

RIPLEY ST THOMAS

CHURCH OF ENGLAND ACADEMY



Attendance Policy

Originator Mr P. Wilson
Senior Attendance
Champion

Reviewed September 2025
Next Review Date September 2027

Ripley St Thomas CE Academy
Ashton Road
Lancaster
LA1 4RS

t 01524 64496
e admin@ripley.lancs.sch.uk

website www.ripleystthomas.com

An Education for Life

OUR VISION

We aim for all members of our
Christian community to flourish spiritually,
academically and personally so that they
can live life in all its fullness.

*'I have come in order that you might
have life - life in all its fullness.'*

(John 10:10)

ATTENDANCE POLICY

1 COMPLIANCE

1.1 This Attendance Policy has been drafted with regard to the following statutory provisions, codes and guidance:-

1.1.1 The Education Act 1996

1.1.2 The School Attendance (Pupil Registration) (England) Regulations 2024

1.1.3 The Education (School Day and School Year) (England) Regulations 1999

1.1.4 The Education and Inspections Act 2006

1.1.5 The Children Act 1989

1.1.6 Department for Education's guidance 'Working together to improve school attendance' (August 2024)

1.1.7 Department for Education's guidance 'Children missing education' (September 2025)

2 The Academy is required by law to take attendance registers twice daily; once at the start of the morning session (**08:40 until 09:10**) and once during the afternoon session at **13:10 following lunchtime**. The Academy is compliant in ensuring that the registration period does not exceed 30 minutes. The school day finishes at 15:10.

3 POLICY AIM

Ripley St Thomas is committed to providing a full and efficient education to all pupils. Regular attendance is critical for pupils to be successful and benefit from the opportunities available to them. Parents and teachers share the responsibility for supporting and promoting excellent school attendance and punctuality.

We recognise that promoting good attendance and punctuality prepares pupils for the expectations of working life, enables full access to the curriculum and supports pupils to make good academic and social progress.

To ensure our pupils are successful, we set an attendance minimum target of **at least 97%**. This equates to no more than five school days of absence in any one academic year.

This policy contains strategies used to improve school attendance and outlines the roles and expectations of all stakeholders (including parents) in achieving excellent attendance.

4 OUR ATTENDANCE CULTURE

Ripley St Thomas will have a solution-focused approach to overcoming barriers and improving a child's attendance where necessary.

Letters, praise postcards, electronic communication, parent/carer newsletters, rewards events and social media posts will communicate the importance of excellent attendance and celebrate successes regularly.

Our website has a clear link to the Attendance Policy, procedures and expectations. Within the 'School Life' section of the Academy website there is our Attendance section which can be viewed. Please find the link below:

<https://ripleystthomas.com/school-life/attendance/>

Academy assemblies and registration time with Progress Tutors (KS3 & 4) or Registration Tutors (KS5) will include a focus on attendance regularly for all pupils.

Rewarding excellent attendance will happen in many different forms, such as:

- Weekly house points and communication to parents/carers for 100% attendance
- Praise postcards sent home
- Weekly '**Strive for Five**' initiative which encourages our young people to be present in school and lessons for the full working week
- Regular Attendance based rewards events and timely intervals throughout the academic year
- Gifts and vouchers awarded in attendance prizes where applicable
- Positive posters and attendance visual boards to promote good attendance across our Academy
- Celebratory breakfasts for tutor groups and individual pupils to reward excellent attendance
- Regular emails and phone calls to parents/carers for pupils with substantial and continued improvements in attendance.

Attendance will be a standing agenda item for all pastoral meetings involving key members of staff. The Attendance Managers meet regularly with Progress Leaders and Acting Deputy Headteachers to ensure that we are doing all we can to ensure the excellent attendance of all Ripley St Thomas pupils.

The Attendance Managers, Assistant Headteacher (KS5 Attendance & Behaviour) and Acting Deputy Headteacher responsible for Attendance will meet at least termly with our Attendance support colleagues within the Local Education Authority. The purpose of these targeted support meetings is to discuss our cohort and particular attendance concerns.

