



Blue Coat Church of England Academy

Attendance Policy

Date:		September 2025
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Ratified by the Governing Body on:		9 th October 2025
	Signature	
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Review date:		September 2026

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Attendance policy

[Colossians 3:23-24](#)

Whatever you do, work heartily, as for the Lord and not for men, knowing that from the Lord you will receive the inheritance as your reward. You are serving the Lord Christ.

1. Aims

Our school aims to meet its obligations with regards to school attendance by:

- Maintaining a whole school culture that promotes the benefits of high attendance.
- Promoting good attendance and reducing absence, including persistent absence
- Ensuring every student has access to full-time education to which they are entitled
- Acting early to address patterns of absence
- Supporting parents/carers to perform their legal duty to ensure their children of compulsory school age attend regularly and will promote and support punctuality in attending lessons. We will build strong relationships with families, listen to, and understand barriers to attendance and work with families to remove them.

We believe that students cannot learn if they do not attend school.

2. Legislation and guidance

This policy 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:

- [The Education Act 1996](#)
- [The Education Act 2002](#)
- [The Education and Inspections Act 2006](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2010](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2011](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2013](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2016](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)

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

3. School procedures

3.1 Attendance register

By law, all schools are required to keep an attendance register, and all students must be placed on this register.

The attendance register will be taken at the start of the first session of each school day and once during the second session. It will mark whether every student 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 1 for the DfE attendance codes.

Every entry in the attendance register will be preserved for 3 years after the date on which the entry was made.

Students should arrive in school by 8.30am on each school day to allow for a welfare check in to be conducted by their form tutor.

The register for the first session will be taken at 8.40am and will be kept open until 9:00 am. The register for the second session will be taken at 13:20 pm.

3.2 Unplanned absence

Parents/Carers must notify the school on the first day of an unplanned absence – for example, if their child is unable to attend due to ill health – by 8.30am or as soon as practically possible (see also section 6). Parents/Carers can contact the school reception on 01922 720558 or school can be notified via the Arbor app.

Absence due to illness will be authorised unless the school has a genuine concern about the authenticity of the illness.

If the authenticity of the illness is in doubt, the school may ask parents/carers 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 school is not satisfied with the authenticity of the illness, the absence will be recorded as unauthorised and parents/carers will be notified of this in advance.

3.3 Medical or dental appointments

Missing registration for a medical or dental appointment is counted as an authorised absence; advance notice is required for authorising these absences.

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

Applications for other types of absence in term time must also be made in advance. Information relating to whether the school can authorise such absences can be found in section 4.

3.4 Lateness and punctuality

A student who arrives late but before the register has closed will be marked as late, using the appropriate code.

A student who arrives after the register has closed will be marked as absent, using the appropriate code.

Punctuality is tracked by the Heads of Year and students will be expected to sit a 30-minute detention for lateness with the Head of Year or Success Centre staff. If they are late more than twice in a week, they will complete a Head of Year detention of one hour.

3.5 Following up absence

The school will follow up any absences to ascertain the reason, ensure proper safeguarding action is taken where necessary, identify whether the absence is approved or not and identify the correct attendance code to use. Parents/Carers will be contacted the same day as the absence to determine the reason. Contact may be made through text or via telephone. A home "keeping in touch" visit may be made where a student has been absent for four or more days, regardless of the student's attendance record. The visiting Officer will have identification and may ask to see the student.

3.6 Reporting to parents

Parents/Carers will receive a copy of their child's attendance on their school written report each year. Parents/Carers will be contacted by the school or the Education Attendance Officer if concerns arise about attendance.

4. Authorised and unauthorised absence

4.1 Granting approval for term-time absence

The Principal may not grant any leave of absence to students during term time unless they consider there to be 'exceptional circumstances'.

The school considers each application for term-time absence individually, considering the specific facts, circumstances, and relevant context behind the request. A leave of absence is granted entirely at the Principal's discretion.

Valid reasons for **authorised absence** include:

- Illness and medical/dental appointments – as explained in sections 3.2 and 3.3
- 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 school 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, 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 student is attending educational provision.

4.2 Legal sanctions

Schools can fine parents/carers for the unauthorised absence of their child from school, where the child is of compulsory school age.

If issued with a penalty notice, parents must pay £80 per child, within 21 days or £160 within 28 days. The payment must be made directly to the local authority. If a second notice is issued to the same parent, for the same child, the £160 must be paid within 28 days.

There will not be a third notice to the same parent for the same child within 3 years. However, other action may be taken, such as prosecution.

