



Attendance Policy

The Hub School

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| Approved by: | Education Alliance | Date: June 2024 |
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1. Aims

The Hub School is committed to ensuring all its pupils receive a full-time education which maximises opportunities and achievement for all. For pupils to gain the most from their time at The Hub School, it is vital that they maintain excellent attendance and punctuality and we are committed to supporting pupils and their parents and carers in sustaining this throughout their time at school. In doing so, we will:

- Set high expectations for the attendance and punctuality of all pupils
- Ensure that all students access full-time education which meets their needs and allows them to reach their potential
- Strive to provide a welcoming, caring and safe environment where each pupil can engage in all opportunities offered
- Promote good attendance and punctuality and discourage unjustified absence
- Act early to address patterns of absence
- Commit to building strong relationships with families to ensure pupils have the support in place to attend school
- Continue to emphasise that it is everyone's responsibility to improve attendance and punctuality

2. Legislation and guidance

This policy is based on the Department for Education's (DfE's) statutory guidance on [working together to improve school attendance \(applies from 19 August 2024\)](#) and [school attendance parental responsibility measures](#). The guidance is based on the following pieces of legislation, which set out the legal powers and duties that govern school attendance:

- Part 6 of [The Education Act 1996](#)
- Part 3 of [The Education Act 2002](#)
- Part 7 of [The Education and Inspections Act 2006](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006 \(and 2010, 2011, 2013, 2016 amendments\)](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)

It also refers to:

- Keeping Children Safe in Education
- Mental health issues affecting a pupil's attendance: guidance for schools

This policy also complies with our trust's funding agreement and articles of association.

3. Expectations

3.1 What you can expect from our school

Our school will:

- Promote good attendance and punctuality and investigate any unexplained and/or unjustified absence
- Encourage pupils to attend school regularly through the provision of engaging learning opportunities that are appropriate to their needs
- Support pupils to secure good attendance and punctuality
- Work hard to build supportive relationships with pupils and their parents/carers
- Provide parents/carers with a clear statement of attendance on pupil's reports
- Work closely with parents/carers where pupil absence is a cause for concern
- Support pupils returning to school following prolonged absence
- Work closely with the LA Education Welfare Service and relevant external agencies
- Only remove a pupil from the school roll when they have legally left
- Inform the Governing Body of attendance levels as part of each KPI report
- Where required, provide information for the prosecution of parents/carers whose children do not attend school and who do not have a substantive reason

3.2 What we expect of our pupils

Pupils are expected to:

- Attend every timetabled session on time
- Engage with attendance interventions where required

3.3 What we expect of our Parents/Carers

Where this policy refers to a parent/carer, 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)

Parents/carers are expected to:

- Make sure their child attends every day/timetabled lesson on time
- Where possible call the school to report their child's absence an hour before the school/provisions registered start time on the day of the absence (and each subsequent day of absence), and advise when they are expected to return
- Provide the school with more than 1 emergency contact number for their child

- Ensure that, where possible, appointments for their child are made outside of the school day
- Work with the school where support to improve their child's attendance is being offered

4. Specific roles and responsibilities

4.1 Form tutors

All form tutors are responsible for:

- Building supportive relationships with pupils in their group and discussing with pupils the reasons for absence when returning to school
- Using form time one day per week to discuss the importance of attendance and punctuality, as well as identifying barriers that the pupil may have to attending that week and planning to support the student in overcoming this (with the support of the Attendance Team if required)
- Accurately recording AM and PM registers for all students
- Informing the Attendance Manager where concerns or patterns of attendance are identified

4.2 Subject teachers

All subject teachers are responsible for:

- Recording accurate details of attendance at the beginning of each session
- Passing information regarding absence to the Attendance Team
- Speaking to every pupil on returning to school about the reason for their absence to ensure they are supported and given the opportunity to catch up with missed work

4.3 Vocational Pathway Learning Mentors

All Vocational Pathway Learning Mentors are responsible for:

