



Exceed Learning Partnership
• EVERY CHILD • EVERY CHANCE • EVERY DAY •

INSPIRE

INCLUDE

INTEGRITY

EXCEED



ATTENDANCE HANDBOOK

2025-2026
Sheep Dip Lane Academy

Contents

1. Priorities 3
2. Roles and Responsibilities Overview 4
3. Expectations: Punctuality, attendance and absence 5
4. Managing and Rewarding Punctuality 5
5. Rewarding Attendance 6
6. Managing Absence 6
7. Attendance Codes and Application 9



1. Priorities

Exceed Learning Partnership recognises that positive behaviour and good attendance are central to raising standards and pupil attainment.

This policy is based on the DFE's Working Together to Improve Attendance Guidance August 2024 and this policy ensures that our academies:

- Promote pupils' welfare and safeguarding
- Ensure every pupil has access to the full-time education to which they are entitled
- Ensure that pupils succeed whilst at school
- Ensure that pupils have access to the widest range of opportunities when they leave us

Improving attendance is everyone's business. The barriers to accessing education are wide and complex, both within and beyond the academy gates, and are often specific to individual pupils and families. Good attendance begins with an academy being somewhere pupils want to be and therefore the foundation of securing good attendance is that an academy is a calm, orderly, safe, and supportive environment where all pupils are keen and ready to learn.

Some pupils find it harder than others to attend and therefore at all stages of improving attendance, academy leaders and partners should work in partnership with pupils and parents collaboratively to remove any barriers to attendance. By building strong and trusting relationships academies can ensure that the right support is put in place for pupils and families. Securing good attendance can therefore not be seen in isolation, and effective practices for improvement will involve close interaction with academies on curriculum, behaviour, bullying, special educational needs support, pastoral and mental health and wellbeing, and effective use of resources including pupil premium. It cannot solely be the preserve of a single member of staff, or organisation, it must be a concerted effort across all teaching and non-teaching staff in our academies, the trust, the governors, the local authority and other local partners.

Key Documents

- **Exceed Attendance Policy**
- **Appendix Guidance on Registers and Codes**
- **DFE Working together to improve school attendance 19 August 2024**



2. Roles and Responsibilities Overview

Senior Attendance Champion / Leader	Attendance (Office Lead)
Strategic oversight of the accuracy of AM and PM session registers - all Key Stages	Ensuring AM and PM session registers are submitted Inc. visiting lessons where registers have not been submitted
Strategic oversight of and monitoring application of the Attendance Day to Day processes	Auditing and implementing absence codes and attaching supporting information.
Strategic oversight of communications with parents to ensure the accuracy of attendance reporting - all Key Stages	Communications with parents: 1. Punctuality 2. Day 1 attendance 3. Day 2 attendance 4. Day 3 attendance
Routine analysis of the application of codes to ensure their correct application - all Key Stages	Planning of punctuality and attendance data for weekly class monitoring and assemblies. Submitting Attendance reports to the Senior Leader
Monitoring of key pupil and cohort attendance Inc. of strategic interventions, application of legal strategies and liaison with external support agencies	Communications with parents pertaining to: Letters 1-5 where issues with PA have been identified Rewards incentives
Leading Attendance Support Planning meetings Making referrals to EWO for statutory intervention	
Tracking of interventions strategies pertaining to communications with students and parents	
Planning and application of year group rewards (weekly, half termly and termly where appropriate)	
Evaluation and application of: 1. Rewards incentives 2. Data for assemblies	
Issuing of fines where there is evidence of appropriate interventions having been implemented	
Issuing of fines for unauthorised holidays	
Timely analysis of attendance for use at SLMT, Governance meetings and Trust returns.	