The decision on whether or not to issue a penalty notice ultimately rests with the Principal, following the local authority's code of conduct for issuing penalty notices. This may take into account:

- A number of unauthorised absences occurring within a rolling academic year
- One-off instances of irregular attendance, such as holidays taken in term time without permission
- Where a suspended student is found in a public place during school hours without a justifiable reason

If the payment has not been made after 28 days, the local authority will prosecute the parent/carer.

5. Strategies for promoting attendance

The following are used to promote good attendance and punctuality:

- Awards for outstanding/or improved attendance
- Half termly year group competitions
- Termly and half termly rewards for 100% attendance
- Rewards trips throughout the year
- Annual prize giving

6. Attendance monitoring

The Attendance Officer monitors student absence daily.

Parents/Carers are expected to call the school in the morning if their child is going to be absent due to ill health.

If a student's absence is unauthorised, we will contact the parents/carers to discuss the reasons for this.

If after contacting parents/carers a student's absence continues to rise, we will consider involving the School Attendance Officer from the Local Authority.

The persistent absence threshold is 10%. If a student's individual overall absence rate is greater than or equal to 10%, the student will be classified as a persistent absentee.

Student-level absence data is collected regularly 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. We compare our attendance data to the national average and share this with governors.

7. Roles and responsibilities

Improving attendance is everyone's responsibility. The barriers to accessing education are wide and complex, both within and beyond the school gates, and are often specific to individual students and families. The school will use data to target attendance and punctuality improvement efforts to students, student cohorts and student groups who need it most. Staff will work with both students and parents/carers to remove any barriers to attendance by building strong and trusting relationships and working together to put the right support in place. The school will particularly target persistent absence, including the use of regular home visits, parental meetings, personalised support plans, mental health provision and may seek to involve the Safeguarding and SEND teams and where necessary may make referrals to services and organisations outside of school that can provide additional assistance.

The school will consider legal sanctions and may use fixed penalty notices if attendance falls to unacceptable levels and the school believes it has exhausted all avenues of support or if the students and/or family do not engage fully with the process. The School Attendance Officer will be involved at the earliest stage of the attendance process to ensure regular keep-in-touch visits are made and to advise the school regarding next steps and avenues of support at every stage.

Whilst every student has the right to a full-time education, the school will also consider the specific needs of certain students and their families, who have specific barriers to attendance. The school will make reasonable adjustments and review whether additional support is required, in line with the schools' obligations under the Equality Act 2010 and the UN Convention on the Rights of the Child.

7.1 The governing board

The governing board is responsible for monitoring attendance figures for the whole school on at least a termly basis. It also holds the Principal to account for the implementation of this policy.

7.2 The Principal

The Principal is responsible for ensuring this policy is implemented consistently across the school, and for monitoring school-level absence data and reporting it to governors.

The Principal also supports other staff in monitoring the attendance of individual students and issues fixed-penalty notices, where necessary.

7.3 The Attendance Officer

The Attendance Officer:

- Monitors attendance data at the school and individual student level
- Reports concerns about attendance to the Principal
- Works with the Local Authority's School Attendance Officers to tackle persistent absence
- Arranges calls and meetings with parents to discuss attendance issues
- Advises the Principal when to issue fixed-penalty notices

7.4 Teachers

Class teachers and form tutors are responsible for recording attendance and punctuality on a daily basis, using the correct codes, and submitting this information to the school office.

7.5 Reception staff

Reception staff are expected to take calls from parents about absence and record it on the school system.

Contact details for attendance:

If you wish to report your child's absence, please contact the **school reception on 01922 720558** or contact your child's Head of Year to discuss the matter in more detail. Please contact them on:

Head of Year 7: Mrs Cockayne st-cockayne-g@bluecoatacademy.org

Head of Year 8: Miss Robinson st-robinson-r@bluecoatacademy.org

Head of Year 9: Mr Robinson st-robinson-l@bluecoatacademy.org

Head of Year 10: Mr Pittaway st-pittaway-l@bluecoatacademy.org

Head of Year 11: Mr Hendy st-hendy-l@bluecoatacademy.org

Head of Years 12 and 13: Mr Hewitt: st-hewitt-s@bluecoatacademy.org

Student support: Mrs Karra st-karra-k@bluecoatacademy.org

Mrs N Pritchard has strategic responsibility for school attendance within school and can be contacted via email on: st-pritchard-n@bluecoatacademy.org, via reception or at postbox@bluecoatacademy.org