- Monitoring attendance levels of all allocated students
- Building supportive relationships with allocated pupils and discussing with pupils the reasons for absence when returning to school
- Informing Attendance Manager where concerns or patterns of attendance are identified
- Update and maintain pupils' personal data/contact details
- Sharing attendance information with mainstream schools where appropriate
- Attending regular meetings to discuss pupils below the 90% and 50% threshold
- Liaising with parents or carers to identify any problems which may be affecting attendance and offer support if appropriate to parents or carers and pupils
- Feeding back to staff as appropriate
- Making home visits – announced or unannounced, pupils will receive a visit within 5 days for absence with no reason
- Informing parents/carers of legal responsibility for regular attendance and possible sanctions
- Adopting a multi-agency working practice to support families with attendance
- Attending CP conferences/core group meetings under the direction of Social Care or SLT
- Delivering targeted intervention and support to pupils and families

4.4 Vocational Pathway Providers

- Absence emails and phone calls re absence
- Maintain attendance register and share attendance daily with The Hub School Attendance Team
- Monitoring attendance levels of all students placed with them
- Informing Attendance Manager and Learning Mentors where concerns or patterns of attendance are identified
- Building supportive relationships with pupils and discussing with pupils the reasons for absence when returning to school
- Update and maintain pupils' personal data/contact details
- Informing parents or carers of legal responsibility for regular attendance and possible sanctions
- Attending meetings with the Attendance Manager and Vocational Pathway Learning Mentors to discuss pupils below the 90% and 50% threshold

4.5 School Attendance Support Team

The school Attendance Support Team are responsible for:

- Ensuring registers are being completed and informing the Attendance Manager (where there are persistent concerns)
- Monitoring attendance levels of all students
- Clear and enter absence notes, (ensuring correct codes are used) absence emails and phone calls re absence
- Marking pupils who arrive during registration as L (late) and those who arrive after the register has closed as U (unauthorised absence)
- Update and maintain pupils' personal data/contact details
- Make necessary amendments to Arbor data
- Provide data to class teachers as required
- Provide individual attendance reports
- Report any hardware difficulties to ICT systems managers
- Sharing information with wider school staff as appropriate
- Informing parents or carers of legal responsibility for regular attendance and possible sanctions – via standardised letters where attendance has become a concern, upon the request of the Attendance Manager
- Sharing attendance information with mainstream schools where appropriate
- Gathering attendance information from Vocational Pathway provisions and ensuring that the correct codes are inputted to the register with support from the Attendance Manager
- To support the Attendance Manager in distributing attendance incentives/rewards on a weekly basis
- Providing 95%+ attendance certificates (termly)

4.6 School Attendance Manager

The school Attendance Manager is responsible for:

- Monitoring the attendance levels of all pupils
- Attending regular meetings to discuss pupils below the 90% and 50% threshold
- Organise Attendance incentives/rewards

- Liaising with parents or carers to identify any problems which may be affecting attendance and offer support if appropriate to parents or carers and students
- Provide data for Local Governing Body reports
- Liaise with the schools allocated LA Education Welfare Officer
- Providing attendance data to the SLT upon request
- Providing attendance data to TEAL (weekly)
- Provide data for the LA and DFE returns
- Feeding back to staff as appropriate
- Liaising with parents/carers to identify any problems which may be affecting attendance and offer support if appropriate to parents/carers and pupils
- Making home visits – announced or unannounced, pupils will receive a visit within 5 days for absence with no reason
- Taking part in truancy sweeps under direction of the police or SLT
- Informing parents/carers of legal responsibility for regular attendance and possible sanctions – via standardised letters where attendance has become a concern, penalty fines and prosecution
- Adopting a multi-agency working practice to support families with attendance
- Attending CP conferences/core group meetings under the direction of Social Care or SLT
- Building relationships with parents/carers to discuss and tackle attendance issues
- Creating intervention and/or reintegration plans in partnership with pupils and their parents/carers
- Delivering targeted intervention and support to pupils and families
- Using a wide range of strategies to monitor and improve attendance of all pupils, for example:
 - Attendance Action plans
 - Parenting contracts
 - Penalties
 - Fast track procedures
 - Prosecution
 - Education Supervision Order

The Attendance Manager is Beth Stephenson and can be contacted via 01482 304200 attendance@erhub.org.uk

4.7 The Designated Safeguarding Lead / Senior Leader responsible for attendance

The designated senior leader is responsible for:

- Leading attendance across the school
- Offering a clear vision for attendance improvement
- Evaluating and monitoring expectations and processes
- Having an oversight of data analysis
- Devising specific strategies to address areas of poor attendance identified through data
- Implementation of this policy at the school
- Monitoring school-level absence data and reporting it to governors

