

The Ripley Academy

A member of the East Midlands Education Trust



Attendance Policy

October 2024



#nothingshortofremarkable

Policy Reviewed:	October 2024
Reviewed by:	Mrs L Crowder/Mrs H Ford
Next review due:	October 2026

ATTENDANCE MATTERS

95%	=	40 LESSONS MISSED EACH YEAR 8 days in total or 1 week and 3 days
90%	=	80 LESSONS MISSED EACH YEAR 16 days in total or 3 weeks and 1 days
85%	=	120 LESSONS MISSED EACH YEAR 24 days in total or 4 weeks and 4 days
80%	=	160 LESSONS MISSED EACH YEAR 32 days in total or 6 weeks and 2 days

98-100%	<ul style="list-style-type: none"> •Excellent - Children are accessing all learning opportunities
96-97%	<ul style="list-style-type: none"> •Good - Very few learning opportunities are missed
94-95%	<ul style="list-style-type: none"> •Risk of underachievement •Up to 10 school days absent in an academic year
92-93%	<ul style="list-style-type: none"> •High risk of underachievement •Up to 15 school days absent in the academic year
90-92%	<ul style="list-style-type: none"> •Severe risk of underachievement •Up to 19 school days absent in the academic year
<90%	<ul style="list-style-type: none"> •Extreme risk of underachievement •Upwards of 22 school days absent in the academic year

1. Aims

This policy aims to show our commitment to meeting our obligations with regards to school attendance, including those laid out in the Department for Education's (DfE's) statutory guidance on [working together to improve school attendance \(applies from 19 August 2024\)](#).

Our whole-school culture and ethos promotes good attendance by:

- Setting high expectations for the attendance and punctuality of all pupils
- Promoting good attendance and the benefits of good attendance
- Reducing absence, including persistent and severe absence
- Ensuring every pupil has access to the full-time education to which they are entitled
- Acting early to address patterns of absence
- Building strong relationships with families to make sure pupils have the support in place to attend school
- Promoting and supporting punctuality to lessons.

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 \(and 2010, 2011, 2013, and 2016 amendments\)](#)
- [The School Attendance \(Pupil Registration\) \(England\) 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:

- [School census guidance](#)
- [Keeping Children Safe in Education](#)
- [Mental health issues affecting a pupil's attendance: guidance for schools](#)

3. Expectations & Daily Routines

We expect that students will:

- attend school every day
- attend punctually every day, arriving on the school site by 8.38am
- attend fully prepared every day with the correct equipment, school bag, uniform etc...

We expect that parents/carers will:

- Make sure their child attends every day on time
- Notify the school to report their child's absence before 8am on the day of the absence using ClassCharts, adding a reason for the absence, and each subsequent day of absence, and advising 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
- Seek support, where necessary, for maintaining good attendance, by contacting their child's form tutor or Head of Year in the first instance

We expect that the school will:

- provide a welcoming atmosphere
- provide a safe learning environment
- keep accurate records of attendance and punctuality
- contact parents/carers when a child fails to attend and no reason has been given
- encourage good attendance and punctuality through the Rewards system
- report each child's attendance via the school reporting system
- inform parents/carers when there are concerns regarding attendance and/or punctuality

4. Roles and Responsibilities

4.1 The governing board

The governing board is responsible for:

- Setting high expectations of all school leaders, staff, pupils and parents
- Making sure school leaders fulfil expectations and statutory duties, including:
 - Making sure the school records attendance accurately in the register, and shares the required information with the DfE and local authority
 - Making sure the school works effectively with local partners to help remove barriers to attendance, and keeps them informed regarding specific pupils, where appropriate
- Recognising and promoting the importance of school attendance across the school's policies and ethos
- Making sure the school's attendance management processes are delivered effectively, and that consistent support is provided for pupils who need it most by prioritising staff and resources

- Making sure the school has high aspirations for all pupils, but adapts processes and support to pupils' individual needs
- Regularly reviewing and challenging attendance data and helping school leaders focus improvement efforts on individual pupils or cohorts who need it most
- Working with school leaders to set goals or areas of focus for attendance and providing support and challenge
- Monitoring attendance figures for the whole school and repeatedly evaluating the effectiveness of the school's processes and improvement efforts to make sure they are meeting pupils needs
- Where the school is struggling with attendance, working with school leaders to develop a comprehensive action plan to improve attendance
- Making sure all staff receive adequate training on attendance as part of the regular continued professional development offer, so that staff understand:
 - The importance of good attendance
 - That absence is almost always a symptom of wider issues
 - The school's legal requirements for keeping registers
 - The school's strategies and procedures for tracking, following up on and improving attendance, including working with partners and keeping them informed regarding specific pupils, where appropriate
- Making sure dedicated training is provided to staff with a specific attendance function in their role, including in interpreting and analysing attendance data
- Sharing effective practice on attendance management and improvement across schools within the Trust
- Holding the headteacher to account for the implementation of this policy

