

Attendance and Punctuality Policy

Erdington Academy

Part of Fairfax Multi-Academy Trust

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Document Owner:	Mrs K Wright
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1. PRINCIPLES:

1.1 Erdington Academy is committed to maximising the attendance and punctuality of every student during their education at the Academy. Students with frequent absences or late marks are denied equality of opportunity.

1.2 Attendance and punctuality are inextricably linked to success in all aspects of Academy life, including examinations; regular Academy attendance is vital if students are to benefit from the experiences which the Academy offers them. Employers and others who seek references value good attendance and punctuality highly, as an indicator of a candidate's reliability.

1.3 Regular Academy attendance is based on a strong and supportive partnership between the Academy, parents, Erdington Academy Associates and other outside agencies.

1.4 Parents and Carers have a legal responsibility to ensure that their children attend Academy unless there is a *genuine reason* for them being unable to do so, in which case, they should inform the Academy.

1.5 Some students find it harder than others to attend school. This policy sets out how Academy staff will work with students, parents, and partners to promote, encourage and support regular attendance at school and remove any barriers to attendance.

2. AIMS:

2.1 To set high expectations and aspirations that all students have a high standard of school attendance and punctuality.

2.2 To improve children's attainment and opportunities through good attendance.

2.3 To make attendance and punctuality a priority for everyone.

2.4 To ensure there is a clear process to identify and address emerging attendance concerns and reduce these absences (including persistent and severe absence)

2.5 To work effectively with parents, students, and partners through building trusted relationships to work together to remove barriers to attendance.

To achieve these aims for our students, we are committed to each of the following:

- to provide a welcoming, stimulating, and safe learning environment.
- to listen to parents/students to understand barriers to attendance.
- to build trusted relationships with parents/students so that concerns can be understood.
- to have high expectations of our students.
- to provide a broad, balanced, and relevant curriculum.
- to recognise and celebrate achievements in all areas of Academy life.
- to ensure that there is equality of access to all aspects of the curriculum and Academy life.
- to provide high quality teaching using a variety of teaching strategies.
- to provide a range of resources that are effectively used to support/challenge learning.
- to offer experiences, which develop students 'spiritual/moral/cultural understanding.
- to offer support/guidance/training for all those who teach and work with our children.
- to foster and maintain strong links with our wider community

This policy is based on the Department for Education's (DfE's) statutory guidance on [working together to improve Academy attendance \(applies from 19 August 2024\)](#) and [Academy 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 \(Student Registration\) \(England\) Regulations 2006 \(and 2010, 2011, 2013, and 2016 amendments\)](#)
 - [The Academy Attendance \(Student Registration\) \(England\) Regulations 2024](#)
 - <https://www.legislation.gov.uk/uksi/2006/1751/contents> [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013 and the 2024 amendment](#)
- <https://www.legislation.gov.uk/uksi/2013/757/regulation/2/made> It also refers to:
- [Academy census guidance](#)
 - [Keeping Children Safe in Education](#)
 - [Mental health issues affecting a student's attendance: guidance for Academies](#)

3. LEGAL RESPONSIBILITY:

Where this policy refers to a parent, it refers to the adult the Academy 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 are expected to:

- 3.1 Make sure their child attends full time every day and on time
- 3.2 Call the Academy to report their child's absence before 8.00am on the first day of the absence (and each subsequent day of absence) and advise the Academy when they are expected to return. Permitting unauthorised absence from school is an offence and parents may be reported to the Education Authority if problems cannot be resolved by agreement. All children, regardless of their circumstances, are entitled to a full-time education that is suitable to their age, ability, aptitude and any special educational needs they may have.
Local authorities have a duty to establish, as far as it is possible to do so, the identity of children of compulsory Academy age who are missing education in their area.
- 3.3 Provide the Academy with more than 1 emergency contact number for their child and keep these contact details current/up to date, notifying the Academy of any changes.
- 3.4 Ensure that, where possible, appointments for their child are made outside of the Academy-day.
- 3.5 Keep to any attendance contracts that they make with the Academy and/or local authority
- 3.6 Seek support, where necessary, for maintaining good attendance, by contacting the Academy's Attendance Manager: Mrs Natalie Harris, or their child's Head of Year/Assistant Head of Year, who are available via 0121 373 1080 or enquiry@erdington.fmat.co.uk

