

Attendance Policy

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Relating to all Academies of the
Advance Learning Partnership Multi Academy Trust

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Statement of Intent

Advance Learning Partnership believes that in order to facilitate teaching and learning, good attendance is essential. Pupils cannot achieve their full potential if they do not regularly attend school.

We understand that barriers to attendance are complex, and that some pupils find it harder than others to attend school; therefore, we will continue to prioritise cultivating a safe and supportive environment at school, as well as strong and trusting relationships with pupils and parents.

We take a whole-school approach to securing good attendance and recognise the impact that our efforts in areas such as the curriculum, behaviour standards, bullying, SEND support, pastoral support, and the effective use of resources such as pupil premium can have on improving pupil attendance.

This policy is applicable to school children of statutory school age and above, 5 upwards. However, we do encourage and promote good attendance levels in preparation for school amongst nursery children. Each school reserves the right to withdraw a nursery place where there is no contact from parents and/or persistent absence.

We are committed to:

- Promoting and modelling high attendance and its benefits.
- Ensuring equality and fairness for all.
- Intervening early and working with other agencies to ensure the health and safety of our pupils.
- Building strong relationships with families to overcome barriers to attendance.
- Working collaboratively with other schools in the area, as well as other agencies.
- Ensuring parents follow the framework set in section 7 of the Education Act 1996, which states that the parent of every child of compulsory school age shall cause them to receive efficient full-time education suitable to their age, ability and aptitude, and to any SEND they may have, either by regular attendance at school or otherwise.
- Ensuring our Attendance Policy is clear and easily understood by all staff, parents and pupils.
- Regularly monitoring and analysing attendance and absence data to identify pupils or cohorts that require more support.

The school's attendance officer details are available on each school website. Staff, parents and pupils are expected to contact the attendance officer for queries or concerns about attendance.

Regular school attendance plays a vital role in children's wellbeing and their education, ensuring that their current learning needs are being met but also building their future ability to learn.

As attendance is the essential foundation to positive outcomes for all pupil's, improving attendance is everyone's business, a concerted effort across all teaching and nonteaching staff in school, the Trust or governing body, the local authority, and other local partners.

Some pupils find it harder than others to attend school and therefore at all stages of improving attendance, the school and partners will work with pupils and parents to remove any barriers to attendance by building strong and trusting relationships and working together to put the right support in place.

1. Legal Framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Education Act 1996 and 2002
- The Children Act 1989
- The Crime and Disorder Act 1998
- The Anti-Social Behaviour Act 2003
- The Sentencing Act 2020
- The School Attendance (Pupil Registration) (England) Regulations 2024
- The Education (Parenting Contracts and Parenting Orders) (England) Regulations 2007
- The Education (Penalty Notices) (England) Regulations 2007, as amended
- The Education (Information about Individual Pupils) (England) Regulations 2013
- The Children and Young Persons Act 1933 and 1963
- Equality Act 2010
- DfE 'Working together to improve school attendance'
- DfE 'Children missing education'
- DfE 'Keeping children safe in education (KCSIE) 2026'
- DfE 'Providing remote education: guidance for schools'
- DfE 'Sharing daily pupil attendance data'
- DfE 'Summary table of responsibilities for school attendance'

This policy operates in conjunction with the following school policies:

- Children Missing from Education Policy
- Safeguarding and Child Protection Policy
- Behaviour Policy
- Special Educational Needs and Disabilities (SEND) Policy
- Supporting Pupils with Medical Conditions Policy
- Complaints Procedures Policy

2. Definitions

The following definitions apply for the purposes of this policy:

Absence:

- Arrival at school after the register has closed
- Not attending the registered school for any reason

Authorised absence:

Code C: Leave of absence for the purpose of exceptional circumstances

Code C1: Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad

Code C2: Leave of absence for a compulsory school age pupil subject to part-time timetable

Code D: Dual registered at another school

Code E: Suspended or permanently excluded

Code I: Illness (not medical or dental appointment)

Code J1: Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution

Code M: Leave of absence for the purpose of attending a medical or dental appointment

Code R: Religious observance

Code S: Leave of absence for the purpose of studying for a public examination

Code T: Parent travelling for occupational purposes

Code X: Non-compulsory school age pupil not required to attend school

Unauthorised absence:

- Code G: Holiday not granted by the school
- Code N: Reason for absence not yet established
- Code O: Absent in other or unknown circumstances
- Code U: Arrived in school after registration closed

Unauthorised Absence could include:

- Parents keeping children off school unnecessarily or without reason
- Truancy before or during the school day
- Absences which have never been properly explained
- Arrival at school after the register has closed
- Absence due to shopping, looking after other children or birthdays
- Absence due to day trips and holidays in term-time which have not been agreed
- Leaving school for no reason during the day

Persistent absence (PA):

- Missing 10 percent or more of schooling across the year for any reason – equivalent to one day or more a fortnight across a full school year.

Missing education

- Not registered at a school and not receiving suitable education in a setting other than a school

3. Roles and Responsibilities

To view school attendance details, please visit the schools' website.

Trustees and Governors have overall responsibility for:

- Monitoring the implementation of this policy and all relevant procedures across the school.
- Promoting the importance of good attendance through the school's ethos and policies.
- Ensuring school leaders fulfil expectations and statutory duties including accurate maintenance of the attendance register and the sharing of information with the DfE and LA.
- Ensuring the school works effectively with local partners to help remove barriers to attendance, and keeping them informed regarding specific pupils, where appropriate.
- Arranging attendance training for all relevant staff that is appropriate to their role.
- Working with the SLT to set goals for attendance and providing support and challenge around delivery against those goals.

