

Thomas Telford Multi Academy Trust and Madeley Academy



Attendance Policy

Prepared by:	Lady Maria Satchwell
Date:	September 2026
Review Date:	September 2027

This policy summarises the expectations required from all Academy's/Academies within Thomas Telford Multi Academy Trust (TTMAT) and Thomas Telford Academy (TTS). Further details are contained in the DfE Statutory Guidance, *Working Together to Improve Academy Attendance* published 29 February applicable from 19 August 2024. The Guidance should be read in conjunction with this Policy.

Extract from Statutory Guidance applicable from 19 August 2024

Working together to improve attendance

Successfully treating the root causes of absence and removing barriers to attendance, at home, in Academy or more broadly requires Academy's and local partners to work collaboratively in partnership with, not against families. All partners should work together to:

Expect

Aspire to high standards of attendance from all students and parents and build a culture where all can, and want to, be in Academy and ready to learn by prioritising attendance improvement across the Academy.

Monitor

Rigorously use attendance data to identify patterns of poor attendance (at individual and cohort level) as soon as possible so all parties can work together to resolve them before they become entrenched.

Listen and understand

When a pattern is spotted, discuss with students and parents to listen to and understand barriers to attendance and agree how all partners can work together to resolve them.

Facilitate support

Remove barriers in Academy and help students and parents to access the support they need to overcome the barriers outside of Academy. This might include an early help or whole family plan where absence is a symptom of wider issues.

Formalise support

Where absence persists and voluntary support is not working or not being engaged with, partners should work together to explain the consequences clearly and ensure support is also in place to enable families to respond. Depending on the circumstances this may include formalising support through an attendance contract or education supervision order.

Enforce

Where all other avenues have been exhausted and support is not working or not being engaged with, enforce attendance through statutory intervention: a penalty notice in line with the National Framework or prosecution to protect the student's right to an education.

The Law and day to day processes

Parents have a legal duty to ensure that their child attends Academy regularly.

There is a strong link between persistent absence and crime.

The law requires that all Academy's must have an admission register.

Appropriate national attendance and absence codes must be used.

Academy's/Academies should only grant leave of absence under exceptional circumstances.

Lateness should not exceed 30 minutes.

Where possible Academy's /Academies should hold more than one emergency contact number.

Statutory returns to the LA and DfE must be complied with.

All Academy's must have an electronic management information system which can be accessed by the DfE.

Contact details for Academy staff relating to Attendance:

Mr Duncan Marshall – Senior Deputy Head

dmarshall@madeleyacademy.com

Mrs Jessica Anslow – Academy Attendance and Welfare Officer (EWO)

janslow@madeleyacademy.com

Miss Grace Earls – Academy Attendance Officer (day to day attendance and absences)

gearls@madeleyacademy.com

Roles and Responsibilities

TTMAT, TTS and Local Governing Boards

All trusts and governing bodies are expected to:

- Recognise the importance of Academy attendance and promote it across the Academy's ethos and policies
- Ensure Academy leaders fulfil expectations and statutory duties
- Regularly review attendance data, discuss, and challenge trends, and help Academy leaders focus improvement efforts on the individual students or cohorts who need it most
- Ensure Academy staff receive adequate training on attendance

Multi-academy trust boards and governing bodies of federations are also expected to:

- Share effective practice on attendance management and improvement across Academy's
- Monitor attendance patterns

The Attendance Lead (designated senior leader responsible for attendance)

The Attendance Lead is responsible for:

- Leading attendance across the Academy
- Offering a clear vision for attendance improvement
- Evaluating and monitoring expectations and processes
- Having an oversight of data analysis
- Devising specific strategies to address areas of poor attendance identified through data
- Arranging calls and meetings with parents to discuss attendance issues
- Delivering targeted intervention and support to students and families.

The Designated Safeguarding Lead is Mr Duncan Marshall and he can be contacted via telephone 01952 527700 or email: dmarshall@madeleyacademy.com

Attendance and Welfare Officer (EWO)

The Academy Attendance and Welfare Officer is responsible for:

- Monitoring and analysing attendance data
- Benchmarking attendance data to identify areas of focus for improvement
- Positively engage with local agencies
- Liaising with parents through home visits
- Making referrals to the Attendance Support Team (AST) where the criteria for legal intervention and Penalty Notice consideration are met.