Parents are responsible for ensuring their children receive education. Estranged parents with whom the child has had regular contact may be prosecuted as well as the day-to-day carer. Each situation will be dealt with on an individual basis, always remembering the welfare and safety of the child is the paramount concern. [The term 'parent' also includes those who are not a natural parent but have parental responsibility for the child as defined by the Children Act 1989 or who have care of the child as defined by the Education Act 1999.]

4. DUTIES AND RESPONSIBILITIES:

4.1 Academy has an Attendance Champion, a named senior member of staff with responsibility for attendance issues. (Mrs K Wright – Vice Principal)

4.2 All members of Academy staff, both teaching and non-teaching, have responsibility for monitoring and reporting attendance issues.

Attendance Line Manager:

To oversee and monitor whole-school attendance and punctuality along with Attendance Officer. To report to Leadership Team and Academy Associates and to ensure liaison with outside agencies, Social Services and the Behaviour Support Service.

Head of Year/Behaviour mentor:

To co-ordinate their team of tutors regarding attendance issues. To reinforce good practice at Tutor CPD sessions and in Year assemblies. To contact parents if the Form Tutor is unable to establish reasons for absence. To work with the Attendance Officer to initiate referrals and to be actively involved in referral processes.

Form Tutor:

To ensure accurate marking of registers and to ensure that attendance and punctuality are regular features of tutorial time. To ensure that planned absences are communicated to the Attendance Officer. To carefully monitor attendance patterns and report any concerns to the appropriate Head of Year/Attendance Officer. To respond to weekly feedback on student lateness by discussing concerns with them and to issue L3 when appropriate.

Teacher:

To ensure electronic lesson registers are completed every lesson and in the case of ICT breakdown, to complete a paper register for the Attendance Officer. All period 1 registers must be completed by 9:30 am so that the Attendance Officer can initiate the 'Kids' Safe' /First Day Calling procedure. A register is to be completed within the first 15 minutes of *all lessons*.

Student:

To attend regularly and punctually. To sign in at the Attendance Office if arriving in school late after the registers have closed and to produce a note to explain any absences or lateness.

Parent/Carer:

To ensure that their children attend school regularly. To inform the Academy at the earliest possible time of the reason for and the expected length of *any absence*. To respond promptly to an absence-call from the Academy. To ensure that no holidays are organised during term-time.

