Attendance and Punctuality Policy
September 2024

Approved by:	Local Governing Board	Date: February 2025
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1. Aims

At Downham Market Academy we are committed to meeting our obligation to ensure high attendance at school through our outstanding culture and ethos, our 'DMA DNA', that values good attendance, including:

> Promoting outstanding attendance (96% or better)

> Reducing absence, including persistent and severe absence

> Ensuring every pupil has access to the full-time education to which they are entitled

> Acting early to address patterns of absence or high levels of sporadic absence

> Building strong relationships with families to ensure pupils have the support in place to attend school

> Promoting and supporting excellent punctuality

2. Legislation and guidance

This policy meets the requirements of the working together to improve school attendance (September 2022) from the Department for Education (DfE), 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:

> Part 6 of The Education Act 1996

> Part 3 of The Education Act 2002

> Part 7 of The Education and Inspections Act 2006

> The Education (Pupil Registration) (England) Regulations 2006 (and 2010, 2011, 2013, 2016 amendments)

> The Education (Penalty Notices) (England) (Amendment) Regulations 2013

> This policy also refers to the DfE's guidance on the school census, which explains the persistent absence threshold and 'Summary of Responsibilities where a mental health issue is affecting attendance' (DfE February 2023)

3. Roles and responsibilities

3.1 The governing board

The governing board is responsible for:

- Promoting the importance of school attendance across the school's policies and ethos
- Making sure school leaders fulfil expectations and statutory duties
- Regularly reviewing and challenging attendance data
- Monitoring attendance figures for the whole school
- Making sure staff receive adequate training on attendance
- Holding the headteacher to account for the implementation of this policy

3.2 The headteacher

The headteacher is responsible for:

- Implementation of this policy at the school
- Monitoring school-level absence data and reporting it to governors
- Supporting staff with monitoring the attendance of individual pupils
- Monitoring the impact of any implemented attendance strategies
- Meeting with the assistant headteacher responsible for attendance to review and challenge attendance data, policies and implementation of attendance strategies

3.3 The assistant headteacher responsible for attendance

The designated senior leader is responsible for:

- Leading attendance across the school
- Offering a clear vision for attendance improvement
- Evaluating and monitoring expectations and processes
- Coordinating pastoral leaders and student welfare officers to provide consistent support and challenge for attendance across the school
- Analysing data to celebrate success and identify concerns
- Devising specific strategies to address areas of poor attendance identified through data
- Arranging calls and meetings with parents to discuss attendance issues
- Delivering targeted intervention and support to pupils and families
- Issuing fixed-penalty notices, where necessary via the local authority.
- Implementing the school staged approach to challenge poor attendance. This includes recommendations for legal intervention from Norfolk County Council where absence meets thresholds.
- Organising welfare/'safe and well' checks for students who have been absent from school for more than five consecutive school days
- Making decisions on absence codes
- Working with parents/carers and external agencies with regard to providing packages of support for pupils with medical needs in accordance with relevant LA medical needs guidance

The designated senior leader responsible for attendance is Mr John Tregear who can be contacted via email at jtregear@dma.tela.org.uk

3.4 Director of Student Welfare

The director of student welfare is expected to:

- Meet with the assistant headteacher responsible for attendance to identify and discuss patterns of attendance that may indicate safeguarding concerns

- Monitor completion of welfare checks for students who have been absent from school for more than five consecutive school days
- Meeting with parents/carers of students with identified safeguarding concerns and patterns of poor attendance (decided in consultation with the assistant Headteacher responsible for attendance and/or pastoral staff)
- Supporting pastoral leaders on issues of non-attendance and with internal truancy, remedying causes and applying sanctions
- Working with parents/carers to support pupils with identified factors affecting their attitude to, or feeling of wellbeing in, school
- Liaise with external agencies (social workers, safer school's officer, strat meetings etc.) and communicate concerns raised (as appropriate) to the assistant headteacher responsible for attendance or pastoral leaders for discussion with parents/carers during attendance meetings.

