



**Malbank School & Sixth Form College**

**Attendance Policy**

# Contents

<b>Attendance Policy</b>	<b>Page</b>
1: Principles	3
2: Aims	3
3: Legislation and Guidance	3-4
4: Roles and Expectations	4-7
5: Recording Attendance	7-8
6: School Attendance Strategy	8-10
7: Registration & Punctuality	10
8: Lateness	11
9: Reporting a Pupil Absence	11
10: Medical Needs and SEND	12
11: Leave: Unauthorised and Authorised - Including Illness Protocols	12-14
12: Sanctions and Penalties	14-16
13: Children Missing in Education	16
14: Monitoring Arrangement	16
15: Links with Other Policies	16
16. Appendix	17-19

# Malbank School and Sixth Form College

## Attendance Policy

### 1. Principles

At **Malbank school**, we realise that for a pupil to reach their full educational potential, a high level of school attendance is essential. An ethos of high levels of attendance and punctuality is recognised and valued across our whole school community. We aim to work with parents/carers to ensure that all pupils registered at school attend every day and on time, unless the absence is unavoidable.

We expect that all pupils will achieve 100% attendance but recognise that there may be exceptional or unavoidable reasons for absence, or absences relating to persistent health issues. Our policy applies to all pupils of statutory school age, across Key Stages 3 and 4, and seeks to promote good attendance habits school wide.

### 2. Aims

Our attendance policy aims to:

- Support pupils and their parents/carers to have the highest possible levels of attendance and punctuality.
- Ensure that all pupils have full and equal access to the best education that we can offer.
- Make parents/carers aware of their legal responsibilities.

School education lays the vital foundations of a pupil's life. Research clearly demonstrates the link between regular attendance and educational progress and attainment. Absence from school can place pupils at risk and in some cases result in their being drawn into patterns of anti-social or criminal behaviour. As a school we will encourage parents/carers to ensure that their child achieves maximum possible attendance and that any problems that prevent this are identified and acted on promptly. The school has a safeguarding duty of care to all its pupils. We take the role of ensuring a pupil's good attendance as part of our safeguarding duties.

### 3. Legislation and guidance

This policy is based on the Department for Education's (DfE's) statutory guidance on working together to improve school attendance (applies from 19 August 2024) 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 3 of the Education Act 2002
- Part 7 of the Education and Inspections Act 2006
- The Education (Pupil Registration) (England) Regulations 2006 (and 2010, 2011, 2013, and 2016 amendments)
- The School Attendance (Pupil Registration) (England) Regulations 2024
- The Education (Penalty Notices) (England) (Amendment) Regulations 2013 and the 2024 amendment

It also refers to:

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

#### 4. Roles and Expectations

**We expect that all parents/carers will:**

- Ensure regular school attendance and be aware of their legal responsibilities.
- Ensure that their child arrives at school prepared for the school day, punctually and in time for registration. Lateness is monitored and may be recorded as an unauthorised absence.
- Inform school in advance of any medical appointments during school time. Parents may on occasion be asked to provide supporting information from the hospital, doctor or dentist, such as appointment details card/letter/text message in relation to the time requested. Where possible, medical appointments should be arranged outside of school hours.
- Ensure that they contact the school before **8:30am** if their child is unable to attend school, citing the reason.
- Inform the school as soon as possible about a pupil's reluctance to come to school so that any problem can be quickly identified and dealt with.
- Follow application procedures regarding a request for leave of absence during term time, which should only be taken if absolutely necessary. **Leave is not automatically authorised unless considered an exceptional circumstance.**
- Notify school immediately of any changes to contact details, and ensure school has more than one name, address and telephone number as an emergency contact.
- Engage with early interventions designed to support the family and their child's attendance at school.
- Discuss attendance where necessary face to face or on the telephone – communications are welcomed via either phone messages, virtual meetings and emails.
- Monitor their child's absence at school using the **SIMS app** and review any correspondence regarding Attendance sent from out from **Attend**.
- Parents/carers have a legal responsibility to ensure that pupils of statutory school age (from the school term after they turn five years old until after until the last Friday in June when the pupil is in Year 11) attend school on a regular and full-time basis. Permitting an absence from school without good reason is an offence.