3. Expectations: Punctuality, attendance and absence

Daily Procedures

Procedure		
Punctuality	Attendance	Absence
Pupils arrive at the academy from 08:30 registration 08:40 Pupils arriving after 9.00am to report to the office for a late mark.	AM session registers closed by 09:30	Updating of registers for pupils with codes with / and \ by 09:30
Text message to parents after 3 late marks outlining expectations. Office Leader to monitor this	Daily review of all absence by the Attendance Leader	Phone calls to all parents for pupils with N codes by 10.00am – this is daily calls and parents must report in each day.
Pupils arriving after 09.30am will receive a U Code – unauthorised absence	PM session registers closed by 1.30pm Review of any pm absence (not really applicable to primary)	Day 3 absence audit Day 3 visits to take place - this is inclusive of safeguarding and SEND team
Analysis of late profiles weekly and application of <i>Managing Punctuality</i> expectations. Half termly reports to be compiled on punctuality for the Senior Leader and LGB		Analysis of all absence data on a weekly basis for the Senior Leader. Half Termly and termly absence reports to Senior Leader and LGB

4. Managing and Rewarding Punctuality

Procedure	
Category	Actions
No lates	Half term draw for 100% punctuality Term draw for 100% punctuality 2 term draw for 100% punctuality 3 term draw for 100% punctuality
3 late marks per half term	Text message home, monitoring begins and expectations reviewed
3-6 late marks per half term	Phone call from Attendance Leader to discuss late marks recorded and expectations Followed up telephone call with written letter and weekly monitoring
6+ late marks per half term	Letter/phone call to arrange parental meeting to discuss punctuality issues and support required
	Where punctuality issues persist an action planning meeting to take place with Attendance Leader, additional leaders e.g. DDSL and additional agencies where appropriate



5. Rewarding Attendance

Actions		
Category	Weekly	Half term and term thresholds
100% - 97%	- Attendance figures per year group for celebration in assemblies - Weekly attendance reward draw for 100% attenders	- Email to parents with rewards incentives for exceptional attendance - Text messages to parents to celebrate exceptional attendance - Newsletter celebration of 100% attendance - Half term draw for 100% attendance - Term draw for 100% attendance - 2 term draw for 100% attendance - 3 term draw for 100% attendance - 3 term reward for all 100% attendance

6. Managing Absence

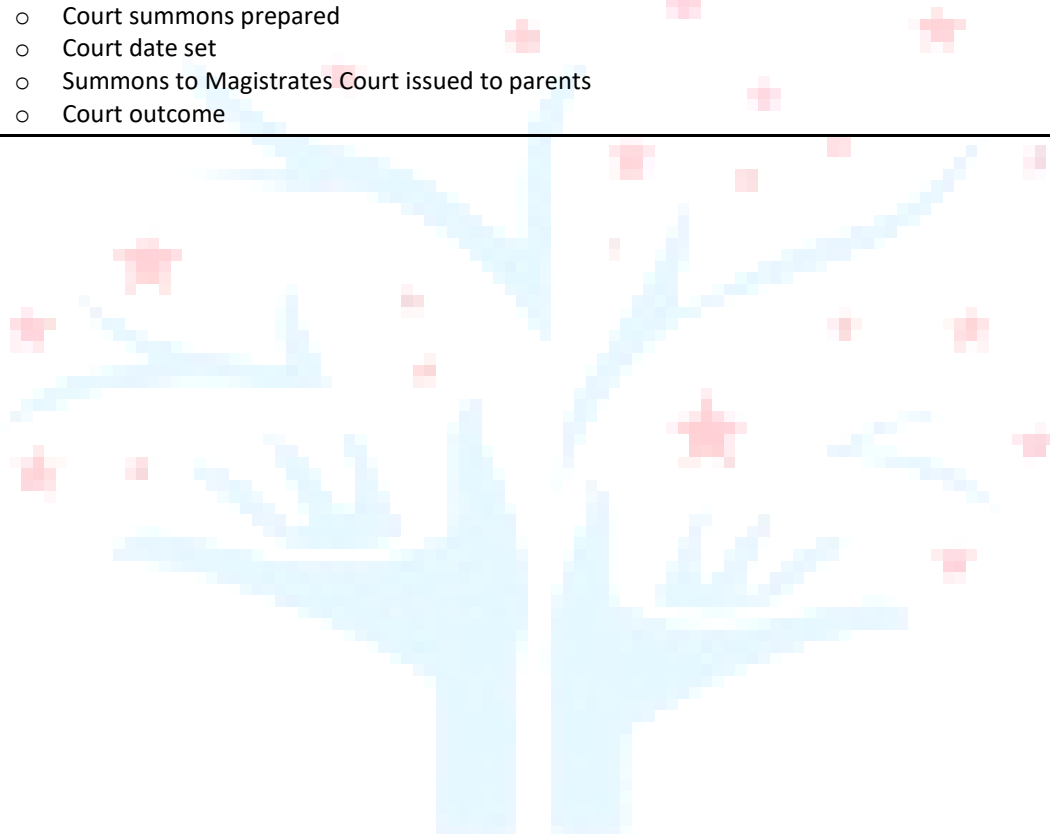
Absence Letters	
Letter	Outline
1	Letter of concern as student attendance is approaching Persistent Absentee levels of absence Stage 1A Stage 1B
2	Parental meeting as attendance is below 95% Stage 1C
3	Attendance not improving/parental absence for meeting - potential for a Fixed Penalty Notice Order
4	Fixed Penalty Notice Order
5	Prosecution warning