3.5 The attendance officer

The school attendance officer is responsible for:

- Monitoring and analysing attendance data (see section 7)
- Benchmarking attendance data to identify areas of focus for improvement ❯ Providing regular attendance reports to school staff and reporting concerns about attendance to the designated senior leader responsible for attendance and the headteacher
- Advising the assistant headteacher responsible for attendance (authorised by the headteacher) on when to issue fixed-penalty notices
- Overseeing administration of the register system
- Contacting parents of pupils of compulsory school age on their first day of absence if the school has not already been informed of a reason for the absence
- Contacting parents of pupils of compulsory school age regarding any unexplained absences
- Alerting personal tutors and pastoral staff when attendance concerns arise
- Monitoring applications for leave of absence

The attendance officer can be contacted via email at attendance@dma.tela.org.uk

3.6 Pastoral Leaders

Pastoral leaders (Heads of House and Assistant Heads of House) are responsible for:

- Giving attendance a high profile during assemblies and school events and celebrating outstanding attendance
  - Monitoring attendance targets and record keeping
  - Implementing the system of rewards and sanctions
  - Meeting with parents/carers to discuss attendance problems as soon as they are identified
- Meeting regularly with the member of SLT responsible for attendance to analyse attendance concerns for pupils in their Houses; such meetings may include discussing attendance concerns for individual pupils, organizing early intervention meetings and co-ordinating the collection of pupil views for Fast Track meetings ahead them taking place
- Working with the SENDCO and relevant agencies to create individual packages and reintegration plans, where appropriate
- Looking for patterns of absence and consider impact of the curriculum upon attendance alongside other possible causes
- Leading on strategies to improve attendance of pupils who are identified as being a concern through meetings with pupils and parents
- Supporting personal tutors on issues of non-attendance and with internal truancy, remedying causes and applying sanctions
- Working with parents/carers to support pupils with identified factors affecting their attitude to, or feeling of wellbeing in, school
- Conducting Early Intervention Attendance meetings as directed by the assistant headteacher responsible for attendance and reporting the outcomes of these meetings by completing Early Intervention paperwork for submission to the attendance officer.

3.7 Personal tutors

Personal tutors are responsible for:

> Recording attendance on a daily basis, using the correct codes, and submitting this information using either SIMS or Edulink

> Taking prompt action when pupils are late or absent without reason, updating the register and referring concerns to pastoral leaders

> Making contact with parents regarding absence when appropriate, this may be under direction from the Assistant Headteacher responsible for overseeing attendance or their Head of year/Assistant head of year. This may be in the form of meetings or communication as part of the trust's attendance stage processes or when individual tutors deem this as necessary.

3.8 Class teachers

Class teachers are responsible for:

- Recording attendance within the first 5 minutes of every lesson, using the correct codes, and submitting this information using either SIMS or Edulink
- Taking prompt action when pupils are late or absent without reason, updating the register and referring concerns to pastoral leaders
- Informing relevant staff of any pupils missing from the lesson that had previously been marked present

3.9 Parents/carers

Parents/carers are expected to:

- Make sure their child attends on time every day except where a statutory reason for absence applied > Call the school to report their child's reason for absence before 8:30am on the day of the absence and on every subsequent day of absence, and advise when they are expected to return
- Provide the school with more than 1 emergency contact number for their child
- Ensure that, where possible, any doctors or dentist appointments for their child are made outside of the school day. It is expected that pupils should only be absent from school for the time needed to attend the appointment and they should not, when possible, be absent for the entire school day > Provide a written explanation for their child's absences from school, including medical evidence if requested
- Only request leave of absence in exceptional circumstances and do so at least two weeks in advance of the requested absence
- Get in touch with the school at an early stage regarding any concerns they may have about their child's attitude to school and/or attendance concerns
- Proactively engage with support and advice offered by the school and seek additional support for their child if needed
- Monitor their child's attendance on Edulink
- Follow advice provided by the Academy regarding GP referrals and/or referrals for additional support, such as for supporting mental health (see Appendix 2 for more information)

3.10 Pupils

Pupils are expected to:

- Arrive at school at 8:50am ready for registration in personal development lessons at 8:55am
- Attend every timetabled lesson on time
- Sign in at the main reception if they are late arriving to school and provide a reason for being late > Sign out at the main reception if they have been given permission to leave school before the end of the school day
- Tell their personal tutor if they are having any problems attending school

- Monitor their own attendance on Edulink

4. Recording attendance

4.1 Attendance register

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

We will take our attendance register 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

Any amendment to the attendance register will include:

- The original entry
- The amended entry
- The reason for the amendment
- The date on which the amendment was made
- The name and position of the person who made the amendment See appendix 1 for the DfE attendance codes.