Appendix 1

Attendance and Absence Codes from school year 2025-26					
New Guidance - Chapter 8	Code	Description	Statistical Meaning	The School Attendance (Pupil Registration) (England) Regulations 2024	COMMENTS
Attending the School	/	Present at school - Morning Session.	Attending	Regulation 10(2) Table 1	If a pupil leaves after registration for an appointment, it would still be counted as present
	\	Present at school - Afternoon Session.	Attending	Regulation 10(2) Table 1	If a pupil leaves after registration for an appointment, it would still be counted as present
	L	Late arrival before the register is closed.	Attending	Regulation 10(2) Table 1	Arrival up to 9.00am only, unless a late start has been agreed - see C2
Attending a place other than the school	K	Attending education provision arranged by the local authority. (Schools must also record the nature of the educational activity).	Attending approved education activity	Regulation 10(3) Table 2, 10(5) and 11(9)(b)	Only in cases where the Local Authority has arranged Alternative Provision. For AP arranged by school see B code
	V	Attending an educational visit or trip.	Attending approved education activity	Regulation 10(3) Table 2, 10(5) and 11(9)(c)	Attending a place, other than at school, for an educational visit arranged by or on behalf of the school and supervised by a member of school staff
	P	Participating in a sporting activity.	Attending approved education activity	Regulation 10(3) Table 2, 10(11) and 11(10)	Attending a sporting activity that is an approved educational activity supervised by a person considered by the school to have appropriate skills, training, experience, knowledge
	W	Attending work experience.	Attending approved education	Regulation 10(3) Table 2, 10(11) and	Organised by the Local Authority or school and is an approved educational

			activity	11(10)	activity. Attendance must be monitored
	B	Attending any other approved educational activity. (Schools must also record the nature of the educational activity).	Attending approved education activity	Regulation 10(3) Table 2, 10(5), 10(11) and 11(10)	Attending an approved educational activity other than sport or work experience, arranged by the school. (Alternative Provision). Attendance must be monitored and can only be marked with a B for the sessions attended. Sessions not attended (if part time) can be marked with a C2 (see C3) Details of AP must be recorded
	D	Dual registered at another school	Not counted as a possible session	Regulation 10(4) Table 3 and 11(9)(a)	This code allows a pupil to be registered at two schools so used for a Managed Move. Code indicates pupil is on a Managed Move to another school. Attendance should be monitored although absence doesn't need to be recorded on our register. Home school always records a D code.
Absent - Leave of Absence	C1	Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad	Authorised absence	Regulation 10(4) Table 3 and 11(2)	This code should be used where leave of absence has been granted to attend a performance, film shoot etc in the UK or abroad and where a license has been granted. If dates aren't specified on the licence, the school has discretion to grant loa
	M	Leave of absence for the purpose of attending a medical or dental appointment	Authorised absence	Regulation 10(4) Table 3 and 11(11)	Parents should be encouraged to make appointments out of school hours. Where this isn't possible, parents should get school's agreement in advance and pupil should only be out of school for the minimum time necessary for the appointment. An unauthorised code (O) can be used with M if the student fails to return when they could have done. If a pupil leaves for an appointment after registration, they are still present and only

					sessions should be recorded with an M
	J1	Leave of absence for the purpose of attending an interview for employment or admission to another educational institution.	Authorised absence	Regulation 10(4) Table 3 and 11(4)	For interviews/assessments at other schools, for employment, or college. Although this new code will now impact on attendance, it is still an authorised absence.
	S	Leave of absence for the purpose of studying for a public examination.	Authorised absence	Regulation 10(4) Table 3 and 11(5)	Usually used after Whitsun break for year 11's and 13's. However, pupils should be given the opportunity to attend and marked present for those sessions that they do attend.
	X	Non - compulsory school age pupil not required to attend.	Not counted as a possible session	Regulation 10(4) Table 3 and 11(7) or (8)	This is not a code this school would use
	C2	Leave of absence for compulsory school age pupil subject to a part-time timetable.	Authorised absence	Regulation 10(4) Table 3 and 11(6)	Should only be used in exceptional circumstances, i.e. for a pupil on a part time timetable a C2 would be recorded for the sessions they are not in school. Also for pupils on Alternative Provision where C2 would be used for those sessions the pupil is not present at the AP setting
	C	Leave of absence for exceptional circumstances	Authorised absence	Regulation 10(4) Table 3 and 11(11)	There is no longer an H code for holiday agreed. The C code is used for agreed leave of absence. LOA should only be agreed in exceptional circumstances. If specific dates are granted and the pupil is absent outside of those dates, the absence should be recorded as either O or G and can be counted towards a penalty notice

