THE BRUNTS ACADEMY

Attendance Policy

Date of approval: September 2026

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This policy is written considering the statutory guidance which was updated in July 2026. This can be found here:

Working together to improve school attendance: July 2026

1. The value of high attendance

The Brunts Academy is committed to providing an education of the highest quality for all its students and recognises this can only be achieved by supporting and promoting excellent academy attendance for all. This is based upon the belief that only by attending the academy regularly and punctually, will children and young people be able to take full advantage of the educational opportunities available to them. Academic and personal development relies on good attendance. **Everyone** – including students, parents and carers, all academy staff, Local Authority, external agencies – **has a responsibility for ensuring good academy attendance and have important roles to play.**

We are committed to working in partnership with children, families, and other agencies to achieve the best outcomes for students via the early help pathways available. Parents and carers play a fundamentally important role in securing high attendance. We believe Brunts Academy is a successful, welcoming academy. You and your child/children play a fundamental part in creating and maintaining this ethos. We aim for an environment which enables and encourages all members of our academy community to achieve excellence. For children to gain the greatest benefit from their education it is vital that they attend regularly, and your child should be at the academy, on time, every day on which the academy is open. The demonstration of regular and high attendance shows a commitment to learning and to our core values. Brunts is committed to developing ambitious learners (Be Ambitious).

All staff (teaching and support) at our academy have a key role to play in supporting and promoting excellent academy attendance and will work to provide an environment in which all our students are eager to learn, feel valued members of the academy community and look forward to attending the academy every day. We will also work extensively to support removing any barriers to achieving regular and high attendance.

Regular attendance is so important as it gives your child the best opportunity to learn. Any absences will affect the pattern of your child's education and consistent absences may seriously affect learning. Any child's absence disrupts teaching routines, not only for your child but for others in the same class. The academy liaises closely with our Local Authority and other agencies using an Early Help pathway (Early Help Referral and assessment form) which assists in the assessment of need for appropriate support to be given. This initial pathway enables further referrals to external agencies to be made, and further support established to help to remove any barriers that are preventing regular attendance. Ensuring your child's regular attendance at the academy is your legal responsibility and permitting absence from academy without a good reason is an offence in law and may result in formal action. Academy staff work with the local authority (Nottinghamshire County Council) to understand children and families' barriers to attendance and provide support. Where that is unsuccessful, or it is not engaged with, *the law protects a child's right to an education and provides a range of legal interventions to formalise attendance improvement efforts. Where all other avenues have been unsuccessful or exhausted, we will enforce the law through prosecuting parents/carers*.

The academy recognises that some children will experience normal but difficult emotions that make them nervous about attending, such as worries about friendships, learning, examinations, anxiety, and variable moods. It is important to note, these children are still expected to attend school regularly. Absence, and especially prolonged absence is only likely to exacerbate these difficulties. The academy will always offer additional support to children and their families in these circumstances.

External Validation

Being around teachers and friends in an academy environment is the best way for students to learn and reach their potential. Time in the academy also keeps children safe and provides access to extra-curricular opportunities and pastoral care. *That is why academy attendance is so important and why the Government is committed to tackling the issues that might cause some children to miss school unnecessarily*. **(Department for Education May 2023)**

There is no one-size-fits-all approach to improving attendance. Knowing and understanding students, their families, their influences, and their specific challenges can help diagnose some of the underlying causes of absence and more clearly define the problem. It can also help to understand individual barriers to attendance and learning and help choose effective targeted approaches. **(Education Endowment Foundation 2024)**

Impact of absence on education:

This table shows the impact of days missed and annual attendance percentages:

	Days missed at 98%	Days missed at 95%	Days missed at 92%	Days missed at 89%
Half term 1	0.5 days	1.5 days	2.5 days	3 days
Half term 2	1.5 days	3.5 days	5.5 days	7.5 days
Half term 3	2 days	4.5 days	7.5 days	10 days
Half term 4	2.5 days	6 days	10 days	13.5 days
Half term 5	3 days	7.5 days	12 days	16.5 days
Half term 6	4 days	9.5 days	15 days	21 days

Impact of absence on attainment and progress:

