



Attendance and Punctuality Policy

Imagine anything, create the impossible

Date of Approval	September 2024
Date of Next Review	September 2025
Head of School	Sarah Doyle
Chair of Governors	Chris Duckling
Version	1

Contents

1. Introduction
2. The School Day
3. Why regular attendance is important
4. Legal framework
5. Local Governing Body responsibilities
6. Head teacher responsibilities
7. Attendance Champion responsibilities
8. School responsibilities
9. Attendance Team responsibilities
10. Parents/carers responsibilities
11. Student responsibility
12. Teaching staff responsibility
13. Registers
14. Illness during the school day
15. Absence procedure
16. Understanding types of absences
17. Punctuality procedure
18. Supporting and encouraging good attendance
19. Leave of absence (holidays)
20. Analysing and reporting attendance data
21. Monitoring attendance and punctuality at off site provision
22. Prosecution procedure
23. Penalty Notices
24. Leaving The Turing School
25. Legislation and guidance

Appendices

Appendix One: Attendance Code List

Appendice Two: New Penalty Pathway

1. Introduction

The Turing School encourages 100% attendance and punctuality for all students. The school expects all students to attend regularly and arrive at lessons on time, in order to take full advantage and access the full-time educational opportunities they are entitled to. The expectation is that parents/carers will ensure that their child or young person arrives at school on time everyday and supports the school's policies and procedures regarding attendance and punctuality.

In order to achieve excellent attendance, The Turing School provides a welcoming, safe and secure environment where students feel valued. In addition, the school works hard to create a stimulating and accessible curriculum with high quality teaching for every student, together with a wide range of extra-curricular and enrichment activities.

2. The School Day

All students should be in school by 8.30am every day as lessons start at 8.40am and this will allow them to be in lessons on time and ready to learn. Any student arriving at school after 8.40am is deemed late and a sanction will be issued. Registration closes at 9:30 if a student arrives after this time, they will be recorded as an Unauthorised Absence and marked as a U Code.. The school day finishes at 3:10pm.

3. Why regular attendance is important

Attend and Achieve: There is a clear link between high attendance and high achievement. Nationally, and at The Turing School, students with higher rates of attendance have higher attainment levels in comparison to students with lower levels of attendance. We expect all students and parents/carers to know the impact their attendance/absence from school has on them. These are some national attendance headlines:

- Of students whose attendance is below 90%, only 35 % achieve grades 9-4 in English and Maths.
- For the most vulnerable students 90% of young offenders had been persistently absent, 83% if knife possession offenders had been persistently absent.

Safeguarding:

A child may be at risk of harm if they do not attend school regularly. Safeguarding the interests of each student is everyone's responsibility and within the context of our school, promoting the welfare and life opportunities for a child encompasses:

- Attendance
- Behaviour Management
- Health and Safety
- Access to the Curriculum
- Anti-bullying
- Mental Health and Wellbeing
- SEND

Failing to attend our school on a regular basis will be considered as a safeguarding matter which can result in a welfare call, TASS or Police check being carried out. If persistent absence continues, this can result in a referral to the Teams Around School and Settings or referral to external agencies (Social Services).

The Designated Safeguarding Lead at The Turing School is Mr Greg Friend, therefore if there are concerns about student wellbeing and safety, he can be contacted by email: greg.friend@swale.at

4. Legal Framework

Parents/Carers have a legal responsibility to ensure their child's regular attendance at the school where they are registered.

If a child of compulsory school age, who is registered at a school, fails to attend regularly at the school, the parent is guilty of an offence under Section 444(1) of the Education Act 1996.

This policy has been created following the recent government guidance issued in August 2024. ([Working Together to Improve School Attendance August 2024](#)).

The law on school attendance entitles every student to attend a full time educational provision suitable for their age, ability and SEN need. Parents have a legal obligation to make sure their child receives that education by attending a school. Where parents decide to register their child at school, it is the additional responsibility of the parent to ensure their child attends that school every day, 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 school.

