



Attendance Policy

September 2025

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Attendance Policy

Contents:

1. Introduction.....	4
2. Legislation and Guidance	5
3. Roles and Responsibilities.....	6
4. Reporting an absense / recording attendance	7
5. Recording Attendance.....	6
6. What is an acceptable attendance rate?	8
7. Authorised Absences.....	9
8. Unauthorised Absences	9
9. Holidays during term time	10
10. Persistent Lateness to School.....	10
11. Home/School Partnership.....	10
12. Rewards for Good Attendance.....	11
13. Education Welfare	11
14. Legal action	11
15. A Final Word	12

Document Control

New version Number	Key changes from previous version	Date of ratification
2.0	Updated introduction, addition of para. 2.2, Change from Head to Executive Head throughout the document. Streamlined roles and responsibilities, further details about reporting an absence. Entries on the attendance register changed from 6 years to 3 years. Change of time for registration. Addition of attendance rates statistics. Streamlined authorised/unauthorised	September 2025

	absence, legal action and persistent lateness sections. Section 13 insertion of Education Welfare. Change to appendix 1.	
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1. Introduction

This policy applies to all students of compulsory school age at any school within the Eastern Learning Alliance Trust (TELA).

1.1 Key Principles

- Students at Eastern Learning Alliance Trust schools have the right to education that is 'excellence as standard'.
- In order for students to access the best possible education, a high level of attendance is essential.
- Students' ability to stay and feel safe, enjoy and achieve and to make a positive contribution may be jeopardised by poor attendance.

1.2 All schools in the Eastern Learning Alliance Trust endeavour to provide a safe learning environment in which students can enjoy and achieve. We acknowledge the proven correlation between high level attendance and student outcomes. This Attendance Policy emphasises positive strategies and a range of interventions to ensure the highest levels of attendance. However, when normal school procedures do not result in good attendance, a range of further measures, including legal action, have to be considered.

1.3 Eastern Learning Alliance Trust aims to

- emphasise the importance, to all students, of maximum attendance at school as an essential pre-requisite for making full use of all educational opportunities and to maximise individual achievement;
- make explicit to all relevant parties (teachers, parents/carers and students) the Trust's expectations on attendance levels;
- promote a consistent approach across the Trust towards all matters relating to attendance;
- clarify the roles and responsibilities of all parties with respect to attendance;
- communicate to all relevant parties the legal position with respect to attendance and the categories of absence which are deemed "authorised";
- act early to address patterns of absence, including persistent absence and promote good attendance
- stress the need for home and school to work in close partnership to achieve high attendance.

2. Legislation and Guidance

2.1 This policy meets the requirements of the [school attendance guidance](#) from the Department for Education (DfE), the [Working Together to Improve School Attendance August 2024](#) Guidance and refers to the DfE's statutory guidance on [school attendance parental responsibility measures](#). These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

2.1.1 Part 6 of [The Education Act 1996](#)

2.1.2 Part 3 of [The Education Act 2002](#)

2.1.3 Part 7 of [The Education and Inspections Act 2006](#)

2.1.4 [The Education \(Pupil Registration\) \(England\) Regulations 2006](#) (and 2010, 2011, 2013, 2016 amendments)

2.1.5 [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)

2.1.6 This policy also refers to the DfE's guidance on the [school census](#), which explains the persistent absence threshold.

2.2 It is a legal requirement that students of compulsory school age receive a full-time education and this, with the exception of those educated at home or elsewhere, means regular attendance at school. Irregular attendance leads to students missing important lessons and therefore not fulfilling their true potential; it also places children at risk and may result in their being drawn into patterns of anti-social or criminal behaviour. ***Therefore, we take the issue of attendance very seriously and do all we can to obtain very high attendance from all our students.***

3. Roles and Responsibilities

3.1 The Governing Board

- 3.1.1 The governing board is responsible for monitoring attendance figures for the whole school on at least a termly basis. It also holds the Executive Headteacher to account for the implementation of this policy.
- 3.1.2 The Deputy Headteacher, Attendance Officer and Pupil Premium Manager all have key roles to play in the monitoring of attendance.

