



Castle Academy Primary Attendance Policy

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1. Attendance Principles and Aims

Regular school attendance is the key to enabling children and young people to maximise the educational opportunities available to them and become emotionally resilient, confident and competent adults who are able to realise their full potential and make a positive contribution to their community. Castle Academy is committed to ensuring that all pupils and their families understand the importance of regular attendance.

Promoting excellent attendance is the responsibility of all staff within Astrea Academy Trust. Improving attendance is everyone's business. The barriers to accessing education are wide and complex, both within and beyond the academy gates, and are often specific to individual pupils and families. The foundation of securing good attendance is that school is a calm, orderly, safe, and supportive environment where all pupils want to be and are keen and ready to learn.

Castle Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Responding to attendance concerns is a safeguarding matter and will be treated as such.

Aims

Castle Academy aims to meet its obligations with regards to school attendance by:

- Developing and maintaining a whole academy culture that promotes the benefits of high attendance and punctuality.
- Promoting good attendance and reducing absence, including persistent absence;
- Ensuring every pupil has access to full-time education to which they are entitled;
- Supporting parents/carers to perform their legal duty to ensure their children of compulsory school age attend regularly;
- Build strong relationships with families, listen to and understand barriers to attendance and work with families to remove them;
- Building a culture of safeguarding: ensuring all students feel safe, protected and valued;
- Having clear and swift responses to address concerns including patterns of absence;

2. The Law on School Attendance

The law entitles every child of compulsory school age to an efficient, full-time education suitable to their age, aptitude, and any special educational need they may have. It is the legal responsibility of every parent/carer to make sure their child receives that education either by attendance at school or by education otherwise than at a school.

Where parents / carers decide to have their child registered at a school, they have an additional legal duty to ensure their child attends that school regularly. This means their child must attend every day that the school 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 school.

By law, all schools (except those where all pupils are boarders) are required to keep an attendance register, and all pupils must be placed on this register.

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

Every entry in the attendance register will be preserved for 6 years after the date on which the entry was made.

The attendance register will mark whether every pupil is:

Present

Attending an approved off-site educational activity

Absent

Unable to attend due to exceptional circumstances

See Appendix 1 for the DfE attendance codes.

3. Key Attendance Academy Staff

The attendance team are the first contact for any absence related issues for pupils and families. The attendance team can and will:

- Liaise with additional pastoral staff on a daily / weekly basis about attendance for pupils.
- Support with wider issue to remove barriers to education.
- Complete welfare checks to ensure we know pupils and families are safe and well regardless of the reason for absence.
- Ensure that attendance remains a priority for parents, pupils and the academy.

Role within the Team	Name	Contact Details
SLT Strategic Lead for Attendance	Mrs Cope	admin@astreacastle.org 01709 513010
Attendance Officer/ Parent Support	Mrs Bond	
Attendance - Admin	Miss Dooney	

4. Academy Attendance Procedures

Daily Routines

Pupils must arrive at the academy by **8.45am** on each day

The school gates open at **8.35am** and school leaders are on the playground to meet and greet pupils.

The school doors open at **8.40am**.

The school doors close at **8.50am**. Pupils arriving after this time will enter via the school office entrance.

Breakfast Club is open daily from 7.45am – 8.40am (Pre-booking is essential).

Attendance Register

- Class teachers are required to take an electronic register at the beginning of each morning and afternoon session using Bromcom.
- The register for the first session will be taken no later than **9.00am** and will be kept open until 9.30am
- Arrivals after 9.00am will be recorded as 'L'
- Arrivals after 9.30am will be recorded as 'U' – this will affect attendance percentage
- The register for the second session will be taken no later than 1.00pm and will be kept open until 1.15pm.

Lates & Punctuality

It is an expectation of the Academy that pupils will arrive on time and be ready to learn. Lateness and punctuality will be monitored daily.

- A pupil who arrives late, after the register has closed, will be marked as 'U,' unless another code is more appropriate due to the reason for lateness after register (such as unplanned medical).
- We may send a letter to parents/carers, by way of notification of our concerns in relation to their child's punctuality and may request a meeting to discuss the concerns in order to work together to resolve any issues.
- Persistent lateness can result in a significant amount of learning time being lost, resulting in gaps in learning and can also indicate a safeguarding concern. All class teachers must be alert to emerging patterns or concerns in relation to punctuality and inform both the Attendance Lead and Designated Safeguarding Lead if they have concerns.

In exceptional circumstances (such as severe weather), the closing of registration may be delayed at the discretion of the Principal.

5. Absence Procedures

Unplanned Absence

It is an expectation of the academy that parents/ carers will notify the academy on the first day of an unplanned absence – for example, if their child is unable to attend due to ill health by no later than 9.00am.

Parents/ carers must keep in touch every day that their child cannot return to the academy, unless the academy has agreed otherwise.

Parents/ carers can contact school in the following ways:

- My Child at School app
- Telephone: 01709 513010
- In person at the School Office

Absence due to illness will be authorised unless the academy has a genuine concern about the authenticity of the illness. If the authenticity of the illness is in doubt, the academy may ask parents 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 however, as an academy we will contact parents/carers and carry out home visits to seek further information regarding a pupils absence if further information is needed, and check in with you as a parent regarding the wellbeing of your child.

At times medical evidence may be requested to better understand the needs of pupils and to ensure that the Academy is working alongside other statutory guidance in **supporting pupils at school with medical conditions** or **arranging education for children who cannot attend school because of health needs**.