Roles and Responsibilities

The Local Governing body, Governors, Headteacher and Staff in partnership with parents have a duty to promote full attendance at The Turing School.

5. Local Governing Body Responsibility

The Local Governing Body is responsible for the following:

- Setting high expectations for all school leaders, staff, pupils, and parents
- Ensuring school leaders meet expectations and statutory duties, including:
- Accurately recording attendance in the register and sharing required information with the DfE and local authority
- Collaborating with local partners to remove attendance barriers and keeping them informed about specific pupils when appropriate
- Recognising and promoting the importance of school attendance across policies and ethos
- Effectively delivering attendance management processes and providing consistent support to pupils in need by prioritising staff and resources
- Maintaining high aspirations for all pupils while adapting processes and support to individual needs
- Regularly reviewing and challenging attendance data to help school leaders focus on improving attendance for specific pupils or cohorts
- Collaborating with school leaders to set attendance goals and provide support and challenge
- Monitoring overall school attendance figures and continually evaluating the effectiveness of attendance processes and improvement efforts to meet pupils' needs
- Developing comprehensive action plans with school leaders to improve attendance when necessary
- Providing adequate training on attendance to all staff as part of continued professional development, ensuring they understand:
 - The importance of good attendance
 - That absence is often a symptom of broader issues
 - The school's legal requirements for keeping registers
 - The school's strategies and procedures for tracking, following up on, and improving attendance, including working with partners and keeping them informed about specific pupils
 - Offering dedicated training to staff with specific attendance roles, including interpreting and analysing attendance data
- Holding the headteacher accountable for implementing this policy

6. Responsibilities of the Headteacher

The headteacher Miss Sarah Doyle will in addition and with Mr Andrew Ibbott be responsible for:

- Implementation of this policy at the school
- Monitoring school-level absence data and reporting it to governors
- Supporting staff in monitoring the attendance of individual pupils
- Assessing the impact of any implemented attendance strategies
- Issuing fixed-penalty notices when necessary, and/or authorising the senior attendance lead and officers to do so
- Collaborating with the parents of pupils with special educational needs and/or disabilities (SEND) to develop specific support approaches for attendance, addressing issues such as missed school transport and in-school barriers
- Communicating with the local authority regarding attendance concerns for pupils with education, health, and care (EHC) plans, or when barriers to attendance relate to the pupil's needs
- Regularly conveying the school's high expectations for attendance and punctuality to pupils and parents through all available channels

7. Responsibilities of the school's Attendance Champion

Mr Andrew Ibbott - Assistant Headteacher (Attendance Champion) will oversee, direct and co-ordinate the school's work in promoting regular and improved attendance and will ensure the attendance policy is consistently applied throughout the school. Ensuring that attendance is both recorded accurately and analysed. They will ensure that attendance issues are identified at an early stage and work with other professionals to support them with any difficulties.

Responsibilities include:

- Leading, championing, and improving attendance across the school
- Setting a clear vision for enhancing and maintaining good attendance
- Evaluating and monitoring expectations and processes
- Having a strong understanding of and oversight of absence data and its analysis
- Regularly monitoring and assessing progress in attendance
- Establishing and maintaining effective systems for addressing absence, ensuring they are followed by all staff
- Liaising with pupils, parents/carers, and external agencies as needed.
- Building close, productive relationships with parents to discuss and resolve attendance issues
- Creating intervention or reintegration plans in collaboration with pupils and their parents/carers
- Delivering targeted intervention and support to pupils and families

8. School Responsibility

To encourage excellent attendance, the school hopes to work with families to identify the root causes and barriers to attendance, at home, in school and to work with families and external agencies to ultimately get the best outcome:

