are absent with no reason and for those students who are absent for 19 days or more.

Reasons for absence



Unplanned Absence

The student's family must notify the academy of the reason for the absence on the first day of an unplanned absence by 08:30am or as soon as practically possible by calling 0115 748 3390 option 1 or by emailing attendance@thewellsacademy.org.

We will mark absence due to illness as authorised unless the academy has a genuine concern about the authenticity of the illness, or the student is under attendance monitoring.

If the authenticity of the illness is in doubt, the academy may ask the student's family to provide 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 academy is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and families will be notified of this in advance.

The Principal will not authorise for any of the following reasons:

- Term-time holidays (including visiting family abroad)
- Study leave
- Trivial illnesses
- Looking after the house or waiting for workmen/deliveries etc
- Looking after siblings, including dropping them off at school or nursery
- Helping with housework or a family business
- Being unhappy or not getting on with other students in school
- Being up late the night before

Planned Absence

We encourage families 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. Attending a medical or dental appointment will be counted as authorised as long as the student's family notifies the academy in advance of the appointment and supplies evidence to support.

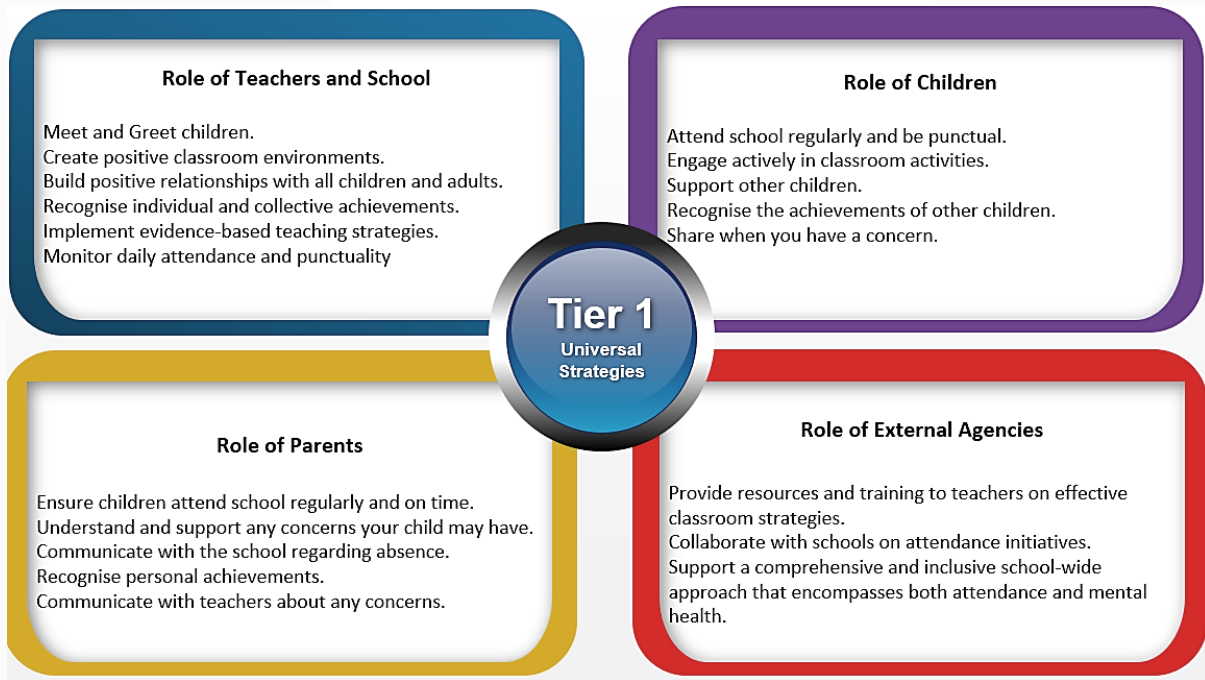
Valid reasons for authorised absence include:

- Illness and medical/dental appointments.
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the student's family belong. If necessary, the academy will seek advice from the family's religious body to confirm whether the day is set apart.
- Traveller students 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 academy, but it is not known whether the student is attending educational provision.