## **We expect that school will:**

- Provide a safe learning environment.
- Keep regular and accurate records of attendance and punctuality.
- Monitor individual pupils' attendance and punctuality.
- Contact parents/carers when a pupil fails to attend and where no message has been received to explain the absence.
- Follow up all unexplained absences to obtain explanations from parents/carers. Although parents/carers may offer a reason, only the school can authorise the absence. In the case of long term or frequent absence due to medical conditions, information from a GP or other relevant body may be requested to assist school in offering appropriate support.
- Promote and celebrate good attendance and punctuality, for example through assemblies, social media, displays and parent/carer communications.
- Meet regularly with the representatives from the **Attendance and Children out of school Service** at the Local Authority to monitor and support school attendance and punctuality.
- Discuss irregular or unjustified patterns of attendance to the Attendance and Children out of school Service.
- Provide intensive and bespoke support to pupils at risk of persistent absence. This will include reintegration plans for excluded students and both short and long-term absentees as appropriate.
- Work alongside other services and teams to support pupils' attendance. E.g., the Local Authority, Early Help, Social Care, Youth Offending Service, Senior Transition Advisers, Virtual School and the local community (including volunteers).
- Share attendance data with parents/carers and make it clear what good attendance and success looks like for their child.
- Communicate clearly and consistently with parents/carers and pupils regarding attendance.
- Consider an Individual Healthcare Plan for pupils with medical needs.
- Work with pregnant pupils to ensure reasonable and sufficient leave is taken, which will be treated as leave of absence for exceptional circumstances.

## **The Headteacher**

The Headteacher is responsible for:

- The implementation of this policy at the school.

- Monitoring school-level absence data and reporting it to governors.
- Supporting staff with monitoring the attendance of individual pupils.
- Monitoring the impact of any implemented attendance strategies.
- Issuing fixed-penalty notices, where necessary, and/or authorising Senior Attendance Champion to be able to do so.
- 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.

### **The designated senior leader responsible for attendance**

The designated senior leader (also known as the 'senior attendance champion') 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/carers 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.
- The Attendance Champion for our school is **Julie Machin**. She is a member of the Senior Leadership Team and can be contacted via email [jzm@malbank.cheshire.sch.uk](mailto:jzm@malbank.cheshire.sch.uk)

All members of the school staff have a safeguarding responsibility for identifying trends in attendance and lateness; with the Headteacher having overall responsibility for the monitoring of attendance and lateness of every pupil. Where there are concerns, parents will always be informed by letter and/or telephone conversation and given an opportunity to come into school to meet with designated staff.

**We expect that all pupils will:**

- Attend school every day.
- Attend school punctually.
- Attend appropriately prepared for the day.
- Discuss promptly with their Form tutor/class teacher/Head of Year/Learning manager any problems that may affect their school attendance.

**We expect that governors will:**

- Monitor attendance figures for the whole school on at least a termly basis.
- Hold the headteacher to account for the implementation of this policy.

**We expect that the Local Authority will:**

- Provide support, information and guidance to school by having regular meetings to discuss attendance.
- Act as a partner with school to advise in some cases of persistent absence.

**5. Recording Attendance**

**Attendance register**

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

We 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.
- Unable to attend due to exceptional circumstances.

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**).

We will also record:

- 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.

## 6. School Attendance Strategy

The school's Attendance Team includes Attendance Officers, Head of Key stages 3 and 4, a Senior Attendance Champion, the Headteacher, and an allocated Local Authority Attendance Improvement Officer.