- Ensure all students and parents have high expectations and build a culture of prioritising attendance across the school.
- Ensures all staff understand their role in ensuring good attendance and punctuality, and in reducing absence including persistent absence.
- Provide regular attendance monitoring by Attendance Officers in conjunction with Pastoral and Safeguarding Teams, including acting early to address patterns of absence.
- Ensure students with good and rapidly improving attendance and/or punctuality are recognised and rewarded.
- Ensure students with poor attendance and/or punctuality are investigated through school referral procedures and challenged through school support with the last resort of involving the local authority sanctions.
- Ensure parents/carers are supported to perform their legal duty to ensure their children of compulsory school age attend regularly and are punctual in attending at the start of the school day and at the start of each lesson. Build strong relationships with families, listen to and understand the barriers and work to remove them.
- Ensure students and their parents/carers are made aware of the importance of good attendance and punctuality and are informed of the consequences when it is not.
- Report to parents/carers regularly on how their child is performing at the school, what their attendance and punctuality rates are and how these relate to their attainment and progress.
- Facilitate and formalise support where absence persists. This may include referrals to Early Help, Mental Health support agencies, and SEND support.
- Celebrate good attendance by displaying both individual and Year Group achievements (updated on a weekly basis/monthly basis where necessary.)
- Reward individual students' attendance.
- Reward good or improve attendance.
- Inform parents/carers through a letter or direct contact once their child's attendance falls below tiered attendance thresholds, the student may be placed on monitoring with an attendance improvement plan.
- Refer to Local Authority and Teams Around Schools And Settings (TASS) if there is a concern with a student's attendance.

9. Attendance Team responsibility

The Core Attendance Team consists of a Senior Leader (Attendance Champion), attendance and safeguarding officers, attendance officer and Admissions and Transitions Lead:

Attendance Champion: Andrew Ibbott (Assistant Headteacher) andrew.ibbott@swale.at

Attendance and Safeguarding Officers: Rebecca Parker and Katie Thorogood (tts-attendanceofficer@swale.at)

Attendance officer: Tina Mcenhill

Admissions and Transitions Lead: Ella Garraway

To encourage excellent attendance, the Attendance Team will:

- Carefully monitor the attendance and punctuality of all students.
- Identify any attendance problems and students that are at risk of persistent absence.
- Benchmarking attendance data to identify areas for improvement.
- Liaise closely with pastoral and safeguarding staff as well as the Headteacher to support attendance and punctuality initiatives.
- Ensure class teachers liaise proactively with the team to help identify and address attendance issues.
- Take relevant action where attendance is a cause for concern, e.g. telephone parents/carers to discuss the problem, make home visits, refer to TASS, organise meetings with parents/carers to decide on the appropriate intervention.
- In the case of students who refuse to attend school, home visits are carried out in an attempt to ascertain reasons for absence.
- Pursue enforcement action where no significant improvement has been made to attendance, despite significant support.
- Providing regular attendance reports to school staff and reporting concerns to the designated senior leader responsible for attendance and the headteacher.

10. Parents/carers responsibilities

The parents/carers are responsible for:

Ensuring your child's regular attendance at school is a parent/carer's legal responsibility (Section 444 of the 1996 Education Act) and permitting absence from school that is not authorised by the school creates an offence in law.

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

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

To encourage excellent attendance parents are expected to:

- Ensure their child attends school on time every day
- Adhere to their legal duty to send their children to school regularly and risk prosecution/fines if they fail in this duty. Only the school, within the context of the law, can approve absence.
- Communicate with the Attendance team daily regarding every absence. The parent must email or phone the Attendance team everyday for every absence.
- Provide the school with more than one emergency contact number for their child
- Attempt to arrange appointments for their child or young person outside normal school hours whenever possible. Wherever possible the student will be expected to attend school before and/or after the appointment.
- Adhere to any attendance contracts made with the school and/or local authority
- Only request leave of absence for exceptional circumstances
- Seek support, where necessary, for maintaining good attendance, by contacting the attendance team, who can be contacted via TTS-Attendance@swale.at or 01323 465700

11. Student responsibility

To encourage excellent attendance, students:

- Must ensure that they arrive promptly, attend all morning and afternoon sessions and timetabled lessons punctually.
- Answer register clearly and correctly.
- Discuss promptly with the Attendance/Pastoral Team any problems that may affect their attendance.
- Attend school appropriately prepared for the day.
- Provide medical evidence for any appointments that results in an absence.