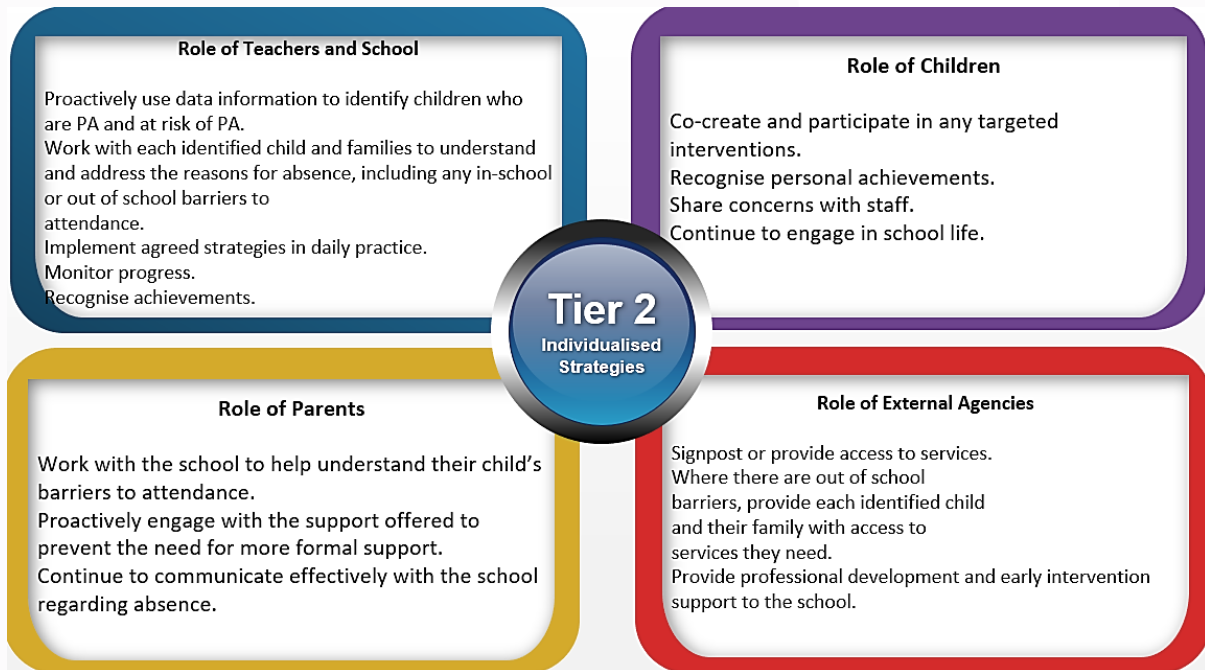
A Multi-Tiered System of Support

To guarantee a comprehensive approach to attendance, we implement a Multi-Tiered System of Support. A Multi-Tiered System of Support (MTSS) for school attendance involves three tiers of intervention, with roles for teachers, the school, children, families, and external agencies – including the Local Authority. Data-driven decision-making and training requirements are pivotal to the implementation of this system. The system aligns with the Department for Education's (DfE) 'Working Together to Improve School Attendance' statutory paper 2024.

