

ST CUTHBERT MAYNE SCHOOL
Joint Catholic and Church of England 11-18 Comprehensive
School
Dioceses of Plymouth and Exeter



St Cuthbert Mayne School
Attendance Policy

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Attendance Policy

1. Legislation and Guidance

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

- 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 \(and 2010, 2011, 2013, 2016 amendments\)](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)

2. The Law on school attendance and right to a full time education

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

Where parents decide to have their child registered at school, they have an additional legal duty to ensure their child attends that school regularly. This means their child must attend every day that the school is open, except in a small number of allowable circumstances such as being too ill to attend or being given permission for an absence in advance from the school.

3. Areas Determined by the Governing Body

3.1 Official registration period

The governors of St. Cuthbert Mayne School have established the school day as starting at 08:40am. Students must arrive on site by 08:40am and be lined up on the yard by the 08:45am bell. It has been decided by the Governing Body that the morning registration period will run until 09:10am. The afternoon registration period is from 14:00pm to 14:05pm. The Sixth form official registration marks mirror the registration marks for the rest of the school as above.

In addition to the above, staff will complete an electronic lesson register in SIMS every period and this will be completed within the first 10 minutes of the lesson. If an electronic register is not accessible then a paper register should be taken (written by the teacher) and returned to the Attendance Administrator.

4. Expectations of Stakeholders

4.1 Students

Every student should aim to achieve 100% attendance.

Students are expected to attend school regularly; this means every day the school is open. Furthermore, they are expected to take responsibility for attending on time and being ready to learn with the appropriate equipment and in the correct uniform.

If students are absent from school, it is important that they return to school as soon as possible in order to minimise the disruption to their learning. We expect all students to talk to their teachers to find out what work has been missed. In addition, where students are unable to attend school for a prolonged period, the school will arrange for work to be completed at home. It is important that students take responsibility for completing work set under such arrangements.

St. Cuthbert Mayne celebrates success relating to good and improving attendance through Class Charts Praise Points, the Year Group Attendance Lotteries and year group recognition which is shared during year group Ready to Learn assemblies.

4.2 Parents / Carers

At St. Cuthbert Mayne School, we are extremely proactive in ensuring that all students have the opportunity to fulfil their potential. Subsequently, we expect all parents to support their child(ren) to attend school regularly and be on time with the required uniform and equipment.

Parents are expected to support their child(ren) to access education at St. Cuthbert Mayne School.

Where a child is too unwell and can't attend school, parents are required to use the **Class Charts Parent App**, **each and every day**, by **08:00am**, when their child is absent from school.

If parents are concerned about an issue that might be impacting on their child's attendance, they are expected to phone the school and leave a message for the Attendance Administrator who will alert the correct member of staff for purposes of timely support to be offered and applied.

Education legislation defines a parent as all natural parents, whether they are married or not, all who have parental responsibility for a child or young person and those who have day to day responsibility for the child (i.e. lives with and looks after the child)

Parents have a vital role in supporting the school in achieving the very best outcomes for their child. We ask that any absence from school is for unavoidable reasons only and that these reasons are made known to the school. We expect parents to avoid making non-urgent medical/dental appointments during the school day. Where unavoidable medical/dental appointments are made during school hours, students are expected to attend school before the appointment and return after the appointment.

Parents of students who acquire an unacceptable number of unauthorised absences must be referred to the Local Authority for consideration of legal interventions.

4.3 Staff

All members of staff at St Cuthbert Mayne are expected to undertake their role with a view to supporting students to maximise their attendance. They have a duty to solve, support or report any issue that they feel may be impinging on the student's ability to do this. We require staff to make clear links between attendance and safeguarding, which is everyone's responsibility.