The Attendance and Welfare Officer is Mrs Jessica Anslow and she can be contacted via telephone 01952 527700 or email: janslow@madeleyacademy.com

The Attendance Officer

The Academy Attendance Officer is responsible for:

- Providing regular attendance reports to Academy staff and reporting concerns about attendance to the designated senior leader responsible for attendance and the Headteacher
- Working with the Attendance and Welfare Officer to tackle persistent absence
- Working with the Attendance and Welfare Officer to identify cases that may require referral to the Attendance Support Team (AST) for consideration of legal intervention.

The Attendance Officer is Miss Grace Earls and she can be contacted via telephone 01952 527715 or email: gearls@madeleyacademy.com

Class Teachers and Tutors

Class Teachers and Tutors are responsible for recording attendance on a daily basis through lesson registers, using the correct codes, and submitting this information by completing registers using Bromcom.

Parents/Carers

Parents/Carers are expected to:

- Make sure their child attends every day on time (8.20am, with lessons beginning at 8.30am)
- Call the Academy to report their child's absence before 8.15am on the day of the absence and each subsequent day of absence, and advise when they are expected to return- the absence line is 01952 527715
- Provide the Academy with more than 1 emergency contact number for their child
- Ensure that, where possible, appointments for their child are made outside of the Academy day. If unable to, we ask that they are out of the Academy for the minimum amount of time necessary.

Students

Students are expected to:

- Attend the Academy every day on time.
- Attend every timetabled session on time.

Day to day processes for managing attendance

Attendance register

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

We will take our attendance register at the start of every session of each Academy day. It will mark whether every student is:

- Present
- Late/Late after register closes
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to exceptional circumstances.

We will also record:

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

Students must arrive to the Academy by 8.20am on each Academy day.

The register for the first session will be taken at 8.30am and will be kept open until 8.40am.

Students who arrive late in the morning after 9am will be marked as unauthorised unless there is a genuine reason for lateness ie. Medical appointments

Unplanned absence

The student's parent/carer must notify the Academy of the reason for the absence EACH DAY of an unplanned absence by 8.15am or as soon as practically possible by contacting the Attendance Officer.

A voicemail explaining the reason for the child's absence can be left on 01952 527715 or by emailing attendance@madeleyacademy.com.

We will mark absence due to illness as authorised unless the Academy has a genuine concern about the authenticity of the illness or if parents/carers have previously been issued with a SAL 2 letter from our Academy Attendance and Welfare Officer

If the authenticity of the illness is in doubt, the Academy may ask the student's parent/carer to provide 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 Academy is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents/carers will be notified of this in advance.

Medical evidence can be emailed to the Attendance Team on attendance@madeleyacademy.com

Planned absence

Attending a medical or dental appointment will be counted as authorised as long as the student's parent/carer notifies the Academy in advance of the appointment. Unless parents/carers have previously been issued with a SAL 2 letter from our Academy Attendance and Welfare Officer, medical evidence will need to be provided in order to authorise absence for appointments.

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

We ask that parents/carers inform us of upcoming appointments by leaving a message on the Academy absence line – 01952 527715.

The student's parent/carer must also apply for other types of term-time absence as far in advance as possible of the requested absence.

Medical evidence can be emailed to attendance@madeleyacademy.com

Any requests for leave of absence should be made by contacting the Attendance Officer or completing the necessary Leave of Absence form -
<https://www.madeleyacademy.com/page/attendance>

Lateness and Punctuality

A student who arrives late:

- Before the register has closed will be marked as late, using the appropriate code. Please note that this late code will not affect your attendance
- After the register has closed, at 9am, will be marked as absent, using the appropriate code.

Students who arrive to lessons after the morning register has closed (after 9.00am) will need to sign in using the electronic sign in system located in the Attendance Office.