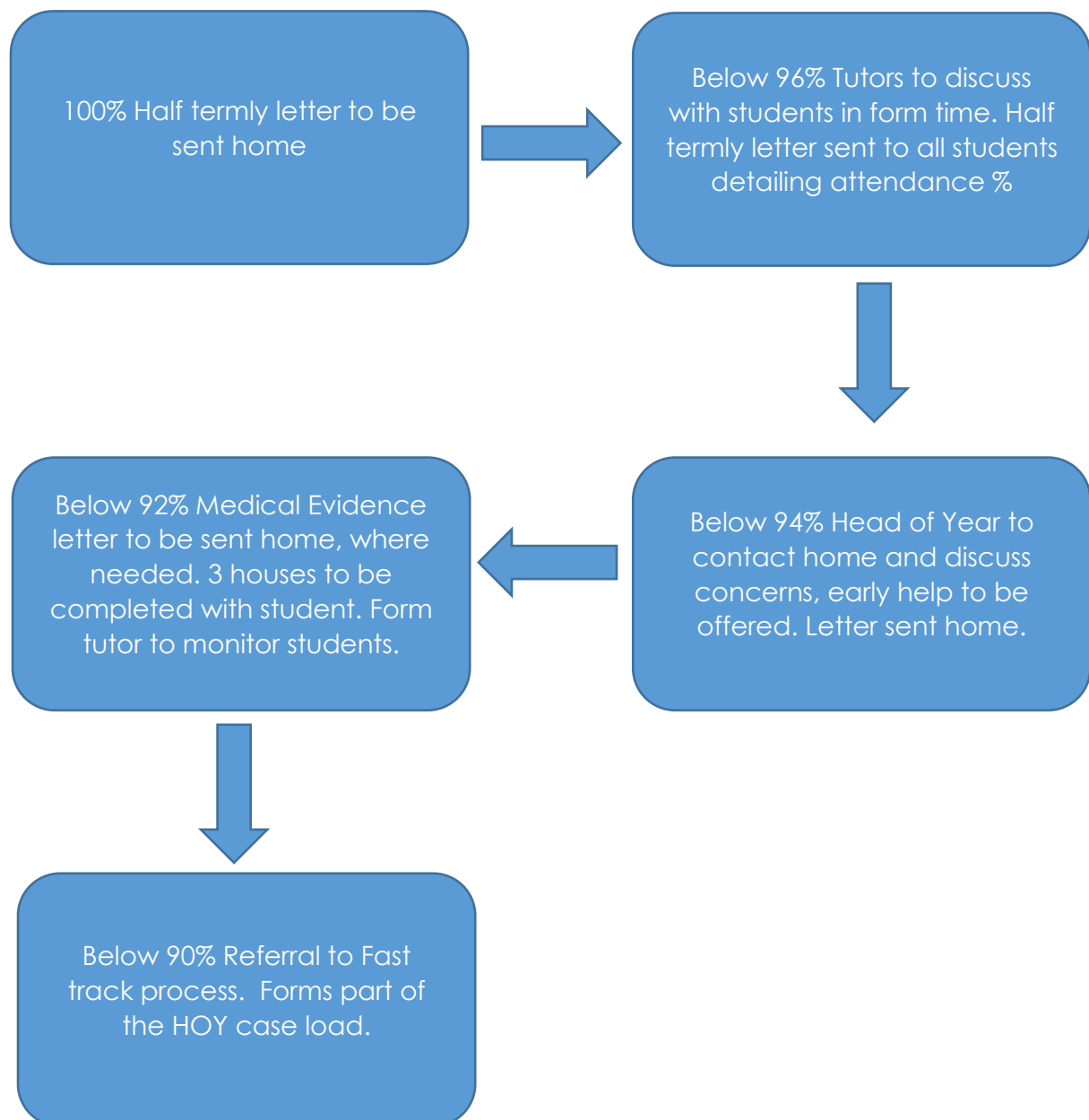
Attendance Officer/Team:

To ensure computerised registers are processed and any absences or lateness identified. To use 'text message service' to inform parents immediately of any absence, if we have not already heard from them. To inform staff and students that registers close at 9.30 am. To work closely with Heads of Year in relation to students whose attendance is causing concern. To produce a breakdown of attendance and percentage attendance for each

year group half-termly for an attendance focus in year assemblies. To liaise regularly with line manager and run all Low Attendance and Spotlight letters past them prior to them being sent out. To process and implement new systems of work in order to improve attendance (A* Attendance – 2024). To communicate with parents as and when necessary.

Erdington Academy Associates:

To maintain an interest in attendance statistics and encourage target setting for improvement. To review the success of the attendance policy.



Where attendance has deteriorated rapidly, there are concerning patterns of unauthorised absences, or parents have not responded to concerns raised, a referral may be made straight to Fast Track. The Birmingham attendance process for addressing

attendance concerns and where appropriate, legal action including the issue of penalty notices will be followed.

Academy Day and Punctuality

It is important that students are punctual so that they do not miss out on the beginning of each school day. Children must attend on time to be given a present mark for the session. If a student arrives late to school every day, their learning begins to suffer.

PROCEDURES FOR REGISTRATION:

5.1 The accurate and prompt recording of student attendance is essential, and this information is required by the DFE (Department for Education)

5.2 Attendance data is a module on BROM COM, the internal Academy network, and the Attendance Officer monitors this.

5.3 Parents are asked to inform the Academy before 8:00am (by email or by telephone) if their child is going to be absent that day and on each subsequent day of absence. If the absence is going to be lengthy, they are asked to inform the Attendance Officer by letter.