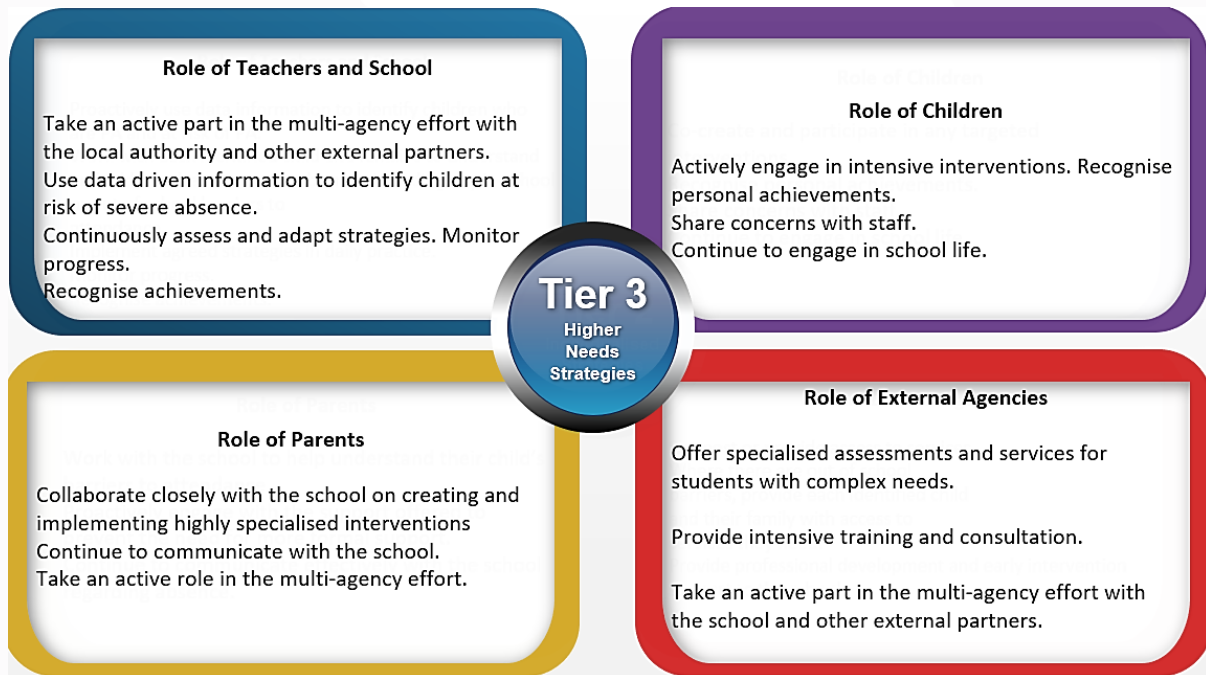
Tier 1: Universal Approach: Establishing a baseline universal attendance approach that benefits all children.



Tier 2: Internal individualised Strategies and Early Help Support: Tailoring strategies to individual needs and providing early help support for persistent attendance challenges.



Tier 3: Higher Needs Strategies Support: Furnishing specialised support for children, young people, and families with complex attendance requirements, including access to external agency support when necessary.



Home Visits

Staff at the academy will complete home visits. These visits are to strengthen relationships and offer support in reducing barriers to absence as well as listening to both students and family voice. Working together enables us to ensure we are signposting families to the most appropriate external agency that can offer support. Home visits are also completed as part of our safe and welfare checks and should be seen as a supportive measure.

Holidays in Term Time

Holidays in term time will not be authorised by the academy. The law says that families do not have an automatic right to take their child out of school for holidays during term time. All requests must be submitted in writing to the attendance team prior to the requested absence. The academy will not authorise term time holidays unless in exceptional circumstances authorised only by the Principal.

Leave of absence

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

We define 'exceptional circumstances' as but not limited to:

- Death or serious illness of a parent or sibling.
- Return of a parent from active service (forces).
- Approved public performances.
- If your request for a term time holiday or other absence is refused and your child is still taken out of school, this will be recorded as an unauthorised absence and a penalty notice will be actioned.

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

Any request should be submitted as soon as it is anticipated and, where possible, at least two weeks before the absence. Evidence may be required to support any request for leave of absence.

Missing Children

If no notification has been received from families regarding their child's absence after 10 school days, the academy will report the child as 'missing from education' to the Local Authority for them to immediately investigate.

After 5 days of absence and continued non-response, the academy will issue a potential holiday letter.