The foundation for good attendance is a strong partnership between the academy, parents and the child. To help focus on this the academy will;

- provide information on all matters related to attendance in our weekly home school newsletter.
- report to parents/carers on how their child is performing in school and what their attendance and punctuality rate is and how these impact on their attainments;
- celebrate good attendance through class competitions, certificates and events; and,
- set targets for the school and for classes for attendance and display these around the school.

5 ATTENDANCE RESPONSIBILITIES

5.1 Expectations of parents/carers:

Parents and carers have a legal duty to ensure that their children of compulsory school age attend regularly and on time. Any parent who fails to ensure their child attends school regularly is guilty of an offence under the Education Act 1996.

The culture of excellent school attendance is well embedded at Ripley St Thomas – it is expected that our parents/carers continue to support this with their child.

Parents/carers are responsible for ensuring that their child arrives in school by 08:40 each morning of a school day.

We appreciate that there are times when a child is unable to attend school, e.g., due to illness. If your child is unavoidably not able to be in school, then please leave a message on our absence line by ringing 01524 64496, selecting the correct option for the key stage of your child, as soon as possible on the morning of the absence. For safeguarding reasons, a text message will be sent to parents and carers as

soon as possible during the morning if a child is not in school, and we have not been informed of an absence.

Parents are responsible for informing the Academy daily of any absences, and continued daily contact for each day of absence. To contact school please use the methods below:

- Contact 01524 64496 (please select the correct option for your child's Key Stage). If there is an occasion where a parent/carer has not informed us of absence, they are expected to promptly reply to the attendance alert sent on each day of absence.
- For non-urgent information sharing regarding absence and attendance, please use Parent Line via the Synergy portal. Please however note that there may be a slight delay in the information reaching the intended staff members.

Any appointments should, where possible, be made outside of the school day so that attendance is not affected. For medical appointments, the school will request proof of this electronically.

Absence for holidays during term time will likely not be authorised owing to the impact on a child's progress..

Parents and carers are expected to engage positively with the school regarding attendance and punctuality and attend meetings where necessary.

Parents and carers are expected to, without delay, inform the school if they have concerns about any aspect of their child's education that they feel is hampering their attendance.

5.2 Expectations of pupils:

- To understand the importance of excellent school attendance in their development and progress in all aspects of their education.
- To attend each school day, in full uniform/sixth form dress code and with the appropriate equipment equipped for their lessons, by no later than 8.40 daily.
- To attend lessons promptly throughout their school day.
- To avoid being absent from school for any other reason other than illness or other authorised absence.
- To attend their Progress/Registration Tutor room immediately at 8.40 and/or before attending any meetings/interventions or activities.
- To catch up on any curriculum work missed whilst they were absent and contact their subject class teacher via school email if they are unsure of any work set via online platforms.
- To inform a member of staff if they have any worries about any aspect of their education and school life, that they feel is affecting their school attendance.

5.3 Expectations on the Senior Attendance Champion and SLT (Senior Leadership Team)

- To drive the whole school culture of excellent attendance
- To lead on whole school attendance and directly line manage the Attendance Managers
- To lead weekly meetings with the Attendance Managers and monitor daily/weekly actions
- To meet with pastoral leaders and DSLs to monitor vulnerable pupils and pupils on roll at alternative provision.

- Have full knowledge and understanding of all complex attendance cases
- Present attendance data to SLT weekly and the governors when requested
- Continually review the attendance policy and procedures with rigour
- Headteacher: to consider requests for leave of absence for exceptional circumstances and holidays – note that requests to take holidays during term time will most likely be declined and in accordance with DfE guidance does not constitute an exceptional circumstance.

