



Strood Academy

Attendance Policy

Academic year 2024/25

Date of issue	August 2024
Attendance lead	Gaby West, Assistant Principal
Principal	Jon Richardson
Ratified by governors	Due to be ratified- November 2024
Date to be revised	August 2025

Strood Academy Attendance Lead = Mrs West, Assistant Principal

At Strood Academy we believe that high Attendance rates are a significant factor in maintaining the quality of education that we provide. If we are to maintain the continuity of education for our students, maximise their potential and prepare them for the world of life and work, we must ensure that absenteeism is kept to an absolute minimum. Strood Academy works in conjunction and guidance with the DFE 'Working together to improve school attendance order to improve and maintain high levels of attendance.

What is good Attendance?

There is sometimes a perception that an Attendance rate of 90% is good. This is because an examination score of 90% means excellence. However, as an attendance rate, 90% is unsatisfactory, it equates to missing 20 days per year. Strood Academy attendance target is 97% for each student. The table below shows the impact on a students' learning over the course of the academic year if they are not present:

90% attendance = 4 weeks lost

80% attendance = 8 weeks lost

70% attendance = 12 weeks lost

60% attendance = 16 weeks lost

50% attendance = 19.5 weeks lost

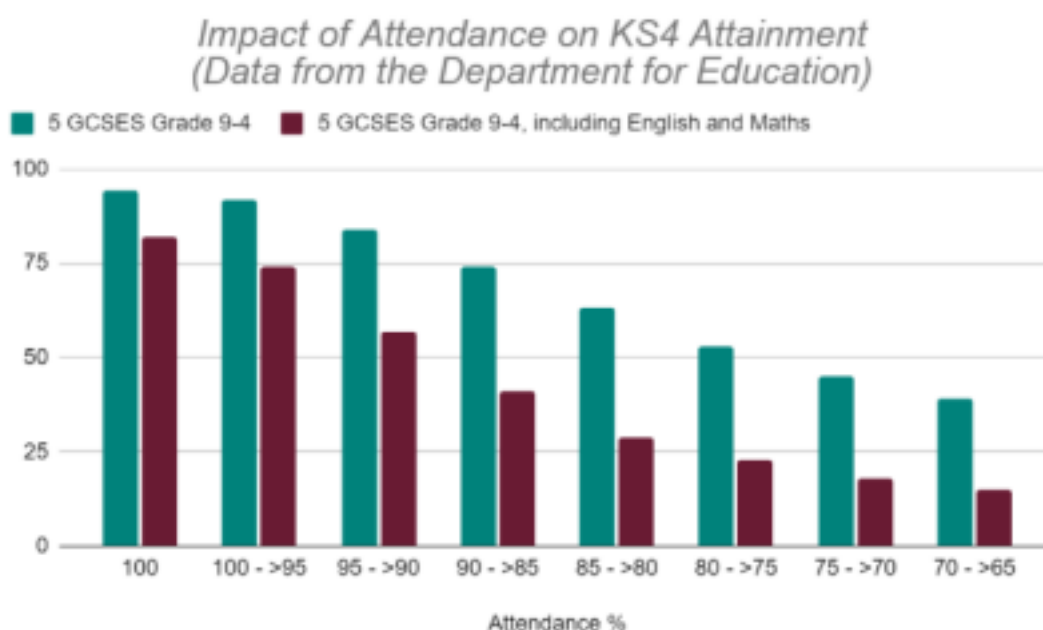
40% attendance = 24 weeks lost

30% attendance = 28 weeks lost

The impact of attendance on attainment

Government research shows students who have less than 90% attendance (20 or more days missed in a year) achieve, on average, a whole grade lower than expected in examinations. The Education Act 1996 states that parents and carers must make sure their children receive an appropriate education by attending school regularly. If a parent or carer fails to ensure this, they are guilty of an offence and can be prosecuted. Proceedings will take place in a Magistrates Court.

Prosecution is extremely serious and parents or carers will be given the chance to work with the Academy and with Medway council's Attendance Advisory Service to School and Academies (AASSA) in support of their child. Parents and carers must make efforts to improve their child's attendance before prosecution is considered.



Why is having high attendance so important?