- Sharing effective practice on attendance management and improvement across schools.
- Ensuring that this policy, as written, does not discriminate on any grounds including, but not limited to, ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- Handling complaints regarding this policy as outlined in the school's Complaints Policy.
- Having regard to 'Keeping Children Safe In Education' when making arrangements to safeguard and promote the welfare of children.
- Ensuring there is a Children Missing Education Policy in place and that this is regularly reviewed and updated.
- Making sure academy leaders fulfil expectations and statutory duties.
- Regularly reviewing and challenging attendance data

The Headteacher is responsible for:

- The day-to-day implementation and management of this policy and all relevant procedures across the school.
- Monitoring absence data and reporting it to the governors.
- Appointing a member of the SLT to the attendance lead role – In secondary
- Ensuring all parents are aware of the school's attendance expectations and procedures.
- Ensuring that every pupil has access to full-time education and will act as early as possible to address patterns of absence.
- Issuing fixed penalty notices where necessary, or delegating this responsibility as appropriate.
- Sharing information and working collaboratively with the LA by notifying them when a pupil's name is added to or removed from the school's admissions register outside standard transition times.
- Providing the LA with the names and addresses of pupils of compulsory school age who fail to attend school regularly, or who have been absent without authorisation for a continuous period of ten school days.
- Informing the LA of any pupil of compulsory school age who has been recorded as unwell and whom the school reasonably believes will miss 15 school days consecutively or cumulatively due to illness.

The Designated Senior Leader for Attendance is responsible for:

- The overall strategic approach to attendance in school.
- Developing a clear vision for improving attendance.
- Monitoring attendance and the impact of interventions.
- Overseeing data analysis including for vulnerable cohorts.
- Implementing Trust attendance strategies to address absenteeism.
- Arranging calls and meetings with parents to discuss attendance issues.
- Delivering targeted intervention and support to pupils and families.
- Engaging with academy safeguarding triangulation meetings.
- Coordinating, with the DSL, any required outreach and welfare visits.
- Liaison with LA education welfare services.
- Timely completion of referrals to internal services and external agencies.
- Actively participate in termly attendance meetings with School Improvement Support team member.
- Providing recommendations to the Headteacher on LA legal interventions (e.g. Court Proceedings, School Attendance Orders, Education Supervision Orders).

The attendance officer is responsible for:

- Ensuring all registers are completed accurately and on time.
- Recording reasons for absences provided by parents/carers.

- Following up on all unexplained absences and informing the DSL of any absences of vulnerable children each morning.
- Monitoring and analysing attendance data
- Benchmarking attendance data to identify areas of focus for improvement.
- Providing regular attendance reports to academy community.
- Escalating patterns of non-attendance to the Attendance Lead and SENCo.
- Reporting concerns about attendance to the designated senior leader responsible for attendance, DSL and Headteacher
- Working with LA education welfare officers to tackle persistent absence.
- Advising the Headteacher and SLT on the application of fixed-penalty notices.
- Communicating with pupils and parents.
- Following up on incidents of persistent poor attendance.

Staff are responsible for:

- Meet and greet pupils each day.
- Have responsibility for accurately recording pupil attendance each session/lesson, by using the available absent or present register codes.
- The register must be submitted with accuracy and on time within the first 5 minutes of the school day and lesson to ensure attendance colleagues can address unexplained absences.
- Inform the safeguarding team of any attendance concerns.
- Engage with whole academy approaches in ensuring attendance is promoted and celebrated.
- Immediately report any incidences of suspected truancy in line with the Behaviour Policy

Parents are responsible for:

- Providing accurate and up-to-date contact details.
- Providing the school with more than one emergency contact number.
- Updating the school if their details change.
- The attendance of their children at school.
- Promoting good attendance with their children.
- Contacting the school to report their child's absence before the beginning of the school day before 8am and advising on when it is expected that their child will return.
- Specify the reason for any absence, enabling the attendance officer to apply the correct absence code in the register.
- Requesting leave of absence only in exceptional circumstances, and in advance.
- Appointments for their child are made outside of the school day.
- Avoiding planned absences during term time.
- Working in partnership with the academy to promote good attendance and punctuality habits.

Pupils are responsible for:

- Attending their lessons and any agreed activities when at school.
- Arriving punctually to lessons when at school.

4. Attendance expectations

The school has high expectations for pupils' attendance and punctuality and will ensure that these expectations are communicated regularly to parents and pupils.

Pupils will be expected to:

- Attend school every day they are required to be at school, for the full day.
- Attend school punctually.
- Attend every timetabled lesson.

At the start of the school day pupils will be in their classroom, ready to begin lessons; therefore, pupils will be expected to be on the school site at least 5-10 minutes prior to the start time. Pupils will have a morning break, and a lunch break and are expected to have returned from each break and be ready to recommence learning.

ALP schools that record absences for each lesson period will take informal registers at the start of each lesson period to ensure that pupils are attending all timetabled lessons. These registers will be analysed alongside formal registers.

Pupils will be encouraged to communicate any concerns related to attendance and absence as soon as possible to the relevant member of staff.