5.4 Expectations on all staff:

- All staff are responsible for accurately filling in their registers within five minutes of the start of their tutor period/lesson.
- All staff are expected to maintain the accuracy of their registers throughout the lesson if pupils arrive late and/or from an appointment.
- Raise any absent pupils with the on-call member of staff (WALK) where a pupil has been previously registered present but is now unaccounted for.
- Ensure that the Academy culture of excellent attendance is upheld and supported in all instances.

5.5 Expectations on Attendance Team staff:

- Accurately take off the pupil absence messages and record them in a timely manner as soon as possible.
- Ensure that late pupils are met at the late gate and The Lodge reception and issued with a late to school card. Pupils will then be required to report to Room 16 at lunchtime to speak to the Attendance Managers.
- Check and chase form time AM session registers; recording lates, taking calls/messages for absence messages. The Attendance Team will prioritise the most vulnerable pupils (CIN, CP, LAC, PLAC, FSM, PP, wellbeing concerns). Absence notifications will be sent out from 9.30AM.
- Follow-up phone calls/emails for non-response/unsatisfactory reasons for absence.
- Contact all Alternative Provision providers by 9.30AM daily to ensure they are aware which Ripley St Thomas Academy pupils are present or absent on that particular day. Follow up on absences in the normal way.
- Report concerns about vulnerable pupils who are absent to the Designated Safeguarding Lead and ensure appropriate agencies are informed promptly.
- Where appropriate, conduct home visits to encourage pupils to attend school and prioritise vulnerable pupils and/or those pupils who have been absent for the longest period of time.
- Check and chase lesson registers and liaise with the WALK (on call) member of staff.
- Check and chase the PM session registers.
- At timely periods throughout the day, reconcile any missing marks for absent pupils or missing registers.
- Ensure that the school's official attendance registers are compliant and in line with legal requirements. Any anomalies are reported to the Acting Deputy Headteacher and Acting Headteacher in the first instance.
- Monitoring of PA against targets and administration of stage letters where appropriate.

- Ensure that parents/carers who may wish to withdraw their child from attending school are contacted with the potential consequences explained by either the Attendance Team or Progress Leader. All contact recorded within internal systems.
- Ensure that the process for children missing in education (CME) is followed.
- Ensure all part-time timetables, agreed by members of the senior leadership team, are communicated and logged with local education authority. Part-time timetables will have agreed review dates.
- Provide weekly, monthly, half termly, termly and yearly data on attendance for Progress Leaders, the leadership team and the Governing Body where required.
- Work closely with the parents/carers of targeted pupils, forging positive and constructive relationships to engage and provide support that results in a return to school at the earliest opportunity.
- Keep in regular contact with long-term absentees and ensure the local authority are aware who these pupils are. Liaise with Progress Leaders to ensure that effective reintegration strategies are used.
- Plan home visits from day five of absence and ensure this happens sooner for vulnerable pupils as defined above.
- Ensure that stages of intervention, including fixed penalty notices, are recorded accurately and ready to be discussed in the weekly line management meeting with the Acting Deputy Headteacher.
- Record accurately when a pupil has been absent without authorisation and refer this to the local education authority where the threshold of 10 sessions has been met. Keep accurate records for follow-up interventions should further unauthorised absences continue.
- Identify pupil groups and individuals that Progress Leaders/Progress Tutors can work with and support to improve their attendance.
- Prepare detailed information for Early Help Assessments that the lead professional may request.
- Collaborate with the Local Authority Attendance Team to support local and national initiatives, requesting support with cases which may become difficult to move forward.
- Provide updates for positive attendance news on the Academy Social Media platforms and keep visual attendance boards up to date on the school site.
- Promote and run effective Attendance rewards and initiatives.
- Above all else, work with the Acting Deputy Headteacher to champion our culture of excellent attendance.

5.6 Expectations on the Progress Leader/Assistant Progress Leader

- Using weekly, half termly and termly attendance provided by the Key Stage Attendance Managers to monitor the attendance across their year group.
- Take note of patterns of absence and identifying and overcoming barriers.
- Take appropriate steps in a timely manner such as meeting with pupils/parents and liaising with external agencies where appropriate to reverse negative attendance patterns.

