



# LUX MUNDI

LIGHT OF THE WORLD ~ CATHOLIC ACADEMY TRUST

## Attendance Policy **CARDINAL POLE CATHOLIC SCHOOL**

Status Public  
2025

**APPROVED BY THE LOCAL GOVERNING BODY ON:** 2nd July 2025.....

**CHAIR OF GOVERNOR'S SIGNATURE:**.....  
*[Handwritten Signature]*

## Cardinal Pole School Vision

Cardinal Pole Catholic School is a learning community for all based upon partnership and respect. It is a strong and vibrant place which recognizes the importance and individual needs of every pupil and member of staff. Praise and encouragement are vital in creating a climate of learning and high expectations supported by teaching of the highest quality. The school is full of confident, creative, and fulfilled young people and staff. They are celebrated as individuals – unique creations of God – who deserve our support, love, and trust as they begin the great journey of life.

## Mission Statement

Cardinal Pole Catholic School is a community of **service** guiding young people on a path to **opportunity**, **aspiration**, and **reward**, founded on Catholic values. We serve our students through bespoke interventions that meets the needs of all. This is shared with all stakeholders, to empower our community to become “Lovers of Reading”. Cardinal Pole Catholic School is committed to providing a range of opportunities for staff and students to become lifelong lovers of reading through workshops, authors visits, whole school events and programmes. We are a community of aspirant writers where talent is nurtured to flourish by expert and experienced staff, authors, and other professionals. We reward our literate learners by celebrating their successes, progress, achievements in all areas of literacy and beyond.

### 1. Aims

Cardinal Pole Catholic School aims to meet its obligations with regards to school attendance by:

- Promoting good attendance and reducing absence, including persistent absence;
- Ensuring every pupil has access to full-time education to which they are entitled;
- Monitoring and acting early to address patterns of absence.

We will also support 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.

Research has unequivocally demonstrated that good attendance is essential to successful academic performance in schools. That is why we define regular attendance is being at least 95% attendance.

In order to achieve our aims and ensure that students have the highest expectations and outcomes we have a dedicated attendance champion.

Attendance Champion: Tom Read  
Email: tomread@cardinalpole.co.uk

### 2. Legislation and Guidance

This policy meets the requirements of the [school attendance guidance from the Department for Education \(DfE\)](#), September 2024 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:

- The Education Act 1996
- The Education Act 2002
- The Education and Inspections Act 2006
- The Education (Pupil Registration) (England) (Amendment) Regulations 2016
- The Education (Penalty Notices) (England) (Amendment) Regulations 2024

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

The government expects schools and local authorities to:

- promote good attendance and reduce absence, including persistent absence.
- ensure every pupil has access to full-time education to which they are entitled.
- act early to address patterns of absence.
- Parents/carers to perform their legal duty by ensuring their children of compulsory school age who are registered at school attend regularly
- all pupils to be punctual to their lessons.

### **3. School procedures**

#### **School Day**

School starts at 8.30am and finishes at 3 pm.

#### **Attendance Register**

By law, all schools (except those where all pupils are boarders) are required to keep an attendance register, and all pupils 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 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 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.

#### **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 must notify the school by ringing the school on **020 8985 5150** and leaving a message on the school absence line. Alternatively, parents/carers can message the school via the “*My Child at School*” app. *These messages will be picked up by the attendance officer.*

Absence due to illness will be authorised unless the school has a genuine concern about the authenticity of the illness/reason provided. 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 about the authenticity of the illness, the absence will be recorded as unauthorised, and parents/carers will be notified of this in advance.

#### **Medical or Dental Appointments**

**It is important to keep the school informed if your child is going to be absent at the start of the day.** The school will have a clear process for you to follow.

In law, only a Headteacher can authorise a pupil's absence, and may require additional evidence such as a letter from your GP.

Schools will monitor and engage with parents/carers as soon as a pattern of absence becomes apparent.

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 pupil should be out of school for the minimum amount of time necessary. Parent/carer must notify the school in advance by either:

- Ringing the school on 020 8985 5150 and leaving a message for the School Attendance Officer;
- Notifying the school via the “My Child at School” app;
- Notifying the school in person via the main office.