- To make new friends and maintain friendship groups
- To learn and enjoy new experiences
- To develop skills that you will need in later life
- To take part in a wide range of activities in and outside of Strood Academy
- To learn how to look after themselves and encourage independence
- To feel safe and listened to
- To improve their chances of having a good career or life chances
- To make a positive contribution to Strood Academy community
- To learn to establish a habit of punctuality to support students later in life

How can a parent/guardian/carers support positive attendance?

- Tell your child how important school is and actively promote 100% attendance. Engage with their attendance figure and discuss it around the dinner table.
- Contact the school whenever your child is absent: on the first day of absence and each day of absence. Contact by calling the absence line directly on tel: 01634 722735/07860054458 or via email attendance@stroodacademy.org. Failure to do this may trigger a safeguarding referral or a home visit from the Academy.
- Praise your child for working hard and attending school.
- Provide proof of medical appointments and medical treatment to the academy.
- Organise non-urgent medical appointments where possible outside of school time.
- Check that your child is organised for school the night before (uniform, PE kit ready, books and bag packed).
- Make sure your child has a good night's sleep and wakes up in good time for the school day, arriving no later than by 8.30am.
- Take time to talk to your child about what they have done in school.
- Talk to someone at the school if there is a problem or reason why your child finds it difficult to attend regularly.
- Book holidays outside of term time.

The aims and objectives of our academy attendance policy

A. Aims

1. To provide an Academy ethos in which students' attendance is valued as a key component of advancing their educational achievement.
2. To make attendance and punctuality a key priority so that students have the opportunity to make progress and achieve outstanding educational outcomes.
3. To improve the overall attendance percentage of students at Academy and reduce persistent absence.
4. To provide support and guidance to students and parents/carers in matters relating to attendance and punctuality.
5. To provide and regularly review the system of rewards and sanctions.
6. To work closely in an effective partnership with the Attendance Advisory Service to Schools and Academies (AASSA) of the local authority in addressing attendance/punctuality problems.

7. To work in an effective partnership with parents/carers.
8. To provide a 'first day' and 'third day' contact using the ParentMail system and personal telephone calls.
9. To collaborate with College pastoral teams and Attendance Staff.

B. Objectives

1. The Attendance Policy Objective is to ensure parents/carers and students understand the value and importance of excellent attendance and its direct link with student achievement, progression and opportunities for future learning and employment.
2. To demonstrate the benefits to students of excellent attendance.
3. To demonstrate the link between excellent attendance and success in coursework and examinations.
4. To promote an Academy culture/ ethos that celebrates excellent attendance and punctuality.
5. To encourage full participation in Strood Academy life and ensure that all its students receive a full-time education. Through excellent attendance at the Academy, students will be able to maximise their opportunities and be helped to realise their potential. High attendance ensures students are well prepared and supported for their examinations.

Regular attendance at the Academy is a statutory (Education Act 1996) requirement. The register is taken every AM and PM and is designated for attendance reporting. Registers are also taken every period by the subject teacher.

Authorised and Unauthorised Absence

The Education Act 1996 is extremely clear about absence from an Academy. An Academy must differentiate between authorised and unauthorised absence.

Authorised absence is where the Academy has either given approval in advance for a student of compulsory school age to be absent from the Academy or has accepted an explanation offered afterwards as satisfactory justification for absence. All other absences must be treated as unauthorised. (ref. DFES 0628-2003)

Parents/carers cannot authorise any absence, only the Principal can do this. However parents/carers can provide reasons for absence for the Academy to consider.

Parentally-condoned absence can be a problem as it means disruption to a child's education. The Academy need not accept a parental explanation for a child's absence whether written, telephoned or given in person.

However all absence, authorised or not, counts against the Academy statistics, since the Department for Education publishes in its school league tables the total amount of absence a school or Academy incurs. Your child's absence also impacts on their academic and personal development.

The Academy's attendance team will closely monitor attendance and punctuality. Ongoing concerns will result in telephone contact/text messages and/or attendance improvement meetings and home visits by the Family Liaison Officer. Should attendance/punctuality not improve, letters from the academy will be sent requesting medical evidence. If this is not received then a referral will be made to the AASSA who then as part of their role could action home visits.