- Identify the relevant pastoral support needed, both internally and externally, and measure the impact of support against attendance data.
- Liaise with the Attendance Managers to ensure that attendance systems are being followed and monitored rigorously.
- Accompany Attendance Managers/members of SLT on home visits where appropriate.
- Liaise with the Attendance Managers to ensure that pupils with poor attendance are receiving appropriate levels of support and the right amount of challenge to improve.
- Promote our culture of excellent attendance at all opportunities and liaise with the Attendance Managers regularly regarding rewards initiatives.
- Screen all stage letters issued by the Attendance Managers before being sent.
- Monitor and mentor pupils in stage 3 intervention group identified with poor or deteriorating levels of attendance. Agree short term targets and advise with strategies to improve attendance. Celebrate improved attendance and check in daily with pupils within their groups.
- Ensure attendance is a standing item on each tutor meeting, weekly on a Wednesday morning.
- Foster a positive culture of school attendance within the year groups through assemblies, form-time activities and rewards, notice boards and constant reinforcement with pupils.
- Use Attendance data regularly throughout the school year to make informed and consistent decisions on the Passport to Privilege framework in school which dictates a pupils opportunity to attend trips and visits.

5.7 Expectations on the Progress Tutor (KS3 & 4) /Registration Tutor (KS5)

- Ensure that registers are taken accurately within the first five minutes of the AM session during form time and that registers are maintained accurately and in a timely manner.
- Mark pupils late to form if arriving at their tutor room past 8.40AM
- Encourage good attendance through constant championing and reinforcement of attendance. Ensure pupils are aware of what excellent attendance looks like and create a competitive culture where pupils want to be the 'best attending form' in the year and school.
- Monitor and mentor pupils within attendance intervention groups – particularly pupils who have attendance close to or below 90% (persistently absent).
- Deliver form time materials with enthusiasm and professionalism. Create a warm, caring and welcoming environment for all pupils. Forge positive relationships with all pupils within the form, creating a culture of belonging alongside our school values of Faith, Love, Hope and Service.
- Contact parents/carers when a pupil has been off for three or more days (authorised) and offer support for the pupil coming back into school. This is a supportive check-in phone call that aims to encourage the pupil back into school at the earliest possibility.
- Ensure pupils record their attendance monthly in their journals and are signposted to attendance material around school, such as our Excellent Attendance boards in the main dining room.

5.8 Expectations on the Subject Leader

- Develop schemes of learning and assessment that all pupils to access their curriculum
- Support class teachers in implementing House Points and Clicks fairly and consistently

- Quality assure teaching and learning through learning walks, work scrutiny and pupil voice
- Monitor the progress of pupils who have/had attendance issues
- Liaise with Progress Leaders and Attendance Managers where attendance issues are causing a barrier to progress in their subject.

5.9 Expectations on the Head of House

- Encourage good attendance through constant championing and reinforcement of attendance. Ensure pupils are aware of what excellent attendance looks like and create a competitive culture where pupils want to be the 'best attending house' in the school.
- Deliver house system materials with enthusiasm and professionalism. Create a warm, caring and welcoming environment for all pupils within the house. Forge positive relationships with pupils, creating a culture of belonging alongside our school values of Faith, Love, Hope and Service.

6 LATENESS AND PUNCTUALITY

The academy emphasises the importance of attending on time. The school day begins at 08.40am and all pupils are expected to be in school at this time. Morning registration is at 08.40am and closes at 09.10am.

All lateness is recorded daily. Arrival after the close of registration will be marked as an unauthorised absence. Pupils who arrive late will be required to attend Room 16 (KS3 & 4) or the Silent Study Room (KS5) at the start of lunchtime to speak to the Attendance Managers.

