



# ATTENDANCE POLICY

## LINTON VILLAGE COLLEGE

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|---|-----------------------|
| THIS POLICY WAS APPROVED:                       | NOVEMBER 2025         |
| POLICY VERSION:                                 | 1.2                   |
| THIS POLICY WILL BE REVIEWED:                   | AUTUMN 2026           |
| MEMBER OF STAFF WITH RESPONSIBILITY FOR REVIEW: | DIRECTOR OF INCLUSION |
| THIS POLICY WAS DISTRIBUTED TO:                 |                       |

## Contents

|  |    |
|--|----|
| 1. Contacts.....   | 3  |
| 2. Introduction .....  | 4  |
| 3. Aims .....  | 4  |
| 4. Legislation and guidance .....                                    | 5  |
| 5. College, Student and Family Partnership Expectations .....        | 6  |
| 6. Roles and responsibilities .....                                  | 7  |
| 7. Attendance Procedures.....  | 7  |
| 8. Types of Absence .....  | 11 |
| 9. Working with Students and Families .....                          | 12 |
| 10. Working with the Local Authority School Attendance Service ..... | 13 |
| 11. Children Missing Education (CME).....                            | 14 |
| 12. Elective Home Education .....                                    | 14 |
| Appendix 1 .....   | 15 |
| Appendix 2 Attendance Codes .....                                    | 18 |
| Appendix 3: Flowchart of Attendance Processes .....                  | 21 |
| Appendix 4: Attendance Matters Poster .....                          | 22 |
| Appendix 5: Absence Request Form 2025-26.....                        | 23 |
| Appendix 6: Communication 1 - Early Intervention Email.....          | 25 |
| Appendix 7: Supportive Meeting Invite .....                          | 26 |
| Appendix 8: Penalty Notices .....                                    | 27 |

## 1. Contacts

|                    |                        |
|--------------------|------------------------|
| College Name       | Linton Village College |
| Attendance Target  | 95%                    |
| College opens at   | 8:30am                 |
| Registers close at | 9:00am                 |
| Gates close at     | n/a                    |

| Role  | Name and role   | Contact Details             |
|---|---|-----------------------------|
| Headteacher/Principal                       | Mrs Marsh   | principal@lintonvc.org      |
| Senior Attendance Champion                  | Mr Darby  | tdarby@lintonvc.org         |
| Attendance Officer                          | Ms Kilic  | attendance@lintonvc.org     |
| Governor with responsibility for Attendance | Mrs Gorman  | cgorman@anglianlearning.org |
| Reception                                   | Mrs Knight<br>Mrs Butcher   | reception@lintonvc.org      |
| Designated Safeguarding Lead                | Mrs Keen  | lkeen@lintonvc.org          |
| Reporting an absence                        | Online: <a href="#">LVC Absence Reporting Form (2024-25)</a><br>By email: <a href="mailto:attendance@lintonvc.org">attendance@lintonvc.org</a><br>By phone: 01223 891 233 (Extension 305)                 |                             |
| Local Authority                             | For more information on attendance:<br><a href="#">School attendance   Cambridgeshire County Council</a><br>Main Attendance Submit any questions to the LA online:<br><a href="#">Make an Enquiry CCC</a> |                             |

## 2. Introduction

Linton Village College is committed to meeting our obligations with regard to school attendance, including those laid out in the Department of Education's (DfE's) statutory guidance on [working together to improve school attendance 2024](#), through our whole-school culture and ethos.

Linton Village College seeks to ensure that all its students receive an education which enables them to reach their full potential. Attendance in school has a widely evidenced and far-reaching impact on attainment, however the significance goes beyond academic achievement.

Being present in school is crucial, not just for educational results but also for fostering vital social skills and a sense of belonging in children and adolescents. Regular attendance cultivates the friendships and social interactions that are fundamental to school life and development into emotionally resilient adults.

There is a strong link between good attendance and increased attainment. Students who regularly attend school make much better progress socially and academically. Regular attendance enables students to adapt better to routines, school work, and friendship groups.

Linton Village College aims to work in partnership with parents and families, listening to and understanding any barriers to attendance and will work with them and other agencies to ensure that every child can get the best out of the educational opportunities provided.

We are committed to a whole school and community approach to attendance and a partnership relationship with parents and carers. Our aim is to ensure that all students experience a deep sense of belonging to their school community.

This policy is part of a suite of safeguarding and pastoral policies and should not be viewed in isolation. Policies include but are not limited to:

- Child Protection and Safeguarding Policy
- SEND Policy
- Behaviour policy
- Anglian Learning Alternative Provision Guidance
- Medical Needs Policy
- Mental health and wellbeing Policy

## 3. Aims

3.1 Linton Village College aims to ensure that:

- High expectations are set for the attendance and punctuality of all students
- Every student has access to the full-time education to which they are entitled
- Appropriate action is taken in a timely manner to safeguard and promote children's welfare

- We build strong relationships with families to make sure they have the support in place to attend school
  - Early action is taken to address patterns of attendance
  - All staff are aware of their responsibilities with respect to attendance and understand the correlation with safeguarding
  - Parents, carers, and students are informed about the procedures for attendance and take an active role in promoting good attendance and punctuality
  - Students who achieve attendance and punctuality targets throughout the academic year are recognised and rewarded
- 3.2 The responsibilities set out in this policy apply (as appropriate) to all members of the school community including students, parents, staff, governors and trustees. It is fully incorporated into the whole school ethos and culture.