Notice to improve

A Notice to Improve is a final opportunity for a parent to engage in support and improve attendance before a penalty notice is issued. If the national threshold has been met and support is appropriate but offers of support have not been engaged with by the parent or have not worked, a Notice to Improve should usually be sent to give parents a final chance to engage in support. A Notice to Improve does not need to be issued in cases where support is not appropriate and an authorised officer can choose not to use one in any case, including cases where support is appropriate but they do not expect a Notice to Improve would have any behavioural impact (e.g. because the parent has already received one for a similar offence).

Penalty notices

Penalty notices have changed from August 2024 in line with the new DFE [guidance](#).

The Anti-Social Behaviour Act (2003) gives the Local authority and Academy the power to issue penalty notices for unauthorised holidays in term time, and for unauthorised absences of at least 10 sessions in any 10 week period. (Please note there are 2 sessions in a day AM and PM register).

This can be met with any combination of unauthorised absence (e.g. 4 sessions of holiday taken in term time plus 6 sessions of arriving late after the register closes all within 10 school weeks). These sessions can be consecutive (e.g. 10 sessions of holiday in one week) or not (e.g. 6 sessions of unauthorised absence taken in 1 week and 1 per week for the next 4 weeks). The period of 10 school weeks can also span different terms or school years (e.g. 2 sessions of unauthorised absence in the Summer Term and a further 8 within the Autumn Term).

A penalty notice is an out of court settlement which is intended to change behaviour without the need for criminal prosecution. If repeated penalty notices are being issued and they are not

working to change behaviour they are unlikely to be the most appropriate tool. Therefore, from autumn term 2024, only 2 penalty notices can be issued to the same parent in respect of the same child within a 3 year rolling period and any second notice within that period is charged at a higher rate:

Ten unauthorised sessions of absence (including Holiday (G) / Unauthorised Absence (O) / Unauthorised Late (U)) may result in a request to the Local Authority for a Penalty Notice to be issued. Penalty Notices are issued to each parent of each child and the amount of the penalty will be £160 if paid within 28 days, reduced to £80 if paid within 21 days. Failure to pay the penalty in full at the end of the 28 day period may result in prosecution through the Magistrates Court.

If a second penalty notice is issued within a rolling 3-year period, then the charge will be at a flat rate of £160 per parent per child if paid within 28 days.

Failure to pay the penalty in full at the end of the 28 day period may result in prosecution through the Magistrates Court.

In the event of three or more periods of unauthorised absence within a 3 rolling year period, a penalty notice will not be issued. A statutory attendance referral may be made to the Attendance Advisory Service for Schools and Academies AASSA at Medway and may result in prosecution.

Please note that a notice to improve is not required for holiday penalty notices.

Leave of Absence during term time

Parents/carers must not take students out of school during term time except in exceptional circumstances. Authorisation for leave of absence in term time may only be given by the Academy Principal.

Parents/carers must be aware:

- You can show that the reason for the leave of absence satisfies exceptional circumstances and evidence is required.
- Permission sought after a leave of absence has been taken will not be granted.
- A formal application needs to be made in writing to the Principal prior to the leave of absence and handed in to the Academy Attendance Officer. The Principal will advise their decision in writing. If you are not happy with the decision and feel your request of absence is an exceptional circumstance, you are entitled to appeal through the Academy Complaint Policy

which can be found on the Strood Academy website

- The Academy requires evidence for any absence of more than two days, otherwise the entire absence will be unauthorised. Over the counter medication will not be regarded as evidence. This can be in the form of a copy of the prescription or letter from a medical profession etc.
- If a Parent/Carer believes there are valid reasons for a leave of absence that qualify as exceptional circumstances they must write to the Principal in advance including supporting evidence. The Principal will then consider the case.

Illness (physical and mental), medical and dental appointments

As far as possible medical appointments should be made outside Academy hours.

Medical appointments can become an authorised absence if evidence is provided.

Students should obtain a pass from the Attendance team before leaving for the appointment. Students should sign back in with the Attendance team upon their return.

Medical appointments do not necessitate a full day of absence unless substantial travel is required. Proof of time and place of appointment may be requested.

Medical evidence will be requested by the Attendance Team as proof of absence. Medical evidence may be in the form of appointment card, copy of a prescription note, prescribed medication sticker on packaging. **Please note we are not asking for a medical certificate from your Doctors.**

If the authenticity of illness is in doubt and the child has been referred to AASSA, they may in certain circumstances consult the student's GP, once parental consent has been obtained.

