

Newham Community Learning: Attendance Policy - Students

Approved by: DRAFT - for approval by Standards and Community Committee
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1. Overview of the Policy Management Process

1.1 Document history

Date	Revision	Version number (substantive revisions are allocated a new whole number; minor revisions are designated by the addition of a consecutive decimal point)
Sept 2024	NCL Trust Level Policy drafted and agreed further to August 2024 DfE guidance Approved by the Trust Board for publication	v1.0
Sept 2026	NCL Trust Level Policy drafted to align with Working Together to Improve Attendance 2026 v1.1 DRAFT version, pending Trust Board ratification.	

1.2 Review

The attendance policy for students applies to the whole trust. It is reviewed by the Executive Team (and/or their delegates) and is then presented to the Trust Board for approval (via a relevant board committee if appropriate).

Where applicable, local annexes to describe additional school-specific arrangements are in place. It is reviewed in line with the Trust Policy Review Schedule.

2. Newham Community Learning - Attendance Policy for Students

2.1 Introduction and Purpose

This policy aims to show our commitment to meeting our obligations with regards to school attendance, including those laid out in the statutory guidance on [Working together to improve school attendance](#) from the Department for Education (DfE). We aim to achieve this through our cross-trust and whole-school culture and ethos that values good attendance, which includes:

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

We will also promote and support punctuality in attending lessons.

We furthermore recognise the role that good attendance plays in keeping children safe in education.

2.2 Legislation and guidance

This policy is based on the DfE's statutory guidance on [Working together to improve school attendance](#) and [School attendance parental responsibility measures](#). The guidance is based on the following pieces of legislation, which set out the legal powers and duties that govern school attendance:

- Part 6 of the [Education Act 1996](#)
- Part 7 of the [Education and Inspections Act 2006](#)
- [The School Attendance \(Pupil Registration\) \(England\) Regulations 2024](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)
- The [Equality Act 2010](#)

It also refers to:

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

- [Ofsted's framework toolkit](#)

2.3. Roles and responsibilities

2.3.1. The Trust Board

The Trust Board, which also relies on the more detailed work undertaken by its Standards and Community Committee, is responsible for:

- Setting high expectations of all school leaders, staff, pupils and parents
- Making sure that there are processes in place across the Trust to ensure that school leaders fulfil expectations and statutory duties, including:
 - Making sure that all schools record attendance accurately in the register, and share the required information with the DfE and local authority;
 - Making sure that all schools work effectively with local partners to help remove barriers to attendance, and keep them informed regarding specific pupils, where appropriate
- Recognising and promoting the importance of school attendance across the Trust's policies and ethos
- Reviewing, at Trust level, key attendance metrics as presented by senior executives within the Trust's leadership team

2.3.2. The local governing body

- Making sure that attendance management processes are delivered effectively, and that consistent support is provided for pupils who need it most by prioritising staff and resources
- Making sure the school has high aspirations for all pupils, but adapts processes and support to pupils' individual needs
- Regularly reviewing and challenging attendance data, including against national, Newham and Trust benchmarks, and helping school leaders focus improvement efforts on individual pupils or cohorts who need it most
- Working with school leaders to set goals or areas of focus for attendance and providing support and challenge
- Monitoring attendance figures for the whole school and repeatedly evaluating the effectiveness of the school's processes and improvement efforts to make sure they are meeting pupils' needs
- Where the school is struggling with attendance, working with school leaders to develop a comprehensive action plan to improve attendance
- Making sure all staff receive adequate training on attendance as part of the regular continued professional development offer, so that staff understand:
 - The importance of good attendance
 - That absence is almost always a symptom of wider issues

- The school's legal requirements for keeping registers
- The school's strategies and procedures for tracking, following up on and improving attendance, including working with partners and keeping them informed regarding specific pupils, where appropriate
- Making sure dedicated training is provided to staff with a specific attendance function in their role, including in interpreting and analysing attendance data
- Holding the Headteacher/Head of School to account for the implementation of this policy