Parents/carers should note that in all cases of medical or dental appointments, evidence of the appointment (letter or appointment card) will be required. Handwritten notes (in student planners or otherwise) will not be accepted. In the case of telephone or “My Child at School” notification, evidence of the appointment must be provided prior to the appointment date.

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

### **Common Illnesses**

Most illnesses can be classified as one of a few minor health conditions. Whether or not you send your child to school will depend on how severe you judge the illness to be. This guidance can help you to make that judgement. If you are concerned about your child’s health, consult a health professional.

When deciding whether or not your child is too ill to attend school. Ask yourself:

- Is your child well enough to carry out the activities of the school day? If not, keep your child at home and consult your GP as appropriate.
- Does your child have a condition that could be passed on to other children or school staff? If so, keep your child at home.
- Would you take a day off work if you had this condition? If so, keep your child at home.

### **Truancy**

The law states that parents/carer(s) must ensure that their child regularly attends the school where they are registered. Should your child fail to attend school regularly legal action may be taken against you.

Once a child is registered in school, attendance is compulsory until the last Friday in June of the academic year in which the child turns 16 (Year 11). It is a parent/carer's legal responsibility to ensure that their child, when of statutory school age, accesses education appropriate to age, needs and ability.

Under the terms of the education related provisions of the Anti-Social Behaviour Act, parent/carer(s) may be issued with a penalty notice of £80 (increased 33% from August 2024) if:

- you fail to ensure that your child attends school, or other education provision regularly.
- you allow your child to take leave of absence in term time without a school’s authorisation.
- you fail to return your child to school on an agreed date after a leave of absence.
- your child is found out of school, without permission, on two Truancy Sweeps, within the same school year.
- your child persistently arrives late for school after the register is closed.

## **Legal Powers**

We have legal powers to take action via the courts for persistent non-attenders.

Under Section 444(1) of the Education Act of 1996, parent/carer(s) can be prosecuted for failure to ensure regular school attendance via the Magistrate Court. The penalty for an offence under this act can be a fine up to £1,000.

There is a more serious offence under Section 444(1a) (in circumstances where the parent/carer knows that his/her child is failing to attend school regularly and fails without reasonable justification to cause him/her to do so) for which there is a maximum fine of £2,500, a term of imprisonment of up to 3 months, or both. A warrant could be issued requesting the defendant to attend court for sentencing.

We can also take action via the Family Proceedings Court under Section 36 of the Children Act 1989 and apply for an education supervision order, making the local authority responsible for the education of the child. This action is taken to support parents/carers.

We can serve school attendance orders under sections 437-443 of the Education Act 1996 in respect of pupils who are not registered at any school or registered to be receiving education rather than at school.

### **Speak to your school if you are worried**

If you are concerned about your child's attendance, you should speak to staff at your child's school. Unauthorised absence or your child being frequently late could result in fine or prosecution.

### **Punctuality and Late Detentions**

The following arrangements will apply to pupils who are late to school:

- A pupil who arrives to school after the gate has closed at 8.30am will be marked as late to school (L code);
- A pupil who arrives to school after 9.00am will be marked as arriving after registration closed (U code);
- This will be treated as truancy and an automatic Headteacher's detention set unless a valid reason is provided;
- In the case of pupils who arrive to school late but have a valid reason (medical or dental appointments or emergency of some kind), the parent/carer must notify the school attendance officer of the reason for the lateness via the school office on 020 8985 5150 as soon as possible;
- Pupils who arrive to school late (without a valid reason) will have a 30-minute detention during break time the same day;
- Pupils who are late to school twice in the same week will have a 2-hour detention on the Thursday of the following week until 4.45pm. Parents/carers will be notified of such a detention at least 24 hours beforehand;
- Handwritten notes explaining why a pupil is late will not be accepted. The School Attendance Officer must be notified by calling 020 8985 5150 and leaving a message;
- Note that traffic and/or transport problems and failing to wake up on time are not acceptable reasons for being late to school;
- Pupils who are persistently late after 9am will be recorded as unauthorised and as such may lead to an Educational Welfare Officer and fine process.

The school reserves the right to use alternative strategies to boost attendance such as targeted rewards and mentoring support to help support young people in accessing education. Unauthorised absence or your child being frequently late could result in fine or prosecution.

Every school, by law, has to register pupils twice a day; first thing in the morning at the start of the school day, and again in the afternoon session. If a pupil fails to attend or arrives late, they

can be marked as an absence for that session.