Following up unexplained absences

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

- Contact the student's parent/carer via text message and/or phone call on the morning of the unexplained absence to ascertain the reason. If the Academy cannot reach any of the student's emergency contacts, a home visit may be made by our Attendance and Welfare Officer
- 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;
- Contact the parent/carer on each day that the absence continues without explanation to ensure proper safeguarding action is taken where necessary. If absence continues, the Academy will consider involving the Attendance and Welfare Officer where a home visit may occur if we feel it is necessary

Authorised and Unauthorised Absence

Approval for Term-time Absence

The Headteacher will only grant a leave of absence to a student during term time if they consider there to be '**exceptional circumstances**'. A leave of absence is granted at the Headteacher's discretion, including the length of time the student is authorised to be absent for.

Any request should be submitted as soon as it is anticipated and, where possible, **at least two weeks before the absence**, and in accordance with the leave of absence request form, accessible via the Attendance Office and/or Academy website. The Headteacher may require evidence to support any request for leave of absence.

As an Academy, we are required to inform parents that in line with Telford & Wrekin Council's Penalty Notice Code of Conduct, where a child records 10 sessions of unauthorised absence within a rolling 10 school week period, a Penalty Notice may be considered. These sessions do not need to be consecutive and may include unauthorised leave in term time as well as any other unauthorised absences.

Valid reasons for **authorised absence** include:

- Illness and medical/dental appointments (see page 5 – unplanned absence, for further information on illness absences)
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the student's parents belong. If necessary, the Academy will seek advice from the parents' religious body to confirm whether the day is set apart
- Traveller students travelling for occupational purposes – this covers Roma, English and Welsh gypsies, Irish and Scottish travellers, showmen (fairground people) and circus people, barges (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.

It is only the Headteacher (or delegated member of Academy staff) who has the discretion to authorise any request for leave in term time and determine the duration of that leave. Parents must submit a request for leave in term time to the Academy allowing sufficient time for consideration. Any circumstances that parents wish the Academy to consider should be included within the request.

Holidays or travel arrangements should not be booked before permission has been granted.

The legislation does not allow schools or academies to adopt a blanket ban on leave in term time. All requests will be considered individually to determine whether exceptional circumstances apply, and parents will be informed of the decision in writing.

Parents should always apply for leave in term time using the Academy's Leave of Absence Request Form. Leave of absence cannot be authorised retrospectively and any leave taken without a prior request being submitted will be recorded as unauthorised absence.

In line with the Department for Education guidance "Working Together to Improve School Attendance" (July 2026), students will only be granted leave during term time where exceptional circumstances apply. The DfE states: "Generally, the DfE does not consider the need or desire for a holiday or other absence for the purpose of leisure and recreation to be an exceptional circumstance." (Paragraph 37).

Penalty Notices & Notice to Improve

In Telford & Wrekin, Penalty Notices relating to school attendance can only be issued by the Attendance Support Team (AST) on behalf of Telford & Wrekin Council following a referral from the Academy. The Academy may refer cases to AST where the criteria for legal intervention are met, but the decision to issue a Penalty Notice rests solely with AST.

The Government introduced changes to Penalty Notices from August 2024 which includes the following:

- If a child records 10 sessions of unauthorised absence within a rolling 10 school week period, a Penalty Notice may be considered.
- These 10 sessions may include any unauthorised absence, including unauthorised leave in term time, and do not need to be consecutive.
- The 10 school week period can span different terms and school years.

If, in an individual case, the Local Authority believes a Penalty Notice would be appropriate, it retains discretion to issue a Penalty Notice before the threshold is met. This may apply where parents are deliberately avoiding the national threshold by taking several term-time holidays below the threshold, for repeated absence relating to events such as birthdays or leisure activities, or where there are only four pupil days and the fifth day is a PD Day, Bank Holiday or other non-school day.

First Offence

The first time a Penalty Notice is issued for unauthorised absence, the fine will be:

- £80 per parent, per child if paid within 21 days.
- Rising to £160 per parent, per child if paid between days 22 and 28.

Second Offence Within Three Years

The second time a Penalty Notice is issued to the same parent for the same child within a three-year rolling period:

- £160 per parent, per child.
- Payment must be made within 28 days.
- There is no reduced payment option.

Third Offence Within Three Years

A third Penalty Notice will not be issued within a three-year rolling period for the same parent and child. Alternative legal intervention may be considered, including prosecution under Section 444 of the Education Act 1996. Conviction may result in a criminal record and fines of up to £2,500.