Whilst Julie Machin is our Senior Attendance Champion, for day-to-day aspects of absence, please contact our Key stage offices using the email addresses [keystage3@malbank.cheshire.sch.uk](mailto:keystage3@malbank.cheshire.sch.uk) or [Keystage4@malbank.cheshire.sch.uk](mailto:Keystage4@malbank.cheshire.sch.uk) or [absence@malbank.cheshire.sch.uk](mailto:absence@malbank.cheshire.sch.uk)

We are responsible for all pupils' attendance at school, and we partner with other agencies to help us do this. For pupils who might need extra support to maintain their attendance e.g. Young Carers, we signpost families to appropriate places to reduce the impact that their needs and personal circumstances have on their attendance at school. Safeguarding and attendance are closely linked, and we work together with Social Care to identify where pupils need extra support. We will work with families in many different ways to overcome barriers to attendance. All staff have direct access to our trained Designated Safeguarding Lead, and this is important for this work.

School is responsible for monitoring whole school attendance data and using this to inform how we support pupils. We share this data within the school staff to ensure continuity of support and use the pastoral system such as Learning Managers, Heads of Key stages 3 and 4, Progress Managers and Form Tutors to engage pupils in attendance intervention. We are required to report our attendance to the Department for Education (DfE) so that we can compare our performance with that of other schools, both locally and nationally. Attendance data is analysed regularly, and pupils whose attendance is falling or deemed to be a concern will be noted. This will be communicated with parents and carers. Support will then be put in place. Pupils whose attendance falls to 90% or under are deemed to be '**persistently absent**'. Pupils whose attendance is 50% or under **are** '**severely persistently absent**' and parents/carers will be expected to engage in substantial support.

We have a whole-school ethos of promoting and celebrating attendance. This means that we train every staff member in attendance procedures so that everyone understands the processes for attendance and the pastoral structures in school. We train, remind and support all staff to follow this policy, and constantly refer to it. Good attendance is celebrated with pupils and families and reported to parents/carers at three times per academic year via MT reports and this can be seen on the SIMS app.

## **Supporting Attendance**

As a school, we aim to work collaboratively with parents/carers to improve school attendance. This means that we will **listen, empathise and support with attendance.**

When required, support strategies with a monitoring period will be put in place to help improve the attendance or lateness of a pupil.

Lateness and absences are monitored daily by Key stage 3 and 4 Attendance administrators and wholistically by the Attendance officers. They will:

- Scrutinise the registers daily, monitoring authorised/unauthorised absence and other reasons provided for pupil absence and lateness.
- Monitor SIMS to ensure accuracy of record keeping by all staff completing registers.
- Alert Heads of Year and Form Tutors when attendance concerns occur.
- Contact parents by telephone, email, or letter to establish a reason for a pupil's absence if the reason is unknown.
- Raise concerns with parents/carers once attendance has fallen below an acceptable level.
- Offer support or signpost to other areas of support within the community.
- Liaise with other external organisations in relation to a pupil's attendance/lateness.
- Monitor pupil attendance within specific and identified groups.
- Monitor and respond to pupil absences for those with additional medical needs.
- Monitor pupils and follow procedures for pupils who are 'Pupils Missing in Education'.
- Follow reporting procedures for parents who have requested to home educate their child.
- Follow statutory procedures when deleting a pupil from roll.
- Monitor absences for illness and requests for leave to attend medical appointments.
- Report pupils to the Local Authority when they have 10 consecutive 'O' coded (unauthorised absence) sessions in school.

- Report pupils with 15 consecutive days of 'I' (illness) codes to the Local Authority.

## **7. Registration and Punctuality**

Registers are open during period 1 from 9:15 am and close at 9:45 am.

Pupils who arrive at school after the register has been taken, but before it closes, will be recorded as 'L' – late on the register.

Pupils who arrive at school after 9:45 am, without an unavoidable reason, will have their lateness recorded as 'U' – unauthorised late. The Department for Education requires schools to use the "U" code for arrivals after registers close. A "U" code is treated as a session of unauthorised absence and will therefore reduce a pupil's overall attendance percentage.