4.2 The Headteacher/Head of school

The Headteacher/Head of school is responsible for:

- The 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
- Issuing fixed-penalty notices, where necessary, and/or authorising the Deputy Headteacher and/or Attendance Officer to be able to do so
- Working with the parents of pupils with special educational needs and/or disabilities (SEND) to develop specific support approaches for attendance for pupils with SEND, including where school transport is regularly being missed, and where pupils with SEND face in-school barriers
- Communicating with the local authority when a pupil with an education, health and care (EHC) plan has falling attendance, or where there are barriers to attendance that relate to the pupil's needs
- Communicating the school's high expectations for attendance and punctuality regularly to pupils and parents through all available channels

4.3 The Deputy Headteacher with responsibility for attendance

The Deputy Headteacher is responsible for:

- Leading, championing and improving attendance across the school
- Setting a clear vision for improving and maintaining good attendance
- Evaluating and monitoring expectations and processes
- Having a strong grasp of absence data and oversight of absence data analysis
- Regularly monitoring and evaluating progress in attendance
- Establishing and maintaining effective systems for tackling absence, and making sure they are followed by all staff
- Liaising with pupils, parents/carers and external agencies, where needed
- Building close and productive relationships with parents to discuss and tackle attendance issues
- Creating intervention or reintegration plans in partnership with pupils and their parents/carers
- Delivering targeted intervention and support to pupils and families

4.4 The Attendance Officer

The school attendance officer is responsible for:

- Monitoring and analysing attendance data
- Benchmarking attendance data to identify areas of focus for improvement
- Providing regular attendance reports to school staff and reporting concerns about attendance to the Deputy Headteacher
- Working with other professionals to tackle persistent absence
- Advising the headteacher when to issue fixed-penalty notices
- Carrying out safe and well checks on students absent from school

4.5 Teachers/Form Tutors

Teachers/Form Tutors are responsible for recording attendance within the first 10 minutes of each lesson, using the correct codes (see Appendix 1), via ClassCharts.

4.6 Parents/carers

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

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

5. Recording Attendance

5.1 Attendance register

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

We will take our attendance register within the first 10 minutes of each lesson 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

We will also record:

- Whether the absence is authorised or not
- The nature of the activity, where 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 6 years after the date on which the entry was made.

The school day starts at 8:40am and ends at 15:10pm.

Pupils must arrive in school by **8:38am** on each school day.

The register for the first session will be taken at **8:40am** and will be kept open until **9:00am**. The register for the second session will be taken at **2:10pm** and will be kept open until **2:40pm**.

5.2 Unplanned absence

The pupil's parent must notify the school of the reason for the absence on the first day of an unplanned absence by **8:00am**, by using the ClassCharts app. Details of the absence should be provided along with a potential return date.

If parents/carers do not report an absence, then absences will remain unauthorised, and absence calls will be made by the Attendance Officer. A home visit will be conducted after 3 days of both authorised and unauthorised absence.

The Attendance Officer may also visit the home of a student where there are concerns over attendance and when they have not been able to contact parents/carers or want to carry out either an announced or unannounced safe and well check.

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 and/or it is a repeated or sustained absence.

Where the absence is longer than **3** 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 parents will be notified of this in advance.

5.3 Planned absence

Attending a medical or dental appointment will be counted as authorised if the pupil's parent notifies the school in advance of the appointment and provides evidence of the appointment.

However, we encourage parents 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 must also apply for other types of term-time absence as far in advance as possible of the requested absence.

5.4 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 will be marked as absent, using the appropriate code

Good punctuality is very important for a settled start to the day and form tutors will monitor punctuality to morning registration.

Morning registration takes place at the start of day at 8.40am and students should be on the school site by 8.38am, giving them enough time to reach their form room by 8:40am. Students arriving onto the site after 8.38am will be recorded as late. We recognise that on rare occasions a student may be late due to extenuating circumstances on a particular morning. Please do contact the school so we are aware before your child arrives.

Any student who is on school site by 8:38am but arrives to their form room after 8:40am will be marked as late and given an "L" code on the register.

Students arriving late to school (after 9:00am) should report directly to main reception on entry. Any student arriving to school after 9.00am without a valid reason will also receive an appropriate sanction from their Head of Year. Students arriving after 9.00am without an acceptable explanation will be recorded as an unauthorised absence.

In cases where the absence at registration was for attending an early morning medical appointment, the appropriate authorised absence code will be entered when supported with evidence (letter or appointment card) from home.

Lateness - punctuality (PM) - daily routines

Students who arrive late to any lesson will receive a late 'L' mark. Heads of Year will monitor and action accordingly. At 2.07pm a bell will notify students to move to their period 5 lesson. Any student who arrives to their period 5 lesson after 2:10pm will be marked as late.