Notice to Improve

In some circumstances, the Attendance Support Team may issue a Notice to Improve before considering a Penalty Notice. A Notice to Improve provides parents with the opportunity to improve attendance during a monitoring period.

A Notice to Improve will generally only be used in cases where support is appropriate and further improvement may be achieved through engagement with offered support. It will not normally be issued in cases of unauthorised leave in term time for holidays where parents have already been informed of the Academy's attendance expectations and the potential consequences of unauthorised absence.

Strategies for Promoting Attendance

Good attendance is a learned behaviour and we understand the importance of developing good patterns of attendance from the outset. We recognise that achieving good attendance is not a discrete piece of work but rather it is an integral part of the Academy's ethos and culture. In building a culture of good Academy attendance, we aim to:

- a. Recognise the importance of good attendance and, alongside good behaviour, make it a central part of the Academy's vision, values, ethos, and day to day life;
- b. Recognise the interplay between attendance and wider Academy improvement efforts, building it into strategies on attainment, behaviour, bullying, special educational needs support, supporting students with medical conditions or disabilities, safeguarding, wellbeing, and support for disadvantaged students (including use of student premium);
- c. Recognise improving attendance as an Academy leadership issue and have a designated senior leader with overall responsibility for championing and improving attendance in Academy. The responsibilities of the Attendance Lead will include offering a clear vision for attendance improvement, evaluating and monitoring expectations and processes, oversight of data analysis, and communicating messages to students and parents;
- d. Make sure all teaching and non-teaching staff know the importance of good attendance, are consistent in their communication with students and parents, and receive the training and professional development they need;
- e. Make sure attendance support and improvement is appropriately resourced to enable pastoral staff to work with families, conduct home visits and work in partnership with the Attendance Lead and Education Welfare Officer;
- f. Set high expectations for the attendance and punctuality of all students and communicate these regularly to students and parents through all available channels. In doing so, we will help parents to understand what is expected of them and why attendance is important to their child's attainment, wellbeing, and wider development. It will also include clarity on the short and long term consequences of poor attendance;
- g. Visibly demonstrate the benefits of good attendance throughout Academy life. This will include displays, assemblies and the opportunity for students to receive rewards for good attendance. Where used sensitively and without discrimination, this will also include praising and rewarding improvements in attendance at year/tutor group and individual level;
- h. Recognise that attendance is never 'solved' and is a continuous process by regularly reviewing and updating messages, processes, and strategies;
- i. Recognise children missing education can act as a vital warning sign to a range of safeguarding issues including neglect, sexual abuse and child sexual and criminal exploitation.

Attendance Monitoring

Monitoring Attendance

The Academy will:

- Monitor and analyse weekly attendance patterns and trends and deliver intervention and support in a targeted way to students and families;
- Monitor attendance and absence data half-termly, termly and yearly across the Academy and at an individual student level;
- Identify whether or not there are particular groups of children whose absences may be a cause for concern.

Student-level absence data will be collected each term and published at National and Local Authority level through the DfE's Academy absence national statistics releases. The underlying Academy-level absence data is published alongside the National Statistics. The Academy will compare attendance data to the national average, and share this with the Governing Body.

Analysing Attendance

The Academy will:

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

Using Data to Improve Attendance

The Academy will:

- Provide regular attendance reports to Heads of Year and Personal Tutors to facilitate discussions with students and families;
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies.