2.3.3. Trust Executive Leadership

The Trust's School Improvement Team, accountable to the Director of Education, is responsible for ensuring that Trust level expectations around safeguarding of pupils, behaviour and attendance are met at all schools. The Team works with each school to ensure that Trust level expectations for Attendance are met by:

- Regularly reviewing and challenging attendance data and helping school leaders focus improvement efforts on individual pupils or cohorts who need it most
- Regularly reviewing and challenging attendance data and helping school leaders focus improvement efforts on individual pupils or cohorts who need it most
- Working with school leaders to set goals or areas of focus for attendance and providing support and challenge
- Monitoring attendance figures for the whole school and repeatedly evaluating the effectiveness of the school's processes and improvement efforts to make sure they are meeting pupils needs
- Working with school leaders to develop a comprehensive action plan to improve attendance
- Sharing effective practice on attendance management and improvement across all schools within Newham Community Learning
- Working with school leaders to ensure that CPD and training planning includes a focus on supporting good attendance.

2.3.4. The Headteacher/Head of School

The Headteacher/Head of School at each of our schools is responsible for:

- The implementation of this Trust policy at the school including relevant local arrangements, which support its core approaches.
- Monitoring school-level absence data, discussing it with Central Team members, and reporting it to local governing bodies
- Supporting staff with monitoring the attendance of individual pupils
- Monitoring the impact of any implemented attendance strategies
- Issuing penalty notices, where necessary
- Working with the parents/carers of pupils with special educational needs and/or disabilities (SEND) to develop specific support approaches for attendance for pupils with SEND,

including where school transport is regularly being missed, and where pupils with SEND face in-school barriers

- Communicating with the local authority when a pupil with an education, health and care (EHC) plan has falling attendance, or where there are barriers to attendance that relate to the pupil's needs
- Communicating the school's high expectations for attendance and punctuality regularly to pupils and parents/carers through all available channels
- Sharing information from the school register with the local authority, including:
 - Notifying the local authority when a pupil's name is added to or deleted from the school admission register outside of standard transition times
 - Providing the local authority with the details of pupils who fail to attend school regularly, or who have been marked with an unauthorised absence for a continuous period of 10 school days
 - Providing the local authority with the details of pupils who the school believes will miss 15 days consecutively or cumulatively because of sickness

2.3.5. The Designated Senior Leader responsible for Attendance

The designated senior leader is responsible for:

- Leading, championing and improving attendance across the school
- Setting a clear vision for improving and maintaining good attendance
- Evaluating and monitoring expectations and processes
- Having a strong grasp of absence data and oversight of absence data analysis
- Regularly monitoring and evaluating progress in attendance
- Establishing and maintaining effective systems for tackling absence, and making sure they are followed by all staff
- Liaising with pupils, parents/carers and external agencies, where needed
- Building close and productive relationships with parents to discuss and tackle attendance issues
- Creating intervention or reintegration plans in partnership with pupils and their parents/carers
- Delivering targeted intervention and support to pupils and families

Designated senior leaders responsible for attendance are identified on each of our school websites.

2.3.6. The Attendance Officer

The school attendance officer is responsible for:

- Monitoring and analysing attendance data (see section 7)
- Benchmarking attendance data to identify areas of focus for improvement

- Providing regular attendance reports to school staff and reporting concerns about attendance to the designated senior leader responsible for attendance, and the Headteacher/Head of School/Head of School
- Working with Education Welfare Officers to tackle persistent absence
- Advising the Headteacher/Head of School when to issue fixed-penalty notices

A table of our Designated Attendance Leads and Attendance Officers, together with their contact details, are provided in Appendix 3 of this document.