					referral. This code can also be used for pregnant pupils on maternity leave
Absent - other authorised reasons	T	Parent travelling for occupational puposes	Authorised absence	Regulation 10(4) Table 3	This would be a mobile child with no fixed abode (for example travellers, barge and fairground parents). Proof can be requested if there is any doubt, but shouldn't be requested unnecessarily. If a child's attendance falls below 200 sessions in the preceeding 12 months, legal action can be pursued
	R	Religious observance	Authorised absence	Regulation 10(4) Table 3	This code should only be used for one day of religious observance. Usually any further absences would be unauthorised (O), however if it is agreed the C code should be used.
	I	Illness	Authorised absence	Regulation 10(4) Table 3	Evidence should only be requested where there is doubt about the absence. It should not be routinely asked for. If there is doubt school should speak to either parent or child to establish whether to authorise the absence or not
	E	Suspended or permanently excluded and no alternative provision made	Authorised absence	Regulation 10(4) Table 3	Where the pupil is suspended or permanently excluded. Alternative provision must be provided from the sixth consecutive school day or any suspension or permanent exclusion. Where AP is attended, the appropriate code should be used. B or D
Absent - unable to attend school because of unavoidable cause	Q	Unable to attend the school because of lack of access arrangements	Not counted as a possible session	Regulation 10(4) Table 3 10(12)	This code is used when the school or LA have a legal duty to provide transport to school and it has failed to do so

	Y1	Unable to attend due to transport normally provided not being available	Not counted as a possible session	Regulation 10(4) Table 3	Where the pupil is unable to attend due to transport normally provided not being available (school bus or coach)
	Y2	Unable to attend due to widespread disruption to travel	Not counted as a possible session	Regulation 10(4) Table 3	Unable to attend due to widespread disruption to travel, i.e. snow, floods, a local, national or international emergency - natural disaster
	Y3	Unable to attend due to part of the school premises being closed	Not counted as a possible session	Regulation 10(4) Table 3	Unavoidable closure to parts of the school site where pupils cannot be accommodated elsewhere in the school i.e. burst pipe
	Y4	Unable to attend due to the whole school site being unexpectedly closed	Not counted as a possible session	Regulation 10(10)	Whole school closure unexpectedly, i.e. snow
	Y5	Unable to attend as pupil is in criminal justice detention	Not counted as a possible session	Regulation 10(4) Table 3 and 10(14)	Where a pupil is unable to attend due to being in police detention, remanded to youth detention awaiting sentencing or detained under a sentence of detention
	Y6	Unable to attend in accordance with public health guidance or law	Not counted as a possible session	Regulation 10(4) Table 3	Attendance restricted as instructed by public health guidance or law
	Y7	Unable to attend because of any unavoidable cause. (Schools must also record the nature of the unavoidable cause).	Not counted as a possible session	Regulation 10(4) Table 3 and 10(6)	Will be very rarely used. Treat with caution. This would be an unavoidable emergency, i.e. immigration detention. This would be in relation to the pupil only and not the parents. Recent communication from the Local Authority states this code can also be used for staggered returns at the start of an academic year

Absent - unauthorised absence	G	Holiday not granted by the school	Unauthorised absence	Regulation 10(4) Table 3	Leave of absence refused. Cannot grant loa retrospectively, if the parent has not applied in advance, loa should NOT be granted
	N	Reason for absence not yet established	Unauthorised absence	Regulation 10(4) Table 3 10(7), (8) and (9)	This is a holding code, to be used only if there is not yet a reason for the absence. The code should not be left any longer than 5 school days. If no reason is provided, use appropriate unauthorised code. If reason is provided, enter appropriate code along with a note explaining the change of code
	O	Absent in other or unknown circumstances	Unauthorised absence	Regulation 10(4) Table 3 and 10(9)(b)	Where no reason for the absence has been given, or the school is not satisfied that the reason provided is one that would be recorded as an authorised absence
	U	Arrived in school after registration closed	Unauthorised absence	Regulation 10(8)(b)	Use this code where the pupil has arrived after the register has closed i.e. after 9.00am
Administrative codes	Z	Pupil's name entered in advance of start date	N/A	N/A	This code appears when the pupil has set up in advance of the start date.
	#	Planned whole school closure - no session to take place	N/A	N/A	This code is for whole school closures that are known and planned in advance such as days between terms, half terms, occasional days e.g. Bank Holidays, Staff training days