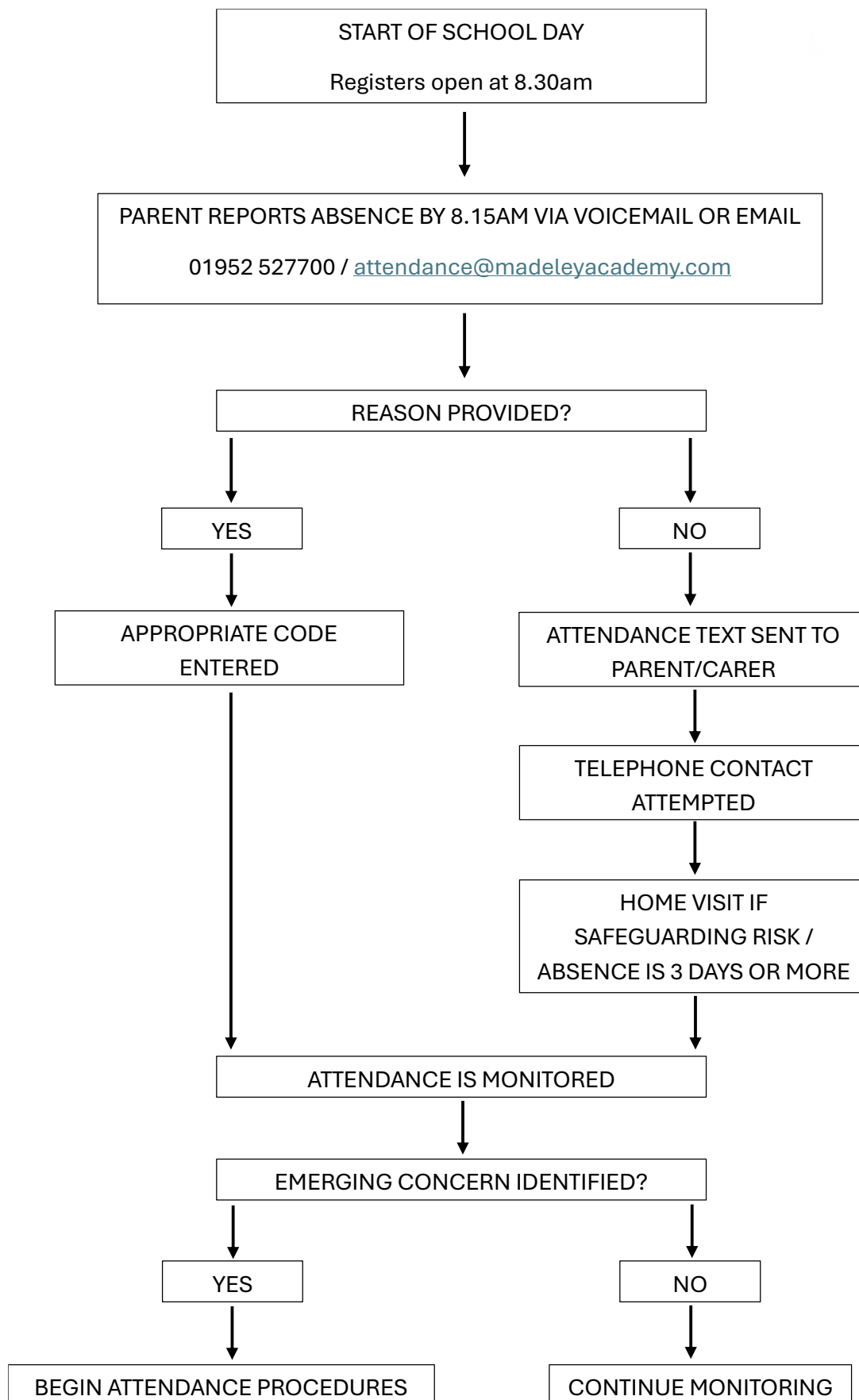
Reducing Persistent and Severe Absence

Persistent absence is where a student misses 10% or more of Academy below 90%, and severe absence is where a student misses 50% or more of Academy below 50%.