2.3.7 School Pastoral Teams

Pastoral Teams: Pastoral Managers, Heads of Year and Phase Leaders are responsible for

- Daily and weekly tracking of attendance supported by Class/Form Teachers
- Following-up absence and attendance concerns with pupils and parents
- Working with Attendance Officer and Designated Attendance Lead to identify next steps for pupils with attendance concerns including referrals to external agencies
- Providing support and intervention for pupils with poor attendance and those returning from long absence
- Celebrating attendance success and improvement

Class / Form Teachers: are responsible for

- Recording attendance for both morning and afternoon sessions on a daily basis
- Using the correct Attendance Codes (see Appendix 1)
- Submitting this information to their school office, ordinarily through Arbor

2.3.8. School office staff

School office staff will:

- Take calls from parents/carers about absence on a day-to-day basis and record it on the school system
- Manage messages regarding pupil absence.

2.3.9. Parents

Where this policy refers to a parent, it refers to the adult the school and/or local authority decides is most appropriate to work with, including:

- All natural parents, whether they are married or not
- All those who have parental responsibility for a child or young person
- Those who have day-to-day responsibility for the child (i.e. lives with and looks after them)

Parents are expected to:

- Make sure their child attends every day on time
- Call the school to report their child's absence before on the day of the absence, and advise when they are expected to return, as per the arrangements communicated on the attendance pages of all our school websites
- Provide the school with more than 1 emergency contact number for their child. If the child is in the Early Years Foundation Stage, provide more than 2 emergency contact numbers, where possible
- Keep to any attendance contracts that they make with the school and/or local authority
- Seek support, where necessary, for maintaining good attendance, by contacting the school.

2.3.10. Pupils

At all our primary schools

- Attend school every day, on time as per the arrangements communicated on our primary school websites

At all our secondary schools

- Attend every timetabled session, on time as per the arrangements communicated on our secondary school websites
- Local arrangements for arrival, break and departure times are published on our school websites.

2.4. Recording attendance

2.4.1. Attendance register

Across all our schools, we will keep an electronic attendance register, and place all pupils onto this register.

Schools will take our attendance register at the start of the first session of each school day and once during the second session. It will mark, using the appropriate national attendance and absence codes from the School Attendance (Pupil Registration) (England) Regulations 2024, whether every pupil is:

- Present
- Attending an approved off-site educational activity
- Absent
- Absent – unable to attend due to unavoidable causes

Any amendment to the attendance register will include:

- The original entry
- The amended entry
- The reason for the amendment
- The date on which the amendment was made
- The name and position of the person who made the amendment

See [Appendix 1 for the DfE Attendance Codes](#).

Schools will also record:

- For pupils of compulsory school age, whether the absence is authorised or not
- The nature of the activity, where a pupil is attending an approved educational activity
- The nature of circumstances, where a pupil is unable to attend due to exceptional circumstances

We will keep every entry on the attendance register for 6 years after the date on which the entry was made.

2.4.2. Removing pupils from the school register

A pupil's name can only lawfully be deleted from the admission register if a reason set out in regulation 9 of the School Attendance (Pupil Registration) (England) Regulations 2024 applies

DfE Guidance is now more prescriptive about when pupils should and should not be removed from admissions registers.

It states schools cannot “retrospectively” delete a pupil's name from the admission register or attendance register.

Where pupils have been located but not returned to class, a “joint decision” is needed between schools and LAs, and they can only be removed from a register if there are “no reasonable grounds” to believe the child will return, even with support or enforcement.

2.4.3. Unplanned absence

Arrangements regarding notification of unplanned absence are provided on our school websites.

Schools will mark absence due to physical or mental illness as authorised, unless they have a genuine concern about the authenticity of the illness.

Where there are doubts about the authenticity of the illness, the school will ask for medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. The school will not ask for medical evidence unnecessarily.

If our schools are not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents will be notified that future absence will not be authorised without evidence.

2.4.4. Planned absence

Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent notifies the school in advance of the appointment. Details regarding parental requests for such absences are provided on our school websites.

However, we encourage parents to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary. The pupil should wear school uniform to their appointment, to make it easier to return to school afterwards.