#### **4. Legislation and guidance**

- 4.1 This policy is based on the Department for Education's guidance [Working together to improve school attendance 2024 \(publishing.service.gov.uk\)](https://publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/123456/Working_together_to_improve_school_attendance_2024.pdf)
- 4.2 The Education Act 1996 states that:
- All students of compulsory school age receive a suitable full-time education by regular attendance at school or otherwise
  - The Local Authority must provide school places to parents who wish their children to be educated at school
  - The school must complete attendance registers at the beginning of the morning session and during the afternoon session
  - The school must report to the Local Authority students who are absent for more than ten days without explanation
  - The Local Authority has a duty to ensure that parents fulfil their legal responsibilities
  - Failure by parents to ensure the regular attendance at school of a registered student is an offence punishable by law

[Education Act 1996 \(legislation.gov.uk\)](https://www.legislation.gov.uk/ukpga/1996/56/part-6) - Part 6

[Education Act 2002 \(legislation.gov.uk\)](https://www.legislation.gov.uk/ukpga/2002/26/part-3) - Part 3

- 4.3 Working together to improve school attendance (2024) also refers to:
- Part 7 of the [Education and Inspections Act 2006](https://www.legislation.gov.uk/ukpga/2006/42/part-7)
  - [The Education \(Student Registration\) \(England\) Regulations 2006 \(and 2010, 2011, 2013, and 2016 amendments\)](https://www.legislation.gov.uk/si/2006/1024/regs/1-10)
  - [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](https://www.legislation.gov.uk/si/2013/1024/regs/1-10)
  - [Keeping Children Safe in Education](https://www.gov.uk/guidance/keeping-children-safe-in-education)
  - [Mental health issues affecting a student's attendance: guidance for schools](https://www.gov.uk/guidance/mental-health-issues-affecting-a-student-s-attendance-guidance-for-schools)

## 5. College, Student and Family Partnership Expectations

|   |
|---|
| <b>What the College expects of our students</b>   |
| That students attend, arriving by 8.25am, and ready to learn at 8.30am.   |
| Students are prepared for the day, wearing the correct uniform and with appropriate equipment.  |
| Students who arrive after start of registration (8:30am) must report to reception. If the delay is due to a College bus the students should only report to reception if arriving after 8:50am.  |
| Students tell a member of staff if there is any problem which may prevent them from attending school.   |
| Students arrive at all lessons on time.   |
| <b>What the College expects of parents/carers</b>   |
| Ensure that their children attend school regularly and on time to fulfil their legal responsibility.  |
| Notify the College by 8.30am every day that a child is absent with the reasons (clear symptoms) for the absence. This may be done by email ( <a href="mailto:attendance@lintonvc.org">attendance@lintonvc.org</a> ); completing the online <a href="#">Daily Absence Reporting Form</a> ; or by phoning the College, extension 305. |
| Complete a request form, in advance, for any planned absence in term time for <b>exceptional</b> circumstances. (see Appendix 5). This must be submitted at least 2 weeks in advance of the proposed absence.   |
| Inform the school in advance of medical appointments. Provide medical information/supporting documentation. Where possible arrange appointments outside of school hours.  |
| Ensure all parental and child contact details are up to date and notify school immediately of any changes.  |
| Where possible, provide the school with two emergency contact details.  |
| Speak to relevant members of staff if they know of any problem which may prevent their child/ren from attending. Engage with interventions designed to support attendance.  |
| <b>What parents/carers can expect from the College</b>  |
| A broad, balanced education.  |

|  |
|--|
| A whole school culture that promotes attendance through relational approaches that create a sense of safety and a sense of belonging.  |
| Encouragement for good attendance and punctuality.   |
| Regular communication with parents and carers with easy communication channels.  |
| Support for families to address any barriers to attendance. Prompt action when a problem has been identified.  |
| Where barriers are outside of school control, the school will work to support families to access any support they may need, including referrals to external agencies and services. |
| Efficient and accurate recording, monitoring and sharing of attendance data.   |
| Contact with parents and carers on the first day when absence is unexplained.  |
| Follow the DfE Medical Needs guidance for children who are failing to access education in school due to medical needs, putting in place Health Care Plans as required.             |
| Working alongside other external services and teams to support attendance.   |

## 6. Roles and responsibilities

All members of staff have a responsibility to promote and support a culture of high attendance at Linton Village College. All staff have a safeguarding responsibility for identifying trends in attendance and lateness, with the headteacher having overall responsibility for the monitoring of attendance and lateness of every student. Where there are concerns, parents will always be informed by letter and/ or a conversation and will be given the opportunity to come into school to meet with relevant staff.

A breakdown of the expectations of how different staff members play a critical role in both the promotion of good attendance and the safeguarding and monitoring of those who need support with attendance is outlined in **Appendix 1**.

## 7. Attendance Procedures

### 7.1 Attendance Register

The College will keep an electronic attendance register and place all students on this register. There are two formal registration sessions a day.

Additional electronic registrations are taken at the start of every lesson by all teachers.

The register will mark whether every student is:

- Present
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to exceptional circumstances

Any unexplained absence must be coded as unauthorised until a reason is given by parents / carers. This must be no later than 5 days after the session. Only the headteacher may authorise or unauthorise an absence. The register can only routinely be amended where the reason for absence cannot be established at the time it is taken and it is subsequently necessary to correct the entry. Where amendments are made, the register will show the original entry, the amended entry, the reason for the amendment, the date on which the amendment was made, and the name of the person who made the amendment. See **Appendix 2 Attendance Codes** for the DfE codes

## 7.2 Registration

- Registration takes place each morning at 8.50 am and each afternoon at 12.10 pm.
- Registers will close at 9:10am and 12:40pm - 30 minutes after opening.
- Class teachers will enter a present mark (/) on the register for each student present and an absence code for any student that is absent.

## 7.3 Responding to lateness to AM and PM Registration

- Students arriving in the classroom after 8:30am or 12:10pm when the register has been taken are deemed to be late and will be marked as L code.
- After 9am and 12:40pm the student is deemed to be officially late/absent. Any student arriving after these times will be marked U, which is an absence code. In the case of an emergency, the register shows the student is on the premises, but they will not receive a present mark toward their overall attendance.

## 7.4 Responding to lateness for other registered sessions

- If a student is late to a lesson this can be disruptive and disturbing to the education of others as well as impacting on the individual's own learning.
- Parents/carers will be contacted if their child is regularly late.
- If a student is late to registration or a lesson, the school reserves the right to apply consequences in line with the published [Behaviour Policy](#) and invite the student and their family in for a targeted meeting.