5.4 Parents are required to inform the Attendance Officer of medical and dental appointments in advance by using the same system. We ask parents to try to ensure that appointments are made outside of Academy hours, wherever possible. Parents are also asked to ensure that, if appointments in school time are unavoidable, students attend school prior to the appointment and are returned to school immediately afterwards.

5.5 Students who are late to school for any reason or who have to leave early, are required to sign in or out at the Attendance Office.

5.6 If students are not recorded as present, have not signed in or if the Academy has not heard from parents/carers, an automated text or telephone call will be sent as early as 9:30am.

5.7 If the Academy receives no reason for a student's absence, the Attendance team or your child's HoY/AHoY will make contact asking for an explanation. If no response is received, the absence will be recorded as unauthorised.

5.8 Students who arrive late to school between the times of 8:45 am and 9.00am will be met by a member of the Senior Leadership Team, coded with a late mark ('L') and given a consequence.

5.9 Students that arrive to Academy after 9.30 am with no reasonable explanation will receive a 'U' code (unauthorised late when AM registration closes) for that am registration mark. They will receive a 50min correction on the same day. Once a student receives 10x 'U' codes, legal action may be initiated by the Attendance Officer.

6. Absence

6.1 If staff are concerned about a child's absence or there is no response to text messages, they will attempt to make contact by phone to parents, other emergency

contacts, or home visits, and referrals to FSW and Welfare Officer and to the police for a safe and well check. Where Academy staff have concerns about a child, they will use their professional judgement and knowledge of the individual student to inform their decision as to whether welfare concerns should be escalated. It is imperative that up-to-date contact numbers and details are provided to school by parents. Schools are required to hold more than one emergency contact per child (KCSIE 2022). Emergency contact numbers should be provided and updated by the parent with whom the student normally resides.

Illness

6.2 Not all illness requires absence from school. For minor childhood ailments such as coughs, colds, earaches/headaches we would not expect children to be absent. However, when a parent makes the assessment that their child is unfit for school, they should follow the above absence process.

6.3 It is a school's decision whether to accept a reason for a child's absence and whether to authorise that absence. Each absence will be assessed by the Academy, and we will decide if medical evidence is required. In the majority of cases, a parent's explanation of their child's illness can be accepted without question or concern. In circumstances where there are concerns about a child's attendance or reason for absence, or their attendance is already a cause for concern, further evidence of a child's illness may be requested. This evidence should be provided to the school within 10 days.

6.4 The Academy will challenge parents' statements or seek additional evidence if they have any concerns regarding a child's attendance. In fact, there are clear systems in place to escalate any concerns about high levels of absence due to illness, including agreements about accessing additional services in order to provide appropriate support to students, particularly for long term illness.

Erdington Academy may request medical evidence in the following scenarios:

- Attendance is less than 92%
- Child is absent and there are frequent odd days of absences due to reported illness
- Child is absent and the same reasons for absence are frequently repeated
- Child is absent and attendance is below expected levels and there is a concerning pattern of absence/reasons for absence.
- Where there is a medical problem and school staff may need evidence to seek additional support/provide support Reintegration of Long-Term Absentees.

Reintegration of Long-Term Absentees

Absence can significantly interrupt the continuity of students' learning, and positive strategies should be employed to minimise such effects.

Unexplained absences

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

- Call the student's parent on the morning of the first day of unexplained absence to ascertain the reason. If the school cannot reach any of the student's emergency contacts, school staff may decide to undertake a Home Visit or seek additional advice from the DSL.
- 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(s) for which the student was absent
- Call the parent on each day that the absence continues without explanation, to make sure proper safeguarding action is taken. If the absence continues, the school will consider involving the local authority/appropriate external agencies.
- Where relevant, report the unexplained absence to the student's youth offending team officer
- Where appropriate, offer support to the student and/or their parents to improve attendance
- Identify whether the student 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, the school may decide to issue a notice to improve, a penalty notice or undertake other legal intervention.