Please refer to the school details for times of the school day and formal register times below:

School	Morning Registration START TIME	Morning Registration END TIME	Afternoon Registration START TIME	Afternoon Registration END TIME
Bishop Barrington Academy	8:30	9:00	12:10	12:40
Bowburn Primary Academy	9:00	9:30	13:30	14:00
Brandon Primary Academy	8:45	9:15	12:50	13:10
Copeland Road Primary School	8:45	9:15	13:00	13:30
Dene Academy	8:30	9:00	13:55	14:25
Durham Academy	8:30	9:00	13:00	13:30
Edmondsley Primary Academy	8:45	9:15	13:15	13:30
Greenfield Academy	8:30	9:00	13:50	14:20
Hartside Primary Academy	8:40	9:10	13:30	13:40
Howden-le-Wear Primary School	8:45	9:15	13:15	13:30
Hummersknott Academy	8:30	9:00	12:05	12:35
Hunwick Primary School	8:45	9:15	12:45	13:15
Middlestone Moor Primary Academy	8:45	9:15	13:00	13:10
Moorside Primary Academy	8:40	9:10	12:45	13:00
New Brancepeth Primary Academy	8:45	9:15	12:45	13:15
Parkside Academy	8:30	9:00	13:45	14:15
Peases West Primary Academy	8:45	9:15	12:40	12:55
Skerne Park Primary Academy	8:45	9:15	13:15	13:30
Staindrop Academy	8:30	9:00	12:35	13:05
Whitworth Park Academy	8:30	9:00	13:00	13:30
Witton-le-Wear Primary School	8:45	9:15	13:00	13:05
Wolsingham School	8:30	8:55	13:00	13:30
Woodhouse Primary Academy	8:45	9:15	13:00	13:30

5. Absence procedures

Parents will be required to contact the school office via telephone before 8:00am on the first day of their child's absence – they will be expected to provide an explanation for the absence and an estimation of how long the absence will last, e.g. one school day.

Where a pupil is absent, and their parent has not contacted the school by the close of the morning register to report the absence, administrative/Office staff will contact the parent via telephone call as soon as is practicable on the first day that the pupil does not attend school.

The school will always follow up any absences in order to:

- Ensure the proper safeguarding action is being taken.
- Ascertain the reason for the absence.
- Identify whether the absence is authorised or not.
- Identify the correct code to use to enter the data onto the school census system.

The school will not request medical evidence in most circumstances where a pupil is absent due to illness; however, the school reserves the right to request supporting evidence where there is genuine and reasonable doubt about the authenticity of the illness. The school also reserves the right to request supporting evidence where there are ongoing or persistent absences.

The school will provide the LA with the names and addresses of all pupils of compulsory school age who fail to attend school regularly or who have been absent for a continuous period of ten school days, where their absence has been recorded using one or more of the unauthorised absence codes (G, N, O, and/or U), as defined in national attendance guidance. The school will agree the frequency of these attendance returns with the LA, ensuring that they are submitted no less frequently than once per calendar month. If a pupil's attendance drops below 90 percent, the attendance officer will arrange a formal meeting with the pupil and their parent.

Where a pupil does not return from a period of leave or has a continuous period of absence, the school will work jointly with the LA to carry out reasonable enquiries under the School Attendance (Pupil Registration) (England) Regulations 2024 to establish the pupil's whereabouts. In conducting these enquiries, the school and its LA will liaise with the Home LA. If, following these enquiries, the pupil's name is removed from the school's admission register, the Home LA will be expected to investigate whether the pupil should be classified as a child missing education.

6. Attendance register

ALP Schools use an electronic management information system to keep attendance registers to ensure they are as accurate as possible and can be easily analysed and shared with the appropriate authorities.

Designated staff members will take the attendance register at the start of each school day and at the start of the afternoon session. The register will be open for up to 30 minutes in both the morning and afternoon sessions. The time the register is open for each school features in the table in [Section 4](#). This register will record whether pupils are:

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

The school will use the national attendance codes set out in Regulation 10 of The School Attendance (Pupil Registration) (England) Regulations 2024 to ensure attendance and absence are monitored and recorded in a consistent way. The following codes will be used:

- # = Planned whole school closure
- / = Present in the morning
- \ = Present in the afternoon
- L = Late arrival before the register has closed
- C = Leave of absence for exceptional circumstance
- C1 = Leave of absence granted by the school for the purpose of participating in a regulated performance or undertaking regulated employment abroad
- C2 = Leave of absence for a compulsory school age pupil subject to a part-time timetable
- E = Suspended or permanently excluded but no alternative provision made
- I = Illness (not medical or dental appointment)
- M = Medical or dental appointments
- R = Religious observance
- S = Leave of absence for the purpose of studying for a public examination
- T = Parent travelling for occupational purposes
- G = Unauthorised holiday
- N = Reason not yet provided
- O = Unauthorised absence
- U = Arrived after registration closed
- D = Dual registered at another school
- B = Attending any other approved educational activity
- J1 = Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution
- K = Attending education provision arranged by the LA
- P = Participating in a supervised sporting activity
- Q = Unable to attend the school because of a lack of access arrangements
- V = Educational visit or trip
- W = Work experience
- X = Non-compulsory school age pupil not required to attend school
- 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
- Z = Prospective pupil not on admission register

Pupils who are absent from school but are receiving remote education for any reason will still be marked as absent in the register using the most appropriate absence code.