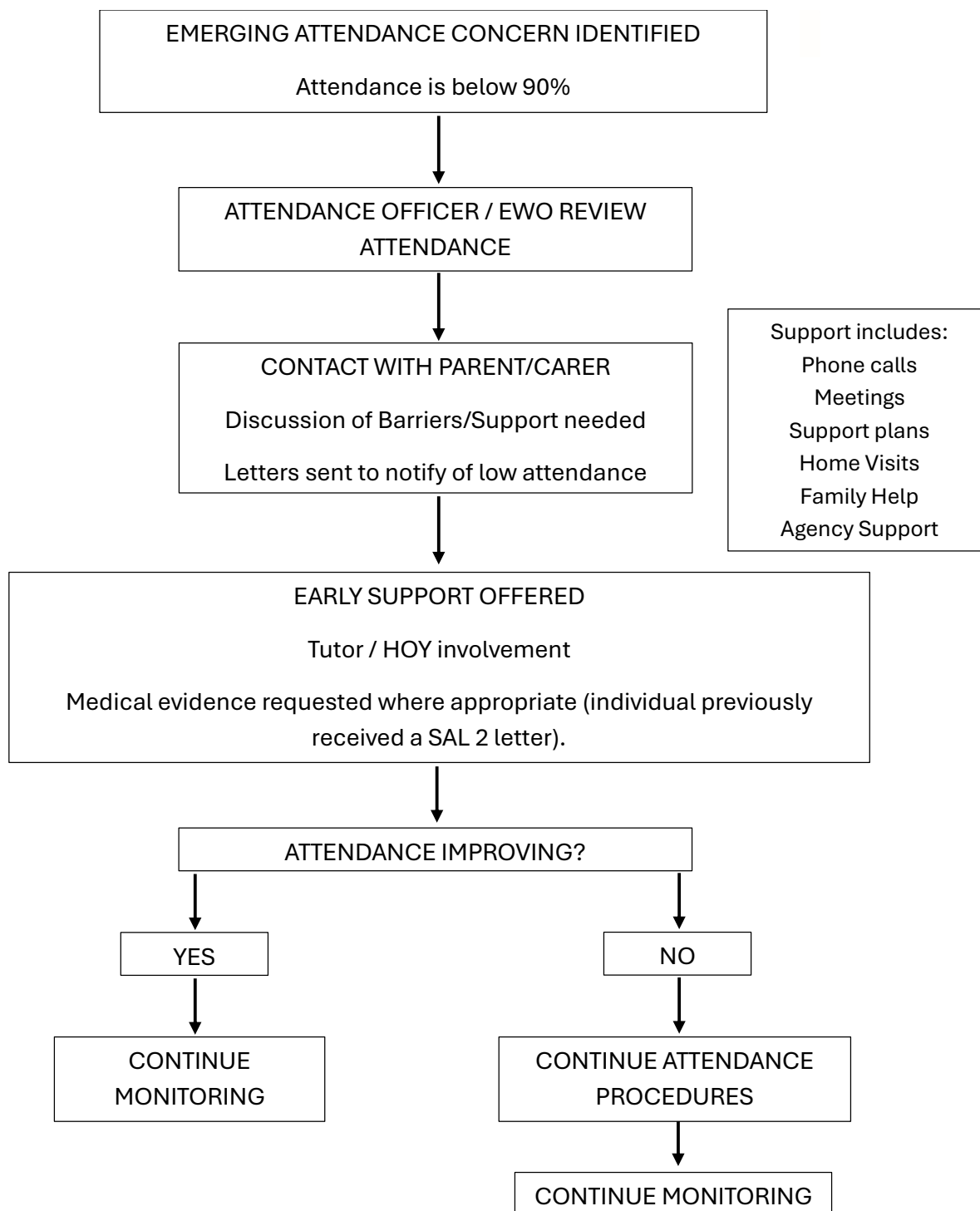
The Academy will:

- Use attendance data to find patterns and trends of persistent and severe absence;
- Hold regular meetings with the parents of students who the Academy (and/or Local Authority) considers to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement at the Academy;
- Provide access to wider support services to remove the barriers to attendance.

Daily Attendance Procedures



Attendance Support and Escalation Procedures



Admissions Register

The Academy admission register must be kept in accordance with the Academy Attendance (Student Registration) (England) Regulations 2024. The register is held electronically and contains the details required by legalisation for all students on roll.

The Academy will accurately record admissions, attendance, transfers and removals from roll and will make returns to the Local Authority and Department for Education as required.

Removal from the Admissions Register

The Academy may only remove a student from the Admissions Register when permitted to do so under the Education (Pupil Registration) (England) Regulations 2024.

Examples include where:

- The student has been registered at another school.
- The family has moved out of the area and suitable confirmation has been obtained.
- The student has ceased to attend and the Academy and Local Authority have completed all necessary enquiries.
- The student has been permanently excluded and subsequently enrolled at another provision.
- The student has died.

The Academy will not remove a student from roll simply because they have poor attendance, are persistently absent, or because parents have indicated that the student may not return.

Children Missing Education

Where a student has stopped attending and their whereabouts are unknown, the Academy will work closely with Telford & Wrekin Council and other agencies to establish the student's location and ensure that appropriate safeguarding procedures are followed. A student will not be deleted from roll until all reasonable enquiries have been completed and the statutory process has been followed.