## 7.5 Unplanned absence

**Each** day of unplanned absence the student's parent/carer must (no later than 8:30am) either:

- complete the online [Daily Absence Reporting Form](#).
- email ([attendance@lintonvc.org](mailto:attendance@lintonvc.org)).
- phone the Attendance Officer at the College, extension 305.

To authorise an absence due to illness we require details of the symptoms; without these the absence may be recorded as unauthorised.

If the authenticity of the illness is in doubt, the school may ask the student's parent/carer to provide medical information, such as a doctor's note, or appointment card. We will not ask for medical information 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.

Students who are unable to attend due to diarrhea and/or vomiting should stay home for at least 48 hours after the last episode

Students with mild coughs, colds or sore throats who are otherwise well can continue to attend school. However, if they develop a high temperature they should stay at home until their temperature has reduced and they are well enough to return to school. We expect children to attempt to come to school unless they are too unwell to complete basic tasks. We will contact you if they need to return home.

#### 7.6 Planned absence (Medical/Dental Appointments)

Attending a medical or dental appointment will be counted as authorised if the student's parent/carer notifies the school in advance of the appointment. This can be done by emailing [attendance@lintonvc.org](mailto:attendance@lintonvc.org) with details about the appointment:

- a) time of appointment
- b) location
- c) time of collection before/drop-off after the appointment
- d) a copy of the appointment letter/confirmation.

Your child may be expected to attend College prior to the appointment and/or return afterwards depending on the time and location of the appointment. We encourage parents/carers to make medical and dental appointments outside of school hours where possible. Where this is not possible, the student should be out of school for the minimum amount of time necessary.

A whole day's absence for a medical appointment will not be authorised without supporting information that demonstrates the need.

Other types of term-time absence should be applied for in advance of the requested absence, as detailed in section 8 Types of Absence.

#### 7.7 Responding to absence

Where any student does not attend, without reason, the school will:

- Contact the student's parent/carer on the morning of the first day of unexplained absence to ascertain the reason. If the school cannot reach any of the student's emergency contacts, the school may, in some

circumstances, make a home visit, call the police or inform social care on that day.

- Contact the parent/carer on each subsequent day that the absence continues without explanation, to ensure proper safeguarding action is taken where necessary.
- Where the College has concerns over the welfare of a student or has not made contact with the parent/carer within three days, a welfare visit will be made.
- Contact other schools where any siblings attend.
- Consider involving Local Authority Attendance Improvements Officers (AIO) as well as other agency partners.
- Monitor repeated absences.
- Be in touch with families where attendance drops below 95%.
- Communicate clear targets for improvement to student and parent or carer.
- Organise meetings and support to identify, remove and review barriers to regular attendance.
- Refer to the local authority attendance services for advice and possible legal action if attendance does not improve.

## 7.8 Reporting and rewarding good attendance

The College will regularly inform parents about their child's attendance and absence levels via Go4schools.

Every student who improves or maintains their 100% attendance will be rewarded weekly with a house point.

We seek opportunities to acknowledge celebrate improved or sustained attendance.

## 7.9 Use and retention of attendance data

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

We use data to monitor, identify and support individual students and groups of students when their attendance needs to improve.

Persistently and Severely Absent students are tracked and monitored carefully.

Information about these students is shared with other schools in the area, within Anglian Learning, with Local Authorities and other agencies.

The College is required to submit their student attendance data to the Department of Education on a daily basis.

The College is required to submit individual student data to the Local Authority where there has been:

- 10 consecutive days of unauthorised absence
- 15 consecutive days of illness

## 8. Types of Absence

Every half day of absence must be classified by the College as either authorised or unauthorised.

For any future absence authorisation must be sought from the College in advance.

### 8.1 Authorised absences

Are for reasons such as illness, medical appointments or other unavoidable circumstances. In these instances, the College can grant a leave of absence when a student needs to be absent with permission. Examples are:

- Attending an interview for entry into an educational establishment or employment, when requested in advance.
- Study leave for public exams.
- Religious Observance - only day(s) exclusively set apart for religious observance by the religious body to which the student's parents belong to.
- A temporary, time limited part-time timetable for exceptional circumstances.
- Exceptional circumstances: the school will consider each request individually, considering individual circumstances and factors such as overall attendance. The College may consult with Anglian Learning or the Local Authority to determine exceptional circumstances.

Parents who wish to make a request for a leave of absence may do so by completing the [Absence Request form](#) (Appendix 5) detailing the reasons for and length of the absence. This must be submitted at least 2 weeks in advance of the proposed absence.

### 8.2 Unauthorised absence and term time holidays

Unauthorised absences are those which the school does not consider exceptional. These include but are not limited to:

- Tiredness/late night
- Minor illness and injury that does not impact on ability to learn or be in school.
- Students who arrive late after the close of the register.
- Birthday celebrations
- Day trips
- Term time holidays

There is **no** entitlement in law for students to take time off during the term to go on holiday. The DfE does not consider a need for a holiday to be an exceptional circumstance.

Where a term time holiday is suspected or known about, and the national threshold is met (10 sessions of unauthorised absence within a 10-week period) the College will work with the Local Authority to issue a penalty notice.

### 8.3 Persistent Absenteeism (PA) and Severe Absenteeism (SA)

A student is defined by the Government as a '**persistent absentee**' when they miss 10% or more schooling across the school year for any reason; this can be an authorised or unauthorised absence. Absence at this level will cause considerable damage to any student's education and we need the full support and co-operation of parents to resolve this. All students who have attendance levels of 90% or below are considered to be a persistent absentee.

A student who has missed 50% or more schooling is defined by the government as '**severely absent**'. Students within this cohort may find it more difficult to be in school or face bigger barriers to their regular attendance and, as such, are likely to need more intensive support. A school may make a referral to social services when a student is severely absent due to unauthorised absences.