The academy will contact parents on a daily basis by phone/MCAS/text if they fail to inform the academy of an absence. The academy must be notified of the reason for a child's absence in order to safeguard the child. Absence is monitored carefully at the academy. **The academy will make unplanned home visits to those pupils who are not in academy.**

Only the Principal can authorise absence from the academy. Absence will not be authorised unless the reason you offer is accepted by the academy.

Planned Absences

Medical or dental appointments

We encourage parents/ carers to make medical and dental appointments out of academy hours. Where this is not possible, the pupil should be out of academy for the minimum amount of time necessary. It is expected that parents/carers inform the academy of the appointment as soon as possible; failure to do this may result in an unauthorised absence.

The NHS pharmacies first scheme can also support and are accessible outside of Academy hours <https://www.nhs.uk/nhs-services/pharmacies/how-pharmacies-can-help/>

Leave of absence during term time

By law, Principals cannot grant any leave of absence to pupils during term time unless there are exceptional circumstances.

Exceptional Circumstances are defined by the DfE to mean very rare, unusual or unforeseeable circumstances.

The academy considers each application for term-time absence individually, considering the specific facts, circumstances, and relevant context behind the request. A leave of absence is granted entirely at the Principal's discretion. **Castle Academy do not authorise any term time holidays in line with national guidance.**

All parents/carers must complete a leave of absence form at least two weeks in advance and may be invited in the academy to discuss with a member of the attendance team.

Extended leave of absence is considered to be absences that extend beyond two weeks. Parents/ carers will be invited into the academy for a meeting to discuss these requests.

Taking leave in term time will affect pupil's education as much as any other absence and we expect parents to support the academy by not taking pupil's away in term time.

The National Penalty Notice Framework will be followed and may be issued for unauthorised leave of absence, such as holidays.

Valid reasons for authorised absence include:

- Illness and medical/dental appointments (*this does not include routine dental checkups, doctors' appointments that do not relate to a recent absence or routine opticians appointments*)
- Religious observance – the academy can authorise a day where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents belong. If necessary, the academy will seek advice from the parents' religious body to confirm whether the day is set apart, please be advised that 1 days absence is authorised for religious observance as advised by the DfE.
- Traveller pupils travelling for occupational purposes – this covers Roma, English and g Welsh Gypsies, Irish and Scottish Travellers, Showmen (fairground people) and Circus people, Bargees (occupational boat dwellers) and New Travellers. Absence may be authorised only when a Traveller family is known to be travelling for occupational purposes and has agreed this with the academy, but it is not known whether the pupil is attending educational provision

Re-integration following long-term absence

Where a pupil has been absent for a prolonged period, due to illness, the academy will provide support for the pupil in consultation with parents/carers and any professionals involved to ensure a successful return to the academy

6. Absence as a Safeguarding Concern

The Academy recognises that children being absent from education for prolonged periods and/or on repeat occasions can act as a vital warning sign to a range of safeguarding issues including neglect, child sexual and child criminal exploitation - particularly county lines. We monitor attendance carefully and address poor or irregular attendance without delay.

Where absence is prolonged regardless of reason, the Academy will continue to keep in contact with families and pupils. Online video calls can allow more accessible communication with parents/carers or children. This communication can support consideration and confirmation of the safety and wellbeing of a child. However, online video calls are not a replacement for interacting with a child face to face. Face to face interactions facilitate a more thorough consideration of a child's general wellbeing and must not replace home visits.

7. Safeguarding procedures - Following up absence

- The academy will follow up any absences to ascertain the reason, ensure proper safeguarding action is taken where necessary, identify whether the absence is approved or not and identify the correct attendance code to use.
- The academy operates a "first day call" system. This will mean that all parents/carers can expect to be contacted on the first day of any absence if the academy has not been previously informed, via text/ My Child at School APP / telephone message/home visit.
- First day absence texts/App messages calls are made within an hour of the register closing. If a child/young person is absent and parents/carers/primary contacts are uncontactable, the 1st and 2nd emergency contacts will be used.
- If we are unable to establish the reason for absence via the above methods of communication and by 9.30am, we will consider appropriate next steps.
- Home-visit should always be considered on the first day of absence however if this has not been conducted, then on the second consecutive day of absence a home visit should be conducted.
- At least two emergency contacts should be held for each child. The academy may also consult with the Police to request a 'Safe and Well' visit should contact not be made.
- If through daily calls or home-visits, concerns arise regarding the need for Early Help support or a possible safeguarding concern is identified, the matter should be passed to the academy's Designated Safeguarding Lead immediately (both verbally and recorded on CPOMS).
- Any unexplained absences will be followed up on a weekly basis by way of a letter home.
- If at any stage, further concerns are identified, and the attendance lead/DSL is unsure of what action to take, the Astrea Head of Safeguarding should be contacted for consultation.
- If a pupil has a social worker, external family support worker or youth justice worker they will be contacted by the academy on day of absence to inform and to agree actions to be taken to safeguard the pupil.

8. Strategies for Promoting Attendance

To promote high levels of attendance and to recognise individual and collective high attendance or improvement, Castle Academy uses a range of rewards and positive reinforcement strategies.