If a pupil of compulsory school age is absent, the register must show whether the absence was authorised (acceptable) or unauthorised (where no acceptable reason is given for absence). Only the school can approve the reason for absence.

It is a parent/carer's responsibility to ensure their children arrive at school on time. Lateness can disrupt the learning of others and can result in a pupil feeling greater stress and achieving poorer outcomes.

90 per cent attendance means that your child is absent from lessons for the equivalent of one-half day every week. Over five years this is the equivalent of about one half of a school year. Research shows a close link between attendance at school and a child's achievement. Being late adds up to a loss of learning. All time out of school affects learning and achievement for both pupils. Please make sure your child arrives at school on time.

If a pupil arrives after registration has closed the absence will be recorded as unauthorised for that session. If this persists legal action, in the form of a penalty notice or prosecution under Section 444(1) of the Education Act 1996 may follow.

<b>Minutes Late Per Day</b>	<b>Equivalent of Missing</b>
5 Minutes	3.4 school days a year
10 Minutes	6.9 school days a year
15 Minutes	10.3 school days a year
20 Minutes	13.8 school days a year
30 Minutes	20.7 school days a year

### **Family Holidays and Extended Leave During Term Time**

Amendments to the registration regulations, which came into force in September 2013, remove references to family holidays and extended leave as well as the threshold of ten school days.

The amendments make it clear that Headteachers **may not** grant any leave of absence during term time unless there are exceptional circumstances.

Should a school not agree to grant leave and parents/carers take their child on holiday regardless, this will be counted as unauthorised absence (truancy).

The school and our county attendance officer may consider issuing a penalty fine of £80 with DfE increasing the fine by 33% from August 2024.

### **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. In the case of unauthorised absence, parents/carers will be contacted by text message and the "My Child at School" app no later than 11.00am if their child is not in school and a reason has not been provided. Parents must then contact the school immediately and provide the reason for absence. Parents/carers who fail to respond to such a message may be referred to the School Attendance Officer, the child's Pastoral Team and/or Hackney Children's Services for follow up.

### **Reporting to Parents/Carers**

Parents/carers will be provided with an attendance report for their child at scheduled Parents' Evenings. Parents/carers can also check their child's attendance any time via Bromcom and/or upon request from their child's Pastoral Team.

## **4. Authorised and Unauthorised Absence**

### Granting approval for term-time absence

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

We define 'exceptional circumstances' as death or serious illness of a close family relative.

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

Authorised absence can include the following:

- Illness and medical/dental appointments – as explained in sections 3
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents/carers belong. If necessary, the school will seek advice from the parents/carers' religious body to confirm whether the day is set apart;
- Traveller pupils 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.

Unauthorised absence can include the following:

- Absence for medical reasons that has not been sufficiently evidenced
- Taking any form of holiday during term time;
- Absence for the purpose of visiting relatives who are ill and/or are abroad;
- Absence for the purpose of caring for a relative;
- Absence (late) from school after 9am.

Please bear in mind that the above examples are neither exhaustive nor definitive.

### **Granting Leave of Absence (LOA)**

Schools can grant LOA, however there is an expectation to restrict LOA to specific circumstances. Examples:

- Taking part in a regulated performance or employment abroad.
- Attending an interview.
- Study leave (not including internal exams such as mocks).
- A temporary time limited P/T timetable (parental agreement) subject to exceptional reasons.
- Other exceptional circumstances
- LOA should not be granted for a pupil to take part in a protest activity.
- Non-compulsory pupils can be allowed to be absent for sessions they are not timetabled to attend (Code X).

### **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/carers must pay £80 within 21 days or £120 within 28 days. The payment must be made directly to the local authority.

The decision on whether or not to issue a penalty notice ultimately rests with the Executive Headteacher, 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 an excluded pupil 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 can decide whether to prosecute the parent/carer or withdraw the notice.

## 5. Strategies for Promoting Attendance

The member of SLT responsible for attendance, working closely with the School Attendance Officer and the Education Welfare Officer will see to promote good attendance by:

- Putting a range of interventions in place to improve the attendance of individual pupils as well as targeted groups;
- Ensuring that minimum attendance and punctuality targets are included as criteria for inclusion in school reward trips;
- Producing regular attendance data and reports for staff and Governors so that effective monitoring scrutiny of attendance can take place at all levels within the school;
- Liaising with pastoral teams to identify causes of concern and plan interventions and support;
- Putting aspirational and achievable whole school attendance targets in place.