5. Staff roles and responsibilities

5.1 Governors

The Governing body is responsible for:

- Maintain a warm and welcoming approach to all students especially those who experience barriers to attendance
- Be an unwavering advocate of the benefits of good attendance reinforcing those messages with students, parents and carers and other stakeholders
- Provide constructive challenge to the Senior Attendance Champion about the patterns, trends and intervention strategies related to attendance
- Review the resourcing arrangements for schools to address attendance concerns
- Monitor and constructively challenge the culture of attendance is everyone's responsibility

Link Governor: Mrs R. Cox

5.2 The Headteacher

The Headteacher is responsible for:

- Provide challenge to the senior leader with responsibility for attendance (Senior Attendance Champion) to ensure that policy and practice is complied with, fit for purpose and delivering expected outcome
- Maintain an overview of attendance trends and patterns through receiving updates on a half termly basis from the senior leader with responsibility for attendance
- Monitor the attendance practices implemented at the school
- Monitor the impact of any implemented attendance strategies
- Issue fixed-penalty notices, where necessary
- Hold the Assistant Headteacher with responsibility for Attendance (Senior Attendance Champion), to account for the implementation of this policy

The Headteacher: Mr J. Down

5.3 Senior Leadership team

The Senior Leadership team are responsible for:

- Contribute to a culture of high expectations in regards of the attendance of students to school, celebrating those with good and improving attendance
- Create a positive, relational environment where barriers to attendance are identified and support is available to remove them
- Maintain an overview of attendance trends and patterns through receiving updates on a half termly basis from the senior leader with responsibility for attendance
- Be an unwavering advocate of the benefits of good attendance reinforcing those messages with students, parents and carers

5.4 The Designated Senior Leader with responsibility for Attendance (Senior Attendance Champion)

The designated senior leader is responsible for:

- To lead a culture of high expectations in regards to the attendance of students to school, celebrating those with good and improving attendance
- Set a clear vision for attendance improvement ensuring that this is clear to all stakeholders
- Create a positive, relational environment where barriers to attendance are identified and support is available to remove them
- Analyse data daily, weekly and monthly to identify trends and patterns focusing on cohorts of children who need extra support
- Communicate with parents, students and staff in relation to attendance expectations and the benefits of good attendance alongside the consequences of poor attendance
- Evaluate the effectiveness of attendance systems, processes and interventions, adjusting where necessary
- Work with others in the school, partnerships and beyond to ensure the best possible outcomes for students
- Oversee and participate in, where possible, the process of escalating attendance concerns to the appropriate authorities
- Hold all staff to account for the implementation of this policy (**See Appendix 1**)

The designated senior leader with responsibility for attendance (Senior Attendance Champion) is Mr C. Horrocks who can be contacted via colin.horrocks@stcm.torbay.sch.uk

5.5 The Attendance Improvement Officer

The school Attendance Improvement officer is responsible for:

- Maintain a warm and welcoming approach to all students especially those who experience barriers to attendance
- Be an unwavering advocate of the benefits of good attendance reinforcing those messages with students, parents and carers
- Be an adult students can approach for help and support
- Ensure that the safety and welfare of children who are not present in school is a high priority by reviewing daily attendance and alerting key staff to any concerns
- Be professionally curious about absence and provide appropriate challenge to students and families around that absence
- To liaise with and establish positive working relationships with staff, parents, students and outside agencies in order to overcome barriers to excellent school attendance
- Complete home visits and remove the barriers which prevent students from returning to school in partnership with the Pastoral, SEN and Safeguarding teams
- Maintain contact with parents / carers to support students who are experiencing barriers to attendance
- Contribute to improving students' sense of belonging
- Contribute to escalation procedures where appropriate
- Advise the headteacher when to issue fixed-penalty notices

The Attendance Improvement Officer is Miss R. Marwood who can be contacted respectively via rachel.marwood@stcm.torbay.sch.uk

5.6 Attendance Mentors

The school Attendance mentors are responsible for:

- To liaise with and establish positive working relationships with staff, parents, students and outside agencies in order to overcome barriers to excellent school attendance
- Monitor the attendance of individual students, across specific year groups and take appropriate action to ensure they return to school
- Complete home visits and remove the barriers which prevent students from returning to school in partnership with the Pastoral, SEN and Safeguarding teams
- Complete all first day calling when a student is absent but no reason has been provided