These include:

Displays celebrating school attendance
Display of class attendance
Class Attendance Certificates
Attendance updates via the Newsletter
Celebration assemblies
Attendance Bingo- Reinforcement through inclusion in prize draws
Attendance Brunch
Special Attendance Awards
Postcards home

App messages home
Telephone calls home

Castle Academy runs a breakfast club. This supports parents/ carers in ensuring good attendance and punctuality, by giving the opportunity to drop off pupils before the start of the academy day. Breakfast club operates from 7.45am and places must be booked in advance (See Breakfast Club Policy).

9. Pupils with Medical / Health conditions or Special Educational needs and disabilities

Some pupils face greater barriers to attendance than their peers. These can include pupils who suffer from long term medical conditions or who have educational needs and disabilities. At Castle Academy our ambition for good regular attendance applies to all pupils.

To support pupils with medical needs, the academy will:

- Ensure the pupil has a comprehensive health care (or similar) plan which addresses medical, educational social, emotional and mental health needs, where needed.
- Consider whether additional support from external agencies (including the Local Authority and health services) would be appropriate and work together with those services to deliver appropriate support.
- Work with Local Authorities, families and pupils to develop support approaches and strategies for attendance for pupils with special educational needs and disabilities including access to provision outlined in the pupils education, health and care plan.
- Consider adjustments to practice and policies to help meet the needs of pupils who are struggling to attend school, as well as making formal reasonable adjustments under section 20 of the Equality Act 2010 where a pupil has a disability. Any adjustments should be agreed by, and regularly reviewed with the pupil and their parents.
- The academy will contact their Local Authority Education Welfare Service when it is clear that the pupil will be away from school for 15 days or more, whether consecutive or cumulative due to health needs, to establish additional support which may be required in order for pupils to continue their education.

10. Part Time Timetables

All pupils, regardless of their circumstances, are entitled to a full-time education.

In very exceptional circumstances there may be a need for a temporary part-time timetable to meet a pupil's individual needs. For example, where a medical condition prevents a pupil from attending full-time education and a part-time timetable is considered as part of a re-integration package.

- A part-time timetable will not be treated as a long-term solution.
- A part time timetable is not used to manage behaviour.
- Any part time timetable written agreement will have a time limit by which point the pupil is expected to attend full-time.
- Part time timetables will have the agreement of both the school and the parent / carer
- the pupil normally lives with, they will be supported with formal written reviews that take place at least fortnightly and will include parents/ carers and other professionals as necessary to ensure the that they are in place for the shortest time necessary.
- All part-time timetable paperwork must be signed by a parent/carers.
- There will be an identified senior leader with responsibility for monitoring the part time timetable
- Where the pupil has a social worker, the school will keep them informed and involved in the process.

- If the pupil has an education health and care plan, the school should discuss the part-time timetable with the local authority so that any support package that is in place can be reviewed as swiftly as possible.
- In agreeing to a part-time timetable, the academy has agreed to a pupil being absent from the academy for part of the week or day and therefore must record it as authorised absence using a C2 Code.

11. Nursery Education

It is vital that children develop regular attendance habits at an early age. Therefore, Castle Academy encourages parents of reception children who are not yet of compulsory school age to send their children to every session that is available to them. Every child enrolled at Castle Academy is expected to attend every day they are required to, on time, so that they can achieve their full potential. We monitor and manage attendance and punctuality across all year groups and expect parents to notify the school of any absence.

If a child is under five and has been an allocated place in our academy, we expect the academy and parents to follow this attendance policy.

12. Monitoring Attendance

Senior Leaders and members of the attendance team regularly analyse attendance data to identify pupils with good and improving attendance and to provide additional support to pupils and pupil cohorts where attendance is causing a concern.

Daily Monitoring

The attendance team checks registers and contacts any family that has not informed school of their child's absence and follows set procedures.

Weekly Monitoring

Whole school attendance is monitored and analysed on a weekly basis to identify attendance patterns and trends in order to provide intervention and support in a targeted way for individual pupils, families, cohorts and groups (including their punctuality) This data is analysed weekly by the attendance lead and as part of the academy 'Behaviour, Attendance, Safeguarding and Inclusion (BASI) meeting.

BASI meetings are used to monitor individual pupil attendance and identify pupils who need support and identify staff and targeted actions for those cases.

BASI meeting attendance data is shared weekly with class teachers to facilitate discussions with pupils.

Individual pupil attendance is monitored to check on:

- Improvement in attendance.
- Patterns of non-attendance.
- Number of absences.
- Vulnerable pupils.
- Pupils with low attendance.

Termly Monitoring

Attendance Meetings are held each half term with Senior leaders, Attendance leads, Astrea Attendance Lead and Doncaster Education Welfare Officers to monitor data and trends. This includes analysis of pupils and cohorts and identifying patterns in uses of attendance codes, days of poor attendance and from this data analysis devise specific interventions to address areas of poor attendance for individual cases / cohorts of pupils.

The impact of school wide attendance strategies are monitored half termly as a minimum, with the trust attendance lead and Senior Attendance Champion this analysis is then used to inform future strategies linked to the attendance action plan and Academy Improvement Plan
Attendance data, patterns and trends are reported to Local Governance Committees and Transition Management boards half termly.

13. Reporting to Parents / Carers

To support parents / carers in meeting their legal requirements and to maximise individual pupil attendance, Castle Academy seeks to keep parents informed of their child's attendance and to actively involve parents with any attendance issues.