The students with the highest attainment at the end of key stage 2 and key stage 4 have higher rates of attendance over the key stage compared to those with the lowest attainment. At KS2, pupils not meeting the expected standard in reading, writing and maths had an overall absence rate of 4.7%, compared to 3.5% among those meeting the expected standard. Moreover, the overall absence rate of pupils not meeting the expected standard was higher than among those meeting the higher standard (4.7% compared to 2.7%). At KS4, pupils not achieving grade 9 to 4 in English and maths had an overall absence rate of 8.8%, compared to 5.2% 9 among those achieving grade 42. The overall absence rate of pupils not achieving grade 9 to 4 was over twice as high as those achieving grade 9 to 5 (8.8% compared to 3.7%) (**Department for Education 2024**)

2. Academy daily structure

Time	Activity
0815-0825	Arrival (after 0830 is late)
0835	Tutor period
09:00-10:00	P1 Lesson
10:00-11:00	P2 Lesson
11:00-11:20	Break
11:20- 12:20	P3 Lesson
12:20- 1:20	P4 Lesson
1:20-2:00	Lunch
2:00-3:00	P5 Lesson
3:00-4:00	Enrichment

3. Roles and Responsibilities

The Greenwood Academies Trust recognises its responsibility for overseeing attendance issues within the Academy and for setting and reviewing appropriate strategic targets.

The Principal and senior staff understand their roles and recognise that many conditions encourage good attendance; they will therefore seek to ensure that the conditions and climate are appropriate. Due consideration will be given to the quality of the Academy, its ethos and classroom experience; appropriate curriculum opportunities; effective pastoral care; quality relationships; and good communication systems with parents and external agencies.

Parents/ carers have a duty to ensure that their children receive full time education. The Education Act 2002 places the responsibility for enforcing academy attendance with the Local Authority. This responsibility is delegated to the Academy.

Formal and legal action will be instigated against parents/carers in relevant circumstances using the wide range of available options including:

- Mansfield Family Support and Safeguarding Team (Early Help)
- Attendance Contracts
- Penalty Notices
- Education Supervision Orders
- Attendance parent meetings
- Attendance panel meetings
- Court Action under Section 444(1) and (1)(a) of the Education Act 2002

Court action can be initiated swiftly should the Local Authority deem it necessary.

The responsibility of parents/carers is to ensure the following:

- Your child attends the Academy regularly and punctually.
- Call and leave a message, giving full details regarding absence via our automated messaging service 01623-623149 Option 1 **or** use the parent Arbor App **or** email on: bruattendance@bruntsacademy.org
- Notify the academy if their child is going to be absent, on each day of absence.
- Absences of 5 days or more will require medical evidence. All evidence must be dated accordingly and have clear details including the student's name. Failure to produce evidence following 5 or more days' absence will result in the absence being recorded as unauthorised.
- Notifying the Academy of any known absence in advance i.e. medical appointments with evidence.
- Refrain from taking their child out of the Academy in term-time. The Academy does not authorise absence unless for medical purposes or exceptional circumstances. The Academy will determine if an absence can be authorised and reserves the right to decline any request for absence that is deemed to be detrimental to a student's attendance and affect their education e.g. holidays. It is also encouraged that if a student is going to be absent from the Academy, they collect work from the relevant teachers, complete this and hand the work to the teacher/s for marking upon their return, to help them avoid falling behind in lessons.
- Please ensure your child arrives at the Academy by 8.25am. A punctual start to each academy day is vital to every child's learning and development.
- Parents whose children truant from the Academy, or who take holidays within term time or whose child/ren are found to be in a public place during the first five days of exclusion may be issued with a Penalty Notice.
- Provide the academy with a minimum of **2** emergency contact numbers for their child.