## 9. Working with Students and Families

Students with the highest attainment at the end of Key Stage 4 have higher rates of attendance compared to those with the lowest attainment. Attending school is essential for students to allow them to get the most out of their educational experience.

The College recognises that some students find it harder than others to attend school due to a medical need or a special educational need. We are committed to working collaboratively with students and parents to remove those barriers and to put support in place. Ways in which we may do this are:

- Supportive phone calls and emails home
- Form tutor check in with student following an absence
- Help to catch up on missed work and identify barriers to learning
- Pastoral support to identify and mitigate barriers/anxieties surrounding school
- Reasonable adjustments to school provision and routines
- SEND assessments and referrals where appropriate
- Letters home advising of support available
- Informal and supportive meetings with the Head of Year
- Offers of an Early Help Assessment or support from other agencies or services such as Health, Statutory Services or Social Care
- Consideration of alternative types of education in some circumstances where professionals indicate that medical or SEND needs cannot be met by the College.

We will work collaboratively with parents to support school attendance, but if the above approaches are not successful, legal sanctions will be considered where appropriate.

Further details on attendance processes at Linton Village College can be found in Appendix 3: Flowchart of Attendance Processes.

## 10. Working with the Local Authority School Attendance Service

When the school has worked with families over a period of time and there has been no improvement in attendance patterns, then the school may decide to make a referral to the Local Authority Attendance Service. Prior interventions may include but are not limited to an attendance phone call; an attendance letter home; an Attendance Contract Meeting. A record will be made of these interventions.

Before any referral to the Local Authority is made, the College will offer families a formal Attendance Contract Meeting in which support will be offered, actions identified and attendance targets set within a monitoring



period.

- Linton Village works in partnership with the School Attendance Service to devise a strategic approach to attendance.
- The Senior Attendance Champion will meet with an Attendance Improvement Officer from the School Attendance Service termly to discuss and improve attendance for students whose attendance falls below acceptable levels.
- Action plans will be developed for persistently and severely absent students. (Persistently absent is below 90% and Severely Absent is below 50%) See Appendix 3: Flowchart of Attendance Processes for detailed approaches.
- If parents/carers do not proactively engage with support offered through the action plan, then formal legal intervention may be requested from the School Attendance Service.

Statutory intervention can include

- Penalty Notices
- Notice to Improve
- Parenting Order
- Education Supervision Order
- Prosecution

Where a term time holiday is suspected and the National Threshold of 10 consecutive sessions of unauthorised absence are met, the school reserves the right to issue a penalty notice.

## **11. Children Missing Education (CME)**

A child who is absent as well as missing from education is a potential indicator of abuse or neglect. Where a child has not attended school for 10 days without explanation or contact, they will be referred to the Local Authority as a Child Missing in Education. After 10 days of absence without explanation, your child is at risk of losing their school place.

## **12. Elective Home Education**

It is a parent's right to be able to withdraw their child from school to educate them at home if they wish to. There are legal responsibilities parents/carers must fulfil if they wish to educate their child at home, which are monitored by the Local Authority. Please email the Principal, [principal@lintonvc.org](mailto:principal@lintonvc.org), in the first instance if you are considering this option.

## Appendix 1

| <b>Anglian Learning Trustees and Executive Team</b>   |
|---|
| <ul style="list-style-type: none"><li>• Provision of Attendance framework, policy and resources.</li><li>• Provision and development of Power Bi attendance software and staff training.</li><li>• Oversight of the implementation of policies and the monitoring of attendance trends at a Trust level.</li><li>• Reports to the Trust Board.</li><li>• Strategic groups and improvement networks – training, sharing and development of best practice.</li><li>• Monitoring visits and Blueprint enquiries.</li></ul>   |
| <b>Local Governing Body</b>   |
| <ul style="list-style-type: none"><li>• Approve and ratify any local amendments to the Attendance Policy.</li><li>• Monitoring of attendance figures and processes, holding leaders to account where needed.</li><li>• Oversight of the implementation of the Attendance Policy.</li></ul>  |
| <b>Headteacher</b>  |
| <ul style="list-style-type: none"><li>• Whole school culture that promotes the importance of high attendance through relational approaches with families and students and creating a sense of belonging to the school community.</li><li>• Appointment of a senior leader as Senior Attendance Champion</li><li>• Ensure that every member of staff knows and understands their responsibility for safeguarding and knows how this links with poor attendance.</li><li>• Ensure that every member of staff knows and understands their responsibilities for attendance and receives training appropriate to their role.</li><li>• Suitably resource support for attendance using Pupil Premium funding if necessary.</li><li>• Analysis and awareness of school context in relation to local, Trust and national trends.</li><li>• Report termly to the Local Governing Body and the Trust.</li><li>• Complete the Anglian Learning Inclusion Blueprint evaluation.</li><li>• Ensure that appropriate attendance data is shared with the DfE and LA, including those on temporary reduced timetables and those on a medical protocol.</li><li>• Ensure the Attendance Policy is applied fairly and consistently and recognise the individual needs of students and their families who have specific barriers to attendance considering obligations under the Equality Act 2010 and the UN Convention on the Rights of the Child.</li></ul>  |
| <b>Senior Attendance Champion</b>   |
| <ul style="list-style-type: none"><li>• Reinforcement of a whole school culture that promotes the importance of high attendance through relational approaches with families and students and creating a sense of belonging to the school community.</li><li>• Oversight of attendance data. <b>Weekly</b> analysis of attendance reports and trends at a school and group level. Monitor trends</li><li>• Sharing of attendance trends and information with the wider leadership team and agencies</li><li>• Daily oversight of the timeliness and accuracy of attendance registers.</li><li>• Training on attendance for all staff, including those completing induction</li><li>• Develop and have oversight of the attendance strategy, monitoring and reviewing the impact of reward systems and raising awareness initiatives.</li><li>• Clear communication of policy and day to day attendance protocols to staff and families, ensuring all are informed and aware of their attendance roles and responsibilities.</li><li>• Work with other senior leaders, such as SENCo, PP lead and Designated Safeguarding Leads to develop short- and medium- term attendance strategies and interventions for groups of students and families</li><li>• At least fortnightly meetings between safeguarding, SEND and pastoral staff to address any concerns about the attendance of vulnerable students and those on AP or reduced timetables.</li><li>• Make decisions about FPNs, attendance contracts and Education Supervision Orders.</li><li>• Liaise with PSHE and assembly leads, responding to attendance trends.</li></ul> |

- Oversight of the records of families who have elected to EHE, in year transfers and follow up on welfare calls. Liaise with the Designated Safeguarding Lead around potential and ongoing CME cases.
- Oversight of families with significant attendance concerns, making welfare calls and home visits as appropriate.