Methods include:

- Weekly texts to celebrate good and improving attendance
- Active involvement by teaching staff
- Discussion at Parents' Meetings/Evenings.
- Weekly newsletters
- Attendance is reported on annual reports
- Absence letters asking for reasons for unexplained/unaccounted absences
- Parent letters where attendance is of concern
- Home visits
- Parent meetings
- All parents / carers are encouraged to download the My Child at School App. This enables parents to track their child's attendance daily. The platform also has functionality for parents to report a child's absence and the reason for absence.

14. Strategies for managing persistent and severe absence from the Academy.

Castle Academy is committed to ensuring all children and families understand and are aware of the importance of attendance whilst in role at the Academy.

Every minute in the Academy counts and days missed in the Academy have an impact on attainment for children. If your child is **persistently absent** it means their attendance is **below 90%**. If your child is **severely absent** it means their attendance is **below 50%**.

The Academy has a tiered approach to challenging absence and promoting good attendance please see appendix 3 for details of the Academies approach.

How many days off will make your child persistently absent?	
Half Term 1	3 ½ days off school from September until October half-term holiday will make your child persistently absent.
Half Term 1-2	7 days off school from September until the Christmas holiday will make your child persistently absent.
Half Term 1-3	10 days of absence from September until February half-term will make your child persistently absent.
Half Term 1-4	12 ½ days of absence from September until the Easter holidays will make your child persistently absent.
Half Term 1-5	15 ½ days of absence from September until May half-term will make your child persistently absent.
Half Term 1-6	19 days of absence for the full academic year (September to end of summer term in July) will make your child persistently absent.

Impact on Academic Attainment (DfE Report, March 2025):

Pupils with higher attendance consistently achieve better academic outcomes at both Key Stage 2 (end of primary school) and Key Stage 4 (GCSEs).

Pupils with 95%+ attendance were significantly more likely to meet expected standards in reading, writing, and maths at Key Stage 2, and to achieve Grade 4 or above in English and Maths GCSEs at Key Stage 4.

15. Intervention support where attendance is a concern

- Castle Academy uses a range of positive strategies and interventions to ensure the highest levels of attendance. However, when normal academy procedures do not result in good attendance, a range of further measures, including legal action, must be considered.
- Where attendance concerns have been identified or pupils are at risk of becoming Persistent Absentees the attendance team will contact any parent whose child's attendance is of concern, particularly where reasons for absence are not clear or are unauthorised.
- Parents / carers will be invited into the academy to meet the attendance team to discuss any problems with getting pupils to school -whether early help or support is needed to improve attendance and whether any multi agency support is needed.
- Pupils with medical or additional needs may need to be discussed further to make sure that the correct support is in place.
- If attendance does not improve then the academy will formalise support through a signed attendance contract be written with the attendance lead and parent / carer and will be given a period of time for attendance to improve.
- If attendance does not improve during this period of time, despite help being offered the academy will escalate to the Local Authority who can decide to take further action against any parent/carers, including legal action which may result in fines or a summons to Magistrates' Court.

(See appendix 3 for escalation procedures)

16. Legal Sanctions

Following the National Framework for penalty notices, the local authority can fine parents for the unauthorised absence of their child from academy, where the child is of compulsory academy age.

Penalty notices will be issued by the local authority for each pupil absent from the Academy.

For Example: If 3 siblings are absent from the Academy, this would result in each parent receiving 3 separate fines.

Penalty notices can be issued for the following reasons:

- **5 consecutive days of term time leave.** Penalty notice fines will be issued for term time leave of 5 or more consecutive days.
- **10 sessions of unauthorised absence in a 10 week period.** Penalty notices will be considered when there has been 10 sessions of unauthorised absence in a 10 week period. *Please note that there are 2 sessions with an Academy day. Therefore pupils who are persistently late after registration has closed will be considered for a penalty notice.
- Where an excluded pupil is found in a public place during academy hours without a justifiable reason

First offence	The first time a penalty notice is issued a for term time leave or irregular attendance the amount will be £160 per parent, per child to be paid within 28days issued to and to be paid to the local authority. The fine will be reduced by the local authority to £80 per parent, per child if paid within 21 days.
Second offence (within 3 years)	The second time a penalty notice is issued for term time leave or irregular attendance the amount will be £160 per parent, per child to be paid within 28days issued to and to be paid to the local authority.
Third offence and any further offences(within 3 years)	The third time a penalty notice is issued for term time leave or irregular attendance a penalty notice will not be issued. Instead the case will be presented at the Magistrate's court. A Magistrates fine can be up to £2500 per parent per child. Cases found to be guilty in Magistrates court can show on a future DBS certificate due to failure to safeguard a child's education.

*Castle Academy follows the local authority's code of conduct for issuing penalty notices **Appendix 4***

17. Children Missing in Education

The academy will always follow up with parents/carers when pupils are not at the academy. This means we need to have a least two up to date contact numbers for parents/carers/emergency contacts. **Parents should remember to update the academy as soon as possible if the numbers change.** Other reasonable enquires must be made in an attempt to locate any child deemed missing in education these should include (but are not limited too):

- Contacting additional priorities on Bromcom
- Speaking to neighbours during visits
- Contacting secondary school colleagues where there may be older siblings
- Asking peers if they have received any recent contact with the missing pupil

The academy recognises that a child going missing from education is a potential indicator of abuse or neglect, and will follow guidance from 'Annex B: Keeping Children Safe in Education 2025' and 'Children Missing Education' 2024 to promote their safety and wellbeing.