In addition to the above, (See **Appendix 2** for systems and procedures), the following incentives will apply to promote good attendance:

<p><b>Weekly Rewards</b></p> <ul style="list-style-type: none"> <li>- Text home for 100%</li> <li>- Weekly Attendance slide during Prep on Monday Morning</li> </ul>
<p><b>Half termly:</b></p> <ul style="list-style-type: none"> <li>- 100% Attendance certificate in rewards assembly</li> <li>- 97% + Reward text at the end of half term</li> <li>- Half term rewards linked to attendance</li> <li>- Pizza Party for best form attendance from years 7-13</li> </ul>

100% attendance = Letter and certificate of excellent attendance with badge and reward voucher  
 - Weekly Text message to parents - 100% weekly attendance  
 98/99% attendance = Letter and certificate of good attendance.

## 6. Attendance Monitoring and Persistent Absence

The School Attendance Officer monitors pupil absence on a weekly basis and meets with the member of SLT responsible for attendance weekly. The School Attendance Officer and the SLT with responsibility meets with the Education Welfare Officer from LA, every fortnight.

Parents/carers are expected to call the school in the morning if their child is going to be absent due to ill health (see section 3).

PSMs call weekly regarding any attendance and punctuality issues. If a pupil's absence goes above three days, we will contact the parents/carers to discuss the reasons for this. If, after contacting parents/carers, a pupil's absence continues to rise, we will consider involving the Education Welfare Officer.

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

If a pupil's attendance falls below 90%, the following actions may be taken (see Appendix 3):

- Referral to Education Welfare Officer;
- Warning letter;
- Penalty notice.

Attendance contracts will be drawn and additional support can take the form of:

- Voluntary support – tackle barriers to attendance
- Formal support – attendance contract – ESO
- Prosecution – where all other routes have failed – PN or Prosecution
- Statutory Children’s Social Care involvement – safeguarding concerns – ESO not appropriate.

Pupil-level absence data is collected each week 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.

The school monitors attendance data proactively and produces at least three reports a year for Governors and SLT. A weekly Attendance Tracker is also produced and shared with SLT. In addition, weekly attendance data broken down by form group is made available to the whole school.

## **7. Roles and Responsibilities**

### The Governing Body

The Governing Body 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.

### The Executive Headteacher

The Executive Headteacher 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 Executive Headteacher also supports other staff in monitoring the attendance of individual pupils and issues fixed penalty notices, where necessary.

### SLT with Responsibility for Attendance

The member of SLT with responsibility for attendance (Attendance Champion):

- Works with the School Attendance Officer and EWO to monitor attendance concerns and take appropriate action when required;
- Produces regular attendance reports for the Executive Headteacher and Governing Body;
- Devises, implements, and monitors strategies and interventions to improve attendance across all groups.

### The School Attendance Officer

- Reports concerns about attendance to the SLT Member responsible for Attendance and to the Executive Headteacher;
- Works with education welfare officers to tackle persistent absence;
- Monitors attendance data at the school and individual pupil level;
- Arranges calls and meetings with parents to discuss attendance issues;
- Reports any safeguarding concerns that arise to the DSL;
- Advises the Executive Headteacher when to issue fixed-penalty notices;
- Liaises weekly with pastoral team regarding students of concern.

### The Education Welfare Officer

The Education Welfare Officer is based at Hackney Education and will:

- Administer warnings and fines for pupils whose attendance is a concern and has met threshold for such warnings and fines;

- Contact parents/carers as directed by the School Attendance Officer;
- Other administrative tasks as agreed with the school.

#### Pastoral Teams

Pastoral teams, comprising the Head of Year and Pastoral Support Manager, will monitor the attendance of their year groups and will:

- Chase up unexplained absences weekly
- Alert the Attendance Team if there are attendance or punctuality concerns
- Contact parents/carers as directed by the Attendance Team to discuss attendance or punctuality issues.
- Parents are invited to speak to Heads of Year regarding attendance:- please email [enquiries@cardinalpole.co.uk](mailto:enquiries@cardinalpole.co.uk) or email the relevant Head of Year.