Actions	
Category	
100% - 97%	○ If pupil is absent and parent/carers has not notified the academy a first day call will be made to determine the reason for absence and the expected date of return to school. ○ If unable to contact parent, academy will try other emergency contacts ○ Where there are safeguarding concerns the academy will conduct a home visit ○ The academy will help parents/carers to access services of their own accord and or a voluntary whole family plan to tackle any emerging barriers to attendance
96.9% - 95%	○ If pupil is absent and parent/carers has not notified the academy a first day call will be made to determine the reason for absence and the expected date of return to school. ○ If unable to contact parent, academy will try other emergency contacts ○ Where there are safeguarding concerns the academy will conduct a home visit ○ Stage 1A will commence, a letter (letter 1) will be sent to parents/carers to inform them that attendance has dropped below 97% and will be monitored ○ The academy will help parents/carers to access services and or a voluntary whole family plan to tackle any emerging barriers to attendance including reintegration support packages, anxiety-based school avoidance resources, parenting contracts, referral to support agencies ○ Academy maintains the Lead Practitioner role and remains the lead service ○ If absence does not improve, monitoring will be moved to stage 1B (letter 2)

94.9% - 90%	○ If pupil is absent and parent/carer has not notified the academy a first day call will be made to determine the reason for absence and the expected date of return to school. ○ If unable to contact parent, academy will try other emergency contacts ○ Where there are safeguarding concerns the academy will conduct a home visit ○ Stage 1C will commence, a letter (letter 3) will be sent to parents/carers to inform them that attendance has dropped below 95% and an attendance meeting is required ○ Any absence during this stage will be unauthorised ○ The academy will assess any support required from external agencies and support parents in accessing identified support channels ○ Academy maintains the Lead Practitioner role and remains the lead service ○ An attendance support plan will be agreed with a 4-week monitoring period (ASP template) ○ Voice of the pupil review undertaken (PV template) ○ Interim review after 2 weeks ○ Improvements made, praise and recognition given – monitoring to continue for a further 2 weeks to secure improvement ○ No improvement – agree to review at 4-week stage ○ No improvement after 4 weeks, progress to stage 2 with referrals to Attendance and Pupil Welfare Fast Track Intervention and Targeted Support
Below 90% Stage 2 Attendance and Pupil welfare Fast Track Intervention and targeted support	PA Category 1: ○ Academy will make a referral to Attendance and pupil Welfare Service giving details of all academy actions taken to date ○ Stage 2 Attendance and Pupil Welfare Intervention will commence ○ Allocation to an Education Welfare Officer and a 30-day warning to improve issued ○ Initial meeting between Parent/Carer/Pupil and EWO ○ Early Help Assessment considered (or reviewed) ○ Inclusion support plan (or Early Help Plan) agreed for a 30-day period ○ Academy maintains the Lead Practitioner role and remains the lead service ○ Midpoint review date agreed between EWO/Parents and pupil ○ Support or Early Help plan updated if required ○ Final review date between EWO/Academy/Parent/Pupil ○ Attendance improved, either suspension of plan or a further 30-day monitoring period to sustain improvement will be agreed and pupil will continue to be monitored until regular school attendance is achieved ○ Attendance not improved- progress to stage 3. ○ A fixed penalty notice may be issued at this stage
Stage 3 Attendance and Pupil welfare Intervention – Local authority Attendance panel	PA Category 2: ○ Submit all information to invite to Local Authority panel. ○ Attendance and Pupil Welfare Service invites parent/Carer to attend Attendance Panel meeting ○ Meeting is chaired by Senior Officer, Academy Leadership Team member and other agencies involved in supporting the family ○ EWO presents the case ○ Parents/Carers respond ○ Open Discussion- questions can be asked of the case worker, parents, pupil and panel ○ Inclusion Support Plan agreed and signed by all parties ○ Further support from Health, CAMHS, Educational Psychologist ○ Use of Parenting Contract and referral to evidence-based parenting programmes ○ Possible progression to Parenting Order ○ Parents subject to specified warning period ○ Consequences of poor outcomes made clear by Chair and panel ○ Review meeting dates agreed ○ Final review will take place with EWO and Parent/Carer ○ Attendance improved, - further 30-day Inclusion Support Plan ○ Pupil monitored until regular attendance is achieved and outcomes clearly evidenced