12. Teaching staff responsibility

To encourage excellent attendance, teaching staff:

- Ensure registers are taken on time and accurately and updated as needed.
- Monitor class attendance and make parental contact where there is a cause for concern about attendance.
- Have frequent discussions with students about the importance of regular attendance and punctuality.
- Support students who have been absent in making up missed work.

NB: Subject teacher will follow up suspicious absences by informing the Year Team and Attendance Team immediately.

13. Registers

Registers are completed using the Academy's Bromcom information system (a paper copy is always available should the Bromcom system not be available).

Registers are legal documents and must be taken clearly and accurately, using the correct symbols/codes. (see Appendix 1). All schools are required by law to keep an attendance register and no gaps in registration can be left. The attendance register must be taken every lesson from the start of the first session of each school day (morning) and during the second sessions (afternoon) of the school day to mark whether every student is

- Present
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to exceptional circumstances

Any amendments made to the register will include both the original and amended entry, reason and date of amendment and staff member making the amendment.

Registers must be accurately completed within the first 7 minutes of each registration session. Failure to do so will result in a formal reminder and potentially a disciplinary action. The Attendance Team will check that teaching staff are completing registers promptly and accurately. (see appendix 2)

If a student arrives after the register has been completed, staff must update their register reporting the student as Late but entering a L code and minutes late. Students arriving after the registration has closed without an acceptable reason, will be marked as late or having an unauthorised absence for that session.

14. Illness during the school day

If a student becomes genuinely unwell during the day, the classroom teacher will inform the Pastoral team. Students should not contact parents/carers directly. This will be counted as an unauthorised absence.

The staff member in the medical room will then assess the illness and make decisions about whether parents/carers need to be informed and whether a student will be sent home, wait and/or return to class.

No student should leave the school premises for such arising medical reasons without staff permission (based on whether contact has been made with a parent/carer at home).

In the event of a student being genuinely unwell and unable to continue with the school day, contact will be made with the parent/carer, in the interest of safeguarding the students, arrangements will be made for the student to be collected by parent/carer or other nominated family member.

Appropriate First Aid will be administered where deemed necessary by a trained First Aider.

15. Absence procedure

On the first day of a student's absence, parents/carers must contact the school to report the absence.

This should be done by email to the attendance team - tts-attendance@swale.at at the earliest opportunity but not later than 8:00am, providing;

Students full name and Year Group

Specific and detailed reason for absence (not just 'unwell' or 'ill')

Expected date of child's return to school

(Alternatively the same information can be left on the attendance line - 01323 465707.)

Parents/carers must contact the school on each subsequent day of absence.

If the absence involves physical injury, with implications upon the student's return to the School, a risk assessment will be carried out by the Health and Safety Lead and/or medical officer for each specific case.

The Turing School understands the difficulty of obtaining same-day GP appointments, however there are a number of walk-in clinics who provide confirmation of emergency appointments. Symptoms such as headaches, we advise your child to take suitable medication in the morning and attend school. We are unwilling to authorise a whole day's absence due to a 'headache' or feeling 'generally unwell'.

For further information on if your child is too ill for school please visit - <https://www.nhs.uk/live-well/is-my-child-too-ill-for-school/>

16. Understanding types of absences

Every half-day absence from our School has to be classified by the Attendance Officer (not by parents/carers), as either AUTHORISED or UNAUTHORISED. This is why information about the cause of any absence is always required. If no explanation is received on the day of absence, absences will not be authorised.