The pupil's parent must also apply for other types of term-time absence as far in advance as possible of the requested absence. Term-time absences that we are able to authorise are addressed in subsequent sections of this policy.

2.4.5. 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

All our schools provide detailed arrangements regarding punctuality on their websites.

2.4.6. Following up unexplained absence

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

- Call the pupil's parent on the morning of the first day of unexplained absence to ascertain the reason. If the school is not able to make contact they will follow safeguarding policy to ensure students are safe.
- Identify whether the absence is approved or not
- Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than 5 working days after the session(s) for which the pupil was absent
- Call the parent on each day that the absence continues without explanation, to make sure proper safeguarding action is taken where necessary. If absence continues, the school will consider involving relevant personnel, including external agencies

- Where relevant, report the unexplained absence to the pupil's social worker and/or youth offending team officer
- Where appropriate, offer support to the pupil and/or their parents to improve attendance
- Identify whether the pupil needs support from wider partners, as quickly as possible, and make the necessary referrals
- Where support is not appropriate, not successful, or not engaged with, schools may: issue a notice to improve, penalty notice or other legal intervention, as appropriate.
- **Children Missing Education:** If the absence remains unexplained after 3 days of unexplained absence schools should follow the LBN CME process, beginning with a home-visit and completing the LBN CME Report.

2.4.7. Reporting to parents

The school will regularly inform parents (see definition of 'parent', as used in this policy, in section 3.7 above) about their child's attendance and absence levels [e.g. termly reports]. Pupils and parents are presented with their attendance data when logging onto Arbor.

2.5. Authorised and unauthorised absence

2.5.1. Approval for term-time absence

The Headteacher/Head of School will allow pupils to be absent from the school site for certain educational activities, or to attend other schools or settings.

The Headteacher/Head of School can only grant a leave of absence to a pupil during term time if the request meets the specific circumstances set out in the 2024 school attendance regulations. These circumstances are:

- Taking part in a regulated performance, or regulated employment abroad
- Attending an interview for employment or for admission to another educational institution
- Study leave
- A temporary, time-limited part-time timetable
- Leave of absence will not be granted for a pupil to take part in protest activity during school hours.
- Exceptional circumstances
 - As a leave of absence will only be granted in exceptional circumstances, it is unlikely a leave of absence will be granted for the purposes of a family holiday.

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

Arrangements for requesting such leave are provided in our school websites Other valid reasons for authorised absence include (but are not limited to):

- Illness (including mental-health illness) and medical/dental appointments (see sections 4.2 and 4.3 for more detail)
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parent(s) belong(s). If necessary, the school will seek advice from the parent's religious body to confirm whether the day is set apart. Pupils should attend school on the days surrounding those set apart for religious observance
- Parent(s) travelling for occupational purposes – a pupil is a mobile child if their parent is travelling in the course of their trade or business and the pupil is travelling with them. In these circumstances a pupil will be considered as a mobile child, provided they are of compulsory school age and have no fixed abode and whose parent is in a trade or business that requires them to travel from place to place
- If the pupil is currently suspended or excluded from school (and no alternative provision has been made)

The headteacher/head of school will allow pupils to be absent from the school site for certain educational activities, or to attend other schools or settings. These are not classified as absences. Reasons include (but are not limited to):

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

2.5.2. Sanctions

To tackle poor attendance, our schools will all make use of a range of potential sanctions – including, but not limited to, those listed below. NCL School's procedures must align with the steps outlined by the LBN Attendance Targeted Support Service, in accordance with the level of SLA that they have taken.

These decisions will be made on a case-by-case basis.

Attendance contract

Some of our schools use attendance contracts as a form of attendance support.

An attendance contract is a formal written agreement between a parent and the school to address irregular attendance at school. An attendance contract is not legally binding, but it provides a more formal route where previous support has not worked or would not have been appropriate.