Lateness - punctuality concerns

On the third occasion a student is late they will be issued an after-school detention. Parents/carers will receive 24-hours notification of this detention via email. Heads of Year will contact parents/carers to arrange a meeting to discuss ways forward to rectify punctuality concerns.

Truancy of tutor time will result in students being issued an after-school detention. Parents/carers will receive notification of this detention via email along with an unauthorised mark on their registration.

5.5 Following up unexplained absence

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

- Send a message via ClassCharts to the pupil's parent on the morning of the first day of unexplained absence to ascertain the reason. This will then be followed by a telephone call if there is no response to the message.
- 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(s) for which the pupil was absent
- Call the parent on each day that the absence continues without explanation, to make sure 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 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 we will issue a notice to improve, penalty notice or other legal intervention as appropriate

6. Authorised and Unauthorised Absence

6.1 Approval for Term-Time Absence

In September 2013 the government introduced new regulations making it clear that Headteachers must not give approval for any leave of absence during term time, including holidays, unless there are exceptional circumstances. The Headteacher will allow pupils to be absent from the school site for certain educational activities, or to attend other schools or settings.

The Headteacher will only grant a **leave of absence** to a pupil during term time if the request meets the specific circumstances set out in the [2024 school attendance regulations](#). A leave of absence is granted at the Headteacher's discretion, including the length of time the pupil is authorised to be absent for.

Leave of absence will not be granted for a pupil to take part in protest activity during school hours.

As a leave of absence will only be granted in exceptional circumstances, it is unlikely a leave of absence will be granted for the purposes of a family holiday.

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

Any request for term time leave should be submitted as soon as it is anticipated and, where possible, at least two weeks before the absence, and in accordance with any leave of absence request form, accessible via the school website or via collection of a paper copy from school reception. The Headteacher may require evidence to support any request for leave of absence. You must have received written authorisation before your child can be absent from school.

Parent/carers may be issued with a penalty notice fine or prosecution should leave of 5 days or more be taken which is not authorised by the Headteacher, or where repeated incidents of leave in term time for less than 5 days occur or where the unauthorised absence contributes to wider poor attendance that meets the legal threshold. Absence deemed for the reason of unauthorised leave in term time will be marked in the register with the attendance code "G".

You may be issued with a penalty Notice should leave be taken which is not authorised. If unpaid, this could lead to prosecution under Section 444(1) of The Education Act 1996.

Although some parents may find themselves in difficult circumstances which require them to organise holidays in term time, The Ripley Academy believes students should not miss school for this reason. Whilst we understand the difficulties parents/carers may have in organising holidays during the school holidays and the benefits to be had from cheaper term-time holidays, this type of absence is detrimental to a child's education.

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

- Illness (including mental-health illness) and medical/dental appointments (see sections 4.2 and 4.3 for more detail)
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parent(s) belong(s). If necessary, the school 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 school, but it is not known whether the pupil is attending educational provision
- If the pupil is currently suspended or excluded from school (and no alternative provision has been made)

Other reasons the school may allow a pupil 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 school
- Attending another school at which the pupil is also registered (dual registration)
- Attending provision arranged by the local authority
- Attending work experience
- If there is any other unavoidable cause for the pupil not to attend school, such as disruption to travel caused by an emergency, a lack of access arrangements, or because the school premises are closed

6.2 Sanctions

Our school 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 Headteacher (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 school issues a penalty notice, it will check with the local authority before doing so and send it a copy of any penalty notice issued.

Before issuing a penalty notice, the school 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 school weeks)
- Whether a penalty notice is the best available tool to improve attendance for that pupil
- Whether further support, a notice to improve or another legal intervention would be a more appropriate solution
- Whether any obligations that the school has under the Equality Act 2010 make issuing a penalty notice inappropriate

Each parent who is liable for the pupil'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 pupil, 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 school has notified the parents that the pupil 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.

Notices to improve

If the national threshold has been met and support is appropriate, but parents do not engage with offers of support, the school may offer a notice to improve to give parents a final chance to engage with support.

Notices to improve will be issued in line with processes set out in the local code of conduct for the local authority area in which the pupil attends school.

They will include:

- Details of the pupil's attendance record and of the offences
- The benefits of regular attendance and the duty of parents under section 7 of the Education Act 1996
- Details of the support provided so far
- Opportunities for further support, or to access previously provided support that was not engaged with
- A clear warning that a penalty notice may be issued if attendance doesn't improve within the improvement period, along with details of what sufficient improvement looks like, which will be decided on a case-by-case basis
- A clear timeframe of between 3 and 6 weeks for the improvement period
- The grounds on which a penalty notice may be issued before the end of the improvement period

7. Attendance monitoring

Each year, the school will examine its attendance figures and set attendance targets that reflect both the national and our past attendance performance.