The procedures in this policy will be followed when dealing with children who go missing from education, particularly on repeat occasions, to help to identify the risk of abuse and neglect and to help prevent the risk of them going missing in the future.

The academy will inform the Doncaster Local Authority of any pupil who fails to attend the academy regularly, or has been absent without the academy's permission for a continuous period of **10 academy days**, at such intervals as are agreed between the academy and the Local Authority (or in default of such agreement, at intervals determined by the Secretary of State).

18. Pupils Accessing Alternative Provision

When commissioning an alternative provision of placement, it is essential for the academy to confirm robust safeguarding arrangements within the setting. This includes how attendance will be reported and monitored between both settings. This must be discussed and documented as part of the initial visit, using the Astrea Compliance and Safety Checklist for every individual placement.

Academy staff will liaise with the setting regularly, as well as visiting the child on site at appropriate intervals throughout their placement; to gather their voice and gain assurances the child is safe and happy.

Where placements are arranged by the Local Authority and **Code K** is used on the Academy register, an agreement must be made with the Local Authority as to the attendance arrangements for the placement.

19. Roles and Responsibilities

The Trust & Governance

- Recognise and ensure that attendance is a priority across the trust for all staff and academies embedded with policy and ethos.
- Ensure that school leaders fulfil expectations and their statutory duties in line with guidance.
- Review trust wide attendance data, discuss and challenge trends and ensure that adequate provision and support is in place to support school leaders to improve efforts for individual pupils and cohorts.
- Ensure regular training on attendance is available for academy staff.
- Ensure that effective practice is shared across Academies to drive attendance improvement.
- Understand that absence is a symptom and improving attendance for pupils is underpinned through school improvement and focus on areas such as; raising attainment, behaviour, effective responses to bullying, SEND, wellbeing and safeguarding.
- Ensuring high aspirations are maintained for all pupils within the Academy community.
- Ensuring that attendance processes are delivered effectively and consistently.
- Evaluating the effectiveness of academy process and improvement to ensure that Academies are meeting the needs of its pupils and wider community.

The Principal

- The Principal is responsible for ensuring this policy is implemented consistently across the academy, and for monitoring school-level absence data, reporting it to the Trust and the TMB/LGC.
- The Principal will oversee, direct and co-ordinate the academy's work in promoting regular and improved attendance and will ensure the Attendance Policy is consistently applied.
- The Principal will develop and maintain a whole school culture that promotes the benefit of good attendance and maintains this ambition for all pupils.
- The Principal supports staff in monitoring the attendance of individual pupils, cohorts and vulnerable groups.
- The Principal will ensure that there is a strategy to improve attendance and monitor and evaluate progress towards these targets.
- The Principal will ensure that there is a dedicated senior leader in the academy with responsibility for championing and improving attendance.
- The Principal will ensure that strategies are in place to promote attendance and implement the policy throughout the academy
- The Principal will determine (in collaboration with relevant senior staff) whether to authorise any proposed absences requested, or absences which have taken place for which no request was made
- The Principal will notify parents / carers as appropriate if a pupil fails to attend regularly
- The Principal will liaise (in collaboration with relevant staff) with the appropriate multi-agencies (including the Local Authority's agencies) where necessary in order to improve attendance or where support is not working follow the Local Authorities legal intervention procedures.

The Senior Attendance Champion will:

- Work with all attendance staff to ensure this policy is implemented consistently
- Develop and maintain a whole school culture that promotes the benefit of good attendance
- Ensure good attendance is promoted and rewarded
- Form positive relationships with pupils and parents

- Ensure admission and attendance registers are accurately completed
- Proactively use data to identify cohorts with, or at risk of low attendance and develop strategies to support them.
- Monitor and evaluate progress towards attendance targets as part of the Academy Development Plan and target-setting process
- Ensure that weekly attendance is tracked at BASI meetings and appropriate action is taken as a result
- Ensure additional support and adjustments are made where required for pupils with additional needs.
- Make regular checks on absence notes and the reasons for absence
- Arrange appropriate training for staff
- Advise the Principal on any strategies that could be initiated or improved
- Ensure that unaccounted-for absences are followed up appropriately
- Work with staff, identified pupils and families at risk of poor attendance to understand and address reasons for absence, including any in school barriers to attendance.
- Hold formal meetings with parents / carers where attendance is not improving.
- Will liaise (in collaboration with relevant staff) with the appropriate bodies (including the Local Authority's agencies) where necessary in order to improve attendance

The Attendance Lead / Pastoral Support will:

- Monitor attendance data at academy and individual pupil level on a daily basis
- Form positive relationships with pupils and parents
- Report concerns regarding attendance and safeguarding to SLT/ Designated Safeguarding lead
- Ensure good attendance is promoted and rewarded
- Input / check daily attendance figures and follow robustly the daily procedures for following up attendance
- Ensure admission and attendance registers are accurately completed
- Ensure that unaccounted-for absences are followed up appropriately
- Work with staff, identified pupils and families at risk of poor attendance to understand and address reasons for absence, including any in school barriers to attendance.
- Arrange calls and meetings with parents to discuss attendance concerns
- Inform parents/ carers of pupils if attendance is a concern
- Hold informal / formal meetings with parents/ carers where attendance is not improving.
- Monitor the attendance tracker on a weekly basis and input any actions taken
- Contact parents over pupil absence patterns where appropriate
- Liaise with the Attendance Lead over training needs
- Produce attendance data / statistics for the Attendance Lead and Principal
- Signpost and support access to multi agency services where attendance is a concern
- Work with Local Authority Education Welfare Officers to tackle persistent absence
- Work with pupils / parents on attendance plans, strategies and interventions to improve attendance.
- Act as lead practitioner in order to support families where school is best placed lead service
- Take an active part in multi-agency efforts with the Local Authority and other agencies as required.
- Contribute to the evaluation of academy strategies and interventions