Monitoring Attendance

Analysing attendance

The Wells Academy will:

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

Using Data to improve attendance

The Wells Academy will:

- Provide regular attendance reports to key stakeholders, to facilitate discussions with students 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.

Reducing persistent and severe absence

Persistent absence is where a student misses 19 or more days of school (10%), and severe absence is where a student misses 95 or more days of school (50%).

The Wells Academy will:

- Use attendance to identify students who are risk of becoming persistently absent.
- Use attendance data to find patterns and trends of persistent and severe absence.
- Hold regular meetings with the families of students who the academy (and/or local authority) considers to be vulnerable, at risk of or persistently or severely absence to discuss attendance and engagement at school.
- Provide access to wider support services to remove the barriers to attendance such as Early Help.

Reintegration Policy

When long-term absentees return to school it is important that they are treated sensitively by all staff.

Reintegration often fails because it is unplanned; the student is sent back to their original timetable as if nothing has happened. Staff should be reminded to be sensitive, confine any remarks about the absence to 1:1 situations and to bear in mind the context of the attendance issue.

For each student, a member of staff will liaise with others to draw up a reintegration action plan. This plan will acknowledge the reasons for the student's absence and may involve a phased return in the first instance and temporary additional support in the Hub.

All staff who teach the student need to be advised in advance of an anticipated return so that they can plan how to re-introduce the student to their lessons. A risk assessment will be completed with the student where necessary.

Recognition of Attendance

Our attendance philosophy is rooted in a recognition-based approach that recognises both personal and collective achievements. This approach serves to prevent isolation, prevent victimisation, cultivate positive



environments, nurture relationships, foster inclusivity and ultimately cultivate intrinsic motivation among our children, families, and staff.

We recognise attendance by means of weekly shout outs to students who have had 100% for that week. In addition through our termly Zero to Hero rewards process. Leaders intentionally and continually acknowledge students that demonstrate resilience when returning from short term and long term absences through a welcome on the gate and during lesson visits.

Penalty Notice

Where all voluntary support options are unsuccessful or not appropriate (such as an unauthorised holiday in term time), the local authority can take forward legal intervention to formalise support and / or enforce attendance. This includes fines or a penalty notice. The arrangements for these procedures are found below: [Penalty Notice Code of Conduct September 2024 National Framework 2024 06 19.pdf \(govdelivery.com\)](#)

The Local Authority can fine families 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 £80 within 21 days or £160 within 28 days. The payment must be made directly to the local authority.

Penalty notices can be issued by a headteacher or Principal, 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 student 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



Appendices

Appendix 1 – Attendance process, absent no reason

Day 1 – 5:

- Attendance Lead to send text message
- Head of Year to call home (trying all contacts on system)
- Possible home visit if historic PA

If no contact after 4 days of absence, absence letter hand delivered on day 5.

Day 6 – 10:

- Attendance Lead to send text message
- Head of Year to call home (trying all contacts on system)
- Home visit

If no contact after 9 days of absence, Local Authority Education Welfare Officer contacted on day 10 and EWO letter hand delivered.

Day 11 – 20 continue to follow as above.

If no contact after 19 days of absence, CME contacted on day 20.

Appendix 2 – Attendance 90% and under

Attendance Process: 90% and Under

Student attendance is at 90% or under - Concerns letter sent.

2 week review:
Improvement - No further action.

2 week review: Attendance declines -
Family meeting TBA, meeting letter sent.

Then either

Family meeting held and AIP completed.
Plan and letter sent to family.

Family fail to attend the scheduled meeting - AIP completed and sent home with a letter outlining actions.

Then either

1 week review:
Improvement - Continue to monitor.

2 week review:
Attendance declines - EWO advised - letter sent to family advising of actions.