#### Classroom Teachers/Form Tutors

Classroom teachers and form tutors are responsible for recording attendance on a daily basis on SIMS, using the correct codes, and submitting timely information to the school office. In the event of technical issues with SIMS, paper registers must be taken.

#### Office/Reception Staff

Office/reception staff are expected to take calls from parents/carers about absence and pass on to the School Attendance Officer to record it on the school system.

### **8. Monitoring Arrangements**

This policy will be reviewed annually by the member of SLT with responsibility for attendance. At every review, the policy will be shared with the Governing Body.

### **9. Links with Other Policies**

This policy is linked to our Child Protection and Safeguarding Policy.

#### **Frequently Asked Questions**

What an attendance contract is?

If a pupil's attendance falls below 90 per cent, the school may offer a parenting contract to the parent in consultation with the local authority and in accordance with government guidance on education-related parenting contracts. These can be a useful tool in identifying and focusing on the issues behind the poor attendance and in developing a productive relationship with parents to help address these issues.

My family religion means my child may need to miss some school days at school. What should I do?

Parents/carers may request leave of absence for days of religious observance related to the family religion. If you are likely to do this, you must inform the school and give as much notice as possible of the exact dates required. Schools will take advice from local religious leaders as to the appropriate number of days to allow as authorised absence for each festival.

My child has a medical/dental appointment in school time. Should I re-book it in non-school time?

Schools request that parents/carers make all but emergency appointments for medical and dental check-ups outside of the school day. If this is not possible, please give as much notice to the school of the appointment. If you need to collect your child from school for an appointment, you will need to sign them out of the building and back in again when you return. This is a legal requirement for health and safety purposes. Your child must attend school before and after the appointment where appropriate so that as little of the school day is missed as possible.

My child doesn't want to attend school. What should I do?

Most children will, at some point, tell you that they do not want to go to school. This is quite normal. Always do your best to find out what has upset them and talk to your child about how to resolve any problems.

If your child says they are not happy going to school or show other signs of reluctance i.e. recurrent minor ailments that quickly get better once the school day is underway, reluctance to do homework or share information from school, friendship difficulties, concerns about bullying, including cyberbullying etc., speak to a member of school staff as soon as possible.

Try to be calm and organised at the beginning of the day so that there is little opportunity for your child to become anxious. Praise achievement at school, however small. Make sure you understand and support the school's behaviour and attendance policies, giving your child clear guidance about what is expected of them and why. If the problems persist ask for professional advice and support through the school.

What is compulsory school age?

Compulsory school age is from 1 September, 1 January or 1 April following their fifth birthday to the last Friday in June in the school year in which they are sixteen.

My child says that they attend some of their lessons at college now. Is that possible?

As your child progresses through secondary school, he/she may have the opportunity to access a range of alternative education provision off the school site, e.g. at college, with a specialist provider or as an alternative to exclusion. Attendance at all such provision remains compulsory and is registered and monitored in exactly the same way as school attendance.

Many alternative providers will ask parents/carers and students to sign attendance contracts to underline the importance of consistent attendance – such contracts should make it clear who parents/carers need to ring to explain why a child is absent from such provision. In many cases, alternative provision will be for part of a school week and the mainstream school will continue to provide the remainder of the student's weekly timetable.

Another form of alternative provision is work experience, offered to all students in Year 10 and many in Year 11. In this case too, attendance remains compulsory and employers offering work experience placements (including students' friends and family) will be asked to register the student's attendance and report any absences to the school as a matter of urgency. Your child's school should have informed you of any changes and if you are in any doubt contact the school to clarify.

My child has a paper round who do I need to inform?

From the age of 13, children may legally seek part time employment outside of school hours. Any school age child who is employed must obtain a work permit. Any employer employing a school age child without a permit is committing an offence.

Schools will be asked whether employment is likely to have a negative impact on the student's learning. If the student's education suffers as a result of the employment, his/her employment permit may be revoked.

Students, who work without a permit, do so in breach of the law and will not be covered by their employer's Public Liability Insurance or under health and safety legislation in the event of any accident.

My child has the chance to appear in a film. Can they be excused from school to perform?

Children of all ages may be involved in entertainment, whether on stage, TV, or radio or as a model. Such children are usually required to obtain a licence in order to perform.