Office / Admin Staff

- Take calls from parents / carers about absence and record it on Bromcom in a timely manner.
- Retrieve messages from the App and record on Bromcom in a timely manner.
- Inform attendance leads for reasons of pupil absence
- Follow first day absence procedures as outlined in the policy
- Report concerns regarding attendance and safeguarding to SLT/ Designated Safeguarding lead
- Form positive relationships with pupils and parents/ carers

Class Teachers

- Record attendance daily in Bromcom, using the correct codes, and submit this information in a timely manner.
- Reward and promote attendance and maintain a positive culture towards attendance
- Form positive relationships with pupils and parents/ carers
- Hold regular conversations with pupils to promote attendance and identify any barriers to attendance
- Raise any concerns regarding absence and or punctuality with the attendance lead
- Have initial conversations with parents/pupils regarding attendance concerns
- Direct parents / carers to the school office / attendance lead to report absences
- Work with attendance / pastoral staff on interventions / adaptations for individual pupils to improve attendance.
- Liaise with attendance staff regarding information that may affect a pupils attendance and where the authenticity of an illness/ absence is in doubt.

Parents / carers are required to:

- Ensure their child attends every day the academy is open unless they are too ill to do so or have an authorised absence
- To not arrange leave of absence during term time
- To immediately inform the academy if their child is unable to attend by 9.00am, including the reason for absence
- Continue to liaise with the academy on each day of absence unless agreed otherwise by the academy
- Wherever possible make medical appointments outside of school hours
- Ask the academy for support if their child is experiencing difficulties
- Attend and meet with academy staff with regards to attendance
- Inform the academy of any change in circumstance that may impact on their child's attendance.
- Ensure that all contact numbers held by the academy are up to date.
- Form a positive relationship with academy staff, recognising the importance of good attendance.

20. Statutory and Regulatory Framework

This policy meets the requirements of the school attendance guidance from the Department for Education (DfE), and refers to the DfE's statutory guidance on school attendance parental responsibility measures. These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

[Keeping Children Safe in Education 2025](#)

[The Education \(Independent School Standards\) \(England\) Regulations 2014](#)

[Working Together to Safeguard Children 2023](#)

[School attendance: Working together to Improve School Attendance](#)

[School attendance parental responsibility measures Statutory guidance for local authorities, school leaders, school staff, governing bodies and the police January 2015 \(update May 2020\)](#)

[Children Missing Education 2024](#)

[The Education Act 1996](#)

[The Education Act 2002](#)

[The Education and Inspections Act 2006](#)

[The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2024](#)

This policy complies with our funding agreement and articles of association.

Associated Policies

This policy should not be seen in isolation but is a strand that underpins all other policies related to the well-being of children including safeguarding, behaviour, anti-bullying and support for children with medical needs.

This Policy should be read alongside the Academy's:

Astrea Child Protection and Safeguarding Policy

Astrea Inclusion Policy

Astrea Exclusion Policy

Academy Behaviour Policy

Missing Pupils Policy

Anti-Bullying Policy

Breakfast Club Policy

Policy Monitoring arrangements

This policy has been authorised by the Trustees of Astrea Academy Trust, is published on the Academy website and is available in hard copy to parents on request. This policy can be made available in large print or other accessible format if required. This policy and its procedures apply to all Astrea Primary Academy Trust schools, whilst taking account of the local context and Local Authority procedures and code of conduct for attendance escalation such as the issue of fixed penalties.

This policy will be reviewed annually by the Trust and adapted by the Principal. At every review, the policy will be shared with the TMB/LECC.

Authorised by	Claire Blagden
Date	01/08/2025

Effective date of the policy	01/09/25
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Appendix 1: attendance codes

The following codes are taken from the DfE's guidance on school attendance.

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
K	Off-site educational activity	Pupil is at a supervised off-site educational activity arranged for by the local authority
B	Off-site educational activity	Pupil is at a supervised off-site educational activity approved by the academy
D	Dual registered	Pupil is attending a session at another setting where they are also registered
P	Sporting activity	Pupil is participating in a supervised sporting activity approved by the academy
V	Educational trip or visit	Pupil is on an educational visit/trip organised, or approved, by the academy
W	Work experience	Pupil is on a work experience placement