### **Designated Safeguarding Lead, SENCo, Pupil Premium leads**

- Provide safeguarding and SEND support and advice to attendance colleagues as appropriate, including in response to term-time leave requests and CME cases, taking safeguarding action where necessary.
- Inform agencies such as the LA SEND teams, Virtual School and Social Care of vulnerable student absences.
- Make referrals to appropriate agencies as needed.
- A minimum of a fortnightly meeting with the Attendance Officer / Team to review the attendance of the students on the school's Vulnerable List and agreeing any action needed.
- Ensure all students who are Severely Absent have appropriate safeguarding plans in place and are monitored on My Concern.
- Liaise with appropriate agencies and make timely referrals for students who experience EBSA, or who have medical / SEND needs supporting with the development of individual plans.
- Carry out assessments / screeners where access to learning is identified as a barrier to school attendance.

### **Subject Teachers**

- Reinforcement of a culture that promotes attendance through relational approaches and a sense of belonging.
- Recognition that barriers to learning and difficulties accessing the curriculum can directly impact attendance levels.
- Accurate recording of the attendance of all students on their class list including late and missing marks.
- Highlight and report any anomalies in their class list.
- Raise an alert if any student with a safety / risk plan is missing.
- Support reintegration after periods of absence through ensuring that missed work is provided and support made available
- Contact home in instances of repeat lateness and or truancy.

### **Pastoral Support Officer / Inclusion Officer / Wellbeing Mentor**

- Reinforcement of a culture that promotes attendance through relational approaches and a sense of belonging.
- Referrals to agencies and signposting of support as appropriate.
- Delivery of targeted interventions, as required.
- Welfare calls and home visits.

### **Attendance Officer**

- Daily registers, responsibility for updating and checking the accuracy of coding. Provide appropriate support and challenge to establish good registration practice.
- Check the register to identify those students that have not registered in school – alert relevant people to locate students.
- Check phone calls / emails / other messages from parents reporting absence. Record on MIS.
- First Day phone calls to vulnerable students and families by 9.30 am.
- First Day texts / emails home or phone calls for all other students and families by 10.30 am.
- Record any communications with families on the appropriate system.
- Where identified as part of their responsibility - daily monitoring of AP attendance and phone calls home.
- Meet with attendance champion and pastoral leads at least fortnightly to identify absence patterns and identify those students / families that need interventions.
- Undertake home visits in line with safeguarding responsibilities to engage families and ensure children are safe.
- Co-ordinate and send attendance letters home. Organisation of meetings and Attendance Contract Meetings (ACM). Liaison with the Local Authority attendance team as required to issue fixed penalty notices.
- Respond to term time leave requests.
- Implement children missing in education (CME) procedures when appropriate.
- Follow reporting procedures for parents who have requested to Home Educate their child(ren).
- Follow procedures when deleting a student from roll or transferring from another school.

- Meet with AIO on the allocated visits to the school, who will also monitor the registers and follow up on any identified concerns.
- Monitor absences for illness and requests for leave to attend medical appointments
- Complete a Medical Needs Assessment on students with absences of 15 days during the school year.
- Where absences are recorded as unexplained, input the correct code as soon as the reason is ascertained, no less than 5 school days after the session.

## Head of Year

- Promotion of a welcoming relational approach. A recognition that issues with bullying, child on child abuse or relational conflict can affect attendance.
- Assemblies, letters home, rewards.
- Promotion of extracurricular activities to engender a sense of belonging and engage - target specific students / groups.
- Use of reporting systems to quickly identify students whose attendance is declining below 95 %. Early supportive intervention and follow up at this stage.
- Weekly monitoring of attendance trends at a year group and individual level, identify families to receive attendance letters / ACMs.
- Keep parents and families up to date on their child's attendance and absence record – communicated in an accessible format.
- Meetings with parents and students to understand the barriers to attendance and to develop good home school relationships.
- Hold or join attendance meetings and create individual attendance plans. Identify barriers to attendance, working with families to support improved attendance.
- Refer to appropriate agencies as required and signpost families to support.
- Co-ordination with teachers to support catch up work for students who have been absent.
- Communicate with teachers and form tutors if there are reasons as to why students cannot attend school.
- Monitoring of students off school for medical reasons, reduced timetables or alternative provision - oversight of welfare calls / meetings.

## Form Tutor

- Promotion of a warm relational approach. Creation of a sense of belonging in form groups
- Welcome students each morning with genuine warmth. Pay particular attention to developing strong rapport with vulnerable groups.
- Form time promotion and reminders of attendance, including displaying the Attendance Matters Poster (Appendix 4)
- Follow up with students in form who have been absent or have repeated lates. Early identification of trends.
- Check on students' wellbeing, social interactions and ensure they are provided with work to catch up on.
- Phone calls home to follow up on absences and offer support.
- Phone calls / postcards / reward points to celebrate good or improving attendance.

## Teaching Assistants and Support Staff

- Reinforcement and promotion of a culture that promotes attendance through relational approaches and a sense of belonging.
- Report concerns regarding an individual student's attendance to the Head of Year or the attendance lead.
- Delivery of targeted interventions as required.
- Follow up of students who have been absent as required.
- Check ups on student wellbeing and social interactions - understanding that relational conflict, child on child abuse and bullying can have an impact on attendance rates.