### **Relevant DfE Guidance**

From Working together to improve school attendance (August 2024), paragraph 43:

*“Alongside accurate recording of attendance and absence, effective schools have robust day to day processes to track and follow up absence and poor punctuality which are rigorously applied across the school. All schools are expected to develop processes that ... proactively manage lateness and set out in their attendance policy the length*

*of time the register will be open, after which a pupil will be recorded as absent. This should be the same for every session and not longer than 30 minutes.”*

All pupils arriving after registration must sign in at Reception using the school's sign-in system. Pupils leaving school outside of normal times must also sign out.

All staff, including teachers will:

- praise students for good punctuality,
- take prompt action where students are late or absent without explanation,
- ensure lateness is accurately recorded, and
- refer concerns to the Learning Managers, Progress Managers, or Attendance Officer depending on the nature of the concern.

### **For Parents and Carers**

Frequent "U" codes mean that a pupil is regularly arriving after the register has closed, which counts as unauthorised absence. If a pupil accumulates a number of these sessions, the school may initiate formal attendance procedures, such as issuing a warning letter, arranging meetings to agree on an attendance contract, or involving outside agencies, in line with statutory guidance.

## 8. Lateness

When pupils arrive late at school, they disrupt routines, affect other pupils' learning, miss the teacher's instructions to the lesson and may also feel embarrassed at having to enter the classroom late. They may also miss important intervention programmes and the opportunity to practice key learning skills. Where pupils show a persistent pattern of lateness, parents/carers will receive contact from the school advising them of the concern and offering support to resolve the issue. Should the lateness continue, parents/carers will be invited to a meeting at school to discuss their child's lateness.

## 9. Reporting a Pupil Absence

Parents/carers must contact school on the first and every subsequent day of absence by 8:30 am.

For any pupil not present at the close of registration, and the reason is still unknown, a member of staff will attempt to make contact with the parent/carers once the registers have closed at 9:15am.

The member of staff will use SIMS in-touch starting with the priority contact, until a reason for absence is known. Outcomes of any messages received will be logged on the pupil's electronic school record. Staff will complete the registers in accordance with the correct use of registration codes (**see appendix 1**).

Any unexplained absence will be recorded as unauthorised absence if there is no response from a parent/carer to an enquiry regarding their pupil's absence from school.

At times we may decide it is necessary to conduct a Home visit to establish the safety and wellbeing of a pupil who is absent without explanation from a parent/carer. This may be undertaken by either our Attendance and Welfare officer or a representative from the Attendance and Children out of school Service at the Local Authority. Our Home Visit policy can be found in **Appendix 4**.

For absences relating to a medical appointment, supporting information may be requested to authorise this absence. This can be a text message which clearly identifies who the appointment is for, or an appointment card. A period of absence will only be authorised in relation to the length of the appointment.

## Illness

Pupils who are unable to attend school due to diarrhoea or sickness can return 48 hours after the last episode.

Pupils with mild coughs, colds, sore throats, sneezes and runny noses who are otherwise well can continue to attend school. However, if they develop a high temperature they should stay at home until their temperature has reduced and they are well enough to return to school. A guide to whether your child is able to attend school with minor illnesses is here: [Is my child too ill for school? - NHS \(www.nhs.uk\)](https://www.nhs.uk/health/a-z/my-child-too-ill-for-school/). The information is backed up by the Department for Education (DfE). We will contact you if they need to return home.

## **10. Medical Needs and SEND**

When pupils are prevented from accessing school due to physical or mental ill health, school will try to identify the barriers these pupils face and use a tiered approach to supporting medical needs. This starts with the universal offer of support for all pupils and leads to higher tiers of need where increasingly specialist support is required. We will **consider reasonable adjustments** for uniform, transport, routines, access to support in school and lunchtime arrangements. We will liaise with appropriate services to ascertain support in the rare instances that a pupil is unable to access any education inside the school setting. Where a pupil's health needs mean they need reasonable adjustments or support because it is complex or long term, we may seek medical information to better understand the needs of the pupil and identify the most suitable provision. This may take a variety of forms, which we will discuss with parents/carers on an individual basis.