- Supporting staff with monitoring the attendance of individual pupils
- Monitoring the impact of any implemented attendance strategies

4.8 The local governing body

The local governing body is responsible for:

- Promoting the importance of school attendance across the trust's policies and ethos
- Making sure school leaders fulfil expectations and statutory duties
- Regularly reviewing and challenging attendance data
- Monitoring attendance figures for the school
- Making sure staff receive adequate training on attendance
- Holding the headteachers to account for the implementation of this policy

To support this, governors receive information about school attendance and absence rates at each local governing body meeting

5. Recording attendance

5.1 Attendance register

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

We will take our attendance register at the start of the first session of each school day and once during the second session. It will mark, using the appropriate national attendance and absence codes from the School Attendance (Pupil Registration) (England) Regulations 2024, whether every pupil is:

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

Any amendment to the attendance register will include:

- The original entry
- The amended entry
- The reason for the amendment
- The date on which the amendment was made
- The name and position of the person who made the amendment

See appendix 2 for the DfE attendance codes.

We will also record:

- Whether the absence is authorised or not
- The nature of the activity if a pupil is attending an approved educational activity
- The nature of circumstances where a pupil is unable to attend due to exceptional circumstances

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

Pupils attending the Anlaby or Welton site must arrive in school by 8.45am each school day.

For these pupils the register for the first session will be taken at time 9am when pupils are expected to be in their form room and will be kept open for one hour. The register for the second session will be taken at 11.55am and will be kept open for one hour.

For Vocational Pathway pupils start times will vary, this will be communicated verbally by the pupils Vocational Pathway Learning Mentor and in writing by The Hub Schools Administration Team. Registers will close one hour after the expected start time of each session.

5.2 Unplanned absence

The pupil's parent/carer must notify the school of the reason for the absence on the first day of an unplanned absence one hour before the school/provisions start time or as soon as practically possible by calling the school/provision, alternatively parents/carers can email attendance@erhub.org.uk regarding absences.

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

Where the absence is longer than 5 days or there are doubts about the authenticity of the illness, the school will ask for medical evidence, such as a doctor's note, 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 parent/carer will be notified of this in advance.

5.3 Absconding

Please find absconding flow-chart for both on and offsite settings in appendix 4

5.4 Planned absence

Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent/carer notifies the school in advance of the appointment. Parent/carers must call The Hub School on 01482 204200 or email on attendance@erhub.org.uk to request a planned absence.

The pupil's parent/carer must also apply for other types of term-time absence as far in advance as possible of the requested absence. Go to section 6 to find out which term-time absences the school can authorise.

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

The pupil's parent/carer must also apply for other types of term-time absence as far in advance as possible of the requested absence. Go to section 6 to find out which term-time absences the school can authorise.

5.5 Lateness and punctuality

A pupil who arrives late:

- Before the register has closed will be marked as late, using the appropriate code
- After the register has closed (1 hour after the start of the session) will be marked as absent, using the appropriate code
- Appropriate sanctions will be arranged for persistent lateness/poor punctuality in instances where this is avoidable

5.6 Following up unexplained absence

Where any pupil we expect to attend school does not attend, or stops attending, without reason, the school/provision will:

- Call the pupil's parent/carer on the morning of the first day of unexplained absence to ascertain the reason. If we cannot reach any of the pupil's emergency contacts, we may contact police and other relevant local authority agencies

- 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
- Call the parent/carer on each day that the absence continues without explanation to ensure proper safeguarding action is taken where necessary. If absence continues, the school will consider involving an Education Welfare Officer
- Where relevant, report the unexplained absence to the pupil's youth offending team officer
- Where appropriate, offer support to the pupil and/or their parents/carers to improve attendance
- Identify whether the pupil needs support from wider partners, as quickly as possible, and make the necessary referrals
- Where support is not appropriate, not successful, or not engaged with consider further action as detailed in section 6.2 below

5.7 Reporting to parents/carers

The school will regularly inform parents/carers about their child's attendance and absence levels. This information will be included in the formal reports which are sent to parents during the year. Where a child's attendance is causing concern, the school will contact parents/carers in order to make them aware of the attendance level and offer support to improve attendance.

6. Authorised and unauthorised absence

6.1 Approval for term-time absence

The headteacher will only grant a leave of absence to pupils 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 pupil 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 two weeks before the absence. An 'Exceptional Absence Request Form' should be completed which is accessible via the school website. The headteacher may require evidence to support any request for leave of absence.