Summary of the roles and responsibilities

Parents/Carers	• Support our culture of high attendance and effective punctuality • Notify the academy of absence in a timely fashion • Celebrate high attendance with your child/children • Work in partnership with the academy where absence becomes a concern • Support the academy and other agencies with actions to improve attendance

Tutors	• Regularly celebrate high attendance • Support students if attendance declines • Liaise with parents as required • Progress ongoing issues to Achievement Leaders and Heads of Year • Priority students: Attendance at 100-96%
Achievement Leaders and Heads of Year	• Support tutors to celebrate high attendance • Track and monitor attendance to support timely implementation of the attendance policy • Work closely with tutors and students should attendance decline • Work closely with the attendance officers, academy leaders and parents to implement the attendance pathway • Support interventions to avoid persistent and severe absence • Priority students: Attendance at 95.9-90%
Core Attendance Team	• Implement attendance policy for the academy • Implement attendance strategy and action plan • Process absence communications • Communicate daily for student absence • Ensure daily attendance routines are consistently implemented • Communicate with external partners including children educated offsite • Regularly communicate attendance data • Track and monitor attendance to support timely implementation of the attendance policy • Work with academy leaders, parents and external agencies in cases where there is persistence absence • Implement attendance panel meetings and other attendance meetings • Support attendance interventions • Complete home visits and record in CPOMS • Support actions at attendance thresholds • Work closely with local authority for enforcement, CME/AFE and penalty notices • Priority students: Students at risk/vulnerable, Looked after children, Persistent absentees <90% and Severe absence (=<50%) • Use CPOMS for record attendance concerns
Deputy Principal (Senior Attendance Champion)	• Work with academy leaders and all stakeholders to develop a culture of high attendance • Work with academy leaders to ensure attendance is tracked and monitored effectively and to ensure timely implementation of our attendance policy • Analyse stakeholder voice to support policy development • Work with GAT leaders to ensure statutory guidance is met
Principal/ Executive Principal	• Work with academy leaders and all stakeholders to develop a culture of high attendance
SEND Team	• KS3/4 SEND tutors will undertake the same roles as outlined above in the 'Tutor' section • Director of SEND will analyse attendance data and trends to and work with the Inclusion Team to support pupils • Director of SEND and SENDCo will work closely with the attendance team when pupils are placed onto monitoring • SENDCo will work closely with the core attendance team to support SEND children and their families should absence concerns arise • SENDCo will work closely with other agencies and professionals to support high levels of attendance

4. Legal considerations

Section 7 of the Education Act 1996 states that 'the parent/carer of every child of compulsory academy age shall cause them to receive efficient full-time education suitable: (a) to age, ability and aptitude and (b) to any special educational needs, they may have either by regular attendance at academy or otherwise'. It is the legal responsibility of every parent/carer to make sure their child receives that education either by attendance at an academy or by education otherwise than at an academy.

Where parents decide to have their child registered at academy, they have an additional legal duty to ensure their child attends that academy regularly. This means their child must attend every day that the academy is open, except in a small number of allowable circumstances such as being too ill to attend or being given permission for an absence in advance from the academy.

The academy rules are determined by the academy and are the days and hours that they are open for students to attend. Under this judgment all children registered at an academy should attend 100% of the time unless there are exceptional circumstances that prevent this. Section 175 of the Education Act 1996 places a duty on local authorities and governing bodies to have regard to guidance issued by the Secretary of State regarding safeguarding and promoting the welfare of children and students under the age of 18. Your child may be at risk of harm if they do not attend academy regularly. Safeguarding the interests of each child is everyone's responsibility and within the context of this academy, promoting the welfare and life opportunities for your child encompasses:

- Attendance
- Anti-Bullying
- Behaviour Management
- Access to the Curriculum
- Health and Safety
- Wellbeing
- The Law relating to attendance and the right to a full-time education

5. Celebrating high and improving attendance

To help us all achieve high attendance we will:

- ✓ Adopt a whole academy approach to attendance: "Attendance is everyone"
- ✓ Develop a culture of high attendance through our Tutor and personal development input, every week
- ✓ Utilise attendance ambassadors (student leaders) to support high and improving attendance for all
- ✓ Provide details on attendance in our communications to stakeholders
- ✓ Report to you regularly on how your child/children are performing in the academy, what their attendance and punctuality rate is and how this relates to their attainment and rate of progress
- ✓ Update you at parent/carers' evenings
- ✓ Celebrate and reward good and improving attendance through weekly, half term and term events, recognise good or better attendance through rewards systems and through Class-Charts. Additionally, through our assemblies and displays throughout the academy.
- ✓ Use a range of rewards including 'feed a family Friday', prize draws, attendance badges and 'streaks'

6. Punctuality

All students are expected to attend the Academy when it is in session. Students are expected to be on site by **8.25am**. Arrival after 0830 will mean that the student is marked late. Registration begins from 8.35am onwards until 0845. Students arriving late will be given a late mark (L).