Key Principles (linked to absence from school)

- We will keep in touch with a student/and their family during a long absence.
- We will make sure the student is welcomed back.
- A clear plan will be discussed and agreed with the parent/carers, student and school staff, allowing for regular review dates.

The Academy will consider a phased return where appropriate. This will be considered carefully and includes seeking expert advice from relevant professionals and co-ordinating a multi-agency meeting. Consideration will be given to any special needs the student may have, and appropriate support will be identified. Consideration will be given to a package of support which may include providing a mentor.

Teachers will ensure that the student feels welcomed back to and take all necessary steps to support their re-integration.

Other reasons for absences:

The Academy will follow DFE guidance and *will not authorise* absences for shopping, birthdays or child minding.

7. PERSISTENT LATENESS:

7.1 In cases where a student begins to develop a pattern of lateness (late between the times of 8:45 – 9.30) the Academy will initially try to resolve the problem with parents/carers.

7.2 The Head of Year may place a student on an 'Attendance and Punctuality Report' to monitor their punctuality to AM and PM registrations.

7.3 Due to possible legal action, after 10x 'U' codes the following procedures are put in place to resolve the problem:

- 5 U codes = a letter sent home and meeting with student, parents/carers and Head of Year
- 10 U codes = a meeting with student, parents/carers and Assistant Principal.
- 15 U codes = a meeting with the student, parent/carers and the Vice Principal (end of year trip privileges will be withdrawn at this point)
- 20 U codes = Fast Track will instigate legal proceedings where appropriate.

8. PERSISTENT ABSENCE FAST TRACK:

8.1 In cases where a student begins to develop a pattern of absences, the Academy will try to resolve the problem with parents/carers. If this is unsuccessful, the Academy will seek advice from other external agencies and involve the Attendance Officer.

8.2 Poor attendance is investigated daily by the Attendance Officer who communicates areas of concern to, Heads of Year, the Vice Principal, the DSL and SENDCO as well as the Academy's Police Liaison Officer.

8.3 A letter of concern is sent to parents if attendance falls below 92%. The letter will outline the student's percentage attendance and will state that absences will be assessed on each occasion and may be considered as unauthorised without proof of attendance at a medical establishment. It will also ask if there are any underlying medical reasons or emotional reasons accounting for the absences – support systems can then be put into place. Parents of students who have a pattern of persistent lateness to Academy will also receive a letter of concern. After this any further lateness may result in an unauthorised absence mark.

8.4 Further unauthorised absence will result in a meeting with the Attendance Officer, parent/carer and the student. If the situation shows no improvement a referral will be made to Birmingham Fast Track, who may instigate legal proceedings where appropriate.

9. Leave during Term Time (Students)

The Principal will only grant a **leave of absence** to a student during term time if the request meets the specific circumstances set out in the [2024 Academy attendance regulations](#). These circumstances are:

- Taking part in a regulated performance, or regulated employment abroad
- Attending an interview
- Study leave

- A temporary, time-limited part-time timetable
- Exceptional circumstances

A leave of absence is granted at the Principal's discretion, including the length of time the student is authorised to be absent for.

The Education (Student Registration) (England) (Amendment) Regulations 2013 have amended Regulation 7 of the 2006 Regulations to prohibit the proprietor of a maintained Academy granting leave of absence to a student except where an application has been made in advance and the conditions above are met.

9.1 The Attendance Officer will send a 'Leave in Term Time' letter to all parents/carers at the start of every academic year to inform them that the Principal is unable to authorise leave during term time except where there are exceptional circumstances. Parents/Carers are informed of the legal implications that could occur if leave without authorisation takes place.

9.2 Parents must complete an 'Exceptional Leave in Term Time Request Form' if they are considering taking their child out of Academy for a period of leave. These forms can be collected from Reception and must be returned to the Attendance Officer.

9.3 The Attendance Officer will communicate with the Birmingham ELIT if leave has been taken without authorisation. Contact with parents/carers will be made via letters, phone calls and home visits as appropriate.