3.2 The Executive Headteacher and Deputy Headteacher

The Executive Headteacher and Deputy Headteacher are responsible for:

- 3.2.1 Implementation of this policy at the school
- 3.2.2 Monitoring school-level absence data and reporting it to governors
- 3.2.3 Supporting staff with monitoring the attendance of individual pupils
- 3.2.3 Issuing fixed-penalty notices, where necessary

3.3 The Attendance Officer

The school attendance officer is responsible for:

- 3.3.1 Monitors attendance data across the school and at an individual pupil level
- 3.3.2 Reports concerns about attendance to the Executive Headteacher and Deputy Headteacher
- 3.3.3 Works with LA Attendance Officer, Deputy Headteacher and PP Manager to tackle persistent absence
- 3.3.4 Arranges calls and meetings with parents to discuss attendance issues for Head of Year
- 3.3.5 Advises the Headteacher and Deputy Headteacher when to issue fixed-penalty notices

3.4 Form Tutors and Class Teachers

- 3.4.1 Form Tutors and Class Teachers are responsible for recording attendance on a daily basis, using the correct codes, and submitting this information to the school office.

3.5 School Admin and Office Staff

- 3.5.1 School admin and office staff are expected to take calls from parents about absence and record it on the school system.

3.6 SLT Attendance Champion

- 3.6.1 The SLT Attendance Champion is Mrs Lisa Barker

4. Reporting an Absence

4.1 At Witchford Community College, we understand there are occasionally legitimate reasons why your child may not be able to attend school, such as due to illness or unforeseen family circumstances. If your child is unable to attend school, please inform school by 8:30am each morning your child is absent, using one of the following methods:

- Edulink – e-mail via Edulink, the College's secure communication portal (this is our preferred method of contact)
- Email: studentabsence@wvc.tmet.org.uk
- Absence line: 01353 646416 (please leave a voicemail)

4.2 When reporting an absence, please ensure that you provide:

- Your child's name
- Their year group and tutor group
- The reason for the absence

4.3 If the student is absent and a notification of absence has not been received from the parent/carers, the school will record an unauthorised absence.

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 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.

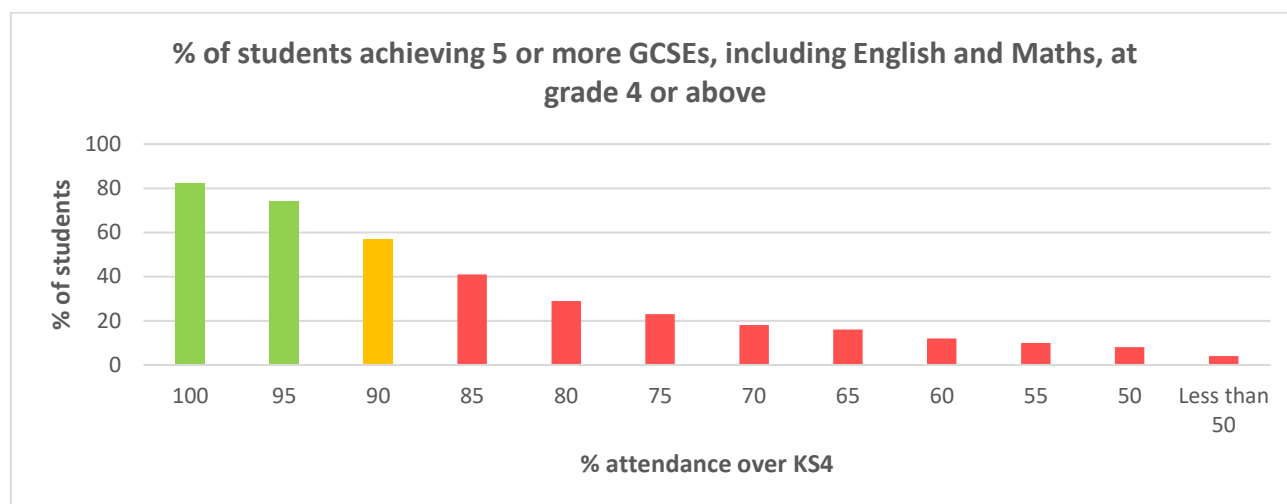
We will keep every entry on the attendance register for 3 years after the date on which the entry was made.