The Attendance Mentor is Miss A. Harris, who can be contacted respectively via ashley.harris@stcm.torbay.sch.uk

5.7 Attendance Administrator

The school Attendance Administrator is responsible for:

- Maintain an accurate school register
- Management of the school absence line for students
- Ensure the attendance registers are complete within the first 10 minutes of the lesson and notify the School Attendance Improvement Officer and the senior leader with responsibility for Attendance where this is not the case
- Management of the signing in and out system
- Produce the daily fire lists
- Maintain positive relationships with parents and complete all first day calling when a student is absent but no reason has been provided

The attendance Administrator is Miss E. Squibb and can be contacted via the attendance absence line: 01803 317901

5.8 The Heads of Year / Director of Sixth Form

The Heads of Year and Director of Sixth Form are responsible for:

- Maintain a warm and welcoming approach to all students, especially those who experience barriers to attendance
- Be an unwavering advocate of the benefits of good attendance reinforcing those messages with students, parents and carers
- Be an adult students can approach for help and support
- Review attendance data to identify patterns / trends in the attendance of individuals and target groups. Implement and support strategies aimed at improving attendance for students
- Oversee effective strategies for raising attendance and punctuality in the year group and eliminate truancy
- Monitor the attendance of individual students and vulnerable groups across the year group and take appropriate action to ensure improved attendance can be achieved
- Actively communicate with parents as appropriate to provide challenge and support when there are attendance / punctuality issues for their children
- Lead on celebrating and promoting excellent attendance through Ready to Learn assemblies, the attendance lotteries, as well as, inter-form competitions

- Liaise with other staff incl. the SEN, Safeguarding and Behaviour teams with a determination to remove barriers for students to attend school regularly

5.9 Form Tutors

Form tutors are responsible for:

- Create and maintain a warm and welcoming classroom environment
- Be an unwavering advocate of the benefits of good attendance reinforcing those messages with students, parents and carers
- Be an adult students can approach for help and support
- Be aware when students miss a day at school and be professionally curious about the absence
- Celebrating good and / or improving attendance
- Support individuals in your forms to overcome barriers working with the Head of Year to develop and deliver appropriate interventions
- Maintain contact with parents / carers to support students in your form who are experiencing barriers
- Contribute to improving students' sense of belonging

5.10 Curriculum Leader

Curriculum Leaders are responsible for:

- Ensure curriculum staff are supporting students who are returning from a period of absence to structure their catch-up
- Use SISRA as part of academic review meetings to identify vulnerable groups / individual students who require additional support / barrier to learning need to be removed
- Challenge and support curriculum staff who fail to complete attendance records on the third occasion within a term
- Ensure that all launched TLAC strategies are embedded in their curriculum area to ensure that returning students feel comfortable returning into a familiar environment

5.11 Classroom teacher

Classroom teachers' are responsible for:

- Create and maintain a warm and welcoming classroom environment; where a warm welcome on entry is a must
- Be an unwavering advocate of the benefits of good attendance reinforcing those messages with students, parents and carers
- Plan and deliver a high quality, engaging curriculum that is matched to the needs of the students
- Accurately complete an attendance register in Class Charts within the first 10 minutes of the start of the lesson. (Students should get a / mark if they are present at the time the register is taken or an N mark if they are not present in the classroom. If an electronic register is not accessible, a teacher should request a paper copy or failing that, write the names of the students on a blank piece of paper and return it to the Attendance Administrator as soon as is possible

- Be aware when students miss the lesson / day and be professionally curious about the absence
- Actively support students when returning from absence and identify the missed learning and plan their catch-up
- Work with other colleagues to support students who experience barriers to attendance
- Contribute to improving student's sense of belonging

5.12 Learning Mentors

Learning Mentors and any members of staff who support learning are responsible for:

- Maintain a warm and welcoming approach to all students, especially those who experience barriers to attendance
- Be an unwavering advocate of the benefits of good attendance reinforcing those messages with students, parents and carers
- Be an adult students can approach for help and support
- Be professionally curious about absence and follow up on all concerns about the welfare of students
- Work with other colleagues to support students who experience barriers to attendance
- Contribute to improving student's sense of belonging

5.13 Reception Staff

Reception staff are responsible for:

- Maintain a warm and welcoming approach to all students, especially those who experience barriers to attendance
- Be an unwavering advocate of the benefits of good attendance reinforcing those messages with students, parents and carers
- Be an adult students can approach for help and support
- Be professionally curious about absence and provide appropriate challenge to students and families around absence
- Follow up on all concerns about the welfare of students

5.14 All members of staff

Attendance is everybody's responsibility.

All members of staff are responsible for:

- Creating a safe and welcoming environment which supports the ethos of the school
- Promote the importance of excellent attendance to school
- Provide a warm welcome to students
- Encourage students to make their way promptly to lessons

6. Recording Attendance

6.1 Attendance register

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

We have two attendance registration sessions during the school day, one at the start of the day and one in the afternoon.

It will mark whether every pupil is physically present in school or, if not, the reason they are not in school by using the appropriate national attendance and absence codes from regulation 10 of the School Attendance (Pupil registration) (England) Regulations 2024.

(See **appendix 2** for the DfE attendance codes)

We will keep every entry on the attendance register for 3 years after the date on which the entry was made.

In practice, students must arrive in school by 08:40am on each school day.

The register for the first session will be taken at 08:50am and will be kept open until 9:10am.

The register for the second session will be taken at 14:00h and will be kept open until 14:05h.

6.2 Unplanned absence

The student's parent / carer must notify the school of the reason for the absence on the first day of an unplanned absence, by 8am, using the Class Charts app, each and every day thereafter (see **appendix 3** for the Class Charts help guide for Parents)

We will mark absence due to illness as authorised unless the school has a genuine concern about the authenticity of the illness.

If the authenticity of the illness is in doubt or if a child has had multiple and sporadic illness, the school may ask the student's parent / carer to provide medical evidence, such as a letter from the Doctor, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents / carers will be notified.

6.3 Planned absence

We encourage parents / carers to make medical and dental appointments out of school hours where possible. Where this is not possible, the student should be out of school for the minimum amount of time necessary.

Attending a medical or dental appointment will be counted as an authorised absence, as long as the student's parent / carer notifies the school in advance of the appointment.

Parents are expected to notify the school via email; attendance@stcm.torbay.sch.uk. Parents are also expected to evidence the appointment by sharing / supplying an appointment card / confirmation.

Parents must apply for other types of term-time absence as far in advance as possible of the requested absence. Go to section 6.2 to find out which leave of absences, the school may authorise.

6.4 Lateness and punctuality

Students who arrive late to school:

- Pupils who arrive before the register has closed (09:10am), will be marked as late, using the L code.
- Pupils who arrive after the register has closed (09:10am), will be marked as 'arrived in school after registration closed', using the U code (Unauthorised absence).

- Pupils who arrive after 08:40am and before 9:20am will receive a 10 minute break time detention which will be sat on the same day
- Pupils who arrive after 9:20am (End of the morning Ready to Learn session) will work in the Reflection room for the rest of the day

6.5 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 student's parent / carer on the morning of the first day of unexplained absence to ascertain the reason
- 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

If the Attendance Administrator is unable to make contact via the telephone, the following steps will be taken:

- The school will use all appropriate methods of making contact, other than the telephone, which include email, text message via SchoolComms, contact with a social worker (if appropriate) or conducting a home visit

Where families are being supported through social care:

- Home visits will be conducted for families in social care once all methods of contact has been exhausted, as outlined above)

Where families are not being supported through social care:

- The Attendance Administrator / Attendance Mentor / Attendance Improvement Officer will call the parent / carer on each day that the absence continues, without explanation, to ensure proper safeguarding action is taken where necessary
- Home visits will be completed by the Attendance Mentor / Attendance Improvement Officer if no contact has been made and the absence continues. If no contact can be made during the home visit, the Attendance team will inform the school's safeguarding team

If school staff are unable to make contact with the parent of an absent student, we may complete a Child Missing in Education (CME) referral which will be shared with the Local Authority.