Appendix 3 – Coding attendance



School Attendance Codes 2024

| Present Codes | |
|---|--|
| /\ | present during registration |
| B | educated off site and taster days and do not fit K, V, P or W codes |
| K | attending provision arranged by the local authority |
| L | arrived after the register has started but before it has closed (within 30 minutes) |
| P | Sporting activity with prior agreement from school |
| V | educational visit or trip |
| W | work experience |
| Absent Codes | |
| Authorised Absences | |
| C | exceptional circumstances |
| C1 | in a regulated performance/undertaking regulated employment abroad |
| C2 | absent due to part-time timetable |
| E | suspended or permanently excluded |
| I | illness (not medical or dental appointments) |
| J1 | job/school/college interview |
| M | medical or dental appointment |
| R | religious observance (only 1 day allowed, any more coded as C if agreed) |
| S | study leave |
| T | parent travelling for occupational purposes |
| Unauthorised Absence | |
| G | holiday (not agreed) |
| N | reason for absence not yet established (must be corrected within 5 days) |
| O | absent in other or unknown circumstances |
| U | late after register has closed (after 30 minutes) |
| Administrative Codes/ Not a possible attendance | |
| D | dual registered |
| Q | unable to attend because of a lack of access arrangements |
| X | non-compulsory school age pupil not required to attend school |
| Y1 | unable to attend due to transport provided not being available |
| Y2 | unable to attend due to widespread transport disruption |
| Y3 | unable to attend due to part of the school premises being closed |
| Y4 | unable to attend due to whole school closure |
| Y5 | unable to attend as pupil is in criminal justice detention |
| Y6 | unable to attend in accordance with public health guidance or law |
| Y7 | unable to attend due to other avoidable cause (must affect the pupil NOT the parent) |
| Z | pupil not yet on register |
| # | planned whole school closure (eg holidays, insets and polling station days) |

| Present Codes | | | |
|---------------|---|--|---------------------|
| /\ | present during registration / = morning session \ = afternoon session | <ul style="list-style-type: none"> Pupils must not be recorded as present if they are not in school during registration. If a pupil were to leave the school premises after registration, they will still be counted as attending for statistical purposes. | Attending (Present) |
| B | educated off site and taster days and do not fit K, V, P or W codes - Attending any other approved educational activity | <ul style="list-style-type: none"> The pupil is attending a place off site for an approved educational activity that is not a sporting activity or work experience. the activity is supervised by a person considered by the school to have the appropriate skills Schools must also record the nature of the approved educational activity | Attending (Present) |
| K | attending provision arranged by the local authority | <ul style="list-style-type: none"> The pupil is attending a place, other than the school at which they are a registered, educational provision arranged by a local authority (e.g. attending college course; attending unregistered alternative i.e. provision named on ECHP or Section 19) A pupil attending provision arranged by the school rather than the local authority must be recorded using Codes P or B instead Schools must also record the nature of the provision | Attending (Present) |
| L | arrived after the register has started but before it has closed (within 30 minutes) | <ul style="list-style-type: none"> The pupil was absent when the register started being taken but arrives before the register is closed. Pupils who arrive after register has closed (30 minutes) must be recorded as U/ or any other appropriate code | Attending (Present) |
| P | Sporting activity with prior agreement from school | <ul style="list-style-type: none"> The pupil is attending a place for an approved educational activity that is a sporting activity (cannot include travel to the activity). the activity is supervised by a person considered by the school to have the appropriate skills, training, | Attending (Present) |

| | | | |
|---|---------------------------|--|---------------------|
| V | educational visit or trip | <ul style="list-style-type: none"> The pupil is attending a place, other than the school or any other school at which they are a registered pupil for an educational visit or trip arranged by or on behalf of the school and supervised by a member of school staff. If the pupil does not attend the visit or trip the school must record the pupil's absence using the relevant absence code. | Attending (Present) |
| W | work experience | <ul style="list-style-type: none"> The pupil is attending a place for an approved educational activity that is work experience provided under arrangements made by a local authority or the school as part of the pupil's education. The work experience must take place during the session for which it is recorded the activity is supervised by a person considered by the school to have the appropriate skills, training, | Attending (Present) |