Pupils must arrive in school by 8:45am on each school day.

The register for the first session will be taken at 8:45am and will be kept open until 9:15am. The register for the second session will be taken at 12:55pm and will be kept open until 1:25pm.

6. What is an acceptable attendance rate?

6.1 Attendance is a national priority; national data clearly shows a correlation between high attendance rates and high achievement and examination performance. In addition, all schools must submit data electronically every term. It is a key indicator of an effective school and, as such, will be scrutinised by OFSTED.



National Centre for Education Statistics, 2009

6.2 ***Eastern Learning Alliance Trust expect attendance at school to be 100%, unless there are exceptional or unavoidable reasons for absence.***

6.3 **The simple facts:** Students attend school for **190** days each year

- (Using existing evidence/data), at **96%** attendance, **73%** of students achieve **5** 9-5 grades GCSEs including English and Maths but even at 96% a student would have missed **45 lessons**
- **17** days off school every year means that a student will probably obtain a whole grade lower in each exam than they are really capable of
- **19 days** off per school year means that a student has **90%** attendance. At 90% attendance you will have missed **95 lessons** in one year. 90% attendance throughout a student's secondary education is **half a year absent**
- At **80%** attendance a student will have missed **38 days** of school. This means that a student will probably be underachieving by two whole grades in each subject; only **35%** of those with attendance between 80-90% **will achieve 5** 9-5 grades at GCSE including English and Maths.

6.4 Sickness comes usually in a block of time over a continuous period; what we look for are unbroken weeks (i.e. those where the student is marked present on all ten sessions); students should **not** have more than one or two broken weeks in the course of an academic year. Regular broken weeks are a cause for concern and will be followed up by the school.

7. Authorised Absences

7.1 The School cannot legally authorise **any** leave of absence unless there are **exceptional circumstances**. The Department for Education (DfE) has issued guidelines to all schools detailing valid reasons for **authorised** or **justified** absences:

- a child is ill or receiving medical attention;
- days of religious observance, notified in advance;
- absence due to family circumstances (e.g. bereavement, serious illness).

7.2 There are other absences, such as **approved sporting activities** that can be authorised and there will be events affecting families, some unforeseen, which will necessitate absence from school; professional discretion will need to be used in these cases as to whether the absence can be authorised.

7.3 If exceptional circumstances are being applied for an **Application for Leave of Absence for Exceptional Circumstances form** (see Appendix 1) is to be completed and submitted to the Headteacher for approval at least **two weeks** prior to the absence.

7.4 Forms are available on the school website and from the Attendance Officer.

7.5 We expect absences to be kept to a minimum; routine medical and dental appointments should be arranged out of school hours, wherever possible.

8. Unauthorised Absences

8.1 These are absences where:

- no letter or acceptable explanation is provided by parent(s)/carer(s);
- the reason for the absence does not fall into one of the categories of **authorised** absence above.

8.2 DfE guidelines state that the following activities would be classified as **unauthorised**;

- minding the house;
- caring for relatives;
- awaiting repair people;
- shopping;
- a birthday or family celebration.

8.3 There are clearly some grey areas. The DfE guidelines look at the area of Special Occasions and make clear that only truly exceptional occasions should be classified as authorised; for example, absence resulting from a student attending the wedding of a parent could be counted as authorised; a birthday treat to a theme park would not.