If a student has a significant and on-going medical condition(s) then we ask parents to arrange for the appropriate medical professional to communicate with the school in order for any reasonable adjustments to be made.

6.6 Part-time timetables

In very exceptional circumstances, where it is in the pupil's best interests, the school may consider a part-time timetable. This is an intervention which may be offered by the school and will be considered on an individual basis:

- As part of a planned reintegration to school, following an extended period out of school
- A student has a serious medical condition. These arrangements would be part of a medical plan, agreed between the school and health professionals, normally a paediatrician
- This might be a short-term medical condition that prevents full time attendance for a time limited period

In all cases, a part-time timetable will be agreed to in partnership between parents and school staff, have a clear length which is no longer than six weeks, has regular review dates included in the plan and has a proposed end date.

All part-time timetables must contain a parent signature and will be reviewed by the Local Authority. The Local Authority reserves the right to accept or decline a part-time timetable request.

6.7 Reporting to parents/carers

The school will regularly inform parents about their child's attendance record

Attendance reporting will feature within the student progress checks. Progress checks are completed by staff and shared with parents on a termly basis.

Moreover, each student is provided with an Expert Learner score. The Expert Learner score is derived from a students' average attitude to learning score x their attendance figure. Each student is subsequently ranked from 1 - 200 (or as many students there are in their year group) and is given a coloured band. Students are provided with direction regarding how they can improve their band outcome.

Parents will also receive the weekly Attendance Reflections through Class Charts announcements, via email and through the school social media channels. This information is designed to raise the profile and importance of students' attendance to school and the varied impact attendance and absence can have on success.

(See **Appendix 4** to find out how absence impacts attendance)

7. Authorised and Unauthorised Absence

7.1 Exceptional Circumstances

We define 'exceptional circumstances' as circumstances that could not be reasonably foreseen and for which there was insufficient time to take the necessary action to resolve the situation arising from those circumstances.

The Headteacher will only grant a leave of absence to a student during term time if they consider there to be 'exceptional circumstances'. A leave of absence is granted at the Headteacher's discretion, including the length of time the student is authorised to be absent for.

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

Any request should be submitted as soon as it is anticipated and, where possible, at least a week before the absence, and in accordance with any leave of absence request form, accessible via the link below:

[St Cuthbert Mayne School ABSENCE REQUEST IN EXCEPTIONAL CIRCUMSTANCES FORM](#)

The Headteacher may require evidence to support any request for leave of absence.

Valid reasons for **authorised absence** include:

- Family bereavement or where an immediate family member has entered end of life care
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the student's parents belong. If necessary, the school will seek advice from the parents' religious body to confirm whether the day is set apart
- Seeing a parent who is on leave from the armed forces

Absences from school that **will not be authorised**, include:

- Holidays in term time
- Birthdays
- Shopping
- Attending a music festival or concert
- Looking after family members
- Visiting relatives

The law does not grant parents / carers an automatic right to take their children out of school during term time. If the request is for an absence in term time you must have Parental Responsibility and be the parent / carer with whom the child normally lives. Permission must be sought in advance. If the circumstances relating to this request are considered exceptional and the absence is authorised by the school, the authorising of the absences will be conditional on the child(ren) attending satisfactorily up to the date covered by this request.

If the school refuses your request and the child is still taken out of school, this will be recorded as an unauthorised absence. A significant amount of unauthorised absence may make you liable to a Penalty Notice for each child, payable by each parent, charged at £160 if paid within 28 days; reduced to £80 if paid within 21 days.