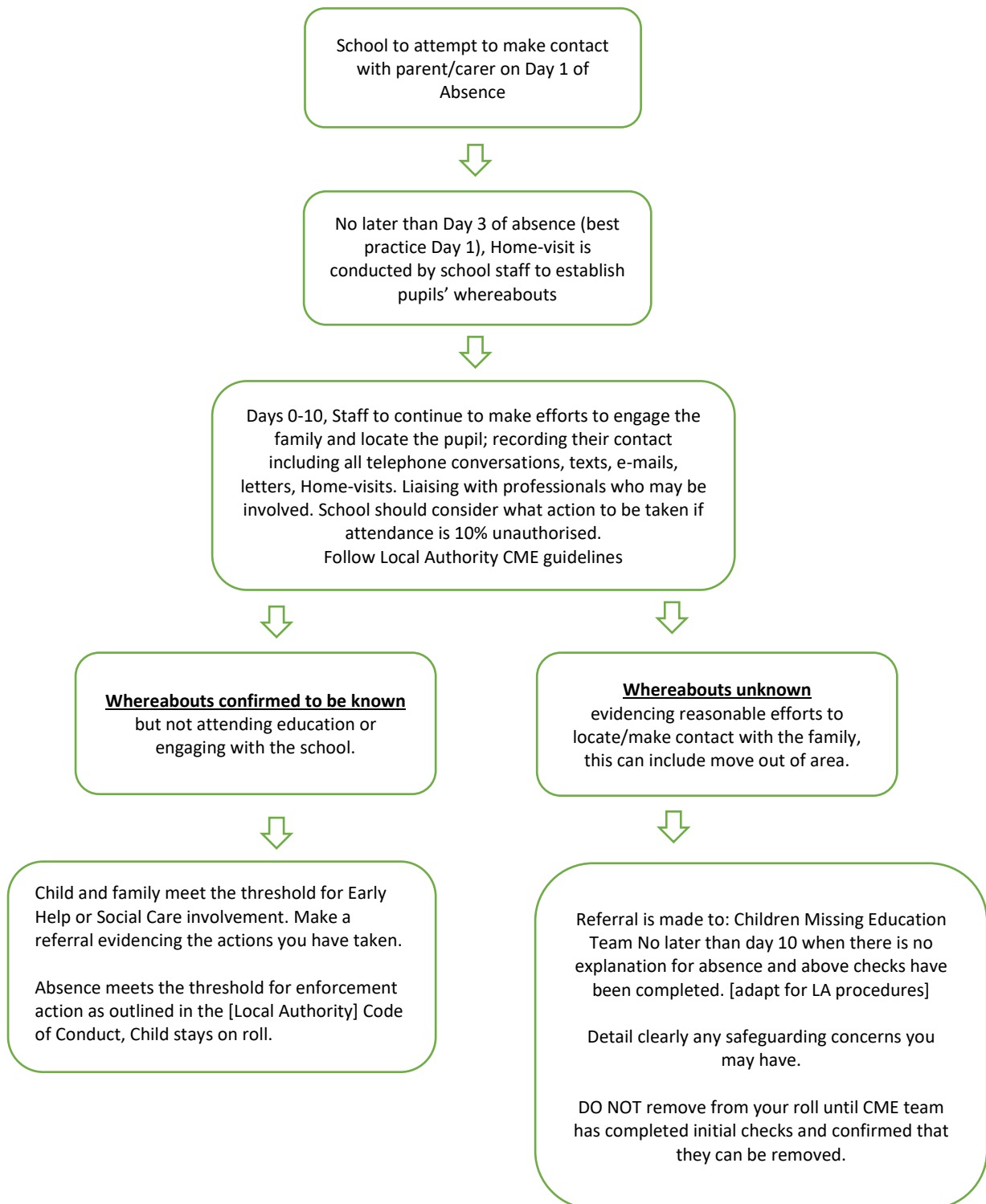
Authorised absence		
C	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances
C1	Authorised leave of absence for the purpose of participating in a regulated performance OR undertaking regulated employment abroad.	Pupil has been granted a leave of absence where a license has been issued by the local authority for where a BOPA has been issued by the local authority for activities such as: theatre or television, such as acting in films and commercials, paid or professional sport and/or modelling.
C2	Authorised absence as part of a planned part-time timetable	Where a pupil is accessing a part time timetable sitting alongside the present mark in line with the planned timings of the day for that individual.

E	Excluded / Suspended	Pupil has been suspended/ excluded but no alternative provision has been made
I	Illness	Academy has been notified that a pupil will be absent due to illness (not medical or dental appointment)
J1	Attending an interview for another educational establishment or employment.	Attending a job interview or a meeting at another Academy / College for reasons such as in year transfer.
M	Medical/dental appointment	Pupil is at a medical or dental appointment
R	Religious observance	Pupil is taking part in a day of religious observance
S	Study leave	Year 11 pupil is on study leave during their public examinations
T	Gypsy, Roma, and Traveller absence	Pupil from a Traveller community is travelling, as agreed with the academy
Unauthorised absence		
G	Unauthorised holiday	Pupil is on a holiday that was not approved by the academy
N	Reason not provided	Pupil is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided within 5 school days)
O	Unauthorised absence	No reason for absence established or the academy is not satisfied that the reason is an authorised absence
U	Arrival after registration	Pupil arrived at academy after the register closed

Administration Codes		
Q	Unable to attend due to lack of access arrangements	Pupil is unable to attend as access arrangements are not in place such as; transport and aides for pupils with disabilities.
X	Not required to be in academy	Pupil of non-compulsory academy age is not required to attend
Y1	Unable to attend due to transport normally provided not being available	If a pupil is not within walking distance (3miles) and transport too / from the academy is not available as it normally would be.
Y2	Unable to attend due to widespread travel disruption	Caused by local, national or international emergency.