Children of compulsory school age must obtain a performance licence if they wish to perform during school hours or if they perform for more than 4 days in a 6-month period or if they are paid to perform. If performance impacts on educational outcomes, permission may be denied/withdrawn. For further information read our page on child performance licences.

I am going abroad on a work assignment and need to take my child. Is that, ok?

On rare occasions, parents/carers may have to take their children out of school for extended periods, e.g. if working abroad, returning to their country of birth etc. If it appears likely that you may have to do this, please make an urgent appointment to discuss the implications for your child's education with the Head of School who will talk through options for ensuring minimum disruption to his/her learning. It is at the Executive Head's discretion whether to authorise absence and they may remove your child from roll if they take extended absence from school.

If your child does not return on the agreed date, the school may either report your child as 'Missing from Education' to us and/or remove your child from the school roll.

Why can't I authorise my child's absence?

The decision to authorise an absence can only be taken by the Executive Headteacher, or the person designated by the Executive Headteacher to take this decision (The Education (Pupil Registration) Regulations 1995 as amended). If the school decides that the reason given is not valid and your child does not attend school, the absence will be unauthorised.

Where a child has high levels of unauthorised absence, the matter may be referred to the County Attendance Team and legal action by the local authority could be considered.

The school will have an attendance policy which has been agreed by the school Governors and will give details of how the school deals with attendance issues.

## APPENDIX 1

### DfES CODES

From 19th August 2024 there are several changes to attendance codes as per the DfE guidance below

[https://assets.publishing.service.gov.uk/media/65f1b048133c22b8eecd38f7/Working\\_together\\_to\\_improve\\_school\\_attendance\\_applies\\_from\\_19\\_August\\_2024\\_.pdf](https://assets.publishing.service.gov.uk/media/65f1b048133c22b8eecd38f7/Working_together_to_improve_school_attendance_applies_from_19_August_2024_.pdf)

### Removal of some historic codes

As per the DfE's reform, the following codes will no longer be available for session attendance from the 24/25 Academic year.

Code	DfE Description / Explanation
H	Authorised absence due to agreed family holiday.
J	Unable to attend due to exceptional circumstances – not counted in possible attendance
Y	Unable to attend due to exceptional circumstances – not counted in possible attendance

### Introduction of new codes including multi-character codes

As per the DfE's reform, the following codes will become available for session attendance in the 2024/2025 Academic Year.

Code	DfE Description / Explanation
C1	Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad.
C2	Leave of absence for a compulsory school age pupil subject to a part-time timetable
J1	Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution
K	Attending education provision arranged by the local authority
Q	Unable to attend the school because of lack of access
Y1	Unable to attend due to transport normally provided not being provided
Y2	Unable to attend due to widespread disruption to travel
Y3	Unable to attend due to part of the school premises being closed.
Y4	Unable to attend due to the whole school's site being unexpectedly closed
Y5	Unable to attend as pupil is in criminal justice detention
Y6	Unable to attend in accordance with Public health guidance or law
Y7	Unable to attend because of any other unavoidable cause.