Parents cannot be compelled to enter an attendance contract, and the school cannot agree an attendance contract in a parent's absence.

Where an attendance contract would be an appropriate form of support, the school will arrange a meeting with the parent (and pupil if they are old enough to understand) to discuss how we can work in partnership to improve the pupil's attendance.

Where parents fail to comply with an agreed attendance contract, the school may seek an alternative course of action. In the first instance, this will include discussions with the parents to seek explanations and determine whether the attendance contract remains useful. Where there is further non-compliance following these discussions, the school may take further action.

Education supervision order

In cases where voluntary early help plans and/or attendance contracts have been unsuccessful, we may work with the local authority to issue an education supervision order. If an education supervision order is considered, the local authority will inform the parent(s) in writing and will set up a meeting.

An education supervision order is a formal intervention but not criminal prosecution.

An education supervision order initially lasts for 1 year, but it can be extended within the last 3 months for a period of up to 3 years at a time.

In cases where parents persistently fail to meet the directions given under the education supervision order, they may be liable to a fine of up to £1,000 upon conviction.

Notice to improve

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

A notice to improve will be issued in line with processes set out in the local code of conduct for the London Borough of Newham.

It will include:

- Details of the pupil's attendance record and of the offences
- The benefits of regular attendance and the duty of parents under section 7 of the Education Act 1996
- Details of the support provided so far
- Opportunities for further support or to access previously provided support that was not engaged with

- A clear warning that a penalty notice may be issued, or prosecution considered, if attendance doesn't improve within the improvement period, along with details of what sufficient improvement looks like, which will be decided on a case-by-case basis
- A clear timeframe of between 3 and 6 weeks for the improvement period
- The grounds on which a penalty notice may be issued before the end of the improvement period

Penalty notices

The headteacher/head of school (or a deputy or assistant headteacher, authorised by the headteacher/head of school), local authority or the police can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age, by issuing a penalty notice.

If the school issues a penalty notice, the school will check with the local authority before doing so, and send the local authority a copy of any penalty notice issued.

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

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

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

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

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

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

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

A penalty notice may also be issued where parents allow their child to be present in a public place during school hours without reasonable justification, during the first 5 days of a suspension or exclusion (where the school has notified the parents that the pupil must not be present in a public place on that day).

These penalty notices are not included in the National Framework, not subject to the same considerations about support being provided, and do not count towards the limit as part of the escalation process. In these cases, the parent must pay £60 within 21 days, or £120.

2.6. Strategies for promoting attendance

All our schools have a range of strategies in place to promote and celebrate good attendance. These strategies are shared with students and parents by the school.

2.7. Supporting pupils who are absent or returning to school

2.7.1. Pupils absent due to mental or physical ill health or SEND

It is important that we are particularly mindful of pupils absent from school due to mental or physical ill health or their special educational needs and/or disabilities, and provide them with additional support

Many children will experience normal but difficult emotions that make them nervous about attending school, such as worries about friendships, schoolwork, examinations or variable moods. However, these pupils are still expected to attend school regularly, and this may help to resolve underlying issues.

All our schools will inform:

- the local authority of the name and address of sick pupils who have missed, or will miss, 15 consecutive or cumulative days due to a condition which makes them unable to attend school.
- a pupil's social worker and/or youth offending team worker on the day of absence when there is an unexplained absence from school
- The local authority of pupils with education, health and care (EHC) plans whose attendance falls, or where there are barriers to attendance related to the pupil's needs

2.7.2. Pupils returning to school after a lengthy period of absence

Where pupils have lengthy periods of absence from school it is essential that they are purposefully supported to return successfully and to reduce the risk of further absence

To support students who are absent or returning from absence, all our schools will:

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

An outline of the steps and strategies each school takes to support students experiencing significant absence is presented on each school's website

2.8. Attendance monitoring

2.8.1. Monitoring attendance

All Newham Community Learning schools monitor attendance and absence data (including punctuality) weekly, half-termly, termly and yearly across the school and at an individual pupil, year group and cohort level.