## Appendix 2 Attendance Codes

| Code | Meaning   | Type                   |
|------|---|------------------------|
| / \  | Present at the school / morning / afternoon   | Present Mark           |
| B    | Attending any other approved educational activity   | Present Mark           |
| C    | Authorised circumstance (see next page for breakdown)   | Authorised Absence     |
| D    | Dual registered at another school   | Present Mark           |
| E    | Suspended or permanently excluded and no alternative provision made   | Authorised Absence     |
| G    | Holiday not granted by the school or days in excess   | Unauthorised Absence   |
| I    | Illness (not medical or dental appointment)   | Authorised Absence     |
| J1   | Leave of absence for the purpose of attending an interview for employment or admission to another educational institution       | Authorised Absence     |
| K    | Attending education provision arranged by the Local Authority   | Present Mark           |
| L    | Late arrival before the registers have closed   | Present Mark           |
| M    | Attended a medical appointment  | Authorised Absence     |
| N    | Reason for absence not yet established  | Unauthorised Mark      |
| O    | Absent in other or unknown circumstances  | Unauthorised Absence   |
| P    | Participating in a sporting activity  | Present Mark           |
| Q    | Unable to attend the school because of a lack of access arrangements  | Not expected to attend |
| R    | Religious Observance  | Authorised Absence     |
| S    | Leave of absence for the purpose of studying for a public examination.  | Authorised Absence     |
| T    | Parent travelling for occupational purposes, and the student has attended for at least 200 sessions in the preceding 12 months. | Authorised Absence     |
| U    | Arrived in school after registration closed   | Unauthorised Absence   |
| V    | Attending an Educational Trip or Visit  | Present Mark           |

| Code | Meaning  | Type                   |
|------|--|------------------------|
| W    | Attending Work Experience  | Present Mark           |
| X    | Non-compulsory school age student not required to attend school (only use when not timetabled to attend) | Not expected to attend |
| Y    | Unable to attend school because of unavoidable cause (see next page for breakdown)                       | Not expected to attend |
| Z    | Prospective or previous student not on admission register  | Not expected to attend |

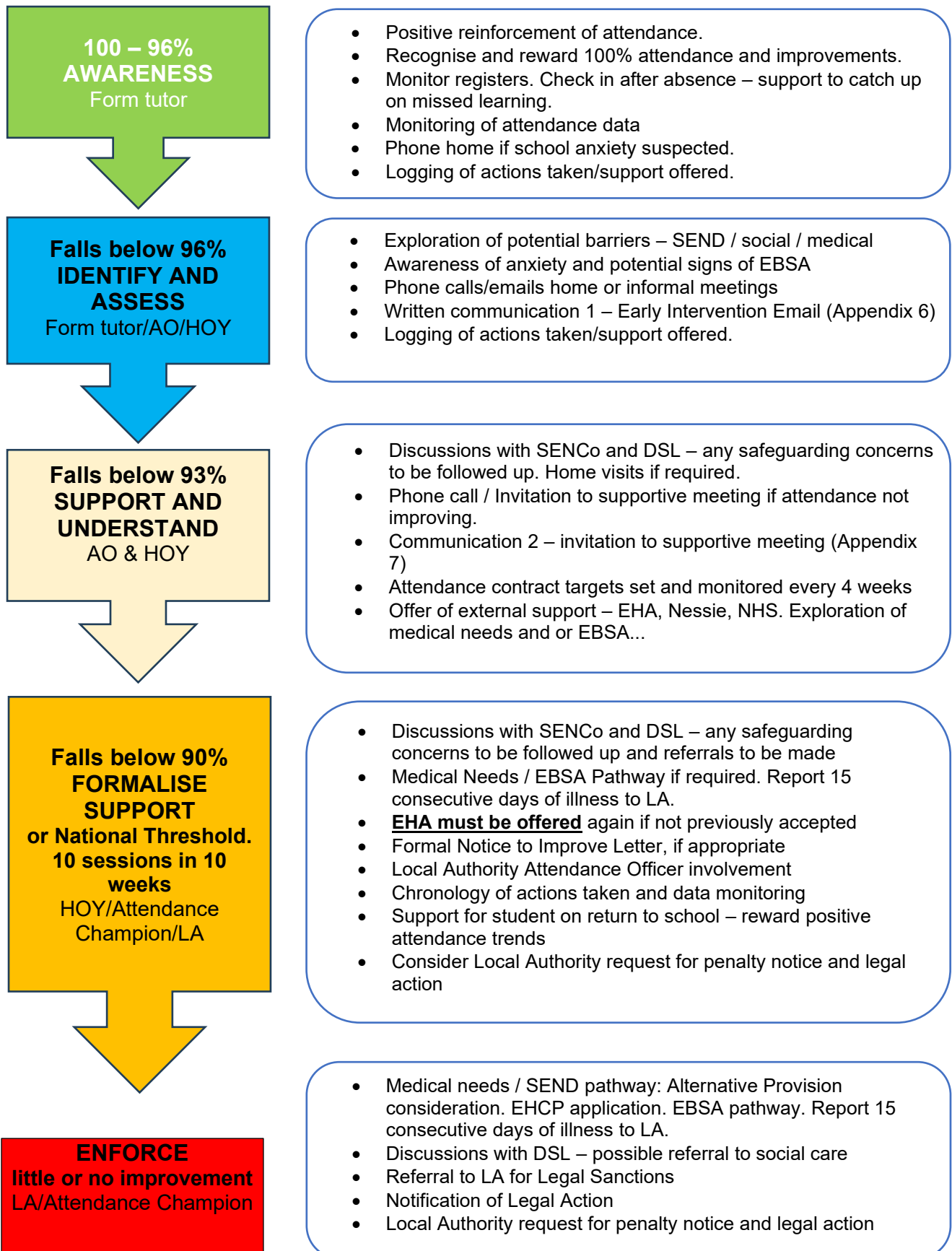
| Code  | Meaning   | Type                   |
|---|---|------------------------|
| <b>The Y code: Unable to attend school because of unavoidable cause, is broken down into the following sub codes to provide better differentiation of the reason:</b> |   |                        |
| Y1  | Unable to attend due to transport normally provided not being available   | Not expected to attend |
| Y2  | Unable to attend due to widespread disruption to travel   | Not expected to attend |
| Y3  | Unable to attend due to part of the school premises being closed. For example, this may be due to damage or teacher strikes.  | Not expected to attend |
| Y4  | Unable to attend due to the whole school site being unexpectedly closed. For example, extreme weather, damage, no hot water, or heating.  | Not expected to attend |
| Y5  | Unable to attend as student is in criminal justice detention.   | Not expected to attend |
| Y6  | Unable to attend in accordance with public health guidance or law.<br><br>Travel or attendance: contrary to or prohibited by any guidance relating to the incidence or transmission of infection or disease.        | Not expected to attend |
| Y7  | Unable to attend because of any other unavoidable cause. For example, an emergency has prevented the student from attending. The unavoidable cause must be something that affects the student, not just the parent. | Not expected to attend |