Valid reasons for **authorised absence** include:

- Physical or mental illness and medical/dental appointments (see sections 5.2 and 5.3 for more detail)
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents/carers belong. If necessary, the school will seek advice from the parents'/carers' religious body to confirm whether the day is set apart
- Traveller pupils travelling for occupational purposes – this covers Roma, English and Welsh gypsies, Irish and Scottish travellers, showmen (fairground people) and circus people, bargees (occupational boat dwellers) and new travellers. Absence may be authorised only when a traveller family is known to be travelling for occupational purposes and has agreed this with the school, but it is not known whether the pupil is attending educational provision

6.2 Legal action to enforce school attendance

Local authorities and schools can fine parents/carers 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/carer must pay the local authority £80 within 21 days or £160 within 28 days. The payment must be made directly to the local authority. If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

In line with statutory guidance ([working together to improve school attendance](#)) headteachers will decide whether it is appropriate to issue a penalty notice for any student where their attendance meets the national threshold for issuing a penalty notice.

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 an excluded pupil is found in a public place during school hours without a justifiable reason

As stated at the start of this policy, The Education Alliance Board of Trustees is committed to building strong relationships with families to ensure pupils have the support in place to attend school. With this in mind, they have agreed that headteachers will not issue penalty notices where they are of the view that:

- The parent/carer is working proactively with the school to improve their child's attendance
- Issuing a fine would be counterproductive.

7. Strategies for promoting attendance

To support high levels of attendance, the school will continually monitor and act to improve attendance. This will follow a staged approach as outlined below. Attendance data will be analysed on a weekly cycle by the Attendance Manager to identify trends in key groups, including vulnerable students, year groups and individual students. Following thorough data analysis, the following staged approach will be followed:

Stage 0 - Stage 0 refers to the approaches taken to promote high attendance for all students across school. Please see actions below:

- Continued monitoring of attendance to identify and intervene with attendance concerns early
- Parents/ carers of all absent students, without reason provided, will be contacted by the school's Attendance Team to ascertain reason for their absence on their first day of absence
- Students with continued absence without valid and accepted reason will be contacted by the Attendance Manager
- On a student's fifth day of absence without valid and accepted reason, a welfare check will be conducted at the home address
- Attendance display around school building and tutor activities highlighting the importance of attendance (Long Stay)
- Rewarding high levels of attendance in the following ways:
 - Attendance certificates
 - Form competitions
 - Individualised incentives
 - Whole school incentives

The Hub School will recognise the achievement of students and groups of students with high/improving attendance through communication home to parents/carers in addition to the rewards above.

Stage 1 - Where a student's attendance falls below 91% this will be investigated by the Attendance Manager and Vocational Pathway Learning Mentor where appropriate. If there are unauthorised absences, the parent/carer and pupil will be issued with a Stage 1 Attendance Letter informing them that attendance will be monitored for improvement over a period of between two and six weeks (depending upon the situation). Where there are no

unauthorised absences, this will be monitored for improvement internally for a period of two to six weeks (depending upon the situation). If attendance does not improve over this period and it is deemed appropriate, parents/carers will be issued with a Stage 1 Attendance Letter, as above. If the attendance of the student improves over the agreed period, they will no longer be monitored under this stage and will return to Stage 0.

Stage 2 - If the attendance of the pupil does not improve sufficiently over the agreed period, the parents/carers and student will be issued with a Stage 2 Attendance Letter and be invited into school to meet with the Attendance Manager to agree an Attendance Action Plan. This will be monitored for improvement for a further two to six weeks (depending upon the situation). If the attendance of the student improves over the agreed period, they will no longer be monitored under this stage and will return to Stage 0. If at any point the student's attendance returns to a level below 90% the school retains the right to restart them at the stage of the process that they were previously on, rather than restarting at Stage 1.

Stage 3 - If there is no response from the parent to the Attendance Action Plan meeting or if the attendance of the student does not improve sufficiently over the agreed period, the parents/carers and student will be issued with a Stage 3 Attendance Letter. This will invite them to an Attendance Action Plan review meeting where progress and next step action will be explored. Where a student is on Stage 2 or Stage 3 of the above at the end of an academic year and has not improved their attendance to above 91%, they will remain on that stage at the start of the next academic year to allow for immediate action if attendance concerns persist.