Notification to the Local Authority When the Academy removes, or intends to remove, a student from roll, it will notify the Local Authority in accordance with statutory guidance.

The Academy will provide:

- Full name of the student
- Date of birth
- Address
- Parent/carer details
- Contact telephone numbers
- Destination school (if known)
- New address (if known)
- Date the student ceased attending
- Grounds for deletion from roll

The Academy recognises that timely notification to the Local Authority is an important safeguarding duty.

Elective Home Education

Where parents indicate that they wish to educate their child at home, the Academy will follow Local Authority procedures before removing the student from roll.

The Academy will notify the Local Authority as required and will retain the student on roll until confirmation has been received that the necessary processes have been completed.

Off-Rolling

The Academy will not engage in any form of off-rolling.

Off-rolling is the practice of removing a student from the Academy roll without following the lawful process or where the removal is primarily in the interests of the Academy rather than the student.

The Academy is committed to ensuring that all students receive their entitlement to education and that all removals from roll are conducted lawfully, transparently and in partnership with the Local Authority.

Deletion of names

Where a Academy notifies the Local Authority that a student's name is deleted from the admission register, the Academy must provide the Local Authority with the following information about the student from the admission register:

- full name
- address
- the full name and address of any parent the student normally lives with
- at least one telephone number by which any parent the student normally lives with can be contacted in an emergency
- if applicable, the student's future address, the full name and address of the parent who the student is going to live with, and the date the student will start living there

Off-rolling without following the appropriate procedure, which includes informing the LA must not happen.

All Schools / Academies must follow the updated use of registration codes as follows.

Extract from DfE Statutory Guidance

Code / \: Present at the Academy / = morning session \ = afternoon session 286. Students must not be recorded as present if they are not in Academy during registration. If a student were to leave the Academy premises after registration, they will still be counted as attending for statistical purposes.

Code L: Late arrival before the register is closed 288. All Academics are expected to set out in their attendance policy the length of time the register will be open, after which a student will be marked as absent. This should be the same for every session and not longer than 30 minutes. If a student is marked N but arrives later in the session after the register has closed, the attendance register must be amended to mark them as absent using code U.

Code K: Attending education provision arranged by the local authority 290. The student is attending a place, other than the Academy or any other Academy at which they are a registered student, for educational provision arranged by a local authority.

A student attending provision arranged by the Academy rather than the local authority must be recorded using Codes P or B instead. 291. Academics must also record the nature of the provision, examples are: • attending courses at college; • attending unregistered alternative provision such as, home tutoring.

Code V: Attending an educational visit or trip. The student is attending a place, other than the Academy.

Code P: Participating in a sporting activity. The student is attending a place for an approved educational activity that is a sporting activity.

Code W: Attending work experience. The student is attending a place for an approved educational activity that is work experience provided under arrangements made by the Academy as part of the student's education.

Code B: Attending any other approved educational activity. The student is attending a place for an approved educational activity that is not a sporting activity or work experience.

Code D: Dual registered at another Academy. The law allows a student to be registered at more than one Academy. This code is used to indicate that the student is absent with leave to attend the other Academy at which they are registered. The main examples of dual registration are students who are attending a student referral unit, a hospital Academy or a special Academy on a temporary basis. The Academy at which the student is scheduled to attend must record the student's attendance and absence with the relevant code. Code D may only be used by either Academy for a session where the student is scheduled to attend the other Academy at which they are registered. Academics should ensure that they have in place arrangements whereby all unexpected and unexplained absences are promptly followed up.

Code C1: Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad. All Academics can grant leaves of absence for students to undertake employment (paid or unpaid) during Academy hours. Academics should be sympathetic to requests for leave of absence that are supported by a licence issued by a local authority or a BOPA; as long as the Academy remains satisfied that this will not have a negative effect on a student's education. It is at the discretion of the Academy to grant leave of absence.

Code M: Leave of absence for the purpose of attending a medical or dental appointment.

Code J1: Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution.