We will also record:

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

We will keep every entry on the attendance register for 3 years after the date on which the entry was made. Pupils must arrive in school by 8:50am on each school day.

The register for the first session will be taken at 8:55am and will be kept open until 9:25am. The register for the second session will be taken at 1:20pm and will be kept open until 1:50pm.

4.2 Unplanned absence

If a pupil is unwell and cannot attend, the absence must be explained by the pupil's parent or carer. All absences must be reported before 8:30am on the day of the absence with the following information: ❯ Name of pupil
- ❯ Pupil's form
- ❯ Reason for absence
- ❯ Expected date of return if known

Absence should be reported on Edulink by selecting the 'Absence Reporting' icon.

If it is not possible to report absence on Edulink, we have separate answerphone numbers and email addresses to report any absence, depending on the pupil's year group:

Years 7 to 11:

Telephone: 01366 389100 (select option 1 when prompted)

Email: attendance@dma.tela.org.uk

Sixth form:

A separate attendance policy for students attending Athena College is available on the Academy's website.

Telephone: 01366 389100 (select option 5 when prompted)

Email: hello@asf.tela.org.uk

We will mark absence due to illness as authorised until such a time as a student has had more than 2 episodes of illness from the start of the academic year. Following this point, absence related to illness will be marked as unauthorised unless we are in receipt of medical evidence regarding consultation of a medical professional. Examples of such evidence may be (but are not limited to):

- A GP letter/text message or email confirming a medical appointment.
- A picture of a prescribed medicine which is clearly labelled and dated.

This forms part of The Eastern Learning Alliance's Trust policy around absence and as such this is not a policy set at Academy level and therefore we adhere to at Academy level.

4.3 Planned absence for medical reasons

Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent/carer notifies the school in advance of the appointment.

Absence for medical appointments should be requested on Edulink using the 'Absence Reporting' icon or by emailing attendance@dma.tela.org.uk and be accompanied by appropriate evidence such as an appointment card.

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.

4.4 Extended absence due to medical conditions

At Downham Market Academy we recognise that occasionally a child may suffer from a medical condition affecting their health that makes it impossible for them to attend school for an extended period. In these cases the school requires medical evidence, in the form of a written letter from an appropriate healthcare professional

- ☐ Outlining the cause of the absence
- ☐ Stating that at this current time the child is medically not fit to be at school
- ☐ Stating the anticipated duration of the absence

The letter does not need to offer a diagnosis; it simply offers a medical judgement that the child is not fit to attend school. The school can offer support in requesting such evidence if required through the use of a Joint Medical Protocol.

The school will not be able to authorise the absence unless this evidence is provided. In these circumstances the school and the family would need to work closely together in partnership to formulate an Individual Alternative Education Plan to support the pupil with their recovery and to support them returning to full time education.

For pupils where it is clear that their medical condition will result in them being absent from school for 15 days or more, a referral can be made to the Local Authority for Medical Needs Education provision. Medical Needs referrals are made by the school and need to be accompanied by appropriate information from a health professional.

4.5 Lateness and punctuality

A pupil who arrives late:

> Before the register has closed will be marked as late, using the appropriate code 'L'

> After the register has closed will be marked as absent, using the appropriate code 'U'

Sanctions will be put in place for ongoing punctuality issues in line with the school's behaviour policy. This could include loss of social time or end of day detentions as well as removal from reward activities and trips.

If a student arrives late after the register is closed more than nine times over a six week period, the Academy will request the Local Authority issue a fixed penalty notice (see Section 5.5 of this policy for further details) unless there are legitimate reasons to explain this. Legitimacy for such lateness is at the discretion of the Academy.

4.6 Following up unexplained absence

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

- Contact the pupil's parent/carer via text message on the morning of their first day of unexplained absence to inform of the absence and request a reason for this. For pupils that are vulnerable this may also be supplemented with a direct phone call. If the school cannot reach any of the pupil's emergency contacts, the school may implement further measures such as contacting the police, conducting a home welfare check or informing the local authority.
- Identify whether the absence is authorised
- Input the correct attendance code as soon as the reason for absence is ascertained – this will be no later than 5 working days after the session. If a legitimate reason for absence is provided after more than 5 working days, it will remain recorded as an unauthorized absence.
- Contact the parent/carer on each day that the absence continues without explanation to ensure proper safeguarding action is taken where necessary. If absence continues or regular patterns of absence are identified, the school may consider this a safeguarding concern and will consider implementing safeguarding procedures such as conducting home visits or requesting support from the Safer School's Police Officer.