The Academy operates a 'late gate' system during the year to promote effective punctuality. The Academy reserves the right to apply an appropriate sanction such as monitoring report, detentions, including no notice end-of-day detentions, and referrals,

but each case is judged upon its circumstances. In any case, parents/carers will be informed.

Students are expected to stay on the premises all day, including lunchtime and only leave at the end of the Academy Day, unless other arrangements have been made with the Academy. Failure to comply with this will lead to parent/carer being notified that the student has left the premises without permission, as we cannot be responsible for their safety or welfare. This may also trigger a call to police where concerns exist for a child's safety.

The Punctuality Process

We do recognise that there are sometimes challenges for children arriving on time to the academy and we want to continue to work with parents and carers to remove those barriers to enable a positive and purposeful start to each day.
We welcome all our students daily from 8:00am from **Bath Lane (0730 if they attend breakfast club)**. This entrance has staff on duty for late gates until 8.45 am. All students arriving at the academy later than 8.35am need to sign in at student reception (where they will be given a late slip detention unless parental communication is made to suggest a valid reason for lateness). They will also be issued with a pink slip, for their teacher on arrival to class. Students arriving late after 0845 will need to arrive at Park Avenue entrance as the Bath Lane gates will be closed.

We wish to work together to avoid unnecessary unauthorised absence and duly ask parents/carer to note that morning (AM) registers close at 9.05 am and afternoon (PM) registers close at 12:50pm. Students arriving after these times will be coded U (Late, after registers close) on that register. U codes are classified as non-attendance and will impact a student's overall attendance figure. Late arrival before these times will be marked 'L' (late before register closes, which will impact negatively on overall attendance)

Class teachers will record students who are late to other lessons. There is a graduated response to be adhered to for repeat problems with punctuality.

- Tutor conversation and phone call home
- Punctuality report to tutor for 3 weeks
- Meeting with parents
- Punctuality Improvement Plan (PiP)
- Consideration for penalty notice (where appropriate)
- Graduated detentions for lates across a week (break, break and 45m after school, then IE for a day +90)

Any child arriving after the close of register at 9:05, without a valid reason and receiving a 'U' code, will receive a 90-minute detention after school to make up lost learning time.

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 https://www.nottinghamshire.gov.uk/media/127161/code-of-conduct-for-penalty-notices.pdf The Local Authority can fine parents for the unauthorised absence of their child from academy, where the child is of compulsory academy age. Under the national framework, all schools in Nottinghamshire will be required to consider a fine when a child has missed 10 or more sessions (5 days) for unauthorised reasons.

If issued with a fine, or penalty notice, parents must pay £160 for each child which is reduced to £80 if paid within 21 days.
The payment must be made directly to the local authority.
Penalty notices can be issued by a Principal, local authority officer, or by the police.
Penalty notices are usually issued when a child has 10 sessions (5 school days) of unauthorised absence in a ten-school week period.
If there is a second occurrence within three years, the fines will be doubled, i.e. £320 per child. If there is a third occurrence, the case will be taken to court.

The decision on whether to issue a penalty notice may consider:

- 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 a student on fixed term suspension, is found in a public place during academy 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.

7. Safeguarding

During the checks in the morning those students who may be more vulnerable will be made a priority if that student is not in attendance, then a safe and well check (phone call) will be made home if this hasn't already happened. If there is no answer, then a home visit will be completed.

If a child has been absent from academy for 3 days without any positive phone calls or evidence, then that student will require a home visit that day to make sure that the child is safe and well.
If a child has been absent for 5 days or more, even if parents have given notification of illness, the academy will conduct a home visit, for safeguarding purposes, to establish that the child is safe and well.

Completing the Home Visits is a team of trained staff who understand what is required to make sure all our students are safe and well. Two staff will conduct a **home-visit** (visits normally commence around 10:30am daily). We will normally contact the parent/carer in advance. Staff will carry ID. If child is not visible, we are likely to try to contact family or friends to establish that the child is safe and well. All safe and well checks (telephone calls and home visits) will be recorded on our safeguarding database, CPOMS.