Parents and carers of pupils with persistent patterns of lateness will be contacted to discuss the importance of good time keeping and to work out achievable goals to ensure their child arrives on time. If the pattern of lateness persists or if the parent/guardian or child refuses assistance, the academy will refer the matter on the Local Authority who may choose to pursue legal action against the parents/carers of the child.

Pupil who are experiencing issues with their punctuality and time keeping may be placed on a monitoring report with a member of the pastoral team or SLT.

Pupils are expected to make their way between lessons as quickly and efficiently as possible. Members of staff will record when a pupil is late for form/lessons and sanctions will apply if this persists without good reason. The professional judgement of members of staff on issues regarding punctuality is the final arbiter.

7 ABSENCE

Leave of Absence

- 7.1 The Headteacher may authorise a leave of absence in exceptional circumstances. This must be requested in advance and agreement to each request is at the discretion of the Headteacher. Each case will be judged on its merits and the Headteachers decision is final.

A link to apply for a leave of absence can be found here:

KS3-4: <https://ripleysthomas.com/school-life/leave-of-absence-request/>

KS5: <https://ripley.fireflycloud.net/useful-info-policies-and-forms>

- 7.2 The Headteacher will not authorise a leave of absence for the purpose of a family holiday. This is now coded as unauthorised (G code) as can be seen in Appendix 1.

- 7.3 **Authorised and unauthorised absences:**

Authorised absence is where the school has given permission for absence in advance of where the explanation given afterwards has been accepted as satisfactory justification for the absence. Parents may not authorise absence, only the school can do this.

If your child is unavoidably not able to be in school, then please leave a message on our absence line by ringing 01524 64496, selecting the correct option for the key stage of your child, as soon as possible on the morning of the absence. For safeguarding reasons, a text message will be sent to parents and carers as soon as possible during the morning if a child is not in school, and we have not been informed of an absence.

Absence may be authorised for reasons such as:

- Illness
- 7.4 Unavoidable medical/dental appointments (please do, however, book these outside of school hours where possible)
 - Exceptional family circumstances (such as a bereavement)
 - Days of religious observation
- 7.5 Elite athlete activities

Sixth Form students may have absences authorised for the following reasons:

- 7.6 Driving tests (theory & practical)
- 7.7 University Open Days
- 7.8 Interviews for apprenticeships or university

Absence will not be authorised for such reasons as:

- Looking after siblings or parents
- Birthdays
- Family holidays where permission has not been granted (please note that family holidays during term time will not normally be approved)
- 7.9 Special occasions where the school does not agree that the absence should be granted
- 7.10 Driving lessons (sixth form students)
- 7.11 Paid work during the school day (sixth form students)

For medical/dental appointments, evidence will be required such as an appointment screen shot or letter. This should be sent into school for the attention of the Attendance Team via Parentline.

The School Attendance (England) Regulations 2024 requires schools to inform the local authority of any pupils who are regularly absent from school (where absences amount to more than 10 or more days, either consecutively or irregularly and have been unauthorised).

8 ATTENDANCE STRATEGY AND INTERVENTIONS

- 8.1 Dependent on attendance figures (by session) pupils will be divided into subgroups requiring distinct stages of intervention.

PERCENTAGE/STAGE	Intervention
Generic interventions/rewards for all groups	Weekly attendance rewards – House Points rewarded for 100% attendance per week. Half termly attendance competitions shared in pupil bulletin and with promotional material around school. Weekly 'strive for 5' attendance draw which rewards pupils who have been present in school for all five lessons across all five days the previous week. Pupils to be aware of their overall attendance through recording in their journals at least once per month with their Progress Tutor.
97%-100% (Gold Group)	Pupils are currently achieving the school target of 97%. Pupils will receive praise postcards per term when within this category to reward their excellent attendance.
95%-97% (Silver)	Pupils are notified that their attendance is good but not yet at the school target. Pupil are encouraged by Progress Tutors to improve their attendance further.
90%-94.9% (Bronze)	Pupil's attendance is becoming a concern and close to PA (Persistently Absent). Pupils are monitored by Progress Tutors and conversations may require a follow-up conversation with parents/carers. Pupils are given targets to improve and encouraged through rewards and initiatives.
85%-89.9% (Persistently Absent)	Pupils will be monitored by our Progress Leaders and Attendance Co-ordinators weekly. Pupils will be met with and spoken to about our concerns in their attendance and parents/carers will receive written communication of this in a timely manner following these conversations to improve. Conversations may require a follow-up with parents/carers via telephone.