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.

The school will share its daily attendance data with the DfE directly from the management information system.

Where there is more than one afternoon session, and therefore the attendance register is taken more than once in the same afternoon, the school will use the codes from the last afternoon session as the basis for its statistical attendance data.

In accordance with the Records Management Policy, every entry received into the attendance register will be preserved for three years after the date on which the entry was made.

7. Authorising parental absence requests

Parents will be required to request certain types of absence in advance. All requests for absence will be handled by the Headteacher – the decision to grant or refuse the request will be at the sole discretion of the Headteacher, taking the best interests of the pupil and the impact on the pupil's education into account. The Headteacher's decision is not subject to appeal; however, the school will be sympathetic to requests for absence by parents and will not deny any request without good reason.

Leave of absence

The school will only grant a pupil a leave of absence in exceptional circumstances. In order to have requests for a leave of absence considered, the school will expect parents to contact the Headteacher in writing at least two weeks prior to the proposed start date of the leave of absence, providing the reason for the proposed absence and the dates during which the absence would be expected to occur.

Any requests for leave during term time will be considered on an individual basis and the pupil's previous attendance record will be taken into account. Where the absence is granted, the Headteacher will determine the length of time that the pupil can be away from school. The school will not grant leaves of absence for the purposes of family holidays. Fixed Penalty Notices will be given for holidays that amount to 5 days of absence or more.

A leave of absence for a pupil during term time will only be granted if the request meets the specific circumstances set out in the school attendance regulations 2024 which are:

- Taking part in a regulated performance, or regulated employment abroad.
- Attending an interview.
- Study leave.
- A temporary, time-limited part-time timetable

- Exceptional circumstances.

Requests for leave will not be granted in the following circumstances:

- During Year 7 when a pupil is settling into the school, unless certain exceptional circumstances apply, e.g. the death of a family member
- Immediately before and during assessment periods
- When a pupil's attendance record shows any unauthorised absence
- Where a pupil's authorised absence record is already above 10 percent for any reason

If term-time leave is not granted, taking a pupil out of school will be recorded as an unauthorised absence and may result in sanctions, such as a penalty notice. The school cannot grant leaves of absence retrospectively; therefore, any absences that were not approved by the school in advance will be marked as unauthorised.

Medical or dental appointments

Parents will be expected to make medical or dental appointments outside of school hours wherever possible. Where this is not possible, parents will be expected to obtain approval for their child's absence to attend such appointments as far in advance as is practicable. Parents will be responsible for ensuring their child misses only the amount of time necessary to attend the appointment.

Performances and activities, including paid and unpaid work

The school will have the discretion to grant leave of absence during school hours for pupils to undertake employment, whether paid or unpaid, in accordance with the relevant legislation.

Parents must request leave of absence to the school where a child has an appointment during the school day for a performance or activity at least two weeks in advance of the event. Each request will be reviewed by the Headteacher who will confirm if the leave can be granted.

Various factors will be taken into consideration for this type of request.

Code J1: Attending an interview for employment or for admission to another educational institution

The school will usually grant leave of absence where an application has been made in advance by the parent who the pupil normally lives with and the leave is to enable the pupil to attend an interview for employment or admission to another educational institution, e.g. college.

While not required to follow Regulation 11, the school will still use this code to record that a leave of absence has been granted for the purpose of attending an interview for employment or for admission to another educational establishment.

The interview must take place during the session for which it is recorded.

This code will be recorded as an authorised absence for statistical purposes.

Code S: Study leave for a public examination

The school will grant leave of absence, under regulation 11(5), for a pupil to study for a public examination where the leave has been agreed in advance with a parent who the pupil normally lives with (or the pupil if they will be over compulsory school age by the time of the absence). The school may grant leave of absence for a pupil to study for a public examination and the leave has been agreed in advance with a parent who the pupil normally lives with.

Study leave will not be granted by default once tuition for the examination syllabus is complete and will be used sparingly. Provision will still be made available for pupils who want to continue to come into school to revise.

Code C2: Pupils subject to a part-time timetable

In very exceptional circumstances and where it is in a pupil's best interests, the school will grant leave of absence to accommodate for a pupil on a part-time timetable.

The school will grant a leave of absence under Regulation 11(6) to temporarily reduce the timetable of a pupil of compulsory school age to part-time, where both the school and the parent with whom the pupil normally resides have agreed – on an exceptional basis – that the pupil should receive part-time education for a limited period. This agreement must include the specific times and dates the pupil is expected to attend during the temporary part-time arrangement.

Where a pupil is receiving full-time education but only attends the school on a part-time basis—such as in cases of dual registration, part-time unregistered alternative provision, or flexi-schooling, the part-time timetable code will not be used. Instead, the school will record the pupil's absence using the appropriate attendance code that reflects the reason the pupil is not attending that particular session.

In such circumstances, the days on which the pupil is expected to attend school will be agreed in advance.

Religious observance

Parents will be expected to request absence for religious observance at least two weeks in advance.

The school will only accept requests from parents for absence on grounds of religious observance for days that are exclusively set apart for religious observance by the relevant religious body. The school will define this as a day where the pupil's parents would be expected by an established religious body to stay away from their employment to mark the occasion.

The school may seek advice from the religious body in question where there is doubt over the request.