Heads of Year and Form Tutors will monitor attendance on a weekly basis.

The Attendance Officer will monitor attendance daily as will the Safeguarding Team for any vulnerable students.

7.1 Monitoring attendance

The school will monitor attendance and absence data (including punctuality) half-termly, termly and yearly across the school and at an individual pupil, year group and cohort level.

Specific pupil information relating to attendance will be shared with the DfE daily as part of their data collections.

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 benchmark its attendance data at whole school, year group and cohort level against local, regional, and national levels to identify areas of focus for improvement and share this with the governing board.

7.2 Analysing attendance

The school will:

- Analyse attendance and absence data regularly to identify pupils, groups or cohorts that need additional support with their attendance
- Identify pupils 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

7.3 Using data to improve attendance

The school will:

- Develop targeted actions to address patterns of absence (of all severities) of individual pupils, groups or cohorts that it has identified via data analysis
- Provide targeted support to the pupils it has identified whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severed absence, and their families (see section 8.4 below)

- Provide regular attendance reports to class teachers and form tutors to facilitate discussions with pupils and families, and to the governing board and school leaders (including special educational needs co-ordinators, designated safeguarding leads and pupil premium leads)
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies
- Share information and work collaboratively with other schools in the area, local authorities and other partners where a pupil's absence is at risk of becoming persistent or severe, including keeping them informed regarding specific pupils, where appropriate

7.4 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. Reducing persistent and severe absence is central to the school's strategy for improving attendance.

The school 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 pupils 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 pupils. In doing so, the school will sensitively consider some of the reasons for absence
- Implement sanctions, where necessary
- Hold attendance meetings in school with the Attendance Officer, Head of Year, student and parent/carer
- Hold attendance panel meetings in school with the Head of School/Deputy Headteacher, Attendance Officer, student, parent/carer and any other associated professional
- Use Notice to Improve Letters and monitoring periods

Medical Attendance Support Panel

- Students with diagnosed medical conditions whose attendance level is around 90% may be invited, with their parents, to attend a Medical Attendance Support Panel meeting to discuss ways in which the student may be supported by the school to improve attendance levels. The aim of the meeting is to ensure that the school is

doing everything it can to support the student and to ensure that all appropriate services are in place and medical advice from CAMHS or a paediatrician is taken into account.

- All Medical Attendance Support Panel meetings will take place with the student's parent or carers present. If the parent or carer declines to attend, they will be given the option to give their consent for the meeting to take place without them. In this exceptional case, the student's form tutor will also attend the meeting to further support the student concerned.
- **Attendance Officer Caseload**
 - Any student who has an attendance level below **96%** will be under the remit of the Attendance Officer. The Attendance Officer makes decisions in relation to home visits, fixed penalty warning letters, fixed penalties, referral to the Attendance Panel, fast track referral and/or any other appropriate action in conjunction with the Deputy Headteacher.
- **Attendance Panel/Fast Track**
 - Any student with a level of attendance at or below 90% can, in liaison with the Attendance Officer, be subject to an Attendance Panel referral.
 - The panel, which will consist of parents/carers, student, the Attendance Officer and the student's Head of Year will examine the reasons for the absence and by working together will develop strategies for improving the student's attendance. The student's attendance will be reviewed every four weeks until a 90% (or above) attendance is achieved.
 - If any student who has been referred to the Attendance Panel continues to record a decline in attendance, parents/carers may be subject to a further Attendance Panel referral with a member of the Senior Leadership Team or they will be subject to the fast-track process which will be initiated by the Attendance Officer. This process will fast track the parents or carers of persistent absentees to court to consider legal proceedings.

7.5 Missing In Education

The Local Authority will be notified of any student who is absent for 20 consecutive school days (and not receiving any education). This is done by submitting a referral to the Children's Services Attendance Team and is a legal requirement. The school will include details of the action that they have taken to date. Please refer to the school's 'Children Missing in Education' policy which can be found on the school website.

7.6 Moving/Transferring Schools

It is important that parents keep the Deputy Headteacher informed when they are considering changing schools, as we have a duty to inform the Local Authority of any child that we believe has left our school and has not provided forwarding information on their destination and education provision. If we are unable to establish your child's new school, we would have to refer them as a missing child to Derbyshire County Council. As a result, your child's name may be kept on a missing register and efforts will be made to trace them. It is also important to know about a new school so that we can send on your child's records.

7.7 Rewards

Good attendance and punctuality will be rewarded at The Ripley Academy. Exceptional 100% attendance and punctuality of individual students will be rewarded during termly Praise Assemblies.

Individuals will receive a reward during praise assemblies for 100% attendance and 100% punctuality.

Students who significantly improve their previous poor attendance levels will be praised by the Senior Leadership Team.

The Ripley Academy

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: <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

The Ripley Academy