This work is supported by the Trust Data Analyst, working with the Central Team's School Improvement personnel.

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

Data will be collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics.

Our schools will benchmark their attendance data at whole school, year group and cohort level against local, trust, regional, and national levels to identify areas of focus for improvement, and share this with the LGB. This work is supported by the Trust Data Analyst.

2.8.2. Analysing attendance

All our schools will:

- Analyse attendance and absence data regularly to identify pupils, groups or cohorts that need additional support with their attendance, and
- Identify pupils whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severe absence
- Conduct thorough analysis of half-termly, termly, and full-year data to identify patterns and trends
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns

2.8.3. Using data to improve attendance

All our schools will:

- Develop targeted actions to address patterns of absence (of all severities) of individual pupils, groups or cohorts that it has identified via data analysis
- Provide targeted support to the pupils it has identified whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severe absence, and their families (see also below)
- Provide regular attendance reports to class teachers/form tutors, to facilitate discussions with pupils and families, to the local governing board, to school leaders (including special educational needs co-ordinators, designated safeguarding leads and pupil premium leads), and the Trust Director of Education, who will provide a regular overview of attendance across schools to the trust Standards and Community Committee
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies
- Share information and work collaboratively with colleagues at all other Trust schools, other schools in the area, Trust leaders, local authorities and other partners where a pupil's absence is at risk of becoming persistent or severe, including keeping them informed regarding specific pupils, where appropriate

2.8.4. Reducing persistent and severe absence

Persistent absence is where a pupil misses 10% or more of school, and severe absence is where a pupil misses 50% or more of school. Reducing persistent and severe absence is central to the school's strategy for improving attendance.

The school will:

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

2.9. Monitoring arrangements

This policy will be reviewed as guidance from the local authority and/or DfE is updated, and as a minimum every two years by Andrew Hemmings, Trust Director of Education. All revisions will be submitted to the Standards and Community Committee of the Trust Board, and onwards to the Board for approval.

2.10. Links with other policies

This policy links to the following policies:

- NCL Safeguarding Policy
- NCL Behaviour Principles
- School behaviour policies
- NCL school local behaviour policies

2.11. 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
Attending a place other than the school		
K	Attending education provision arranged by the local authority	Pupil is attending a place other than a school at which they are registered, for educational provision arranged by the local authority
V	Attending an educational visit or trip	Pupil is on an educational visit/trip organised or approved by the school
P	Participating in a sporting activity	Pupil is participating in a supervised sporting activity approved by the school
W	Attending work experience	Pupil is on an approved work experience placement
B	Attending any other approved educational activity	Pupil is attending a place for an approved educational activity that is not a sporting activity or work experience
D	Dual registered	Pupil is attending a session at another setting where they are also registered
Absent – leave of absence		
C1	Participating in a regulated performance or undertaking regulated employment abroad	Pupil is undertaking employment (paid or unpaid) during school hours, approved by the school
M	Medical/dental appointment	Pupil is at a medical or dental appointment
J1	Interview	Pupil has an interview with a prospective employer/educational establishment
S	Study leave	Pupil has been granted leave of absence to study for a public examination

X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
C2	Part-time timetable	Pupil is not in school due to having a part-time timetable
C	Exceptional circumstances	Pupil has been granted a leave of absence due to exceptional circumstances
Absent – other authorised reasons		
T	Parent travelling for occupational purposes	Pupil is a 'mobile child' who is travelling with their parent(s) who are travelling for occupational purposes
R	Religious observance	Pupil is taking part in a day of religious observance
I	Illness (not medical or dental appointment)	Pupil is unable to attend due to illness (either related to physical or mental health)
E	Suspended or excluded	Pupil has been suspended or excluded from school and no alternative provision has been made
Absent – unable to attend school because of unavoidable cause		
Q	Lack of access arrangements	Pupil is unable to attend school because the local authority has failed to make access arrangements to enable attendance at school
Y1	Transport not available	Pupil is unable to attend because school is not within walking distance of their home and the transport normally provided is not available
Y2	Widespread disruption to travel	Pupil is unable to attend because of widespread disruption to travel caused by a local, national or international emergency
Y3	Part of school premises closed	Pupil is unable to attend because they cannot practicably be accommodated in the part of the premises that remains open
Y4	Whole school site unexpectedly closed	Every pupil absent as the school is closed unexpectedly (e.g. due to adverse weather)