When a student is sick whilst at the Academy, they are to inform a teacher who will if necessary send for the college pastoral manager or first aider to assess them. The first aider may feel it appropriate to contact the parent/carers and discuss their child's illness. **SLT are the only staff members who can approve a student to leave the academy site.** If it is agreed they need to go home they must report to reception and be officially signed out. If Parents/Carers are unable to collect their child and they are of secondary school age, and have given verbal permission for the student to leave the academy, they will be issued with an exit pass which confirms the student has permission to leave the site. This requires the Parents/Carers to contact the academy as soon as the student arrives home.

Please note students must not contact parents/carers during the academy day requesting collection or permission to leave. All communication between academy and home must be completed through Reception, Attendance staff or through the Pastoral teams.

In instance of long term physical and mental illnesses and absences from school. Pastoral college teams should work closely with the student, parents/guardians and any relevant medical professionals to ensure that children with health needs are fully supported at school. This might include putting in place a reduced provision (REP), however this is at the discretion of the academy staff.

The Academy will operate according to its statutory duties under section 19 of the Education Act 1996 and DFE: Education for children with health needs who cannot attend school (DFE: Education for children with health needs who cannot attend). The Academy will refer to the Local Authority regarding alternative provision where a student cannot attend school full-time for 15 days or more, consecutive or otherwise, due to a physical or mental health need and cannot access full-time education. Under the Education (Pupil Registration) (England) Regulations 2006, a school may only remove the name of a pupil who is unable to attend school because of additional health needs from its role in specific circumstances, which include where: - the pupil has been certified by a medical officer as unlikely to be in a fit state of health to attend school, before ceasing to be of compulsory school age; and - Neither the pupil nor their parent has indicated to the school the intention to continue to attend the school, after ceasing to be of compulsory school age.

As soon as it is clear that a child will be away from school for 20 days or more because of their health needs (physical and mental), the local authority should arrange suitable alternative provision. The 20 days may be consecutive or over the course of a school year.

Days of religious observance

This is an absence to take part in any day set aside exclusively for religious observance by the religious body to which the student belongs. Parents/carers must give advance notice. This is recorded as an authorised absence.

Interviews with prospective employers/careers guidance/FE provider

The Academy asks for advance notice and proof of the appointment, for example a letter of invitation. This absence can be authorised once this has been received.

Suspensions

Strood Academy aims not to externally exclude students and will always attempt to suspend internally within the academies Lodge provision.

The Lodge provision has been developed as part of our behaviour management plan as a strategy to avoid the need for external exclusions which are detrimental to the education of our students.

We hope that parents/carers and students will realise that this provision has been put into place to reduce interruptions to learning.

Alternatively students who are placed at an offsite provision (as an alternative to suspension) as part of the academies behaviour policy. It is an expectation that students arrive at their allocated school on time and complete the number of days they have been issued. Failure to attend these provisions will result in the absence being recorded as unauthorised.

Fixed Term Suspensions

In situations where suspension is the only option, a student suspended for a fixed term remains on roll and the absence is recorded accordingly.

Parents/carers have a duty to ensure that their child is not present in a public place in Academy hours during the first 5 Academy days of the suspension. Under the regulations parents/carers may be prosecuted or receive a penalty notice from the local authority if the child is present in a public place on the specified dates without reasonable justification, as these will be recorded as unauthorised.

From the 6th day of a student's suspension until the expiry of their exclusion students will be required to attend another school provision. Arrangements for this will be made by Strood Academy.

From this 6th day of exclusion attendance is shown as a 'B' meaning educated off site. Non attendance at the alternative provision will be unauthorised and if your child does not attend a fixed penalty notice may be issued from the local authority.

Permanent Exclusions

Permanent exclusions are rare but during the period of appeal or review the absence is authorised. A student's name may be removed from the Academy roll on the first Academy day after the day on which:

- (i) the independent appeal panel upholds the permanent exclusion
- (ii) the independent appeal panel does not uphold the permanent exclusion, but does not direct the student's reinstatement
- (iii) the prescribed period for lodging an appeal has expired and the parent has not lodged an appeal
- (iv) the parent/carer has, before the expiry of the prescribed period, advised the Academy Clerk to the Governors in writing that he/she does not intend to appeal.