Absence (for example leave for holidays) during term time can only be approved in “exceptional circumstances”. The following reasons are examples of absence that will not be authorised:

- Parents/carers keeping children off school unnecessarily (persistent nonspecific illness e.g. poorly/unwell/headache/sore throat)
- Absence for illness when attendance is below 90% unless medical evidence is provided
- Medical/dental appointments of more than half a day without very good reasons(distance is taken into consideration)
- Absence of siblings if one child is ill
- Truancy before or during the school day
- Absences which have not been properly explained via email/telephone/message
- Children who report their own absence
- Children who arrive at school too late to get a mark (oversleeping/missed the bus)
- Shopping, looking after other children or birthdays
- Day trips and holidays in term time which have not been agreed
- Period pains (unless medical evidence is provided)
- Weddings
- Moving house
- Inadequate clothing/uniform
- Confusion over school dates

Persistent Absenteeism (PA) - A student becomes a ‘persistent absentee’ when their attendance falls to 90% or below for whatever reason. Absence at this level will cause considerable damage to any child or young person’s educational prospects and the fullest support and cooperation is needed from parents/carers to tackle this.

Any case that is seen to have reached the PA mark or at risk of moving towards that mark is given priority; parents/carers will be informed of this immediately and remedial action will be taken. Action will likely mean working with The Team Around Schools and Settings to hopefully put support in place before legal action is discussed. This may result in a referral to the Local Authority School Liaison Officer for consideration of prosecution. The school will follow procedures prior to referral and parents will be notified in writing.

Students who reach 15 days off must be reported to the Local Authority.

Students with medical conditions or special educational needs and disabilities

Students can face additional barriers to attendance if they suffer from long term medical conditions or SEND needs and disabilities. The school aims to work with families to improve attendance and remove the barriers these students face and put additional support in place where necessary to allow them to access full time education. This can include:

- Organising meetings and developing good relationships with the family
- Making reasonable adjustments for the individual student
- Make necessary referral to the relevant agency to support the family and student
- Liaising with the school’s SEND team and the local authority SEND team

17. Punctuality procedure

Students arriving after registration time will receive a late mark (L) in the register. If a student is going to be late, parents/carers have a responsibility to inform the school of their child's lateness by telephone or email.

Registers close at 9:30am. Students arriving after this time must report to the reception to sign in. After this time, the attendance mark will be coded as U, which is an unauthorised absence and will affect your attendance percentage.

A text message will be sent to parents/carers by 10:00 am indicating absence if no contact has been made by parent/carer to explain this.

Students will be challenged for poor/persistent punctuality and support/sanctions will be put in place for these students;

Lateness to school and lessons adds up to lost learning opportunities;

If a student is late just 5 minutes a day this will add up to 3 days lost learning over a year.

If a student is late 15 minutes a day is the same as being absent for 2 weeks over a year.

18. Supporting and encouraging good attendance

Whilst any child or young person may be off school because they are ill, sometimes they can be reluctant to attend school. Any problems with regular attendance are best sorted out between the School, the parents/carers and the child or young person. If a child or young person is reluctant to attend, it is never a good idea to cover up their absence or to give in to pressure to excuse them from attending. Condoning absence, particularly at an early age, can lead to habitual patterns of non-attendance and can give students the impression that attendance does not matter.

Parents/carers can support students by:

- Ensure regular routines and early bedtimes.
- Helping with homework.
- Having uniform and equipment prepared the night before.
- Providing a healthy breakfast.
- Regularly speaking to your child about school
- Reporting any academic or social concerns promptly to the school.
- Retaining an open and honest communication with the child or young person's school.
- Being positive about school (even if a parent/carer's own experience was less than positive.)