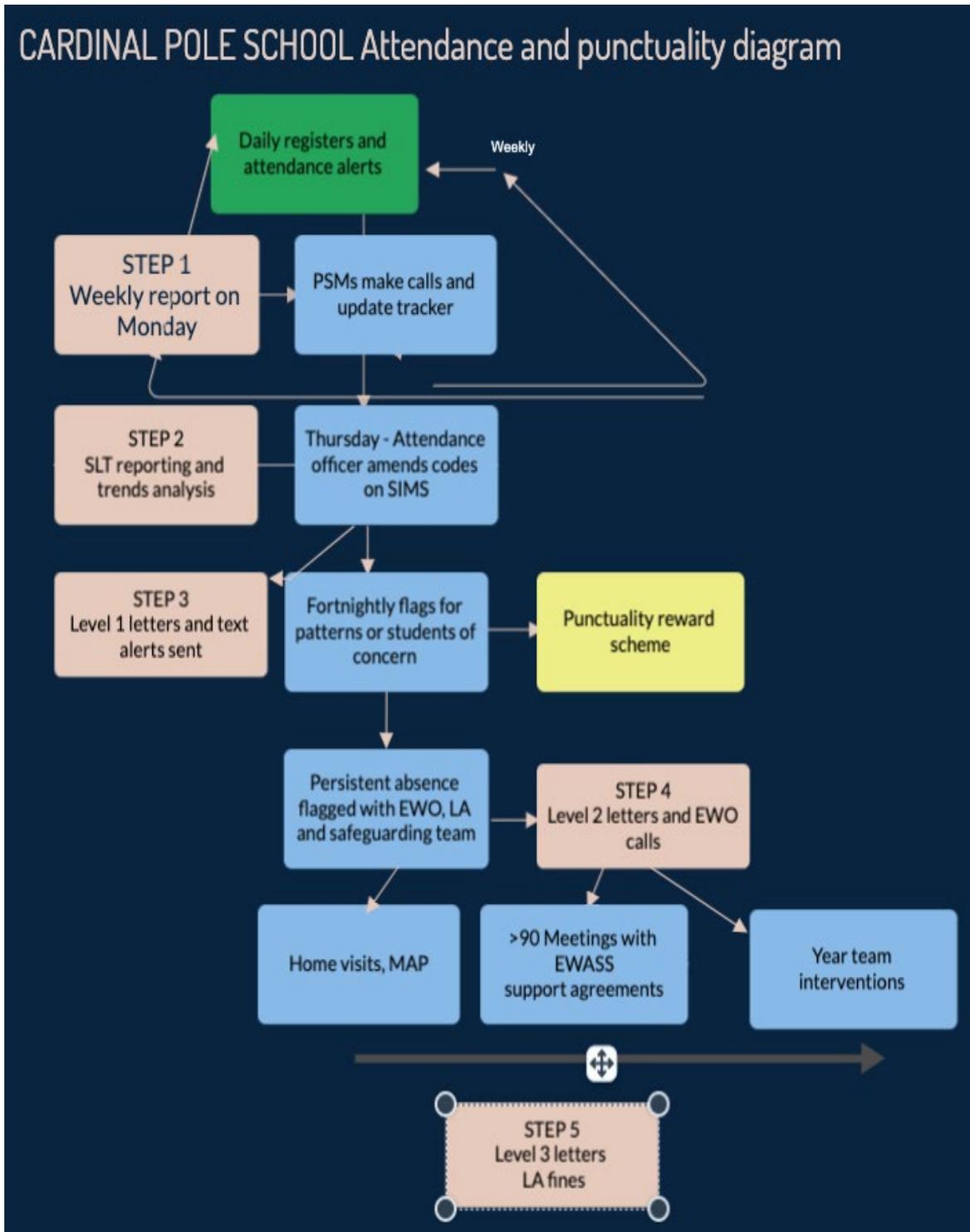
### Introduction of ‘Statutory Explanation’

As part of the DfE’s reform, where the following codes are used there is a requirement to provide a supporting explanation in the new Academic Year.

Code	DfE Description / Explanation
B	Attending any other approved educational facility.
K	Attending education provision arranged by the local authority
Y7	Unable to attend because of any other unavoidable cause.

For more information: <https://www.gov.uk/government/publications/monitor-your-school-attendance-user-guide/monitor-your-school-attendance-user-guide>

APPENDIX 2



### APPENDIX 3

## Persistent Absence & Penalty Notice Escalation Flowchart

\*\*Actions in line with school policy

#### STEP 1: Early Identification



Attendance drops below 95%  
3+ unauthorised absences in 4 weeks



#### STEP 2: Formal Intervention



Attendance continues to fall (below 90%)  
Lack of engagement with Stage 1

#### STEP 3: Pre-Legal Warning



Continued unauthorised absences  
Limited or no improvement



#### STEP 4: Penalty Notice Referral



Meets LA threshold (e.g. 10 unauthorised sessions in 10 weeks)



#### STEP 5: Penalty Notice Issued



Penalty Notice served by LA  
Payment deadline (usually 21/28 days)

#### STEP 6: Legal Proceedings (if unpaid or attendance not improved)



Non-payment or ongoing persistent absence



Throughout the process:

Keep full records of all communication, meetings, and interventions  
Escalate safeguarding concerns where necessary  
Engage multi-agency partners as appropriate



CARDINAL POLE  
CATHOLIC SCHOOL

## Attendance Procedure