Children Missing in Education

If no notification has been received from parents/carers regarding their child's absence after 10 academy days, the Academy will report the child as 'missing from education' to the Local Authority for them to investigate the child's whereabouts.

After 5 days of absence and continued non-response, the Academy is likely to issue a penalty notice and pursue safeguarding enquiries with the local authority and other agencies.

Absent from Education

A child who may not be missing from education (prolonged absence 10+ days), may have patterns of absence that cause concern. For example, one day of the week that is frequently punctuated by absence. Keeping Children Safe in Education (2025 and reiterated in 2026) gave clarification that being absent, as well as missing from education, can be warning sign of a range of safeguarding concerns, including sexual abuse, sexual exploitation, or child criminal exploitation. Worrying trends in absence are therefore also subject to safeguarding actions to protect children, including home visits and referrals into the multi-agency safeguarding hub (MASH).

8. Absences

Unplanned absence

Parents and carers are required to notify the academy of absences due to illness or other factors **by 0830am**, by calling and leaving a voicemail message on the absence line: 01623 623149 (option 1), **or** using the Arbor App

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 parent/carer 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.

Typically, the Principal will not authorise absence for the following reasons:

- Term-time holidays (including visiting family abroad)
- Study leave
- Looking after the house or waiting for tradespeople/deliveries etc
- Looking after siblings, including dropping them off at academy or nursery.
- Helping with housework or a family business.
- Relationship concerns
- Being up late the night before, including family problems.
- Family celebrations including birthdays

If your child is a young carer, and this affects their attendance, please contact the academy so that we can identify how we may be able to help.

Planned absence

Attending a medical or dental appointment will be counted as authorised if the student's parent/carer notifies the academy in advance of the appointment and supplies evidence to support. However, we encourage parents/carers to make medical and dental appointments **out of academy hours where possible**. Where this is not possible, the student should be out of academy for the minimum amount of time necessary.

Valid reasons for authorised absence include:

- Illness and medical/dental appointments.
- Religious events
- Traveler students travelling for occupational purposes – this covers Roma, English and Welsh gypsies, Irish and Scottish travelers, showmen (fairground people) and circus people, barges (occupational boat dwellers) and new travelers. Absence may be authorised only when a traveler 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.

9. Holidays in term time and leave of absence

Holidays in term time **will not typically be authorised by the Academy**. The law says that parents do not have an automatic right to take their child out of the academy for holidays during term time. We respectfully ask that all parents/carers submit any requests for leave of absence directly to the Principal for consideration, to allow the academy to consider the circumstances on a case-by-case basis.

Leave of absence

A parent or carer who wishes to request absence must complete an 'absence request form', which can be found on the website. The application will be considered, and the parent/carer updated with an outcome, validated or otherwise by the Principal.

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 the academy, this will be recorded as an unauthorised absence, and a penalty notice is likely to be actioned if the duration of the holiday meets the criteria in the national framework for penalty notices.

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 your application for leave of absence.

10. Recording attendance

We will keep an electronic attendance register using our MIS (Management Information System), Arbor, and place all students onto this register.
We will take our attendance register for AM and PM sessions to record student attendance.
We will use the Department for Education codes to detail the attendance and absences.
We will keep every entry on the attendance register for **6 years** after the date on which the entry was made (as per statutory guidance).

11. Attendance codes

See Appendix 1

12. How we monitor attendance

The Brunts Academy will:

- Share attendance data daily with the Department for Education, Local Authority and Greenwood Academies Trust.
- Engage with termly Target Support Meetings with the Local Authority Academy Attendance Support Team.
- Work with Social Care, Police and Health as Attendance Partners.
- Conduct Home Visits and Parent Contract meetings as necessary.
- Lead and participate with the local authority Early Help team with an attendance improvement focus.
- Regularly monitor and analyse attendance and absence data to identify students or cohorts that require support with their attendance and implement effective strategies.
- Work with each identified student and their parents to understand and address the reasons for absence, including any in-academy barriers to attendance.
- Where out of academy barriers are identified, signpost and support access to any required services in the first instance.
- Agree a joint approach for all severely absent students with the local authority (less than 50% attendance).
- Work with other academies in the local area, such as academies previously attended and the academies of any siblings.
- Where attendance letters are sent to parents and parents live separately, they will be sent to both parents as both parents have responsibility for their child's attendance at the academy.
- Where required, put in place additional support and adjustments, such as home visits, an individual healthcare plan

and if applicable, ensuring the provision outlined in the student's EHCP is accessed.