	- Attendance not improved, Progress to stage 4 - Consideration for prosecution under S444 Education Act with an interview Police and Criminal Evidence (PACE) - Referral for penalty notice for cases compliant with the Penalty Notice code of conduct 2022 LA Panel Dates
Stage 4 Referrals for Statutory Action Caution or Legal enforcement Referrals are submitted via the My Doncaster portal under the category of Prosecution under S444 Referral	PA Category 3: - Attendance and Pupil Welfare Service invite Parent/Carer to Caution/Legal meeting - Panel consisting of 3 members chaired by a Senior Manager from the Local Authority Attendance and Pupil Welfare Service - Reasons for the meeting and rights explained to Parents - EWO collates evidence including all documents and meeting notes of actions taken by the academy, action plans, minutes of meetings, attendance data, evidence of support given to remove barriers to pupil attendance - EWO produces witness statement - APWS Service Manager approves case for prosecution - Case is submitted to Legal Services - Legal Services ECO (Court Enforcement Officer) review case and ask for further evidence if required - Court summons prepared - Court date set - Summons to Magistrates Court issued to parents - Court outcome



7. Attendance Codes and Application

Code	Description	Meaning	Administration / Authorisation
/	Present (AM)	Present	Teachers / Attendance / Admin
\	Present (PM)	Present	Teachers / Attendance / Admin
B	School directed off site education	Approved educational activity	Attendance Office Lead
C	Exceptional circumstances	Authorised absence	Attendance Office Leader
C1	Performance or working abroad	Authorised absence	Senior Leader / Principal
C2	Part-time Timetable	Authorised absence	Principal
D	Dual registration	Approved educational activity	Senior Leader / Principal
E	Suspended / Excluded	Authorised absence	Principal
G	Family holiday (not granted)	Unauthorised absence	Senior Leader / Principal
I	Illness	Authorised absence	Attendance Office Lead
J1	Employment interview/Admission	Authorised absence	Senior Leader / Principal
K	Local authority provision	Approved educational activity	Senior Leader / Principal
L	Late (before registers close)	Present	Teachers / Attendance Office Lead
M	Medical / Dental	Authorised absence	Attendance Office Lead
N	No reason yet provided	Unauthorised absence	Teachers
O	Unauthorised absence	Unauthorised absence	Attendance Office Lead
P	Approved sporting activity	Approved educational activity	Senior Leader / Principal
Q	Lack of access arrangements	Attendance not required	Senior Leader / Principal
R	Religious observance	Authorised absence	Attendance Office Lead
S	Study leave	Authorised absence	Principal
T	Traveller absence	Authorised absence	Senior Leader / Principal
U	Late (30 mins after registers close)	Unauthorised absence	Attendance Office Lead
V	Educational visit	Approved educational activity	Attendance Office Lead
W	Work experience	Approved educational activity	Attendance Office Lead
#	School closed (pupils)	Attendance not required	Principal
Y1	Transport availability	Not a possible attendance	Senior Leader / Principal
Y2	Widespread transport disruption	Not a possible attendance	Senior Leader / Principal
Y3	Partial closure	Not a possible attendance	Principal
Y4	Unexpected closure	Not a possible attendance	Principal
Y5	Criminal justice detention	Not a possible attendance	Senior Leader / Principal
Y6	Public health guidance	Not a possible attendance	Principal
Y7	Unavoidable cause	Not a possible attendance	Principal
X	Non-compulsory school age	Attendance not required	Principal
Z	Pupil not on roll	Attendance not required	Attendance Office Lead / Principal