	Pupils are given targets to improve and encouraged through rewards and initiatives to increase attendance above 90% in the first instance. Pupils within this category are at risk of local authority action unless improvements in attendance are sustained, consistent and can be evidenced.
50-84.5% (Persistently and Chronic Absentees)	Pupils who fall within this attendance category are either persistently absent (80-89.9% attendance) or a chronic absentee (50%-79.9%). Pupils within this category will be monitored daily by Attendance Managers for each Key Stage and parents/carers will be contacted in a timely manner. Pupils within this category are at risk of local authority action unless improvements in attendance are sustained, consistent and can be evidenced.
0-49.9% Attendance (Severe Absentees)	Pupils who fall within this attendance category are referred to as severe absentees. Pupils within this category are monitored by Attendance Managers daily and weekly. Attendance Managers will report back to The Senior Attendance Champion weekly on pupils within this category and the plan for individual improvements and engagement. The Progress Leader and Attendance Manager for the Key Stage work with the families to ensure all options of support for the family, as well engaging with the local authority where appropriate. Pupils within this category are at serious risk of local authority action unless improvements in attendance are sustained, consistent and can be evidenced. The Designated Safeguarding Leads and Headteacher will be notified weekly of all ongoing severely absent pupils and updated accordingly.

9 LOCAL AUTHORITY ACTION

- 9.1 The school will monitor attendance and when there are concerns about a child's attendance and it does not appear to be improving the school will offer appropriate support to facilitate the child's attendance. If the child's attendance does not improve or if the child's parent/guardian refuses support, the school will refer the matter on to the local authority attendance service who may consider the following action;

- School Attendance Support Worker intervention; or,
- Penalty Notices for Poor Attendance.

Within Appendix 2 of this Policy we have included Lancashire County Council's Changes to Education Related Penalty Notices.

The Department for Education guidance 'Working together to improve school attendance' introduced a national framework for penalty notices alongside the amended penalty notice regulations which provides more guidance on when a penalty notice should be considered and the support that school should explore before resorting to a request for legal intervention.

10 HOME VISITS

A pupil missing from education without a valid reason for an extended period of time is a safeguarding concern. A home visit will be considered to check a pupil is safe and well when:

- Where a school has received notification that a pupil is absent without a valid reason and/or an unauthorised family holiday is suspected through information given
- The school hasn't been able to contact the pupil's parent/carer

The school has received a response from parents that is of concern

Home visits will involve staff from school attending the pupil's home address in person and talking to the pupil and parents to understand the reasons for absence. The school will not necessarily contact the parent to inform them of this home visit beforehand, although will consider doing this if appropriate.

Where a pupil is absent from education on a long-term basis, the school will take steps to undertake regular welfare checks on the pupil to:

- Ensure the child is safe and well
- Ensure that the family is aware they can receive regular support from the school, even if the pupil is not attending
- To allow the school to understand what steps can be taken to remove any further barriers affecting attendance

When school's visit the home address of a pupil and there is no response/answer, the school will leave a letter to inform parents of the visit.

An electronic log of all home visits is kept by the Attendance Managers.

The Designated Safeguarding Leads will be notified of home visits and will consider further actions or support should it be required.

11 RECORD PRESERVATION

- 11.1 School registers are legal documents. The school ensures compliance with attendance regulations by keeping attendance records for at least three years in either a physical or digital format.
- 11.2 The school will meet regularly with the local education authority (LEA) to discuss pupils of concern and long term severe absentees.
- 11.3 The school will regularly update our records of pupils on part-time timetables with the local education authority.