Where pupils have an EHCP, we will liaise closely with our SENDCo to work towards the best attendance outcomes for the pupil.

We are able to make 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 must be agreed by, and regularly reviewed with, the pupil and their parents/carers.

## **11. Leave: Authorised and Unauthorised - Including Illness Protocols**

### **Medical needs**

Some students have a history of medical problems. In most cases pupils will be able to attend school and participate in educational activities. It may be necessary to make reasonable adjustments to facilitate this. If students have any medical problems staff are made aware of this. This includes teaching and support staff. The pastoral teamwork with Health professionals to ensure that care plans are devised and shared. Care plans are displayed in the staffroom and copies shared with staff as appropriate.

### **Illness**

When a student complains of feeling ill they are be assessed by a member of staff and an appropriate course of action is agreed upon. If a pupil needs to be sent home, they must report to Student Services. The staff in Student Services will contact home and organise for their collection. If there is a concern about a pupil's attendance record, the main office will liaise with the appropriate Key Stage team, prior to making a call to parents.

### **Definitions of Leave**

We expect attendance at school to be 100% unless there are exceptional or unavoidable reasons for absence.

### **Authorised leave**

An absence is classified as authorised when a pupil has been away from school for a legitimate reason such as:

- Illness or a medical appointment. There is an expectation that the pupil will be in school for registration or return to school after the appointment, depending on where the appointment falls within the school day and the health of the pupil.
- Religious Observance - only day(s) exclusively set apart for religious observance by the religious body to which the pupil's parents belong to.
- The leave of absence has been authorised due to a short and exceptional, unavoidable circumstance.

### **Unauthorised leave**

An absence is classified as unauthorised when a pupil is away from school without the permission of the school, even with the support of the parent/carer, such as:

- Shopping, hair appointments, visiting family, taking part in a protest or birthdays.
- There has been no reason provided by the parent/carer to support an absence.
- Failure to follow school procedures or inform the school when taking a pupil out of school during term time.
- A leave of absence that has not been authorised due to not being considered an exceptional circumstance.

### **Coding is always at the Headteacher's discretion.**

Other valid reasons for **authorised absence** include (but are not limited to):

- Illness (including mental-health illness) and medical/dental appointments.
- 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.
- Parent(s) travelling for occupational purposes – this covers Roma, English and 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 school, but it is not known whether the pupil is attending educational provision.
- If the pupil is currently suspended or excluded from school (and no alternative provision has been made).

Other reasons the school may allow a pupil to be absent from the school site, which are not classified as absences, 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.

### Study Leave

Study leave is for GCSE examinations only and must be agreed between school and the parents/carers who the pupil normally lives with in advance. This does not include internal exams or mocks. Study leave will not be granted by default once tuition of the exam syllabus is complete and will be used sparingly. Provision will still be made available for those pupils who want to continue to come into school to revise.

### Term-Time Leave

- Parents do not have the right or entitlement to take their pupil out of school for a term-time holiday. Recent government guidelines have removed the discretion for headteachers agreeing to term-time leave. Any requests for leave of absence need to be submitted before the leave is taken. Parents must complete a formally request any leave of absence by emailing the Head teacher and provide any supporting evidence, if applicable, with their request. Due to unprecedented requests for Leave in term time, a separate policy can be found in **Appendix 5**.
- If the school suspect term-time leave has been taken but the parents/carers have not completed a Term-Time Leave Request Form, we will write to the parents/carers issuing a 'Notice to believe' letter (**see Appendix 2**) giving them an opportunity to clarify the reason for absence and provide supporting evidence. Failure to respond to or provide supporting evidence will result in the absence being unauthorised.
- **Exceptional circumstances** (*definition of exceptional: rare, unavoidable, short*) will be considered on an individual basis.

## 12. Sanctions and Penalties

Our school will make use of the full range of potential sanctions – including, but not limited to, those listed below – to tackle poor attendance. Decisions will be made on an individual, case-by-case basis.

### Penalty notices

- The headteacher (or someone authorised by them), 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, it will check with the local authority before doing so and send it 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.