Y3	Unable to attend due to part of the Academy premises being closed.	If the Academy cannot safely accommodate all year groups.
Y4	Unable to attend due to the whole site being unexpectedly closed.	Adverse weather such as flooding or snow.
Y5	Unable to attend due to criminal justice detention.	If the pupil is unable to attend due to being in police detention, remanded in youth custody or has been detained.
Y6	Unable to attend in accordance with public health guidance or law	For instances where guidance is issued to stop the transmission or instances of infection or disease.
Y7	Unable to attend because of any other avoidable cause	Where an emergency has prevented the pupil (not the parent) from attending the Academy. Such as; completing community service.
Z	Pupil not on admission register	Register set up but pupil has not yet joined the academy
#	Planned academy closure	Whole or partial academy closure due to half-term/bank holiday/INSET day

Appendix 2 – Children Missing in Education Flowchart



Appendix 3 – Staged absence approach

Universal		
Thresholds/triggers	What you can expect from us	How we will monitor your child's attendance
If your child's attendance is 96% - 100%	- Regular reminders of importance of good attendance, through the school newsletter, website etc - Termly attendance awards - First day of absence phone calls - Termly reminder for parents to check their child's attendance on MCAS - requests for term-time holidays to be declined - Warm welcome - Praise for good attendance - Rewards – stickers, acknowledgement - Positive text messages - Attendance celebrations	- Attendance tracked through Bromcom - Attendance team to monitor individual group and whole-school attendance to identify any concerns - Class teachers recognise any absence patterns and recognition for improving attendance.

Stage One:		
Thresholds/triggers	What you can expect from us:	How we will monitor your child's attendance:
If your child's attendance is 95% - 96% (4-5 days absence) OR An unexplained or unauthorised absence - you have not called to tell you us your child is going to be absent	- Pupils will continue to receive the universal support - offered to all pupils at Stage One - Informal discussion with the pupil to explore whether they have any concerns or issues that could be a barrier to attendance and pass to attendance team. - Informal conversation with parents / carers . Discuss the learning that has been missed and how this has impacted on their progress/peer relationships - Attendance reminder sent home via a letter (letter 1) - Offer of early help	- Attendance tracked through BromCom - Attendance team to monitor individual group and whole-school attendance to identify any concerns - Class teachers to be on alert for any absence patterns

Stage Two:		
Thresholds/triggers	What you can expect from us:	How we will monitor your child's attendance:
If your child's attendance is 94% - 93% (6-7 days absence) OR Subsequent unexplained or unauthorised absences - no contact from you as to why your child is absent	- Pupils will continue to receive the universal support offered to all pupils at Stage One and beyond - Parents requested to attend a meeting in school to discuss attendance (Letter 2) - Explore barriers to attendance and implement a programme to remove barriers, individual attendance plan in place– support will be offered in line with this plan - Consider whether any additional partners could be engaged - make referrals as needed	- Attendance tracked through BromCom - Attendance team to monitor individual group and whole-school attendance to identify any concerns - Class teachers to be on alert for any absence patterns

	Four week review of attendance plan - phone call to parents if improvement is made, move to Stage Four if no improvement is made	
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Stage Three:		
Thresholds/triggers	What you can expect from us:	How we will monitor your child's attendance:
Continued unexplained or unauthorised absences despite support offered at previous stages Review and Monitoring Period Continued attempts to remove any barriers to attendance and punctuality.	- Pupils will continue to receive the universal support offered to all pupils at Stage One and beyond - Four week review of attendance plan - phone call to parents if improvement is made, move to Stage Four if no improvement is made - If improvements in attendance are made, a review of the plan will take place to determine whether it needs continuing. - If no improvement in attendance, parents requested to attend a meeting to review individual attendance plan and agree next steps. - During attendance plan review, those involved will identify whether any additional support could be offered by the school or partner agencies, offer of Early Help or referral to LA	- Attendance tracked through BromCom - Attendance team to monitor individual group and whole-school attendance to identify any concerns - Class teachers to be on alert for any absence patterns

Stage Four :		
Thresholds/triggers	What you can expect from us:	How we will monitor your child's attendance:
If your your child's attendance drops below 92% OR Continued unexplained or unauthorised absences despite support offered at previous stages OR Legal Threshold has been met. (9-10 days absence)	- Pupils will continue to receive the universal support offered to all pupils at Stage One and beyond - If no improvement in attendance, parents requested to attend meeting to review individual attendance plan. - During plan review, those involved will identify whether any additional support could be offered by the school or partner agencies, offer of Early Help or referral to LA	- Attendance tracked through BromCom - Attendance team conduct daily checks of pupils' data - Class teacher to offer more direct support as needed

Stage Five :		
Thresholds/triggers	What you can expect from us:	How we will monitor your child's attendance:
If strategies introduced at stage four have failed to improve attendance OR	- Continued support of child and family, continue to receive universal support offered to all pupils at Stage One and beyond - Support initiated at previous stages will continue as appropriate - The local authority will be notified of the school's concerns and the school will be led to next steps – through statutory	- Attendance tracked through Bromcom - Attendance team to continue support offered to family and liaise with the LA

Any thresholds for legal action have been met 10unauthorised sessions in 10 weeks	intervention or prosecution to protect the pupils right to education. – such as a notice to improve • Local authority to utilise appropriate legal powers to enforce attendance	• Class teacher to maintain individual support as required • School to liaise with local authority regularly to support any measures that are being taken
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