**The C code: Authorised Absence is broken down into the following sub codes to provide better differentiation of the reason:**

|    |   |                    |
|----|---|--------------------|
| C  | <p>Leave of absence for exceptional circumstances.</p> <p>Where a leave of absence is granted, the school will determine the number of days a student can be absent from school. A leave of absence is granted entirely at the school's discretion.</p> | Authorised Absence |
| C1 | <p>Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad.</p>   | Authorised Absence |
| C2 | <p>Leave of absence for a compulsory school age student subject to a part-time timetable.</p>   | Authorised Absence |

### Appendix 3: Flowchart of Attendance Processes

This will be applied where the attendance falls below the threshold following at least two periods of absence. Communication will be in the parent/carer’s preferred form.



# Attendance Matters



Sol Attendance  
Sustainable impact

100%

0 DAYS

0 LESSONS MISSED

99%

1 DAY

5 LESSONS MISSED

98%

3 DAYS

15 LESSONS MISSED

97%

1 WEEK

25 LESSONS MISSED

96%

1.5 WEEK

37.5 LESSONS MISSED

94%

2 WEEKS

50 LESSONS MISSED

93%

2.5 WEEKS

62.5 LESSONS MISSED

92%

3 WEEKS

75 LESSONS MISSED

90%

3.5 WEEKS

82.5 LESSONS MISSED

**Maximise your potential.  
Attend College every day.**

**Appendix 5: Absence Request Form 2025-26**

**ABSENCE REQUEST FORM 2025-26 (exceptional circumstances only)**

I wish to apply to have an absence authorised for:

Child's name ..... Tutor Group/Year ..... Child's name

..... Tutor Group/Year .....

Date from ..... Date to.....(Inclusive)

Siblings attending a different school (please add school) .....

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

Address: .....

**Please fully explain the exceptional circumstances that you would like the college to consider (please see back of the form for advice/guidance). This section *must* be completed (please continue on a separate sheet if needed).**

Signature of **Both** Parent(s)/Carer(s) (even if separated and therefore live at different addresses)

Parent/Carer 1.....

Parent/Carer 1.....

*I understand that Leave of Absence will only be granted in **exceptional** circumstances. Should this not be granted and I take my child out of college, I am aware that I may be liable for a Penalty Notice.*

|                    |  |              |  |
|--------------------|--|--------------|--|
| Date form received | Office use only<br>No of school days absence requested | % Attendance | <input type="checkbox"/> Absence authorised      Code<br><input type="checkbox"/> Absence unauthorised |
|                    |  |              | Signed _____ SLT Attendance Lead   |

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**Parents/Carers will receive an email from [attendance@lintonvc.org](mailto:attendance@lintonvc.org) or contact from the relevant Head of House advising whether the absence has been authorised by the college.**

Please note that even if this absence request is authorised you may still receive letters of concern from either the College or Local Authority if your child's attendance drops below a level that the college deems acceptable.

**NOTES TO PARENTS/CARERS: The law does not grant parents/carers an automatic right to take their children out of school during term time. If the request is for an absence in term time, you must have Parental Responsibility and be the parent/carer with whom the child normally lives. Please note that a signature from both parents/carers is required for the college to grant an authorised absence.**

## AVOIDABLE ABSENCE IN TERM-TIME

**IMPORTANT:** Please read carefully the information below.

Permission **must** be sought in **advance**. If the circumstances relating to this request are considered exceptional and the absence is authorised by the college. **Most will be unauthorised; a fixed penalty for absence may be issued.**

**WARNING:** If you allow your child to miss College in term time for an avoidable reason without obtaining the prior approval of the college, you may be issued with a Penalty Notice\* per parent per child, or made the subject of court proceedings that could result in a fine of up to £2,500 and/or a term of imprisonment of up to 3 months.

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

| THE FACTS  | THE LAW   |
|--|---|
| <p>School aged pupils in Cambridgeshire are expected to attend punctually on the 190 days that the school is open. Whilst there are some unavoidable reasons why a pupil might be away from school (illness, medical appointments, exclusions etc...), the legislation is clear that any avoidable absence may only be authorised by a school if there are exceptional circumstances.</p> <p><b>WHAT YOU SHOULD CONSIDER</b><br/>Research suggests that children who are taken out of school may never catch up on the learning they have missed. This may affect test results and can be particularly harmful if the child is studying for final year examinations.</p> <p>Children who struggle with English or Mathematics may also find it even harder to cope when they return to school, while younger children may find it difficult to renew friendships with their classmates.</p> <p><b>If the school is unable to authorise the absence and the child is still taken out of school for 10 consecutive sessions (5 days) or more. This will be recorded as unauthorised absence, and <u>you may receive a penalty notice/fine per parent in respect of a named child or a prosecution under section 444 of the Education Act 1996.</u></b></p> | <p>The law allows schools to consider individual requests to authorise a future avoidable absence. However, before the school can authorise any such requests, they must satisfy themselves that there are exceptional circumstances which justify such a decision. It is entirely the responsibility of the parent submitting the request to provide sufficient information/evidence to establish this fact. The request for leave must come from a parent with whom the child normally resides</p> <p>If a child then stays away from school for more than the authorised period this must be recorded as unauthorised absence and could be quoted in a prosecution for poor attendance.</p> <p>If the child is away from school for a total of 10 school days without explanation, the school will refer to the Local Authority and report the absence as a child missing in education. The school may be advised to remove a child from roll following extended absence, subject to advice from the Local Authority. If a child is removed from roll, there is no guarantee that the child will regain a place at the school.</p> |