Lateness to the Academy

All students are required to be punctual to the academy and should arrive no later than 8.30am in preparation for morning line up. Punctuality to Academy is a legal requirement and regular punctuality checks will be undertaken. Students regularly arriving to school late may incur appropriate sanctions, including an academy same day detention. Repeat offenders may also be placed onto a punctuality report in which their punctuality will be monitored either daily or per lesson by a member of the pastoral staff.

Morning

Students must arrive at the Academy in preparation for line up at 8.30am, in which the AM register is taken. Students arriving after 8.30am will report to the 'late gate' and be given a 30 minute detention which is to be sat that day. An automatic text message is sent home to

parents of students who receive late detentions before 2.30pm. The students will be escorted to the IER where they will remain during lesson one and attend their lessons from lesson two onwards.

Registers will close at 9am and students arriving between 8.30am and 9am will receive a late mark (L code). If a child arrives after 9am then the same procedure will apply, however their attendance will be recorded as "U" unauthorised absence.

Afternoon

For the PM session students will register in lessons in the afternoon and registration will close at 12.30pm. Students who arrive late to lessons will be coded as L mark and will receive a 30 minute detention to be sat on that day.

Attendance and punctuality will be monitored and individuals causing concern will be supported by the Attendance and college pastoral teams. Further issues will be reported to the AASSA.

The final occasion when students can be given a 30 minute late detention (to be sat that day) is if they are late to lesson six. Late marks to lesson six generate a detention to be set and a text message to be sent before 2.30pm.

In School Truancy

Registers are taken by the subject teacher every lesson. If your child is identified as being absent due to truanting the teacher will raise an on call truancy alert. At this point the pastoral team will try and locate the child on academy grounds. If the child cannot be located within a reasonable timeframe then the academy will contact parents/carers for their support in locating them as this becomes a safeguarding concern. Appropriate sanctions will be set by the academy to those students who decide to truant.

Rewards and Incentives

- Students with 100% attendance and 100% termly attendance will be eligible for weekly and termly awards including certificates, sweets, privilege cards and gift vouchers!
- Awards will also be given to celebrate excellent/improved attendance or punctuality.
- Rewards and incentives are regularly reviewed and may be changed.

Pregnancy

In cases where a student is pregnant the student should be advised that the Principal will need to be informed. If the Academy finds out a student is pregnant, the Academy should arrange a meeting with the student and her parents/carers in order to set up a Risk Assessment and to discuss how her educational needs are to be met.

If a female student is absent with a pregnancy related illness, this will require a medical note. Absence from the academy due to a student being pregnant is at the discretion of the Principal. If health allows, the student should return to the Academy with minimum

interruption. Absence for ante-natal classes and if the baby is ill, should be classified as 'authorised'.

Section 7 of the Education Act 1996 requires parents/carers to secure education of their children of compulsory age either by regular Academy attendance or otherwise. Parents/carers of teenage parents are obliged therefore to ensure their child attends the provision arranged by the Academy.

Removing a Student from the Academy Roll

Managed Transfer:

If parents/carers transfer their child to another school or Academy, they should advise the Attendance Advisory Officer and the relevant head of school, as a matter of priority, providing all necessary details, including any new address (if relevant) and the school or Academy the child is transferring to.

When in the process of a school or Academy transfer the child must continue to attend Strood Academy until a start date has been agreed with the new school or Academy. This may take place in the Lodge provision. If the Academy does not receive this information and it is evident the child has left Medway, he or she becomes a 'Child Missing Education' (CME). Any child in this category is reported to the Child Missing Education Officer at the Local Authority, who will follow up the matter under safeguarding legislation and ensure the pupil is on roll within another Local Authority or abroad.

Elective Home Education (EHE)

If parents or carers take the decision to educate a child at home, they must tell the Academy of this in writing – this letter or email should be addressed to the Principal and include the date of decision to home educate and a brief explanation of the reasons for EHE. The Academy will offer a meeting (with the Principal and Head of College) to attempt to resolve any issues first, but should a letter be received they will advise the Elective Home Education Officer of the Local Authority who will make contact with parents or carers. They will only be removed from roll once the LA has confirmed receipt of the required letter. If an EHE request letter or email is not received, the student remains on the Academy roll and action may be undertaken following irregular or non-academy attendance procedures, again this could lead to prosecution or an instant fine under the Anti – Social Behaviour Act 2003 and under Section 444 of the Education Act 1996.