9. Holidays during term time

9.1 In line with Government guidelines, where parents/carers are strongly discouraged from taking students out of school during term time, the Principal/Headteacher may not grant absence for any reason unless there are exceptional circumstances. If exceptional circumstances are being applied for an **Application for Leave of Absence for Exceptional Circumstances form** (see Appendix 1) is to be completed and submitted to the Principal/Headteacher for approval at least **two weeks** prior to the absence. Failure to comply with these guidelines may result in a Penalty Notice of £80, for each parent, for those who pay within 21 days and £160 for those who pay within 28 days.

9.2 Forms are available on the school website and from the Attendance Administrator or House/pastoral teams.

10. Persistent Lateness to School

10.1 It is the duty of parents to ensure that children attend school regularly and punctually. This encourages habits of good timekeeping and lessens any possible classroom disruption. If you are experiencing any difficulties regarding your child's education, we would welcome the opportunity of meeting with you to discuss this.

11. Home/School Partnership

11.1 Securing a high level of attendance requires the school and home to work closely together. To this end, we ask parents to:

- do all you can to ensure their child arrives **on time** for morning and afternoon sessions; morning registration begins at 08.45am. We will monitor persistent late comers and action will be taken; **parents can be prosecuted if their child persistently arrives late;**
- if your child is ill, notify the school **on each day** of absence.
- get in touch at an early stage about any concerns you have about their child's attitude towards school.

11.2 In return we will:

- contact home on each day of absence if no message has been received from home;
- contact home over any unexplained absences;
- follow up promptly any concerns parents pass on to us that may be affecting their child's attitude to, or feeling of wellbeing in school;
- involve the pastoral teams to help students re-integrate into school after illness or other individual circumstances;
- regularly and consistently remind students of the importance of good attendance and punctuality;
- reward excellent or improving attendance and action any concerns promptly.

12. Rewards for Good Attendance

12.1 To promote good attendance and to emphasise its importance each school within the TELA will have its own rewards system which may include:

- Rewards for weekly 100% attendance
- Celebration in Tutor Time and Assemblies
- Attendance certificates
- Letters from the Headteacher for long term exceptional attendance and overcoming long term non-attendance will become part of the student's records and make a meaningful contribution to their reference for further education or the world of work. Prospective employers, Sixth Form Colleges and Colleges of Further Education view attendance and punctuality as important indicators of motivation/attitude and our records and references are very valuable evidence of reliability. **The majority of Cambridgeshire Sixth Form providers expect at least 96% attendance when offering places.**

13. Education Welfare

13.1 Education Welfare is a statutory service and a legal requirement. Education Welfare involvement is triggered by an unacceptable level of Unauthorised absence, Persistent absence and/or Lateness.

13.2 At Witchford Village College the Attendance Officer specifically targets the students whose attendance falls below acceptable levels working with the Pastoral teams. The Headteacher is responsible for ensuring that the school's strategy and practice is compliant with the local authority's legal duties and processes. This includes ensuring that only the Headteacher authorises legal action.

13.3 Welfare Checks - If a child is absent during the school day and no contact has been received from parents or carers by session 2, staff must make every effort to contact the family using all appropriate and necessary methods. Where phone contact is unsuccessful, a welfare check must be carried out.

13.4 If a child is absent for 10 consecutive sessions, a welfare check must be conducted. In some circumstances, such as where the student is under the care of medical professionals, this may not be necessary: these cases should be discussed with Director of Safeguarding & Inclusion who will agree an approach with the school Designated Safeguarding Lead (DSL) and the Attendance Lead.

14. Legal action

All parents have a legal responsibility to ensure their child attends school on a regular and punctual basis. Should any student's attendance or punctuality become a concern, they will be subject to an Education Welfare investigation. Where necessary the College will recommend legal action. The school and Local Authority work together in partnership where legal action is required. All parents have legal responsibility, as stated under Section 444 of the Education Act 1996, to ensure that your child attends the school at which he/she is registered, regularly and punctually. Failure to do so may result in a referral to the Local Authority for enforcement actions to be considered. The Local Authority could issue a Penalty Notice fine or

initiate legal proceedings through the Magistrates court for failing to ensure regular school attendance of your child. This may result in a fine of up to £2500 and/or 3 months in prison.