Parent travelling or occupational purposes

A pupil will be considered a mobile child if they are of compulsory school age, have no fixed abode, and are travelling with their parent(s) due to the nature of the parent's trade or business, which requires them to move from place to place. In such cases, the school will ensure that this is a genuine reason for absence. Proof of the parent's circumstances will not be requested unless there is a genuine and reasonable doubt about the authenticity of the explanation provided.

Parents will be encouraged to ensure that their child attends a school in the area to which they are travelling and, where appropriate, to arrange for the pupil to be dual registered at that school.

8. SEND and health-related absences

ALP Schools recognise that pupils with SEND and/or health conditions, including mental health issues, may face greater barriers to attendance than their peers, and will incorporate robust procedures to support pupils who find attending school difficult.

In line with the SEND Policy and Supporting Pupils with Medical Conditions Policy, the school will ensure that reasonable adjustments are made for disabled pupils to reduce barriers to attendance, in line with any EHC plans or IHPs that have been implemented. The school will secure additional support from external partners to help bolster attendance where appropriate.

Where the school has concerns that a pupil's non-attendance may be related to mental health issues, parents will be contacted to discuss the issue and whether there are any contributory factors to their child's lack of attendance. Where staff have a mental health concern about a pupil that is also a safeguarding concern, they will inform the DSL and the Safeguarding Policy will be followed. All pupils will be supported with their mental health in accordance with Trust/School Policies.

If a pupil is unable to attend school for long periods of time due to their health, the school will:

- Inform the LA if a pupil is likely to be away from the school for more than 15 school days.
- Provide the LA with information about the pupil's needs, capabilities and programme of work.
- Make sure the pupil is kept informed about school events and clubs.
- Encourage the pupil to stay in contact with other pupils during their absence.
- Help the pupil reintegrate at school when they return.

The school will incorporate an action plan to help any pupils with SEND and/or health issues cope with the stress and anxiety that attending school may cause them. Such plans will be regularly monitored and reviewed until the pupil is attending school as normal and there has been signs of significant improvement.

To support the attendance of pupils with SEND and/or health issues, the school will consider:

- Holding termly meetings to evaluate any implemented reasonable adjustments.
- Incorporating a pastoral support plan.
- Carrying out strengths and difficulties questionnaire.
- Identifying pupils' unmet needs through the Common Assessment Framework.
- Using an internal or external specialist.
- Enabling a pupil to have a reduced timetable.
- Ensuring a pupil can have somewhere quiet to spend lunch and breaktimes.
- Implementing a system whereby pupils can request to leave a classroom if they feel they need time out.
- Temporary late starts or early finishes.
- Phased returns to school where there has been a long absence.
- Small group work or on-to-one lessons.
- Tailored support to meet their individual needs.
- The school will seek medical evidence for recording absences in a minority of cases.

Where a pupil's health need means that they need reasonable adjustments or support because it is complex or long term, the school will seek medical evidence to better understand the need of the pupil.

9. Absence in exceptional circumstances

The school will grant a leave of absence at its discretion. A leave of absence will not be granted unless there are exceptional circumstances.

Each application will be judged individually, and the school will take into account the specific facts, circumstances, and relevant background context of each request. Where a leave of absence is granted, the school will determine the number of days for which a pupil will be permitted to be absent. A leave of absence will always be granted entirely at the discretion of the school.

The school will only grant a leave of absence where an application is made in advance by a parent with whom the pupil normally lives, or by the pupil themselves if they will have reached the end of compulsory school age by the time of the absence.

Generally, a request for a holiday or other absence for the purposes of leisure and recreation will not constitute an exceptional circumstance, and such absences will not be granted.

Code C will be used for granted leave of absence in exceptional circumstances. The use of the seven 'Y' codes for unavoidable circumstances will be collected in the school census for statistical purposes. Code Q will be used in circumstances where there are a lack of access arrangements.

10. Truancy

A secondary-aged pupil with permission to leave the school during the day must sign out at the school office and sign back in again on their return. Primary-aged pupils must be collected by a parent/carer during the school day or by another authorised adult and are not permitted to sign in/out from school.

Immediate action will be taken when there are any concerns that a pupil might be truanting. If truancy is suspected parents will be contacted in order to assess the reasons behind the pupil not attending school.

The following procedures will be taken in the event of a truancy:

- In the first instance for primary-age pupils, attempts will be made to contact parents/carers via telephone. Where this is not successful, school will follow the Safeguarding Policy to ensure the safety and appropriate supervision of the child(ren)
- In the first instance, for secondary schools a letter of warning will be sent to the parents of the pupil, informing them of the truancy and stating that any future occurrences could result in further action being taken.
- A penalty notice will be issued where there is overt truancy, inappropriate parentally condoned absence, excessive holidays in term-time and persistent late arrival at school.