Copies of all Letters sent as part of any prosecution or penalty pathway can be found in the Appendix.

### **Notices 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.

Notices to improve will be issued in line with processes set out in the local code of conduct for the local authority area in which the pupil attends school.

They 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 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.

More information regarding the Cheshire East **Attendance and Children out of School** policies, can be found via the website. [Attendance and children out of education](#)

### **13. Children Missing in Education**

If a pupil fails to attend school for 10 consecutive days, without explanation, and the school does not know where the pupil is, the school will refer the pupil to the Local Authority as a Child Missing in Education. During this 20-day period, school will continue to try and contact you, and will liaise with any other services that your child is open to. The Local Authority will conduct investigations into the location and educational provision of the child. (linked here is the information from Cheshire East **Attendance and Children out of School** team [Children missing education](#))

### **14. 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 the School Improvement Committee and at every review, the policy will be approved by the full governing board.

### **15. Links with Other Policies**

This policy links to the following policies:

Child protection and safeguarding policy

Behaviour policy

Home Visit Policy

Leave in Term time policy

Medical needs and administration of medication policy.

## 16. Appendix

1. DfE updated Register Coding
2. **Notice to believe** – example letter
3. **Term time Leave requests** – example letter
4. **Home Visit** policy
5. **Medical Needs and administration of medication policy**

Letter 1  
 Letter 2  
 Letter 3  
 Letter 4

### 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
<b>Attending a place other than the school</b>		
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
<b>Absent – leave of absence</b>		
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

<b>S</b>	Study leave	Pupil has been granted leave of absence to study for a public examination
<b>X</b>	Not required to be in school	Pupil of non-compulsory school age is not required to attend
<b>C2</b>	Part-time timetable	Pupil is not in school due to having a part-time timetable
<b>C</b>	Exceptional circumstances	Pupil has been granted a leave of absence due to exceptional circumstances
<b>Absent – other authorised reasons</b>		
<b>T</b>	Parent travelling for occupational purposes	Pupil is a 'mobile child' who is travelling with their parent(s) who are travelling for occupational purposes
<b>R</b>	Religious observance	Pupil is taking part in a day of religious observance
<b>I</b>	Illness (not medical or dental appointment)	Pupil is unable to attend due to illness (either related to physical or mental health)
<b>E</b>	Suspended or excluded	Pupil has been suspended or excluded from school and no alternative provision has been made
<b>Absent – unable to attend school because of unavoidable cause</b>		
<b>Q</b>	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
<b>Y1</b>	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
<b>Y2</b>	Widespread disruption to travel	Pupil is unable to attend because of widespread disruption to travel caused by a local, national or international emergency
<b>Y3</b>	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
<b>Y4</b>	Whole school site unexpectedly closed	Every pupil absent as the school is closed unexpectedly (e.g., due to adverse weather)
<b>Y5</b>	Criminal justice detention	Pupil is unable to attend as they are: <ul style="list-style-type: none"> <li>• In police detention</li> <li>• Remanded to youth detention, awaiting trial or sentencing, or</li> <li>• Detained under a sentence of detention</li> </ul>

<b>Y6</b>	Public health guidance or law	Pupil's travel to or attendance at the school would be prohibited under public health guidance or law
<b>Y7</b>	Any other unavoidable cause	To be used where an unavoidable cause is not covered by the other codes
<b>Absent – unauthorised absence</b>		
<b>G</b>	Holiday not granted by the school	Pupil is absent for the purpose of a holiday, not approved by the school
<b>N</b>	Reason for absence not yet established	Reason for absence has not been established before the register closes
<b>O</b>	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
<b>U</b>	Arrived in school after registration closed	Pupil has arrived late, after the register has closed but before the end of session
<b>Administrative codes</b>		
<b>Z</b>	Prospective pupil not on admission register	Pupil has not joined school yet but has been registered
<b>#</b>	Planned whole-school closure	Whole-school closures that are known and planned in advance, including school holidays