The fine for a penalty notice is £80 per child, per parent/carer, increasing to £160 if not paid after 21 days but within 28 days for pupils who are of statutory school age. If a penalty notice remains unpaid, parents may be the subject of court proceedings for failing to ensure the regular school attendance of their child(ren). This could result in a fine of up to £2,500 and/or a term of imprisonment of up to 3 months per parent. If a second penalty notice is issued for the same child within a three-year rolling period, the fine is automatically £160. For a third penalty notice within a three-year rolling period, the parent will automatically be listed for prosecution in relation to Section 444 Education Act 1996. Where a parent takes a child out of school during term time for an extended period (20 days or more), not authorised by the school, prosecution in relation to Section 444 Education Act 1996, may also be considered

14.1 Legal action includes:

- **Penalty Notice:** A Penalty Notice may be issued to each parent for each student who has unauthorised absence or lateness. The first penalty is a £80 fine, if paid within 21 days of receipt of the notice, rising to £160 if paid after 21 days but within 28 days. If the penalty is not paid in full within the 28 day period, a prosecution will be sought.
- **Prosecution for unauthorised absence:** It is a criminal offence under Section 444 of the 1996 Education Act to fail to secure regular attendance of a registered student at Witchford Village College. Magistrates can issue fines of up to £2,500 per child, impose Parenting Orders and impose period of imprisonment of up to 3 months.

14.2 Any prosecution will appear on a criminal record.

15. A Final Word

15.1 We feel attendance levels are an indicator of how effective and caring a school is. Failure to attend can be an indication that all is not well at home so that there is a welfare aspect to attendance as well. Equally, it is clear that regular, consistent attendance is an essential pre-requisite for effective learning.

15.2 We take attendance seriously and have put a lot of time and energy into getting our procedures as efficient and effective as possible. We urge you to give this matter the priority it deserves.

Appendix 1

ABSENCE REQUEST FORM (exceptional circumstances only)

To: *The Headteacher*

I wish to apply to have an 'unavoidable' absence authorised, for:

Child's name Year Form

Date from date to(inclusive)

Name of Parent(s)/Carer(s):

Address:

.....

**Please fully explain the exceptional circumstances that you would like the school to consider.
This section must be completed. Please continue on a separate sheet if needed.**

Signature of Parent(s)/Carer(s)

.....

Office use only			☐ Absence authorised Code ____ ☐ Absence unauthorised Signed _____ Principal/Headteacher
Date form received	No of school days absence requested	% Attendance	

NOTES TO PARENTS/CARERS

The law does not grant parents/carers an automatic right to take their children out of school during term time. If the request is for an absence in term time you must have Parental Responsibility and be the parent/carer with whom the child normally lives. Permission **must** be sought in **advance**. If the circumstances relating to this request are considered exceptional and the absence is authorised by the school, the authorising of the absences will be conditional on the child's(ren's) attendance being satisfactory up to the date covered by this request.

Warning: If the school refuses your request and the child is still taken out of school, this will be recorded as an unauthorised absence. A significant amount of unauthorised absence may make you liable to a Penalty Notice for each child, payable by each parent/carer, or the subject of court proceedings which could result in a fine of up to £2,500 and/or a term of imprisonment of up to 3 months.

AVOIDABLE ABSENCE IN TERM-TIME

IMPORTANT: Please read carefully the information below.

WARNING: If you allow your child to miss school in term time for an avoidable reason without obtaining the prior approval of the school, you may be issued with a Penalty Notice* per parent per child, or made the subject of court proceedings under section 444 Education Act 1996.

As a parent/carer, you can demonstrate your commitment to your child's education by not allowing your child to miss school for anything other than an exceptional and unavoidable reason.