Strategies to promote good attendance in school:

- The Turing School will provide an environment in which students feel safe, valued and welcome. Our ethos must demonstrate that students feel their presence is important and that it is vital for their achievement and progress. Students need to know they will be missed and any absence will be followed up by their relevant Year Team or the Attendance Team.
- Students who feel vulnerable and experience difficulties attending class or have friendship problems will be supported and given strategies to help them cope. The Pastoral Support Managers will be a key member of staff involved liaising with their teachers.
- A varied and flexible curriculum will be offered to all students. Special provision will be made for identified students and a mentoring scheme exists to promote confidence and well-being.

- A clearly defined and consistent approach to positive behaviour management exists to provide a fair system and support for all students, especially those who have difficulties; focusing on rewarding the positive.
- Every effort will be made to ensure that learning tasks are matched to students' needs and support is available whenever possible.
- Attendance data will be produced and monitored regularly and analysed in order to identify patterns, set targets, correlate attendance with achievements and support.
- High attendance will be recognised and awarded regularly.
- Students whose attendance is a cause for concern will be monitored closely and discussed in weekly meetings.
- Parents will be reminded regularly (via newsletters, letters home, text messages, MCAS messages etc.) of the importance of regular attendance.
- Daily phone calls will be made for unexplained absences.
- Home visit may be organised for students that have consecutive unexplained absences.
- Students who have been absent for an extended period of time, or who are experiencing serious attendance problems, will have individually tailored programmes to support them.
- School staff will liaise with other services/agencies that may assist students who are experiencing difficulties.
- Pastoral Managers, SENCo, the Attendance Officer, attendance officer and Assistant Headteacher will have regular meetings where attendance issues are discussed.
- Referrals to the Safeguarding and Wellbeing Team will be made for students who have concerns over their mental health and wellbeing.
- Referral will be made to the SEND team to investigate undiagnosed needs.
- The Assistant Headteacher will report to the Governing body at least every second term on attendance matters.

19. Leave of absences (holidays)

The Turing School's Headteacher is no longer able to grant leave of absence for the purpose of a family holiday during term time. The headteacher may not grant any leave of absence unless there are exceptional circumstances.

Any student absent during term time, unless granted by the headteacher because of exceptional circumstances, will be recorded as 'unauthorised' absence.

Parents/carers must apply through the Leave of Absence form (requested from fts-attendance@swale.at) to take a student out of school for a holiday. The Attendance Team will notify the parent in writing of this decision to refuse/grant permission and will code accordingly. Parents who disregard this and still take their child on holiday will receive a letter informing them of a request for a penalty notice and to ask them to ensure their child has good attendance for the rest of the year.

A fixed Penalty Notice may be issued by the local authority where 'a student has been taken on a holiday during term time and the absence has not been authorised by the school.

Where Penalty Notices are imposed, the regulations state that the first penalty notice issued to the parent for that pupil will be charged at £160 if paid within 28 days reducing to £80 if paid within 21 days. Penalty Notices are issued to each parent of each child. A second penalty notice to the same parent for the same pupil within 3 years of the first notice, the second notice is charged at a flat rate of £160 if paid within 28 days. Failure to pay the penalty in full by the end of the 28 day period will result in prosecution by the Local Authority.

20. Analysing and reporting attendance data

The Attendance Team reviews attendance on a daily basis and monitors this continually, producing reports on a weekly, termly and yearly basis. These reports compare attendance data with the national average, previous years and are shared with the schools Strategy Team and the Local Governing Body.

All teachers should look for any patterns in absence and investigate or report their concerns to the Attendance Team and/or Pastoral Teams as appropriate. If a student's attendance level drops below 96% the cause will be investigated by the school's Pastoral or Attendance Team who will liaise with parents/carers.

21. Monitoring attendance and punctuality at off site provision

Where students attend external provision, weekly registration certificates are received from the external providers. These are monitored and any concerns reported to the Attendance Team/SLT.

22. Prosecution procedure

Reducing unauthorised absence from school is a key priority nationally and locally because missing school damages a student's attainment levels, disrupts school routines and learning of others.