Failing to attend

Where a pupil has failed to attend the Academy within 10 school days, immediately following an authorised leave of absence, and there are no reasonable grounds for the pupil not to attend, the Academy and Local Authority will make reasonable enquiries to ascertain where the pupil is, and if unable to establish the pupil's whereabouts we will remove from roll. (Education (Pupil Registration) (England) Regulations 2006)

Where a pupil has failed to attend the Academy for 20 school days or more and absence is unauthorised, and there are no reasonable grounds for the pupil not to attend, the Academy and Local Authority will make reasonable enquiries to ascertain where the pupil is, and if unable to establish the pupil's whereabouts we will remove from roll. (Education (Pupil Registration) (England) Regulations 2006)

Deletion of pupils from Academies Register

We will only enter pupils on the admission register where we have received written confirmation that the person with control of the pupil's attendance has accepted the school place.

Where the local authority has offered a place at the school but no written confirmation of acceptance has been received from the person with control of the pupil's attendance, we will write to the local authority requesting evidence in writing and will not enter the pupil onto the admission register until this has been received. If written confirmation is not received within 10 school days, the offer of a place will be withdrawn and offered to another pupil in accordance with our Admissions Policy.

We will enter pupils' names on the admission register on the first day that the school and a person with control of the pupil's attendance have agreed that the pupil will attend the school. If no date has been agreed or notified, the pupil's name will be entered on the first day they attend the school. Names must be added before, or at the beginning of the first session on that day.

Where a pupil does not attend on the agreed date, we will send a letter to the person with control of the pupil's attendance asking them to confirm in writing within 10 school days that they wish to take up the place. If written confirmation is not received within 10 school days, the pupil's name will be removed from the admission register and the place offered to another pupil in accordance with the admission policy.

Roles and Responsibilities

The Assistant Principal (attendance)

- Implementing the Academy's attendance policy.
- Ensuring that the policy is notified to all staff and complied with at all levels.
- Ensuring that the policy is made available to all staff appointees and to parents/carers who request to read it.
- Ensuring that the policy is regularly reviewed and, where necessary, revised.
- Authorising termly attendance reports to the DfE.
- Leading strategies to improve attendance and punctuality placing increased importance on early intervention to avoid a pupil becoming a persistent absentee.
- Responsible for regularly liaising with the Academy Attendance Officers.
- Providing documentation regarding attendance and punctuality as required by the

Principal/ Governors and the LA.

- Responsible for rewards and sanctions for attendance and punctuality across the academy.

The Attendance Officer

- Day to day management of the attendance office.
- Communicating with parents/carers in the event of unauthorised absence.
- Communicating with School Staff/DOP to promote improved attendance.
- Meeting weekly with ASSAA, keeping a record of the meetings.
- Producing weekly and termly attendance figures as required.
- Producing attendance and punctuality data for the Principal, VP and AP's and the Governing Body.
- Reporting regularly to the AP (Attendance).
- Keeping data updated on a daily basis.
- Carrying out first day calling.
- Carry out/Refer 3rd day home visits (with FLO) if no communication from parents/carers is received.

Form Tutors

- Ensuring that they report any attendance and punctuality concerns promptly.
- Identifying and celebrating excellent attendance of any designated students.
- Checking and monitoring the attendance register/reports of their mentees and following through contacts with families.
- Ensuring that their form group are aware of the contents of the Attendance policy.
- Taking appropriate action within current guidelines to counteract any form of lateness.

Teachers

- Taking an accurate register within 10 minutes of lesson starting.
- Notifying any attendance and punctuality concerns to the attendance office immediately via phone or email.
- Taking appropriate action within current guidelines to counteract lateness to class e.g. detentions, phoning home etc.
- Celebrating excellent attendance in lessons by issuing reward points.

All Staff

- Supporting and implementing the attendance policy.

Attendance Trust Officer

- To oversee and support the whole school attendance.