12 ALTERNATIVE PROVISION

- The school remains responsible for the safeguarding of children placed in alternative provision (AP)
- Daily attendance marks for pupils being educated off site is requested and same day follow-ups where absence occurs.
- Members of the school's safeguarding team complete two visits to alternative provision providers per half term.

13 REWARDING EXCELLENCE AND IMPROVEMENTS IN ATTENDANCE

- The school will reward improvements in attendance on a regular basis. We understand that some pupils face challenges in attendance due to Special Educational Needs and/or Disabilities.
- For pupils who are on attendance interventions and contracts, we will regularly recognise marked and sustained improvements.
- The school will regularly organise attendance rewards events half termly and these will be promoted prior to the initiative starting.

14 SIXTH FORM ATTENDANCE AND EXAMINATION ENTRY

In accordance with Department for Education guidance, students must meet reasonable conditions of attendance and completion of work to qualify for free examination entry.

The Academy reserves the right to charge for examination entry or resits where appropriate and in compliance with the guidance in force. This will include situations where:

- the required attendance or completion of work has not been achieved; or
- where the student fails without good reason to sit the examination which the Academy has paid for.

APPENDIX 1

ATTENDANCE CODES

Present Codes	
/ \	present during registration
B	educated off site and taster days and do not fit K, V, P or W codes
K	attending provision arranged by the local authority
L	arrived after the register has started but before it has closed
P	Sporting activity with prior agreement from school
V	educational visit or trip
W	work experience
Absent Codes	
Authorised Absences	
C	exceptional circumstances
C1	in a regulated performance/undertaking regulated employment abroad
C2	absent due to part-time timetable
D	dual registered
E	suspended or permanently excluded
I	illness (not medical or dental appointments)
J1	job/school/college interview
M	medical or dental appointment
Q	unable to attend because of a lack of access arrangements
R	religious observance (only 1 day allowed, any more coded as C if agreed)
S	study leave
T	parent travelling for occupational purposes
X	non-compulsory school age pupil not required to attend school
Y1	unable to attend due to transport provided not being available
Y2	unable to attend due to widespread transport disruption
Y3	unable to attend due to part of the school premises being closed
Y4	unable to attend due to whole school closure
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 due to other avoidable cause (must affect the pupil NOT the parent)
Unauthorised Absence	
G	holiday (not agreed)
N	reason for absence not yet established (must be corrected within 5 days)
O	absent in other or unknown circumstances
U	late after register has closed
Z	pupil not yet on register
#	planned whole school closure (eg holidays, insets and polling station days)

Important Update – Changes to Education-related Penalty Notices

Information for Parents

You may be aware that the Department for Education has recently announced national changes to penalty notices issued for unauthorised absence in term time. These changes will come into effect on 19 August 2024.

The changes to be aware of are:

- Penalty notices issued for offences that take place after 19 August 2024 will be charged at a new rate of £160 per parent per child. This can be paid at £80 if paid within 21 days.
- Any second penalty notice issued to the same parent for the same child within a rolling 3-year period will be issued at the rate of £160 to be paid within 28 days with no option for a discounted rate.
- The threshold at which a penalty notice **must** be considered is set at 10 sessions (equivalent to 5 days) of unauthorised absence within a rolling 10-school week period¹. This may include absences as a result of arriving late after the register closes. The 10 school weeks may span different terms or school years.
- A maximum of 2 penalty notices may be issued to a parent for the same child within a rolling 3-year period, so at the 3rd (or subsequent) offence(s) another course of action will need to be considered (such as prosecution or one of the other attendance legal interventions).
- Only penalty notices issued for absences taking place after 19 August 2024 will count towards the above thresholds.

Absences can have a lasting effect on learning

Missing a week of school means your child will miss around 25 hours of learning

This creates gaps in their knowledge and could mean they will not meet their full potential

¹ A school week is any week in which a school meets at least once.