7.2 Legal Sanctions

The school or local authority can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age.

If issued with a fine, or penalty notice, each parent must pay £80 within 21 days or £160 within 28 days. The payment must be made directly to the local authority.

Penalty notices can be issued by a Headteacher, local authority officer or the police.

The decision on whether or not to issue a penalty notice may take into account:

- The number of unauthorised absences occurring within a rolling academic year
- One-off instances of irregular attendance, such as holidays taken in term time without permission
- Where a suspended / excluded pupil is found in a public place during school hours without a justifiable reason

If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice. When a decision is made to prosecute, a parent will be summoned to the Magistrates Court by the Local Authority if they do not pay it. Parents should note that each parent could receive an individual Penalty Notice for each child with unauthorised absences.

Parents should note that in normal circumstances, current practice is that only two penalty notices will be issued to a parent relating to the absence of a particular child within a three-year rolling period. Should parents fail to secure their child's regular attendance to school and therefore, a further period of unauthorised absence be recorded, then the parent(s) will normally be summoned to appear at a Magistrates Court for an offence under either section 444(1) or section 444(1)(A) of the Education Act 1996. The maximum penalty for a 444(1) offence is £1000 per parent per child whilst the maximum penalty for the 444 (1) (A) is a fine of up to £2500 and or a term of imprisonment of up to three months.

8. Strategies for Promoting Excellent Attendance to School

8.1 Rewards for good attendance

At St. Cuthbert Mayne School, we actively look for ways to recognise students who have good attendance. Our Student Council members are involved in shaping the way we celebrate good attendance.

We celebrate good attendance in a variety of different ways. These include:

- Class Charts driven student recognition
- Year Group Attendance Lotteries - Winners receive £5 gift cards and Class Charts Praise Point Bundles
- Half termly year group based R2L attendance celebrations
- Attendance celebration postcards
- Attendance certificates
- Hot chocolate with the Headteacher
- Celebration of Achievement Evening

9. Attendance Monitoring

9.1 Monitoring Attendance

The school will:

- Monitor attendance and absence data on a fortnightly basis, half termly, termly and yearly across the school and at an individual student level
- Identify particular groups of students / individual students, whose absences may be a cause for concern

Student-level absence 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. The school will compare attendance data to the national average, and share this with the governing board.

9.2 Analysing Attendance

The school will:

- Analyse attendance and absence data regularly to identify students or cohorts that need additional support with their attendance, and use this analysis to provide targeted support to these students and their families
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns

9.3 Using data to improve attendance

The school will:

- Provide regular attendance reports to the Heads of Year, Pastoral Support Officers and other school leaders, to facilitate discussions with students and families
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies

9.4 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.

The school will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Send a structured escalated lettered system to inform parents of their child's falling attendance
- Complete attendance based phone calls to discuss and remove barriers to attendance
- Hold regular meetings with the parents of students who the school (and/or local authority) considers to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement at school
- Complete home visits to resolve challenges/encourage student(s) to return to school
- Provide access to wider support services to remove the barriers to attendance

➤ **10. Monitoring Arrangements**

This policy will be reviewed as guidance from the local authority / DfE, is updated, and as a minimum, once per year, by Mr. C Horrocks (Assistant Headteacher). At every review, the policy will be approved by the full governing board.

11. Links with other Policies

This policy links to the following policies:

- Child Protection and Safeguarding policy
- Behaviour and Relationship policy

Appendices

Appendix 1: Challenging and supporting staff to meet their responsibilities for the completion and accuracy of school registers

The Headteacher is responsible for ensuring that the school complies with section 434 of the Education Act 1996 and that an accurate attendance register is kept in accordance with the regulations. It is acknowledged that a staff member who contravenes or fails to comply with any requirement imposed on them by the regulations is guilty of an offence.

The school will robustly support and challenge staff who fail to complete an accurate attendance register.