Attendance Advisory Service to Schools and Academies (AASSA)

AASSA has the right to consider taking legal action or the issue of a penalty notice against parents or carers who repeatedly fail to accept their responsibility for sending their children to school on a regular basis. Penalty notices are issued by the Local Authority to each parent/carer of the child in line with the Medway Code of Practice.

The AASSA works closely with the Academy and may convene home visits, send court warning letters and hold Pre Panel Proceeding meetings to which parents/carers and students are invited, in the event of attendance concerns. The AASSA may enforce the 1996 Education Act to S4441/1A instigate legal proceedings if required.

The Governing Body

The Governing Body is responsible for ratifying and reviewing the Academy attendance policy and for regularly monitoring attendance and punctuality data. They are in full support of the Academies systems and routines in enforcing high expectations in relation to attendance.

1st day absent

1st day phone call (Attendance team/College Admin- establish reason for absence).
If the absence is due to illness, inform them that medical evidence is needed.
Attendance team to code appropriately.
Attendance to contact OSP schools each day and code appropriately.

2nd consecutive day of absence

Attendance team to email medical evidence [letter](#) for illnesses.
Attendance team to code appropriately.

3rd consecutive day of absence

3rd day phone call (Attendance team/College Admin).
Medical evidence needed by the end of the day- attendance team to code appropriately.
If no contact, attendance team to initiate a home visit by FLO/Pastoral teams.

5th consecutive day of absence

Attendance team to email and post 5th day [letter](#).
SLT monitoring commences. CME conversations commence.
Penalty notice (on first occasion).
Meeting with HOP/SSM.
Attendance report commences (HOP/SSM).

10th consecutive day of absence

Attendance team to email and post 10th day [letter](#).
SLT to initiate a home visit by FLO/Pastoral teams.
Meeting with AP.
CME Referral- AASSA.

20th consecutive day of absence

Possible actions-
Depending on circumstances, the student can be taken off roll.
GWE to complete section 19 if medical.
Meeting with VP.

< 97% attendance

Possible actions (vary dependent on attendance figure)-
Speak to attendance team- holiday absences/penalty notices.
Attendance team (AAT) to put on an attendance report to be monitored by form tutor.
Attendance team (BWR) to put on a punctuality report to be monitored by AHOP.
Meeting with HOP/SSM- Attendance Improvement Plan (remove barriers)
Review AIP- 3 week monitoring period through college teams.
SLT monitoring.
Referral to AASSA.
Reduced Provision (SEND/Medical)- 6 weeks.
Safeguarding- refer to Early Help.
Following referral to AASSA, the Attendance Officer will commence legal proceedings on behalf of the academy under the Education Act 1996 S444/1, S4441/1A (PPP/Court)

Attendance Codes

Code	Attending the academy
/ \	/ AM present \ PM present
L	Late before 9am (when AM registers close)
U	Late arriving after 9am (when registers close- unauthorised)
K	Attending education provision arranged by the local authority
V	Attending an educational visit or trip
P	Participating in a sporting activity
W	Attending work experience
B	Attending any other approved educational activity
D	Dual registered at another school
Code	Absent - leave of absence
C1	Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad.
M	Leave of absence for the purpose of attending a medical or dental appointment
J1	Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution
S	Leave of absence for the purpose of studying for a public examination
C2	Leave of absence for a compulsory school age pupil subject to a part-time timetable
C	: Leave of absence for exceptional circumstance

Code	Absent - other authorised reasons
T	Parent travelling for occupational purposes
R	Religious observance
I	Illness (not medical or dental appointment)
E	Suspended or permanently excluded and no alternative provision made
Code	Absent - unable to attend school because of unavoidable cause
Q	Unable to attend the school because of a lack of access arrangements
Y1	Unable to attend due to transport normally provided not being available
Y2	Unable to attend due to widespread disruption to travel
Y3	Unable to attend due to part of the school premises being closed
Y4	Unable to attend due to the whole school site being unexpectedly closed
Y5	Unable to attend as pupil is in criminal justice detention
Y6	Unable to attend in accordance with public health guidance or law
Y7	Unable to attend because of any other unavoidable cause

Code	Absent - unauthorised absence
G	Holiday not granted by the school
N	Reason for absence not yet established
O	Absent in other or unknown circumstances
Code	Administrative codes
Z	Prospective pupil not on admission register
#	Planned whole school closure