| Authorised Absence | | | |
|--------------------|--|---|--------------------|
| C | exceptional circumstances | <ul style="list-style-type: none"> All schools are able to grant a leave of absence at their discretion and must not be granted unless there are exceptional circumstances Any authorised absence not outlined by C1 or C2 and includes authorised leave of absence previous H code Pregnant Pupils Leave for maternity is treated like any other leave of absence in exceptional circumstances; it is at the school's discretion how much leave to grant | Authorised absence |
| C1 | in a regulated performance/undertaking regulated employment abroad | <ul style="list-style-type: none"> All schools can grant leaves of absence for pupils to undertake employment (paid or unpaid) during school hours Where the local authority have granted a licence for the pupil to take part in a performance | Authorised absence |
| C2 | absent due to part-time timetable | <ul style="list-style-type: none"> All pupils of compulsory school age are entitled to a full-time education. In very | Authorised absence |

| | | | |
|----|--|--|--------------------|
| | | <p>exceptional circumstances, where it is in a pupil's best interests, there may be a need for a temporary part-time timetable to meet their individual needs</p> <ul style="list-style-type: none"> Must be agreed with the parent who the pupil normally lives with, the pupil should temporarily be educated only part-time and have agreed the times and dates when the pupil will, during the period of temporary part-time education, be expected to attend the school. | |
| E | suspended or permanently excluded | <ul style="list-style-type: none"> The pupil is suspended from school or permanently excluded from school on disciplinary grounds, but their name is still entered in the admission register, and no alternative provision has been made for the pupil to continue their education When a pupil of compulsory school age is suspended or permanently excluded on disciplinary grounds an alternative provision must be arranged from the sixth consecutive school day of any suspension or permanent exclusion. When the pupil is attending another school then the excluding school should record this using code D | Authorised Absence |
| I | illness (not medical or dental appointments) | <ul style="list-style-type: none"> The pupil is unable to attend due to illness (both physical and mental health related). Schools should advise parents to notify them on the first day the child is unable to attend due to illness. | Authorised Absence |
| J1 | job/school/college interview | <ul style="list-style-type: none"> The leave is to enable the pupil to attend an interview for employment or admission to another educational institution This interview must take place during the session for which it is recorded | Authorised Absence |
| M | medical or dental appointment | <ul style="list-style-type: none"> Schools should encourage parents to make appointments out of school hours. Where this is not possible, they should get the school's agreement in advance and | Authorised Absence |
| | | the pupil should only be out of school for the minimum amount of time necessary for the appointment. | |
| R | religious observance (only 1 day allowed, any more coded as C if agreed) | <ul style="list-style-type: none"> The pupil is absent on a day that is exclusively set apart for religious observance by the religious body the parent(s) belong to If a religious body sets apart a single day for a religious observance and the parent applies for more than one day, the school may only record one day using this code; the rest of the time would need a leave of absence, and this is granted at the school's discretion as set out under Code C | Authorised Absence |
| S | study leave | <ul style="list-style-type: none"> Schools can grant leave of absence for a pupil to have study leave for a public examination, the leave has must be agreed in advance with a parent who the pupil normally lives with Study leave should not be granted by default once tuition of the exam syllabus is complete and should be used sparingly. If schools do decide to grant study leave, provision must still be made available for those pupils who want to continue to come into school to revise. | Authorised Absence |
| T | parent travelling for occupational purposes | <ul style="list-style-type: none"> The pupil is a mobile child and their parent(s) is travelling in the course of their trade or business and the pupil is travelling with them. A mobile child is a child of compulsory school age who has no fixed abode and whose parent(s) is engaged in a trade or business of such a nature as to require them to travel from place to place To help ensure continuity of education for pupils, when their parent(s) is travelling for occupational purposes in England, it is expected that the pupil should attend a | Authorised Absence |