Please see Attendance Monitoring and Intervention Process flow-chart in appendix 3.

8. Attendance monitoring

8.1 Monitoring attendance

The school will:

- Monitor attendance and absence data weekly, half-termly, termly and yearly across the school and at an individual pupil/student level
- Identify whether or not there are particular groups of children whose absences may be a cause for concern

Pupil-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 local governing body

8.2 Analysing attendance

The school will:

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

8.3 Using data to improve attendance

The school will:

- Provide regular attendance reports to form tutors, and other school leaders, to facilitate discussions with pupils 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

8.4 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
- Hold regular meetings with the parents/carers of pupils who the school considers to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement at school
- Provide access to wider support services to remove the barriers to attendance
- See staged approach detailed in section 7 and appendix 3.

10. Monitoring arrangements

This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum yearly by the Designated Safeguarding Lead with responsibility for attendance. At every review, the policy will be approved by the full local governing body

11. Links with other policies

This policy links to the following policies:

- Child protection and safeguarding policy
- Behaviour policy
- SEND policy

Appendix 1: Key School Contacts

| Name | Role | Email |
|-----------------|---|--|
| Beth Stephenson | Attendance Manager | stephensonb@erhub.org.uk |
| Beverley Smart | Receptionist (Short Stay Attendance reporting) | Please mark "for the attention of Beverley Smart" attendance@erhub.org.uk |
| Levi Harrison | Admin Apprentice (Long Stay Attendance reporting) | Please mark "for the attention of Levi Harrison" attendance@erhub.org.uk |
| Jack Rollo | Head of School for Long Stay | Please mark "for the attention of Jack Rollo" thehubschool.admin@eastriding.gov.uk |
| Sarah Patterson | Vocational Pathway Coordinator | Please mark "for the attention of Sarah Patterson" thehubschool.admin@eastriding.gov.uk |

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| Genevra Austin | Head of School for Vocational Pathways and Short Stay | Please mark “for the attention of Genevra Austin” thehubschool.admin@eastriding.gov.uk |
| Admin Team | | thehubschool.admin@eastriding.gov.uk |

Appendix 2: attendance codes

The following codes are taken from the DfE’s [guidance on school attendance](#).

| Code | Definition | Scenario |
|--|---|--|
| / | Present (am) | Pupil is present at morning registration |
| \ | Present (pm) | Pupil is present at afternoon registration |
| L | Late arrival | Pupil arrives late before register has closed |
| Attending a place other than the school | | |
| K | Attending education provision arranged by the local authority | Pupil is attending a place other than a school at which they are registered, for educational provision arranged by the local authority |
| V | Attending an educational visit or trip | Pupil is on an educational visit/trip organised or approved by the school |
| P | Participating in a sporting activity | Pupil is participating in a supervised sporting activity approved by the school |
| W | Attending work experience | Pupil is on an approved work experience placement |
| B | Attending any other approved educational activity | Pupil is attending a place for an approved educational activity that is not a sporting activity or work experience |
| D | Dual registered | Pupil is attending a session at another setting where they are also registered |
| Absent – leave of absence | | |
| C1 | Participating in a regulated performance or undertaking regulated employment abroad | Pupil is undertaking employment (paid or unpaid) during school hours, approved by the school |

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|--|---|--|
| M | Medical/dental appointment | Pupil is at a medical or dental appointment |
| J1 | Interview | Pupil has an interview with a prospective employer/educational establishment |
| S | Study leave | Pupil has been granted leave of absence to study for a public examination |
| X | Not required to be in school | Pupil of non-compulsory school age is not required to attend |
| C2 | Part-time timetable | Pupil is not in school due to having a part-time timetable |
| C | Exceptional circumstances | Pupil has been granted a leave of absence due to exceptional circumstances |
| Absent – other authorised reasons | | |
| T | Parent travelling for occupational purposes | Pupil is a 'mobile child' who is travelling with their parent(s) who are travelling for occupational purposes |
| R | Religious observance | Pupil is taking part in a day of religious observance |
| I | Illness (not medical or dental appointment) | Pupil is unable to attend due to illness (either related to physical or mental health) |
| E | Suspended or excluded | Pupil has been suspended or excluded from school and no alternative provision has been made |
| Absent – unable to attend school because of unavoidable cause | | |
| Q | Lack of access arrangements | Pupil is unable to attend school because the local authority has failed to make access arrangements to enable attendance at school |
| Y1 | Transport not available | Pupil is unable to attend because school is not within walking distance of their home and the transport normally provided is not available |
| Y2 | Widespread disruption to travel | Pupil is unable to attend because of widespread disruption to travel caused by a local, national or international emergency |