4.7 Reporting to parents/carers

Up to date attendance data is provided on Edulink and parents/carers are expected to check this regularly to ensure they are informed regarding their child's attendance figure.

Attendance percentages may also be included on pupil reports as appropriate.

5. Authorised and unauthorised absence

5.1 Approval for term-time absence

The headteacher/ Assistant Headteacher with responsibility for overseeing attendance will only grant a leave of absence to a pupil during term time if they consider there to be 'exceptional circumstances'. A leave of absence is granted at the headteacher's (or other relevant senior staff's) discretion, including the length of time the pupil is authorised to be absent for.

We define 'exceptional circumstances' as circumstances that could not reasonably be foreseen (such as a close family bereavement)

The school considers each application for term-time absence individually, taking into account the specific facts, attendance record and circumstances and relevant context behind the request.

Any request should be submitted as soon as it is anticipated and, where possible, at least two weeks before the absence, and in accordance with the leave of absence request form, accessible via the school's website or via the link below:

https://dma.tela.org.uk/life-at-dma/absence/request-form/

The headteacher may require evidence to support any request for leave of absence.

Valid reasons for authorised absence include:

- Illness and medical/dental appointments (see sections 4.2 and 4.3 for more detail)
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents belong. If necessary, the school will seek advice from the parents' 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 A leave of absence will not be authorised retrospectively.

5.2 Unauthorised absence

An absence is unauthorised if:

- No letter or acceptable explanation is provided by parents/carers
- The reason for the absence does not fall into one of the categories of authorised absence
- Medical evidence for the absence is not provided for a pupil whose attendance is low or below the expected attendance threshold or has had more then two separate periods of authorised illness related absence.

For example, DfE guidelines state that the following activities would be classified as unauthorised:

- Minding the house; caring for relatives
- Awaiting repair people
- Shopping
- A birthday or family celebration

Reasons for unforeseen absences must be provided to the school within 5 school days otherwise they will be recorded as an unauthorised absence. This follows the guidance in Section 31 of 'Working together to improve school attendance' from the DfE.

5.3 Absence due to mental health issues

DfE guidance is clear that schools should 'set and maintain high expectations for the attendance, engagement and punctuality of pupils who are anxious about attending school'.

The guidance also states 'Many children will experience normal but difficult emotions that make them nervous about attending school, such as worries about friendships, schoolwork, exams or variable moods. It is important to note that these pupils are still expected to attend school regularly.'

To support students who are anxious about attending school, Downham Market Academy will work with students, parents and carers to create plans to implement reasonable adjustments. Such adjustments will be decided on a child-by-child basis and may include strategies such as:

> Identification of trusted adults for the child to speak to in school
> In-school mentoring with a mental health lead
> Referral to external agencies and/or external professional support (See appendix 2 for more details)
> Short-term withdrawal from some lessons
> Issue and use of downtime cards
> Changes to seating plans in lessons

Where support offered is not engaged with, Downham Market Academy will work with the local authority to formalize support or to enforce attendance through legal interventions as detailed in Section 7.5 of this policy.

5.4 Holidays

Schools in England may not grant leave of absence during term time unless there are very exceptional circumstances, and even under these circumstances schools are advised not to authorise any absence of 3 days or more in duration. Downham Market Academy upholds these regulations, and applications for term time holidays will not be authorised.

To avoid difficulty or disappointment, parents are asked to refrain from such requests. We strongly discourage holidays from being taken during term time as learning is disrupted and the lost time is detrimental to the educational progress of the child. Penalty notices will be requested from the Local Authority for any unauthorised term time holidays taken.

5.5 Legal sanctions

The school can refer to the Local Authority to consider issuing a fixed penalty notice to each parent for the unauthorised absence of their child from school, where the child is of compulsory school age.

Fixed penalty notices are £120 to be paid within 28 days and decrease to £60 if paid within 21 days of issue. Failure to pay usually results in prosecution in the Magistrates' Court.

Penalty notices can be issued by the local authority officer or the police.