| | | | |
|--|--|--|--|
| | | school where their parent(s) is travelling and be dual registered at that school and their main school | |
| Unauthorised | | | |
| G | holiday (not agreed) | <ul style="list-style-type: none"> The school has not granted a leave of absence and the pupil is absent for the purpose of a holiday A school cannot grant a leave of absence retrospectively. If the parent did not apply in advance, leave of absence should not be granted. | Unauthorised |
| N | reason for absence not yet established (must be corrected within 5 days) | <ul style="list-style-type: none"> Schools must follow up all unexplained and unexpected absence in a timely manner. Every effort should be made to establish the reason for a pupil's absence. When the reason for absence has not yet been established before the register closes, the absence must be recorded with code N Code N must not therefore be left on the pupil's attendance record indefinitely; if a reason for absence cannot be established within 5 school days, schools must amend the pupil's record to Code O. | Unauthorised |
| O | absent in other or unknown circumstances | <ul style="list-style-type: none"> Where no reason for absence is established or the school is not satisfied that the reason given is one that would be recorded using one of the codes statistically classified as authorised. | Unauthorised |
| U | late after register has closed (after 30 minutes) | <ul style="list-style-type: none"> Where a pupil has arrived late after the register has closed but before the end of session. All schools are expected to set out in their attendance policy the length of time the register will be open, after which a pupil will be recorded as absent. This should be the same for every session and not longer than 30 minutes. | Unauthorised |
| Administrative/ Not a possible attendance | | | |
| D | dual registered | <ul style="list-style-type: none"> The law allows a pupil to be registered at more than one school. This code is used to indicate that the pupil is absent with leave to attend the other school at which they are registered. The main examples of dual registration are pupils who are attending a pupil referral unit, registered alternative Provision, a hospital school or a special school on a temporary basis. The school at which the pupil is scheduled to attend must record the pupil's attendance and absence with the relevant code The school at which the pupil is scheduled to attend must record the pupil's attendance and absence with the relevant code; the other school can use code D This code prevents double marking | Not a possible attendance (neither present nor absent) |
| Q | unable to attend because of a lack of access arrangements (refers to transport only) | <ul style="list-style-type: none"> Code Q is only used where a pupil is absent because the local authority has a legal duty to arrange home-to-school travel for the pupil and they have not done so, or because the pupil has no choice but to attend a school that does not qualify for such travel arrangements and is more than walking distance from where they live | Not a possible attendance (neither present nor absent) |
| X | non-compulsory school age pupil not required to attend school | <ul style="list-style-type: none"> Schools can grant a leave of absence, for a pupil not of compulsory school age to attend school part-time (the child will become statutory school age the term after they turn 5, and will remain statutory school age until the last Friday in June in Year 11) Where the pupil is absent when timetabled to attend the school, the absence must be recorded using the appropriate absence code not code X | Not a possible attendance (neither present nor absent) |