Y5	Criminal justice detention	Pupil is unable to attend as they are: • In police detention • Remanded to youth detention, awaiting trial or sentencing, or • Detained under a sentence of detention
Y6	Public health guidance or law	Pupil's travel to or attendance at the school would be prohibited under public health guidance or law
Y7	Any other unavoidable cause	To be used where an unavoidable cause is not covered by the other codes
Absent – unauthorised absence		
G	Holiday not granted by the school	Pupil is absent for the purpose of a holiday, not approved by the school
N	Reason for absence not yet established	Reason for absence has not been established before the register closes
O	Absent in other or unknown circumstances	No reason for absence has been established, or the school isn't satisfied that the reason given would be recorded using one of the codes for authorised absence
U	Arrived in school after registration closed	Pupil has arrived late, after the register has closed but before the end of session
Administrative codes		
Z	Prospective pupil not on admission register	Pupil has not joined school yet but has been registered
#	Planned whole-school closure	Whole-school closures that are known and planned in advance, including school holidays

2.12. Appendix 2: Checklist for local arrangements in our schools to support this policy

These arrangements should be accessible to parents via the school website:

- Named Designated Senior Leader(s) responsible for attendance
- Named Attendance Officer and contact details
- Arrival, registration, break and departure times
- Calendar of school holidays and INSET days
- Statement to set high expectations for the attendance and punctuality of all pupils; Highlighting the benefits of good attendance
- Expectations and process for parents reporting an UNPLANNED Absence to the school [eg illness]
 - Including when supporting evidence might be required
- Expectations and process for parents reporting a SHORT Planned Absence to the school [eg medical appointment]
 - Including when supporting evidence might be required
- Expectations and process for parents reporting a LONGER Planned Absence to the school [eg term-time holiday]
 - Including when supporting evidence might be required
- Outline of the steps taken to support students when physical and/or mental ill health lead to prolonged absence or poor punctuality
- Outline of the steps that may be taken when students are persistently absent or late, which could include, where appropriate, issuing fines

2.13. Appendix 3: Table of NCL Designated Attendance Leads and Attendance Officers

School	Role	Name	Email
Eastlea	Designated Lead:	Amelia Aiken	amelia.aiken@eastlea.ncltrust.net
	Attendance Officer:	Rebecca Gooby	rebecca.gooby@eastlea.ncltrust.net
Lister	Designated Lead:	Hasip Mahir	hasip.mahir@lister.ncltrust.net
	Attendance Officer:	Anaam Mirza	anaam.mirza@lister.ncltrust.net
Portway	Designated Lead:	Andrew Sellers	andrew.sellers@portway.ncltrust.net
	Attendance Officer:	Kaylee Harris	kaylee.harris@portway.ncltrust.net
Rokeby	Designated Lead:	Sarah Black	sarah.black@rokeby.ncltrust.net

	Attendance Officer:	Bela Patel	bela.patel@rokeby.ncltrust.net
Sarah Bonnell	Designated Lead:	Becks Clark	rebecca.clark@sarahbonnell.ncltrust.net
	Attendance Officer:	Paulette Green	paulette.green@sarahbonnell.ncltrust.net
Selwyn	Designated Lead:	Mark Shuker	mark.shuker@selwyn.ncltrust.net
	Attendance Officer:	Aneesa Sirkhot	aneesa.sirkhot@selwyn.ncltrust.net