The decision on whether or not to issue a penalty notice may take into account:

> The number of unauthorised absences occurring within a rolling academic year

> One-off instances of irregular attendance, such as holidays taken in term time without permission

> Where a suspended 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 or withdraw the notice.

5.6 Study Leave

Downham Market Academy follows guidance from the Department for Education (DfE) regarding study leave. The guidance states 'study leave should not be granted by default once the exam syllabus is complete, it should be used sparingly and only granted to Year 11 pupils during public examinations.'

DfE guidance also makes clear that a student is of compulsory school age until the last Friday of June in the school year during which they turn 16.

Downham Market Academy applies this guidance in the following manner:

- The date for study leave starting will be decided on a year-by-year basis dependent upon the public examinations calendar.
- When study leave is granted, students who have not completed all coursework requirements will still be expected to attend school to complete this work before starting study leave.
- Study leave will only be granted if a signed letter or completion of an electronic form confirming parents accept the conditions for study leave is received by the Academy. Verbal confirmation or permission will not be accepted under any circumstances. > During study leave, Downham Market Academy will continue to make provision available for those pupils who want to continue to come in to school to revise.
- In exceptional circumstances, early study leave may be granted to students if there is a clear rationale for this being supportive to their individual needs.

6. Strategies for promoting attendance

6.1 Rewarding good attendance (96% or above)

To promote good attendance and to emphasise its importance the school offers the following rewards:

- Half termly, pupils with 100% attendance and perfect punctuality will receive 3 House points each; this achievement is also recognised in school assemblies
- End of year reward activities for pupils who have maintained good attendance

6.2 Sanctions for poor attendance and punctuality

The school reserves the right to sanction pupils who fail to meet school attendance requirements, with any of the following:

- Detention for being late to school or lessons without a good reason
- Appropriate Report for attendance/punctuality
- Other, more serious sanctions, for repeated defiance of school attendance rules
- Poor attendance or punctuality may lead to pupils having an extended day to catch up on work missed

6.3 Support for pupils and parents

Downham Market Academy provides support for parents and pupils if pupils are struggling to attend school. Measures include the following:

- Attendance Reports
- Attendance interviews and regular reviews with pastoral leads
- Signposting relevant external agencies to provide support for children and their parents
- Re-integration programme arranged between pupils, parents, pastoral leads, SLT, Inclusion and SENDCO if appropriate after long-term absence
- Individualised curriculum where appropriate
- Coordinate support, where appropriate, from external agencies to help pupils re-integrate into school after illness or other individual circumstances.

7. Attendance monitoring

7.1 Monitoring attendance

The school will:

- Monitor attendance and absence data on a continual basis at an individual pupil level
- Identify whether or not there are particular groups of children whose absences may be a cause for concern

Pupil-level absence data will be collected each term 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. The school will compare attendance data to the national average, and share this with the governing board.

7.2 Analysing attendance

The school will:

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

7.3 Using data to improve attendance

The school will:

- Provide regular attendance reports to pastoral leaders, and other school leaders, to facilitate discussions with pupils and families
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies

7.4 Reducing persistent and severe absence

Persistent absence is where a pupil misses 10% or more of school, and severe absence is where a pupil misses 50% or more of school.

The school will:

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

7.5 Three-letter monitoring process

The three-letter system is intended to enable schools to continuously and consistently monitor and address poor school attendance. The system targets non-attendance methodically and progressively up to and including the point at which a referral to the Local Authority for legal intervention may be necessary. The system is designed to identify patterns of absence, either authorised or unauthorised, which are beginning to cause concern.

To maintain 'outstanding' attendance of 96% a pupil would need to miss no more than 4 whole school days (8 sessions) within an academic year. Beyond this point attendance becomes a cause for concern and the following system would be implemented:

- Stage One Letter. A stage one letter would be issued notifying parents/carers of our concerns. Our expectation at this point is that there are no further absences but if there are, they will be supported by medical evidence in order to be authorised . Stage one may be undertaken after a student has 4 or more unauthorised sessions of absence in a 10 week period.
- Stage Two Letter. If attendance continues to fall then a stage two letter would be issued and parents/carers would be called or asked to meet ,either in person or virtually, to discuss concerns and to identify any support needed which may be recorded in an action plan.
- Stage two may be undertaken after a student has 7 or more unauthorised sessions of absence in a 10 week period. These meetings will be held by a member of DMA staff and could be attendance/welfare officers or pastoral team members (Head of Year/AHOY or PD/Form Tutors
- Stage Three Letter. If, following the stage two meeting, there again is no improvement and attendance continues to fall then a stage three letter will be issued. Stage three may be undertaken after a student has 10 or more unauthorised sessions of absence in a 10 week period. These meetings will be held by a student's Head of Year or the designated senior leader with responsibility for overseeing attendance.