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| Y1 | unable to attend due to transport provided not being available | <ul style="list-style-type: none"> The pupil is unable to attend because the school is not within walking distance of their home and the transport to and from the school that is normally provided for the pupil by the school or local authority is not available Walking distance in relation to a child under the age of 8, means 2 miles, and for a child of 8 or above, means 3 miles. In each case measured by the nearest available route | Not a possible attendance (neither present nor absent) |
| Y2 | unable to attend due to widespread transport disruption | <ul style="list-style-type: none"> The pupil is unable to attend the school because of widespread disruption to travel caused by a local, national, or international emergency | Not a possible attendance (neither present nor absent) |
| Y3 | unable to attend due to part of the school premises being closed | <ul style="list-style-type: none"> Part of the school premises is unavoidably out of use and the pupil is one of those that the school considers cannot practicably be accommodated in those part of the premises that remain in use. | Not a possible attendance (neither present nor absent) |
| Y4 | unable to attend due to whole school closure | <ul style="list-style-type: none"> Where a school was planned to be open for a session, but the school is closed unexpectedly (e.g. due to adverse weather), the attendance register is not taken as usual because there is no school session. Instead, every pupil listed in the admission register at the time must be recorded with code Y4 to record the fact that the school is closed. | Not a possible attendance (neither present nor absent) |
| Y5 | unable to attend as pupil is in criminal justice detention | <ul style="list-style-type: none"> The pupil is unable to attend the school because they are: in police detention, remanded to youth detention, awaiting trial or sentencing, or detained under a sentence of detention. | Not a possible attendance (neither present nor absent) |
| Y6 | unable to attend in accordance with public health guidance or law | <ul style="list-style-type: none"> The pupil is well enough to attend (otherwise Code I would have been recorded) but there are Government rules or guidance to limit the spread of infection or disease which say they should not attend. | Not a possible attendance (neither present nor absent) |
| | | <ul style="list-style-type: none"> Meaning, the pupil's travel to or attendance at the school would be: contrary to any guidance relating to the incidence or transmission of infection or disease published by the Secretary of State for Health and Social Care or prohibited by any legislation relating to the incidence or transmission of infection or disease. | |
| Y7 | unable to attend due to other avoidable cause (must affect the pupil NOT the parent) | <ul style="list-style-type: none"> An unavoidable cause, that is not covered by one of the other 'unable to attend' codes detailed above, is preventing the pupil from attending the school. Schools must also record the nature of the unavoidable cause examples are: Bail conditions (that prevent the pupil from attending the school or being present in the area where the school is situated), Court attendance (where the pupil is legally required to attend Court) | Not a possible attendance (neither present nor absent) |
| Z | pupil not yet on register | <ul style="list-style-type: none"> To enable schools to set up registers in advance of pupils joining the school to ease administration burdens. If a pupil fails to attend on the agreed starting day, the school must follow this up and try to establish the reason for absence. | Administrative Code |
| # | planned whole school closure (eg holidays, insets and polling station days) | <ul style="list-style-type: none"> Whole school closures that are known and planned in advance such as: days between terms; half terms; occasional days (for example, bank holidays); weekends; up to 5 non-educational days; and use of the whole school as a polling station. | Administrative Code |

Appendix 4 – Penalty notice, fines for school attendance



Penalty Notice Fines for School Attendance are Changing!

With the introduction of The National Framework for Penalty Notices, the following changes will come into force for Penalty Notice fines issued after 19th August 2024

| Per Parent, Per Child | First Offence |
|--|--|
| <p>Penalty Notice fines will now be issued to each parent, for each child that was absent.</p> <p><u>For example:</u> 3 siblings absent for term time leave, would result in each parent receiving 3 separate fines.</p> | <p>The first time a Penalty Notice is issued for Term Time leave of irregular attendance the amount will be:</p> <p>£160 per parent, per child if paid within 28 days</p> <p>Reduced to £80 per parent, per child if paid within 21 days</p> |

5 consecutive days of term time leave

Penalty Notice Fines will be issued for Term Time leave of 5 or more consecutive days, inset training days are school days and can be included in the 5 or more consecutive days where there was intent to be absent for term time leave.

10 sessions of unauthorised absence in a 10-week period

Penalty Notice fines will be considered when there have been 10 sessions of unauthorised absence in a 10-week period

**Second Offence
(Within 3 years)**

The second time a Penalty Notice is issued for Term Time leave or irregular attendance the amount will be £160 per parent, per child paid within 28 days

Third Offence and Any Further Offences (within 3 years)

The third time an offence is committed for Term Time leave or irregular attendance a Penalty Notice will not be issued, and the case will be presented straight to the Magistrates' Court. Magistrates' fines can be up to £2500 per parent, per child

Cases found guilty in Magistrates' Court can show on the parents future DBS certificate, due to a 'failure to safeguard a child's education'.