N.B: Completion of registers: this includes the directive agreed by the Governing Body that registers will be completed within the first 10 minutes of every lesson.

Stage	Action
First instance of non-completion / inaccuracy	Alert sent by email from the Attendance Administrator The incident is logged and dated on the register tracker
Second instance of non-completion / inaccuracy	Alert sent by email from the Attendance Improvement Officer directly to the member of staff The incident is logged and dated on the register tracker
Third instance of non-completion / inaccuracy	Alert sent by email from the Attendance Improvement Officer to inform the Line Manager The Line Manager will complete a conversation with the member of staff JPD needs will be identified Conversation confirmation provided to Attendance Improvement Officer (by the Line Manager) with feedback provided Incident logged, feedback recorded (+ JPD plans agreed) and dated on the register tracker
Fourth instance of non-completion / inaccuracy	Meeting with the Attendance Lead. Staff member informed of legal requirements JPD needs will be identified and discussed in greater detail Incident logged, feedback recorded (+ JPD plans agreed) and dated on the register tracker
Fifth instance of non-completion / inaccuracy	Formal Meeting with the Headteacher Disciplinary action may be taken

Appendix 2: Attendance codes

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

Attending the school	
/\	Present at the school / = morning session \ = afternoon session
L	Late arrival before the register is closed
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
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
X	Non-compulsory school age pupil not required to attend school
C2	Leave of absence for a compulsory school age pupil subject to a part-time timetable
C	Leave of absence for exceptional circumstance
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
Absent – unable to attend school because of unavoidable causes	
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
Absent – unauthorised absence	
G	Holiday not granted by the school
N	Reason for absence not yet established
O	Absent in other or unknown circumstances
U	Arrived in school after registration closed
Administrative Codes	
Z	Prospective pupil not on admission register
#	Planned whole school closure

Appendix 3: Class Charts Guide for Parents

Class Charts is a multi-faceted platform which allows parents to retain an oversight of how their child(ren) is performing at secondary school.

Please find below how to sign-up to use the Class Charts Parents app:

- 1.** Download the Class Charts app from the App Store or Google Play Store
- 2.** Select Sign up from the main page and fill in the form provided. Enter your parent access code* into the Access code field. Please note: Your Access Code is not the same as your password
- 3.** Click on the Sign up button below the form
- 4.** Confirm the pupil's date of birth when prompted. Click on the Date of Birth field and use the date picker to enter the correct date
- 5.** A confirmation message will appear, indicating that the sign up process is complete. Verify your email address to continue

Please find below how to report a pupil absence using the Class Charts Parents app:

- 6.** Navigate to the Absences section within the app.
- 7.** Select the date and reason for your child's absence from the dropdown menu.
- 8.** Click "Submit" to notify the school of the absence.

*should you not have your parent access code, this can be obtained through your child's Pastoral Support officer.

Please find here a link to the Class Charts: Getting started with Parent accounts guide, which contains an info-graphic on page 14, which details actions 6 - 8:

https://pages.classcharts.com/wp-content/uploads/Class_Charts_for_parents_guide.pdf

Appendix 4: Attendance Visual

Excellent Attendance	190 days in school	100% Attendance		Provides children with the best possible opportunity for success, achieve their potential and meet all their targets
	180 days in school	95% Attendance	10 days missed	
Persistence Absence	171 days in school	90% Attendance	19 days missed (almost four weeks of school missed)	Provides children will less chance to achieve their potential, meet their targets and make the most of their time at school
	161 days in school	85% Attendance	29 days missed (that's about half a term missed)	
	152 days in school	80% Attendance	38 days missed (that's 8 weeks of school missed)	Provides children with a reduced chance to achieve their potential, meet their targets and achieve in their examinations
	143 days in school	75% Attendance	47 days of absence (almost 10 weeks of school missed; approximately one quarter of the school year)	
Severe Absence	95 days in school	50% attendance	95 days of absence (this is the same as missing 3 half terms)	Provides children with a limited chance to achieve their potential