11. Absent Pupils

Pupils will not be permitted to leave the school premises during the school day unless they have permission from the school. The following procedures will be taken in the event of a pupil going missing whilst at school:

- The member of staff who has noticed the missing pupil will inform the Headteacher immediately.
- The office staff will also be informed as they will act as a point of contact for receiving information regarding the search.
- A member of staff will stay with the rest of the class, and all other available members of staff will conduct a thorough search of the school premises as directed by the Headteacher.
- The following areas will be systematically searched:
 - All classrooms
 - All toilets
 - Any changing rooms
 - Any libraries
 - Any outbuildings
 - The school grounds
- Available staff will begin a search of the area immediately outside of the school premises and will take a mobile phone with them so they can be contacted.
- If the pupil has not been found after 10 minutes, then the parents of the pupil will be notified.
- The school will attempt to contact parents using the emergency contact numbers provided.
- If the parents have had no contact from the pupil, and the emergency contacts list has been exhausted, the police will be contacted.
- The missing pupil's Tutor/SLT/staff responsible at the time for the child will fill in an incident form, describing all circumstances leading up to the pupil going missing.
- If the missing pupil has an allocated social worker, is a looked-after child, or has any SEND, then the appropriate personnel will be informed.
- When the pupil has been located, members of staff will care for and talk to the pupil to ensure they are safe and well.

- Parents and any other agencies will be informed immediately when the pupil has been located.

The Headteacher will take the appropriate action to ensure that pupils understand they must not leave the premises, and sanctions will be issued if deemed necessary. Appropriate disciplinary procedures will be followed in accordance with the Behaviour Policy.

The Headteacher will carry out a full investigation and will draw a conclusion as to how the incident occurred. A written report will be produced, and policies and procedures will be reviewed in accordance with the outcome where necessary.

12. Attendance Intervention

In order to ensure ALP Schools have effective procedures for managing absence, the attendance officer, supported by the SLT, will:

- Establish a range of specific, evidence-based interventions to address barriers to attendance.
- Monitor the implementation and quality of escalation procedures and seek robust evidence of the escalation procedures that work.
- Attend or lead attendance reviews in line with escalation procedures.
- Signpost to wider agencies if support is required at home e.g. One Point
- Establish robust escalation procedures which will be initiated before absence becomes a problem by:
 - Sending letters to parents.
 - Having a weekly attendance reviews.
 - Engaging with LA attendance teams.
 - Using fixed penalty notices.
 - Creating attendance focus groups.

The school will use attendance data, in line with the [monitoring and analysing absence](#) section of this policy, to develop specific strategies to improve attendance where patterns of absence are emerging. These strategies will be developed on a case-by-case basis and will consider the particular needs of the pupils whom the intervention is designed to target.

ALP Schools will aim to improve attendance in the overall school cohort by acknowledging good attendance. Strategies for this will be identified in the rewards strategy for each school.

School trips and events will be considered a privilege. Where attendance drops below 90 percent, these privileges may be taken away. The school will develop strategies for ensuring that pupils with health needs or home circumstances that result in additional absences are not unfairly excluded from attendance rewards, e.g. by setting individualised targets.

13. Working with parents to improve attendance

The school will work to cultivate strong, respectful relationships with parents and families and work to build trust and engagement. Open and honest communication will be maintained with pupils and their families about the expectations of school life, attendance and performance so that they understand what to expect and what is expected of them. The school will liaise with other agencies working with pupils and their families to support attendance, e.g. social services.

The school will ensure that there are two sets of emergency contact details for each pupil wherever possible to ensure the school has additional options for getting in touch with adults responsible for a pupil where the pupil is absent without notification or authorisation.

The school will ensure that parents are aware of their legal duty to ensure that their child attends school regularly and to facilitate their child's legal right to a full-time education – parents will be made aware that this means their child must attend school every day that it is open, save for in certain circumstances, e.g. sickness or absences that have been authorised by the Headteacher in advance. The school will regularly inform parents about their child's levels of attendance, absence and punctuality, and will ensure that parents are aware of the benefits that regular attendance at school can have for their child educationally, socially and developmentally.

If a pattern of absence becomes problematic, the attendance officer will work collaboratively with the pupil and their parents to improve attendance by addressing the specific barriers that prevent the pupil from being able to attend school regularly. The school will always take into consideration the sensitivity of some of the reasons for pupil absence and will approach families to offer support rather than immediately reach for punitive approaches.

Where these barriers are related to the pupil's experience in school the attendance officer will work with the Headteacher and any relevant school staff, e.g. the DSL and SENCO, to address this. Where the barriers are outside of the school's control, e.g. they are related to issues within the pupil's family, the attendance officer will liaise with any relevant external agencies or authorities, e.g. children's social care or the LA, and will encourage parents to access the support that they may need.

14. Persistent Absence (PA)

The school will recognise PA as circumstances where a pupil misses 10% or more of school. Severe absence will be recognised in circumstances where a pupil misses 50% or more of school. Reducing persistent and severe absence is central to the school's strategy for improving attendance.

There are various groups of pupils who may be vulnerable to high absence and PA, such as:

- Children in need
- LAC
- Young carers
- Pupils who are eligible for FSM
- Pupils with EAL
- Pupils with SEND
- Pupils who have faced bullying and/or discrimination

The school will ensure it provides support to pupils at risk of PA, in conjunction with all relevant external authorities where necessary.

The school will use a number of methods to help support pupils at risk of PA to attend school. These include:

- Offering catch-up support to build confidence and bridge gaps in learning.
- Meeting with the pupil and their parent to discuss patterns of absence, barriers to attendance, and any other problems they may be having.
- Establishing plans to remove barriers and provide additional support.
- Leading weekly check-ins to review progress and assess the impact of support.
- Making regular contact with the pupil's parent to discuss progress.
- Assessing whether an EHC plan or IHP may be appropriate.
- Considering what support for re-engagement might be needed, including with regard to additional vulnerability.