- Inform the student's social worker or other linked external professionals if there are any unexplained absences and if their name is to be deleted from the admissions register.

Student-level absence data is collected each term and published at national and local authority level through the DfE's academy absence national statistics releases. The underlying academy-level absence data is published alongside the national statistics. The academy compares attendance data to the national average, and shares this with the governing body.

Monitoring attendance

The Brunts Academy will:

- Monitor attendance and absence data weekly, half-termly, termly, and yearly across the academy and at an individual student level.
- Identify whether there are groups of children whose absences may be a cause for concern.
- Work diligently to help students attend well. We will communicate regularly with parents/carers and always provide support to overcome barriers to good attendance.

Student-level absence data will be collected each term by the trust and DfE and published at national and local authority level through the DfE's academy absence national statistics releases. The academy will compare attendance data to the trust and national average.

Analysing attendance

The Brunts 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 Brunts Academy will:

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

Reducing persistent and severe absence

Persistent absence is where a student misses 10% or more of academy provision, and severe absence is where a student misses 50% or more of academy provision.

The academy will:

- Use attendance data to find patterns and trends of persistent and severe absence.
- Hold regular meetings with the parents of students who the academy (and/or local authority) considers to be vulnerable, at risk of or persistent or severe absence to discuss attendance and engagement at academy.

- Provide access to wider support services to remove the barriers to attendance such as Early Help.

13. Addressing Poor or Declining Attendance

The following outlines our graduated response to poor or declining attendance:

% Attendance	Impact on learning	Graduated Response
95%-100%	Children are accessing all learning opportunities	– Weekly celebration text messages – Daily absence messages/phone calls communicated via attendance team – Inclusion in half termly attendance incentives/rewards – Half termly attendance recognition certificates – Attendance prize draws – Attendance discussed with tutors – Tutors to notify students if attendance falls below 95% and discuss reasons for any unauthorised absence. – Tutors to celebrate high attendance and support embedding these attitudes and values
93.1-94.9%	Increased learning opportunities missed – **Increased risk of underachievement**	– Attendance to be monitored by achievement leaders and heads of year – Initial letters triggered by days absence and/or unauthorised holidays or unauthorised absences – Year team to discuss support attendance plan with student and parent and set targets for students with unauthorised absence meeting thresholds – Early help considered (with consent) – Further letters triggered linked to days absence – Working together to improve attendance e.g. attendance contract, early help, parent/carer meeting
90.1-93%	Significant learning opportunities missed – **Significant risk of underachievement and becoming persistently absent**	– Attendance to be monitored by year team, core attendance team and Senior Attendance Champion – Parent/carer letters linked to days of absence -Risk of being persistently absent – Attendance Officer develops an attendance support plan with student and parent/carer – Early help referral without consent – case management – Referral to local authority enforcement team considered – Attendance contract
Under 90%	**Persistently Absent Serious risk of underachievement**	– Parental attendance meetings to take place with year team and/or core attendance team – Persistent absence letter issued

		– Medical evidence for absences required – Working together with parents/carers to improve attendance – Referral to local authority enforcement team considered – Attendance contracts – Education Supervision Orders – Attend Framework – Attendance Panel meeting – Attendance interventions entered onto CPOMS (safeguarding)

15. Monitoring arrangements

This policy will be reviewed as guidance from the Greenwood Academies Trust or the Department for Education is updated, and as a minimum, annually, by the Principal and Senior Attendance Champion.

16. Reintegration Policy

When long-term absentees return to the academy it is important that they are sympathetically treated by all staff.

Re-integration sometimes fails because it is unplanned; the student is sent back to their original timetable without the appropriate support. 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, the Head of Year/Achievement Leader should liaise with others to draw up a re-integration action plan, this may include a '**time-**limited phased return'. The plan will acknowledge the reasons for the student's absence and may involve a reduced timetable in the first instance and temporary additional support in the Student Development Centre. Additionally, it may include external support, according to need.