|  |  |
|--|--|
| <p><b>Types of planned absence that <u>will</u> be authorised include:</b></p> <ul style="list-style-type: none"> <li>• Unavoidable medical/dental appointments (but try to make these outside the school day)</li> <li>• Days of religious observance</li> <li>• Seeing a parent who is on leave from the armed forces</li> <li>• External examinations</li> <li>• When Traveler children go on the road with their parents</li> <li>• When a family needs to spend time together due to the bereavement of an immediate family member, crisis or serious illness or funeral of an immediate family member</li> </ul> | <p><b>Types of absence that <u>will not</u> be authorised include, but not limited to:</b></p> <ul style="list-style-type: none"> <li>• Any type of shopping</li> <li>• Looking after siblings or unwell parents</li> <li>• Minding the house</li> <li>• Birthdays</li> <li>• Tiredness after a late night</li> <li>• Relatives visiting or visiting relatives</li> <li>• Family holidays</li> <li>• Bullying</li> <li>• Friendship issues</li> <li>• Death of a pet</li> <li>• To interpret for other family members</li> </ul> |
|--|--|

**The law requires parents to ensure their children receive an efficient full-time education, and every minute of every day is important. Please help them not to miss any of this valuable time.**

We hope that when you have read this leaflet you will consider that your child's education is too important to allow them to miss school for avoidable reasons.

## Appendix 6: Communication 1 - Early Intervention Email

Dear «salutation»

Ref: ATL1\_2024

### School Attendance Letter for «forename» «surname»

We have noticed that «forename»'s attendance has fallen to <<percentage\_attendance>>. Please let me know if you wish to see a detailed breakdown of their attendance.

Regular attendance is extremely important as missing school can have an impact on learning and their wellbeing. If the absence is due to a medical condition, please ensure that we have been informed so appropriate support can be put in place.

If there are any circumstances that the school may not be aware of which is having an influence on «forename» attending school regularly or if you are concerned about your child's attendance, please do not hesitate to contact me by emailing [attendance@lintonvc.org](mailto:attendance@lintonvc.org) (**Please DO NOT REPLY to this message**). However, it does no harm in speaking with your child's form tutor, myself, or the Head of Year, because together we can make a difference.

We know that a lot of families already have a supportive network of relatives, friends and community groups. However additional support is also available for families via an Early Help Assessment, where help can be provided from trained professionals who can provide support, signposting and access your community offer. If you would like to discuss this process in more detail, please contact your child's Head of Year.

Further support is also available in the community, more information can be found on How Are You Cambridge? website. Please scan the QR code below.



We will continue to monitor «forename»'s attendance and I look forward to seeing an improvement.

Yours sincerely

Ms Emel Kilic  
Attendance Officer

Enc Record of attendance  
School Attendance Leaflet

## Appendix 7: Supportive Meeting Invite

Date

Name and address of parent

**Re: Child Name:** xxx **DOB:** xxx **School:** xxx

Dear Parent,

Thank you for working with us to help improve «forename»'s attendance. Their current attendance is xx%. However, this is still a concern and can potentially affect their life chances. We would like to work with you to offer support to help improve «forename»'s attendance. The next step in offering this support is an Attendance Contract.

An Attendance Contract:

- is a voluntary contract that you can end at any time.
- Can last as long as is helpful.
- Can include regular catch-ups to offer support.
- Can help to reduce barriers to attendance.
- Can involve any other services open to you, who can be involved if you would like.

Our attendance policy includes more details about an Attendance Contract.

*(if young person is NOT open to other professionals, please remove below):*

*We recognise that «forename»'s is being supported by other professionals. It's important that we all work together to make it as easy as possible for «forename»'s to access education. We believe that an Attendance Contract can help to achieve this.*

If you have any questions, please feel free to contact me to discuss further. We would be grateful if you could attend a meeting with us:

Date: xxx Time: xxx

Should this be inconvenient, please let us know and we can re-arrange. This meeting can take place in person, or online if you would prefer.

We look forward to meeting with you to discuss any concerns you may have so we can continue to support your child in making good progress and I hope that you will work with us to improve «forename»'s attendance. If you have any queries please do not hesitate to contact me on the number above.

Yours sincerely

Head of Year

Encs Record of Attendance  
School Attendance Leaflet

## Appendix 8: Penalty Notices

### Penalty Notices

New National Framework for poor school attendance and unauthorised leave in term time. Effective from 19 August 2024

#### Per Parent, Per Child

Penalty Notices will still be issued to each parent for each absent child  
For example: two siblings are absent for unauthorised leave in term time will result in each parent receiving two separate fines.

#### Penalty Notices will be issued for:

Term Time Leave: 5 consecutive days or more  
10 sessions of unauthorised absence and / or lateness in a 10 week period

#### First Offence

The first time a penalty notice is issued, the amount will be £160 per parent, per child, if paid within 28 days.

(Reduced to £80 per parent, per child, if paid within 21 days.)

#### Second Offence

The second time a penalty notice is issued, the amount will be £160 per parent, per child, if paid within 28 days.

(There is no reduction for any early payment)

#### Third Offence

The third time a penalty notice is issued the case will be presented straight to the Magistrates Court.

Fines of up to £2500 per parent, per child, can be issued by the courts.

**Attendance Champion: Mr Darby**

**Local Authority Attendance Team: Ms Stead**