The school will focus particularly on pupils who have rates of absence over 50 percent, and will work with the LA and other partners to engage all relevant services needed to identify and address the wider barriers to attendance these pupils are facing.

Where a pupil at risk of PA is also at increased risk of harm, the school will work in conjunction with all relevant authorities, e.g. social services, to support the pupil in line with the school's duty of care. The school will also bear in mind that the continuation of severe PA following intervention may, in itself, constitute neglect, and will escalate any concerns in this regard in line with the Safeguarding Policy.

15. Penalty notices and legal intervention

The school will allow sufficient time for attendance interventions and engagement strategies to improve pupils' attendance; however, where engagement strategies to improve attendance have not had the desired effect after six weeks, the attendance officer will consider:

- The absence is due to a circumstance that does not warrant support, such as an unauthorised holiday taken during term time, and therefore whether a penalty notice should be issued.
- A penalty notice is the most effective tool to improve attendance and influence parental behaviour, or whether further support or an alternative legal intervention would be more appropriate.
- Issuing a penalty notice is appropriate in light of any obligations under the Equality Act 2010, for example where the pupil has a disability.
- To hold a formal meeting with the parents and the school's designated contact within the School Attendance Support Team.
- To work with the local authority to implement a parenting contract or apply for an education supervision order.
- To engage children's social care, particularly where there are safeguarding concerns.

Where the above measures are not effective, the headteacher will issue a notice to improve as a final opportunity for parents to engage in support and improve attendance before a penalty notice is considered. Where attendance still does not improve following a Notice to Improve a Penalty Notice can be issued.

A Notice to Improve will not be issued in cases such as unauthorised holidays in term time; these will go straight to Fixed Penalty Notice.

Where a pupil reaches the national threshold of 10 sessions of unauthorised absence in a rolling period of 10 school weeks, the school will consider whether a penalty notice is appropriate. Each case will be considered individually to determine whether a penalty notice or another tool or legal intervention should be used to improve attendance.

A fixed penalty notice may be issued by the headteacher or someone authorised by them (a deputy or assistant head), the LA or the police. Any penalty notice will be issued in line with the LA's code of conduct and the DfE's 'Working together to improve school attendance' guidance.

Penalty notices for unauthorised absences will be charged at £160 if paid within 28 days, reduced to £80 if paid within 21 days.

A penalty notice of £120 may also be issued where parents allow their child to be present in a public place during school hours without reasonable justification during the first five days of a fixed period or permanent exclusion. In this instance, the school will have notified the parents of the days the pupil must not be present in a public place. This will be reduced to £60 if paid within 21 days.

Parents will only get up to two fines for the same child in a three-year period. A second penalty notice issued to the same parent in respect of the same pupil will be charged at a flat rate of £160 if paid within 28 days. Once this limit has been reached, other action such as a parenting order or prosecution will be considered.

Where attendance still does not improve following a fixed penalty notice, the school will work with the LA to take forward attendance prosecution as a last resort.

Parents who are prosecuted and attend court because their child has not been attending school may be fined up to £2,500.

Education Supervision Orders (ESOs)

Where interventions have not been successful, an ESO can be an alternative to provide formal legal intervention without criminal prosecution. ESOs are made through the Family or High Court and give the LA a formal role in advising, helping and directing the pupil and parents to improve their attendance. LAs will issue parents with a notice of the intention to consider an ESO, set up a meeting to discuss with the parent and pupil, and decide whether the case will be taken forward.

Once an ESO is secured, a supervisor from the local authority will decide any actions or requirements. These may include:

- Requiring the parents to attend support meetings.
- Requiring the parents to attend a parenting programme.
- Requiring the parents to access support services.
- Requiring an assessment by an educational psychologist.
- Review meetings involving all parties to be held every 3 months.

16. Monitoring and analysing absence

The attendance officer will monitor and analyse attendance data weekly to ensure that intervention and support is delivered quickly to address habitual absence at the first signs.

The school will collect data regarding punctuality, truancy, and authorised and unauthorised absence, for:

- The school cohort as a whole.
- Individual year groups.
- Year groups preparing for exams.
- Individual pupils.
- Demographic groups, e.g. pupils from different ethnic groups or economic backgrounds.
- Other groups of pupils, e.g. pupils with SEND, LAC and pupils eligible for FSM.
- Pupils at risk of PA.

The attendance officer will conduct thorough analysis of the above data on a weekly, half-termly, termly and full-year basis to identify patterns and trends. This will include identifying, for each group:

- Patterns in uses of certain codes.
- Particular days of poor attendance.
- Subjects which have low lesson attendance.
- Historic trends of attendance and absence.
- Barriers to attendance.

The attendance officer will provide regular reports to staff across the school to enable them to track the attendance of pupils and to implement attendance procedures. The attendance officer will also be responsible for monitoring how attendance data changes in response to any interventions implemented to increase attendance in future.

Trustees will regularly review attendance data, including examinations of recent and historic trends, and will support the SLT in setting goals and prioritising areas of focus for attendance support based on this data.

The school will also benchmark its attendance data against local, regional and national-level data to identify areas of success and areas for improvement and will share practice which has been shown to be effective with other schools.

The Trustees will ensure staff from different schools within the trust regularly share expertise and collaborate on interventions.

17. Training of staff

The school will recognise that early intervention can prevent poor attendance. As such, staff will receive training in identifying potentially at-risk pupils as part of their induction and refresher training.