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 may be completed with the student where necessary.

17. Appendices

Appendix 1 – Attendance Codes

Attending the school	
/ \	Present at the school / = morning session \ = afternoon session
L	Late arrival before the register is closed
K	Attending education provision arranged by the local authority
V	Attending an educational visit or trip
P	Participating in a sporting activity
W	Attending work experience

B	Attending any other approved educational activity
D	Dual registered at another school
Absent – Leave of absence	
C1	Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad.
M	Leave of absence for the purpose of attending a medical or dental appointment
J1	Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution
S	Leave of absence for the purpose of studying for a public examination
X	Non-compulsory school age pupil not required to attend school
C2	Leave of absence for a compulsory school age pupil subject to a part-time timetable
C	Leave of absence for exceptional circumstance
Absent – other authorised reasons	
T	Parent travelling for occupational purposes
R	Religious observance
I	Illness (not medical or dental appointment)
E	Suspended or permanently excluded and no alternative provision made
Absent – unable to attend school because of unavoidable causes	
Q	Unable to attend the school because of a lack of access arrangements
Y1	Unable to attend due to transport normally provided not being available
Y2	Unable to attend due to widespread disruption to travel
Y3	Unable to attend due to part of the school premises being closed
Y4	Unable to attend due to the whole school site being unexpectedly closed
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 because of any other unavoidable cause
Absent – unauthorised absence	
G	Holiday not granted by the school
N	Reason for absence not yet established
O	Absent in other or unknown circumstances
U	Arrived in school after registration closed
Administrative Codes	
Z	Prospective pupil not on admission register
#	Planned whole school closure

Appendix 2 – Penalty Notices

In line with the Statutory guidance (working together to improve school attendance) and the National Framework:

A penalty notice can be issued by:

- The Principal
- The Local Authority
- The Police

They will be issued for:

- 10 sessions of unauthorised absence over a rolling period of ten academy weeks
- Where a child is present in a public place during school hours without reasonable justification for the first five days of a fixed term suspension or a permanent exclusion

The first penalty notice will be £160, which is reduced to £80 if paid within 21 days, the second will not be reduced, if the same situation occurs for the same child in a three-year period. If there is a third occurrence, the local authority is likely to take the parent to court; there will be no third penalty notice.

Revenue from penalty notices goes directly to the local authority, not to schools.

Appendix 3 – Days absence model

Days absence model used by Academy:

Days Absent	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
% Attendance at end of year	100	99	99	98	97	97	96	96	95	95	94	94	93	93	92	92	91	91	91	90

Academic Year 2025/2026

By 17th October 2025

3 days absence puts you on 90% (persistently absent) and your flight path is to be **persistently absent by the end of the year**

By 18th December 2025

6 days absence puts you on 90% (persistently absent) and your flight path is to be **persistently absent by the end of the year**

By 13th February 2026

9 days absence puts you on 90% (persistently absent) and your flight path is to be **persistently absent by the end of the year**

By 21st April 2026

12 days absence puts you on 90% (persistently absent) and your flight path is to be **persistently absent by the end of the year**

By 10th June 2026

15 days absence puts you on 90% (persistently absent) and your flight path is to be **persistently absent by the end of the year**

Appendix 4 – Streaks

The academy celebrates students who attend daily and without absences in the form of recording and publishing internally students' longest 'streaks' (consecutive attendance with zero absences). These 'streaks' form milestones that are celebrated internally through tutor and our assembly programme.

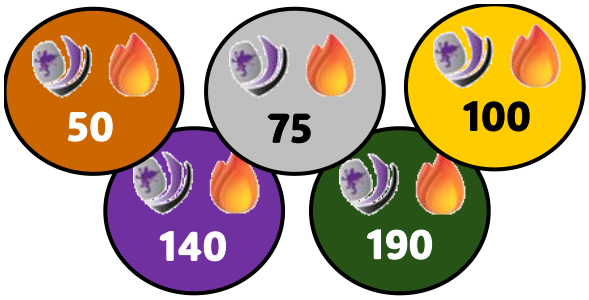
10

25

50

75

100

140

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