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| Y3 | Part of school premises closed | Pupil is unable to attend because they cannot practicably be accommodated in the part of the premises that remains open |
| Y4 | Whole school site unexpectedly closed | Every pupil absent as the school is closed unexpectedly (e.g. due to adverse weather) |
| Y5 | Criminal justice detention | <p>Pupil is unable to attend as they are:</p> <ul style="list-style-type: none"> • In police detention • Remanded to youth detention, awaiting trial or sentencing, or • Detained under a sentence of detention |
| Y6 | Public health guidance or law | Pupil's travel to or attendance at the school would be prohibited under public health guidance or law |
| Y7 | Any other unavoidable cause | To be used where an unavoidable cause is not covered by the other codes |
| Absent – unauthorised absence | | |
| G | Holiday not granted by the school | Pupil is absent for the purpose of a holiday, not approved by the school |
| N | Reason for absence not yet established | Reason for absence has not been established before the register closes |
| O | Absent in other or unknown circumstances | No reason for absence has been established, or the school isn't satisfied that the reason given would be recorded using one of the codes for authorised absence |
| U | Arrived in school after registration closed | Pupil has arrived late, after the register has closed but before the end of session |
| Administrative codes | | |
| Z | Prospective pupil not on admission register | Pupil has not joined school yet but has been registered |
| # | Planned whole-school closure | Whole-school closures that are known and planned in advance, including school holidays |

Appendix 3: Attendance Monitoring and Intervention Process

| Attendance % | Actions |
|--|--|
| 95-100% Good – Excellent | Attendance certificate awarded each term (all learners) Vouchers given each term (all learners) 100% weekly acknowledgements/treats (Long Stay and Short Stay) |
| 91-94.9% Good – Cause for concern | Monitored weekly Parents/carers informed if pupil is at risk of becoming persistently absent Improvements in attendance celebrated Conversations had with pupils/parents/carers around cause of fall in attendance and barriers addressed |
| 90% and below Critical | Closely monitored Attendance Manager involvement Parents/Carers informed that pupil is now persistently absent Home visits made where appropriate Parent/Carer meetings organised Attendance Action Plan agreed Medical evidence required to cover/authorise absence Emotional Wellbeing/Student Support Team involvement SENCO involvement where appropriate Referrals made to support services where appropriate The school to seek advice/support from Education Welfare Services where appropriate |

Appendix 4: Absconding flow-chart

Absconding/Student missing flow chart (Anlaby and Welton)

Student identified as missing/absconded. This must be reported to a member of the Student Support Team.



The member of SST should investigate the circumstances and notify SLT duty and parents/carers in that order. If there is more than one person the SLT member should allocate a staff member to each pupil. SLT duty will also inform the Attendance Manager and Receptionist.



SLT duty should decide whether to notify police immediately or to wait for up to 30 minutes. If the student is CLA their social worker should also be informed at this point.



The SST member should notify the police at the agreed time and follow up with parents/carers.



When the situation is resolved, the behaviour should be logged on Arbor by SST member and a meeting organised with parents and carers regardless of whether the incident resulted in a suspension.

As always, safeguarding has to take priority and while the process may be time consuming one person needs to lead on this to ensure information is shared accurately and in a timely manner.

Absconding/Student missing flow chart (Off Site)

Student identified as missing/absconded. This must be reported to the Learning Mentor by staff from the provider.



The Learning Mentor should investigate the circumstances and notify the Director of Learning and parents/carers in that order. The Director of Learning will also inform the Attendance Manager and Receptionist.



The Director of Learning should decide whether to notify police immediately or to wait for up to 30 minutes. If the student is CLA their social worker should also be informed at this point. Learning mentor to liaise with provider re: updates and actions.



The Learning Mentor should notify the police at the agreed time and follow up with parents/carers.



When the situation is resolved, the behaviour should be logged on Arbor by Learning Mentor and a meeting organised with parents and carers regardless of whether the incident resulted in a suspension.

As always, safeguarding has to take priority and while the process may be time consuming one person needs to lead on this to ensure information is shared accurately and in a timely manner.