The school will ensure that teachers and support staff receive training in line with this policy as part of their induction. Following this initial training, staff will be offered regular and ongoing training as part of their CPD opportunities.

Training will cover at least the following:

- The importance of good attendance
- That absence is almost invariably a result of wider circumstances
- The legal requirements on schools, e.g. the keeping of registers
- The school's strategies and procedures for monitoring and improving attendance
- The school's procedures for multi-agency working to provide intensive support for pupils who need it

Enhanced attendance training will be provided to the attendance officer and other staff with specific attendance functions in their role – this will include training regarding interpreting and analysing attendance data and supporting pupils to overcome barriers to attendance.

Staff will receive training to ensure they understand that increased absence from school could indicate a safeguarding concern and know how such concerns should be managed.

18. Lateness and punctuality

A pupil who arrives late:

- Before the register has closed will be marked as late, using the appropriate code
- After the register has closed will be marked as absent, using the appropriate code

ALP School will monitor punctuality issues and may put in place the following:

- Issue a parental letter highlighting issue of regular lateness
- Arrange a parental meeting to discuss issue of regular lateness
- Implement measures to support to achieve good punctuality
- Liaise with Local Authority

19. Deletions of names from the admission register

The school will ensure that it only deletes names from the admission register for a reason set out in regulation 9 of the School Attendance Regulations. A pupil's name will never be removed for any other reason and the school is aware that doing so could constitute off-rolling.

The school will make returns to the LA when pupils' names are deleted from the admission register. This will be with the exception of pupils whose name has been deleted from the register at or after the end of the last term of the school year when they are in the most senior year group, unless the LA has requested this information.

When the school is notifying the LA that a pupil's name is being deleted from the admission register, the following information about the pupil will be provided:

- Full name
- Address
- The full name and address of any parent the pupil normally lives with
- At least one telephone number by which any parent the pupil normally lives with can be contacted in an emergency
- If applicable, the pupil's future address, the full name and address of the parent who the pupil is going to live with and the date the pupil will start living there
- If applicable, the name of the pupil's other school and when the pupil began or will begin to attend the school
- The reason under which the pupil's name has been deleted from the admission register

Names will never be retrospectively deleted from the admission or attendance register – these registers will remain an accurate record of who is a registered pupil and their attendance at any given time. Pupils' attendance will be recorded up until the date that their name is deleted from the admission register.

Attendance Agreement Form

Pupil Attendance Agreement

I agree to attend school and understand the consequences I may face if my attendance drops below 100 percent. I will ensure that the school is made immediately aware of when I will not reasonably be able to attend and will give the school full details of my absence.

As a pupil of **name of school**, I am dedicated to:

- Being in attendance every day.
- Always being punctual to school and lessons.
- Informing the school of the reason for any absence.
- Not absent from school for trivial reasons.

Parent name:		Date:	
Form tutor name:		Date:	

Parental Attendance Agreement

I understand that it is my responsibility to send my child to school. I agree to send my child to school every day and understand the consequences if I fail to do so. When my child is absent from school due to exceptional circumstances, I will ensure the correct procedures are followed.

Parent name:		Date:	
Form tutor name:		Date:	

20. Monitoring and Review

Attendance and punctuality will be monitored throughout the year. ALP School attendance targets are set at 100 percent. Any changes made to this policy will be communicated to all relevant stakeholders.

This policy will be reviewed annually.

21. Safeguarding

We are committed to safeguarding and promoting the welfare of all children as the safety and protection of children is of paramount importance to everyone in this school. We work hard to create a culture of vigilance and at all times we will ensure what is best in the interests of all children.

We believe that all children have the right to be safe in our society. We recognise that we have a duty to ensure arrangements are in place for safeguarding and promoting the welfare of children by creating a positive school atmosphere through our teaching and learning, pastoral support and care for both pupils and school personnel, training for school personnel and with working with parents. We teach all our children about safeguarding.

We work hard to ensure that everyone keeps careful watch throughout the school and in everything we do for possible dangers or difficulties. We want all children to feel safe at all times. We want to hear their views of how we can improve all aspects of safeguarding and from the evidence gained we put into place all necessary improvements.

If a member of staff has any concerns in relation to the child's welfare/wellbeing the member of staff should log this on CPOMS and speak with Designated Safeguarding Lead, or appropriate team member. Further guidance can be found in the Safeguarding Policy.

22. Equality and Diversity

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of age, race, disability, gender reassignment, sexual orientation, sex, marriage & civil partnership, pregnancy & maternity, religion/ belief or political/ other personal beliefs.

We believe that this policy is in line with the Equality Act 2010, as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality across the Trust.

23. Complaints

All complaints should be raised with the academy in the first instance. The details of how to make a formal complaint can be found in the School Complaints Policy.

24. Modern Slavery Act

Advance Learning Partnership (Trust) is committed to ensuring that modern slavery and human trafficking are prevented from taking place within the Trust and its supply chain.

The Trust is committed to sourcing responsibly and improving our practices to combat slavery and human trafficking in our business and supply chain.

25. Accessibility

We are committed to ensuring that our policies are accessible to all individuals. If you require this policy document in an alternative format, such as Braille, large print, or another language, please do not hesitate to contact our office. Immersive Reader tools are a useful way for an enhanced reading experience. PDF and word have this as a function. Your accessibility needs are important to us, and we are here to assist you in any way possible.