9.4 Any legal action required will be taken by the Education Legal Intervention Team.

Valid reasons for **authorised absence** include (but are not limited to):

- Illness (including mental-health illness where the parent is in regular contact with and receiving support from the school and additional services), and medical/dental appointments.
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the student's parent(s) belong(s). If necessary, the Academy will seek advice from the parent's religious body to confirm whether the day is set apart.
- Parent(s) 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 Academy, but it is not known whether the student is attending educational provision
- If the student is currently suspended or excluded from school (and no alternative provision has been made)

Other reasons the Academy *may allow* a student to be absent from the school site, which are not classified as absences, include (but are not limited to):

- Attending an offsite approved educational activity, sporting activity or visit or trip arranged by the Academy
- Attending another school at which the student is also registered (dual registration)

- Attending provision arranged by the local authority
- Attending work experience
- If there is any other unavoidable cause for the student not to attend school, such as disruption to travel caused by an emergency, a lack of access arrangements, or because the Academy premises are closed

5.2 Sanctions

Our Academy will make use of the full range of potential sanctions – including, but not limited to, those listed below – to tackle poor attendance. Decisions will be made on an individual, case-by-case basis.

Penalty notices

The Principal (or someone authorised by them), local authority or the police *can fine parents for the unauthorised absence of their child from school*, where the child is of compulsory school age, by issuing a penalty notice.

If the Academy issues a penalty notice, it will check with the local authority before doing so and send them a copy of any penalty notice issued.

Before issuing a penalty notice, the Academy will consider the individual case, including:

- Whether the national threshold for considering a penalty notice has been met (10 sessions of unauthorised absence in a rolling period of 10 Academy weeks)
- Whether a penalty notice is the best available tool to improve attendance for that student
- Whether further support, a notice to improve or another legal intervention would be a more appropriate solution
- Whether any obligations that the Academy has under the Equality Act 2010 make issuing a penalty notice inappropriate

Each parent who is liable for the student's offence(s) can be issued with a penalty notice, but this will usually only be the parent/parents who allowed the absence.

The payment must be made directly to the local authority, regardless of who issues the notice. If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

If issued with a **first** penalty notice, the parent must pay £80 within 21 days, or £160 within 28 days.

If a **second** penalty notice is issued to the same parent in respect of the same student, the parent must pay £160 if paid within 28 days.

A **third** penalty notice cannot be issued to the same parent in respect of the same child within 3 years of the date of the issue of the first penalty notice. In a case where the

national threshold is met for a third time within those 3 years, alternative action will be taken instead.

A penalty notice may also be issued where parents allow their child to be present in a public place during school hours without reasonable justification, during the first 5 days of a suspension or exclusion (where the Academy has notified the parents that the student must not be present in a public place on that day). These penalty notices are not included in the National Framework, not subject to the same considerations about support being provided, and do not count towards the limit as part of the escalation process.

In these cases, the parent must pay £60 within 21 days, or £120.

10.1 Analysing attendance

The Academy will:

- Analyse attendance and absence data regularly to identify students, groups or cohorts that need additional support with their attendance, and
- Identify students whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severe absence
- Conduct thorough analysis of half-termly, termly, and full-year data to identify patterns and trends
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns

10.2 Using data to improve attendance

Erdington Academy will:

- Develop targeted actions to address patterns of absence (of all severities) of individual students, groups or cohorts that it has identified via data analysis
- Provide targeted support to the students it has identified whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severe absence, and their families (see section 8.4 below)
- Provide regular attendance reports to Form Tutors/HoYs and AHoYs, to facilitate discussions with students and families, and to the governing board and Academy leaders (including special educational needs co-ordinator/s, designated safeguarding lead/s and pupil premium lead/s)
- Use data to monitor and evaluate the impact of any interventions put in place, to modify them if appropriate and inform future strategies

10.3 Reducing persistent and severe absence

Persistent absence is where a student misses 10% or more of school, and severe absence is where a student misses 50% or more of school. Reducing persistent and severe absence is central to the Academy's strategy for improving attendance.