THE FACTS	THE LAW
School aged pupils in maintained schools are expected to attend punctually on the 190 days that the school is open. Whilst there are a number of unavoidable reasons why a pupil might be away from school (illness, medical appointments, exclusions etc), the legislation is clear that any avoidable absence may only be authorised by a school if there are exceptional circumstances.	The law allows schools to consider individual requests to authorise a future avoidable absence. However before the school can authorise any such requests, they must satisfy themselves that there are exceptional circumstances which justify such a decision. It is entirely the responsibility of the parent submitting the request to provide sufficient information/evidence in order to establish this fact. The request for leave must come from a parent with whom the child normally resides
WHAT YOU SHOULD CONSIDER Research suggests that children who are taken out of school may never catch up on the learning they have missed. This may affect test results and can be particularly harmful if the child is studying for final year examinations. Children who struggle with English or Mathematics may also find it even harder to cope when they return to school, while younger children may find it difficult to renew friendships with their classmates. If the school is unable to authorise the absence and the child is still taken out of school, this will be recorded as unauthorised absence and you may receive a £60* fine per parent for each child.	If a child then stays away from school for more than the authorised period this must be recorded as unauthorised absence and could be quoted in a prosecution for poor attendance. If the child is away from school for a total of four weeks or more, the school may have the option to take the child off roll subject to the Education (Pupil Registration) (England) Regulations 2006. In the case of unexpected extended absence, it is advisable that the parent fully informs the school as to the reasons. If a child is removed from roll, there is no guarantee that the child will regain a place at the school.

Unavoidable absence from school will be authorised if it is for the following reasons: ▪ Genuine illness ▪ Unavoidable medical / dental appointments (but try to make these after school if at all possible) ▪ Days of religious observance ▪ Seeing a parent who is on leave from the armed forces ▪ External examinations ▪ When Traveller children go on the road with their parents	Other examples of absence from school that <u>will not</u> be authorised: ▪ Any type of shopping ▪ Looking after siblings or unwell parents ▪ Minding the house ▪ Birthdays ▪ Resting after a late night ▪ Relatives visiting or visiting relatives
Please contact your child's principal/headteacher if you wish to discuss this issue. The law requires parents to ensure their children receive an efficient full time education, and every minute of every day is important. Please help them not to miss any of this valuable time. We hope that when you have read this leaflet you will consider that your child's education is too important to allow them to miss school for avoidable reasons.	

*Penalty Notice £80 if paid within 21 days, increasing to £160 if paid after 21days and before 28 days

Appendix 2

DfE 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
B	Off-site educational activity	Pupil is at a supervised off-site educational activity approved by the school
D	Dual registered	Pupil is attending a session at another setting where they are also registered
J	Interview	Pupil has an interview with a prospective employer/educational establishment
P	Sporting activity	Pupil is participating in a supervised sporting activity approved by the school
V	Educational trip or visit	Pupil is on an educational visit/trip organised, or approved, by the school
W	Work experience	Pupil is on a work experience placement

Code	Definition	Scenario
Authorised absence		
C	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances
E	Excluded	Pupil has been excluded but no alternative provision has been made
H	Authorised holiday	Pupil has been allowed to go on holiday due to exceptional circumstances
I	Illness	School has been notified that a pupil will be absent due to illness
M	Medical/dental appointment	Pupil is at a medical or dental appointment
R	Religious observance	Pupil is taking part in a day of religious observance
S	Study leave	Year 11 pupil is on study leave during their public examinations
T	Gypsy, Roma and Traveller absence	Pupil from a Traveller community is travelling, as agreed with the school
Unauthorised absence		
G	Unauthorised holiday	Pupil is on a holiday that was not approved by the school
N	Reason not provided	Pupil is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time)

O	Unauthorised absence	School is not satisfied with reason for pupil's absence
U	Arrival after registration	Pupil arrived at school after the register closed

Code	Definition	Scenario
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
Y	Unable to attend due to exceptional circumstances	School site is closed, there is disruption to travel as a result of a local/national emergency, or pupil is in custody
Z	Pupil not on admission register	Register set up but pupil has not yet joined the school
#	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day