Truancing can also leave a student vulnerable to antisocial behaviour and youth crime. Truancing lessons during a school day is non negotiable at this school and will result in sanctions being put in place.

Under existing legislation, parents/carers commit an offence if a child or young person fails to attend school regularly and the absences are classed as unauthorised (absences without a valid reason). Parents/carers are legally responsible for making sure their child attends regularly and punctually. This applies even if children are missing school without the knowledge of their parent/carer.

23. Penalty Notices

In line with the Local Authority, parents/carers can be prosecuted, fined up to £2,500 and/or imprisoned for failing to ensure that their child or young person attends school regularly and punctually. Alternatively, the Local Authority may supervise a family for at least a year or until attendance improves to a satisfactory level, under the terms of an Education Supervision Order. *Penalty Notices for poor attendance are issued in accordance with East Sussex County Council's Education Penalty Notices Code of Conduct.*

- A Penalty Notice can only be issued in cases of absence for 10 or more half day sessions (5 school days) without authorisation during any 100 possible school sessions or period of 50 days of schooling – these do not need to be consecutive.
- A Penalty Notice can also be issued where an excluded child is found in a public place during school hours.

Where Penalty Notices are imposed, the regulations state that the first penalty notice issued to the parent for that pupil will be charged at £160 if paid within 28 days reducing to £80 if paid within 21 days. Penalty Notices are issued to each parent of each child. A second penalty notice to the same parent for the same pupil within 3 years of the first notice, the second notice is charged at a flat rate of £160 if paid within 28 days. Failure to pay the penalty in full by the end of the 28 day period will result in prosecution by the Local Authority.

24. Leaving The Turing School

We are always sad to say goodbye to our students. If a student is leaving The Turing School because they are relocating or they are changing schools, please inform us. We need the student's new address and the details of the new school, including school name, address and start date. This safeguarding procedure means that we know that the student is still in education, safe and well. If a parent/carer decides to Home-school their child, it is essential that you inform the school in writing. This can be via an email to tts-attendance@swale.at

25. Legislation and guidance

This policy meets the requirements of the school attendance guidance from the Department for Education (DfE) with the most recent publication being issued in August 2024, working together to improve school attendance. This policy also meets the requirements of East Sussex County Council and East Sussex Education.

Appendices

Appendix One: Attendance Code list

The following codes are used for recording absence and attendance in schools; these codes are set out in the Department for Education'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	
C	Leave of absence for exceptional circumstance
C1	Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad.
C2	Leave of absence for a compulsory school age pupil subject to a part-time timetable
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
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 Two: New Penalty Pathway

5 consecutive days of absence during term time

Penalty Notice Fines will be issued for Term Time Leave of 5 or more consecutive days.

Inset training days are school days and can be included in the 5 or more consecutive days where there was intent to be absent for term time leave.

10 sessions of unauthorised absence in a 10-week period

Penalty Notice Fines will be considered when there has been 10 sessions of unauthorised absence in a 10 week period.

Cases found guilty in Magistrates' Court can show on the parent's future DBS certificate, due to 'failure to safeguard a child's education'.

Per Parent, Per Child

Penalty Notice Fines will now be issued to each parent, for each child that was absent. For example: 3 siblings absent for term time leave, would result in each parent receiving 3 separate fines.

First Offence

The first time a Penalty Notice is issued for Term Time Leave or Irregular Attendance the amount will be: £160 per parent, per child paid within 28 days. Reduced to £80 per parent, per child if paid within 21 days.

Second Offence (within 3 years) The second time a Penalty Notice is issued for Term Time Leave or Irregular Attendance the amount will be: £160 per parent, per child paid within 28 days.

Third Offence and Any Further Offences (within 3 years)

The third time an offence is committed for Term Time Leave or Irregular Attendance a Penalty Notice will not be issued, and the case will be presented straight to the Magistrates' Court. Magistrates' fines can be up to £2500 per parent, per child.