8. Monitoring arrangements

This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum, yearly, by the assistant headteacher responsible for attendance. At every review, the policy will be approved by the full governing board.

9. Links with other policies

This policy links to the following policies:

> Child protection and safeguarding policy

> Behaviour policy

Appendix 1: attendance codes

The following codes are taken from the DfE's guidance on school attendance.

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
B	Off-site educational activity	Pupil is at a supervised off-site educational activity approved by the school
D	Dual registered	Pupil is attending a session at another setting where they are also registered
J 1	Interview	Pupil has an interview with a prospective employer/educational establishment
P	Sporting activity	Pupil is participating in a supervised sporting activity approved by the school
V	Educational trip or visit	Pupil is on an educational visit/trip organised, or approved, by the school
W	Work experience	Pupil is on a work experience placement

Code	Definition	Scenario

Authorised absence		
C	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances
C1	Regulated Performance	National sporting performance etc
C2	Part time timetable	Compulsory school age pupil subject to part time timetable
E	Excluded	Pupil has been excluded but no alternative provision has been made
H	Authorised holiday	Pupil has been allowed to go on holiday due to exceptional circumstances
I	Illness	School has been notified that a pupil will be absent due to illness
K	Local Authority Education	Education arranged by Local Authority
M	Medical/dental appointment	Pupil is at a medical or dental appointment
Q	Local authority Transport not provided	Transport should be arranged by LA but is currently not.
R	Religious observance	Pupil is taking part in a day of religious observance
S	Study leave	Year 11 pupil is on study leave during their public examinations
T	Occupational travel	Parent is travelling for occupational purposes
Unauthorised absence		
G	Unauthorised holiday	Pupil is on a holiday that was not approved by the school

Code	Definition	Scenario
N	Reason not provided	Pupil is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time)
O	Unauthorised absence	School is not satisfied with reason for pupil's absence
U	Arrival after registration	Pupil arrived at school after the register closed

Code	Definition	Scenario
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
Y	Unable to attend due to exceptional circumstances	School site is closed, there is disruption to travel as a result of a local/national emergency, or pupil is in custody
		Y1-school transport issue, Y2- Travel disruption, Y3- Partial closure of school site, Y4- Unplanned whole school closure, Y5- Pupil in criminal justice detention, Y6- Public health advice/legislation, Y7- Any other unavoidable cause.
Z	Pupil not on admission register	Register set up but pupil has not yet joined the school
#	Planned school closure	Whole or partial school closure due to halfterm/bank holiday/INSET day

Appendix 2: mental health support

The following mental health support is currently available:

TIER	SUPPORT	Links	Reasons for use
Tier One	Online Support: ChatHealth Kooth	https://chathealth.nhs.uk/ https://www.kooth.com/	First point of referral for children with emerging mental health concerns

Tier Two	In-school support meeting with Student Welfare Officers or Mental Health Leads		Used when emerging, repeated mental health concersn are reported to try to identify causes (such as stress from exams, bereavement, substance abuse, family issues etc.)
Tier Three	External Support: including Nelson's Journey Swan Youth Project (self-referral) Pandora Matthew Project	https://nelsonsjourney.org.uk/ https://www.swanyouthproject.org/ https://www.pandoraproject.org.uk/ https://www.matthewproject.org/	Supporting children experiencing bereavement Supporting children in Downham Market with a variety of needs Supporting children with experience of domestic abuse Supporting children experiencing substance misuse
Tier 4	Supporting Smiles	https://www.ormiston.org/what-wedo/mental-health-andwellbeing/support-for-children-andyoung-people/supporting-smiles/	Support for children with serious and/or ongoing mental health concerns where referral to other services has not improved this OR referral times are too long to wait for.
Tier 5	GP / CAMHS referral		Support for severe and/or immediate mental health concerns including concerns of self-harm and/or suicidal thoughts.