Code S: Leave of absence for the purpose of studying for a public examination Academics maintained by a local authority and special Academics not maintained by a local authority can grant leave of absence for a student to study for a public examination and the leave has been agreed in advance with a parent

who the student normally lives with (or the student if they will be over compulsory Academy age by the time of the absence).

Code X: Non-compulsory Academy age student not required to attend Academy.

Code C2: Leave of absence for a compulsory Academy age student subject to a part-time timetable. All students of compulsory Academy age are entitled to a full-time education. In very exceptional circumstances, where it is in a student's best interests, there may be a need for a temporary part-time timetable to meet their individual needs. This requires a start and finish date of any agreement and should be short term.

Code C: Leave of absence for exceptional circumstances. All Academics are able to grant a leave of absence at their discretion. A leave of absence must not be granted unless there are exceptional circumstances.

Code T: Parent travelling for occupational purposes.

Code R: Religious observance. The student is absent on a day that is exclusively set apart for religious observance by the religious body the parent(s) belong to (not the parents themselves). The Academy may only record one day using this code; the rest of the time would need a leave of absence, and this is granted at the Academy's discretion as set out under Code C.

Code I: Illness (not medical or dental appointment). The student is unable to attend due to illness (both physical and mental health related).

Code E: Suspended or permanently excluded and no alternative provision made. The student is suspended from Academy or permanently excluded from Academy, but their name is still entered in the admission register, and no alternative provision has been made for the student to continue their education. When a student of compulsory Academy age is suspended or permanently excluded on disciplinary grounds from a maintained Academy, student referral unit, academy, city technology college, or city college for the technology of the arts, alternative provision must be arranged from the sixth consecutive Academy day of any suspension or permanent exclusion. Where alternative provision is made for the session in question and the student is attending it, Academics should record this using the appropriate attendance code, or if the student is attending another Academy at which they are a registered student, Academics should record this using code D (dual registered at another Academy).

Code Q: Unable to attend the Academy because of a lack of access arrangements.

New from September 2024

Code Y1: Unable to attend due to transport normally provided not being available.

Code Y2: Unable to attend due to widespread disruption to travel.

Code Y3: Unable to attend due to part of the Academy premises being closed.

Code Y4: Unable to attend due to the whole Academy site being unexpectedly closed

Code Y5: Unable to attend as student is in criminal justice detention.

Code Y6: Unable to attend in accordance with public health guidance.

Code Y7: Unable to attend because of any other unavoidable cause. An unavoidable cause, that is not covered by one of the other 'unable to attend' codes detailed above, is preventing the student from attending the Academy. This code should be used only where something in the nature of an emergency has prevented the student from attending the session in question.

Code G: Holiday not granted by the Academy.

Code N: Reason for absence not yet established 393. Academics must follow up all unexplained and unexpected absence in a timely manner. Every effort should be made to establish the reason for a student's absence.

If a reason for absence cannot be established within 5 Academy days, Academics must amend the student's record to **Code O**. 395. This code is classified for statistical purposes as unauthorised absence.

Code O: Absent in other or unknown circumstances.

Code U: Arrived in Academy after registration closed.

Code Z: Prospective student not on admission register. To enable Academics to set up registers in advance of students joining the Academy to ease administration burdens.

Code #: Planned whole Academy closure.

Other relevant legislation and guidance

The Education Acts 1996 and 2002

The Children Act 1989 The Crime and Disorder Act 1998

The Anti-Social Behaviour Act 2003

The Education and Inspections Act 2006

The Sentencing Act 2020

The Academy Attendance (Student Registration) (England) Regulations 2024

The Education (Parenting Contracts and Parenting Orders) (England) Regulations 2007

The Education (Penalty Notices) (England) Regulations 2007, as amended The Education (Information about Individual Students) (England) Regulations 2013

The Children and Young Persons Acts 1933 and 1963

The Equality Act 2010

Relevant Government guidance

Children missing education

Keeping children safe in education and working together to safeguard children Special educational needs and disability code of practice: 0 to 25 years

Elective home education

Alternative provision: statutory guidance for local authorities

Exclusion from maintained Academics, academies and student referral units in England

Supporting students at Academy with medical conditions

Arranging education for children who cannot attend Academy because of health needs

Promoting and supporting mental health and wellbeing in Academics and colleges

Preventing and tackling bullying

Providing remote education.