Erdington Academy will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Consider potential safeguarding issues and, where suspected or present, address them in line with Keeping Children Safe in Education
- Hold regular meetings with the parents of students who the school (and/or local authority) considers to be vulnerable or at risk of persistent or severe absence, or who are persistently or severely absent, to:
 - Discuss attendance and engagement at school
 - Listen, and understand barriers to attendance
 - Explain the help that is available
 - Explain the potential consequences of, and sanctions for, persistent and severe absence
 - Review any existing actions or interventions
- Provide access to wider support services to remove the barriers to attendance, in conjunction with the local authority, where relevant.
- Consider alternative support that could be put in place to remove any barriers to attendance and re-engage these students. In doing so, the Academy will sensitively consider some of the reasons for absence.
- Implement sanctions, where necessary.

11. TRUANCY:

11.1 Erdington Academy will monitor attendance to each lesson/period of the school-day using registers, to ensure all students are safe in school and their whereabouts known. If a student does not present to scheduled lessons/activities, the Attendance Officer will be informed and staff alerted to find missing students. If students cannot be located and are suspected of leaving school premises, parents will be informed. Heads of Year will investigate the whereabouts during the truanting period and inform the Attendance Officer and the parents/carers of where the student was.

11.2 The first time a student is caught truanting from school and/or lessons, the parent/carer will be informed by telephone and/or letter and the student will be placed on attendance report. Regular spot checks will be carried out to check on the student's future attendance. Students will receive a sanction of internal exclusion.

11.3 If a student is discovered to be truanting for a second time, the above sanctions will apply, and parents/carers invited into school to attend an interview with the student's Head of Year. Students will receive a period of isolation for their second offence. In exceptional circumstances where a student is discovered truanting for a third time, parents and students will be invited to attend a meeting with the Assistant Principal and

students/parents will be required to agree and sign a contract of attendance. An Erdington Academy Associates Disciplinary Interview may take place if required.

12. Alternative Education Providers

12.1 On very rare occasions, a small number of students may be accessing an alternative education provider agreed by the Academy for all or part of their timetable. In this instance the student remains on roll at Erdington Academy.

12.2 Attendance to approved alternative providers is monitored and reflected on Academy registers. The responsibility of ensuring students are safeguarded and receiving appropriate education remains with Erdington Academy.

13. Attendance, Safeguarding and Children Missing Education

13.1 A child missing from education is a potential indicator of abuse or neglect. The Academy will follow procedures for dealing with children that go missing from education, particularly on repeat occasions, to help identify the risk of abuse and neglect, including sexual exploitation and criminal exploitation, and to help prevent the risks of their going missing in future.

13.2 All schools are required to make the local authority aware of every registered student who fails to attend school regularly and any student who has been absent from school, where the absence has been treated as unauthorised for a continuous period of not less than x10 school days' education.

13.3 Academies are permitted to remove compulsory-school-aged children from roll on the limited grounds set out in regulation 8 of the Education (Student Registration) (England) Regulations 2006 as amended by the Education (Student Registration) (England) (Amendment) Regulations 2016.

13.4 Removing a child from the Academy roll is a very important decision. Children who fall out of the education system are more likely to have poor outcomes and may be exposed to increased risks of harm. Schools must follow correct procedures and follow their legal and safeguarding duties.

13.5 All schools must notify their local authority when they are about to remove a student's name from the Academy admission register under any of the fifteen grounds listed in the 2006 regulations (as amended).

13.7 Schools must make reasonable enquiries to establish the whereabouts of the child jointly with the CME (Children Missing in Education) officer, before deleting the student's name from the register if the deletion is under regulation 8(1), sub-paragraphs (f) (iii) and (h) (iii) of the Statutory guidance 2016.

13.8 This attendance policy is part of a broader suite of safeguarding policies including the Academy's Child Protection Policy and Procedures.

Use of Attendance Data

All Academies must provide their attendance data to the DFE, most Academies use their management information systems to send their data via Academy census. The figures returned are then published by the DFE as part of the annual publication of Academy statistics.

Erdington Academy will also share attendance information with the Local Authority Attendance Support Team at least termly in line with [working together to improve school attendance \(applies from 19 August 2024\)](#).

Appendix 1: 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
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
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	Pupil is unable to attend as they are: • 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