

Attendance policy

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1. Introduction

Progression 2Work aims to provide students with an environment which enables and encourages all to reach out for excellence. For our students to gain the greatest benefit from their education it is vital they attend regularly and arrive on time. Irregular attendance is a contributory factor in social exclusion and underachievement.

Improving attendance is everyone's business. The barriers to accessing education are wide and complex, both within and beyond the school gates, and are often specific to individual pupils and families. Good attendance begins with school being somewhere pupils want to be and therefore the foundation of securing good attendance is that school 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 school and therefore at all stages of improving attendance, schools and partners should work in partnership with pupils and parents collaboratively to remove any barriers to attendance by building strong and trusting relationships and working together to put the right support in place. Securing good attendance cannot therefore be seen in isolation, and effective practices for improvement will involve close interaction with schools' efforts 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 school, the trust or governing body, the local authority, and other local partners.

Every student has the right to access the education to which he/she is entitled.

2. Our aims

This policy aims to show our commitment to meeting our obligations with regards to school attendance, including those laid out in the statutory guidance on [Working together to improve school attendance](#) from the Department

for Education (DfE). We aim to achieve this through our whole-school culture and ethos that values good attendance, which includes:

- To ensure that every student is safeguarded and their right to education is protected.
- To work in partnership with and maintain parents/carers awareness of their responsibility to ensure regular attendance as required by law.
- To raise levels of achievement to ensure every student reaches their full educational potential, through a high level of attendance and punctuality.
- To give clear information on expected levels of attendance and punctuality to students, parents/cares, staff and stakeholders
- To inform parents/carers of punctuality and attendance issues.
- To keep accurate, up-to-date records and have a robust and rigorous system for analysing attendance.
- To identify the causes of non-attendance and act upon them.
- To support students and their parents in meeting their attendance obligations and responsibilities through rewards and incentives.
- To ensure all staff understand their roles in the monitoring and recording of attendance and punctuality.
- To work in partnership with external agencies to help support parents and students in resolving any issues that may be impacting on their Progression 2Work attendance.
- To maximise opportunities both in Progression 2Work and in later life. The vast majority of students want to attend education provision to learn, to socialise with their peers and to prepare themselves to take place in society as well rounded and responsible citizens with the skills, knowledge and understanding necessary to contribute to the life and culture of their communities.
- To be particularly mindful of students absent from school due to mental or physical ill health or their special educational needs and/or disabilities, and provide them with additional support, in line with the DFE statutory guidance Working together to improve school attendance

To achieve our aims with regards to attendance, everyone needs to be involved.

3. Our expectations

We expect the following from our students –

- That they attend regularly.
- That they will arrive on time.
- That they will inform a member of staff if there is a problem or reason that may be preventing them from attending Progression 2Work.

We expect the following from parents/carers –

- That they abide by their legal duty to ensure their child attends regularly and arrives on time.
- That they contact Progression 2work the first morning of all absences with a reason and state when they think their child will return.
- To arrange medical and dental appointments out of Progression 2Work hours wherever possible and pass the appropriate medical evidence to the office.
- To contact Progression 2work whenever a problem occurs that may affect their child's performance or attendance.
- To not take their child on holiday in term time.
- Only request leave of absence in exceptional circumstances and do so in advance.

What parents/carers and students can expect from Progression 2Work in relation to attendance –

- First day contact if we have not had a call from a parent/carer. Safeguarding our students is key.
- Regular, accurate recording of attendance.

- Early contact from Progression 2Work should a student's attendance level fall.
- Hold regular meetings with parents of students who Progression 2Work consider to be vulnerable or are persistently or severely absent.
- Where a need for support from wider partners has been identified the necessary referrals will be made as quickly as possible.
- Monitor lesson attendance and support any students who are on site but not attending lessons through pastoral, Special Educational Needs or disability support or in line with our Behaviour Policy.
- Student rewards for improved and regular attendance.
- Develop and maintain a whole school culture that promotes the benefits of good attendance.
- Have a dedicated Attendance Lead with overall responsibility for championing and improving attendance

4. Legislation and guidance

Under section 7 of the Education Act 1996, the 'parent' of every child of compulsory school age is responsible for making sure that their child receives efficient, full-time education that is suitable for the child's age, ability and aptitude and to any Special Education Needs the child may have.

Compulsory school age is defined as from the age of five a student should attend school from the start of the term commencing on or after their fifth birthday until the last Friday in June that the student turns 16.

Section 444(1) if a child of compulsory age who is a registered pupil at a school fails to attend regularly at the school or alternative provision provided the parent is guilty of an offence and maybe liable on summary conviction to a fine not exceeding level 3 on the standard scale: A MAXIMUM FINE OF £1000.

Section 444(1A) If in the circumstances mentioned in subsection (1) the parent knows that their child is failing to attend regularly at the school or identified provision and fails without reasonable justification to cause him/her to do so, they are guilty of an offence and maybe liable on summary conviction to a fine not exceeding level 4 on the standard scale: A MAXIMUM FINE OF £2500 and/or a community order or IMPRISONMENT FOR A TERM NOT EXCEEDING THREE MONTHS.

5. Roles and responsibilities

Directors

- Setting high expectations of all school leaders, staff, pupils and parents/carers
- Making sure school leaders fulfil expectations, statutory duties and comply with the law on school attendance, including:
 - Making sure the school records attendance accurately in the register, and shares the required information with the DfE and local authority
 - Making sure the school works effectively with local partners to help remove barriers to attendance, and keeps them informed regarding specific pupils, where appropriate
- Recognising and promoting the importance of school attendance across the school's policies and ethos
- Making sure the school's attendance management processes are delivered effectively, and that consistent support is provided for pupils who need it most by prioritising staff and resources
- Making sure the school has high aspirations for all pupils, but adapts processes and support to pupils' individual needs
- Regularly reviewing and challenging attendance data and helping school leaders focus improvement efforts on individual pupils or cohorts who need it most
- Working with school leaders to set goals or areas of focus for attendance and providing support and challenge

- Monitoring attendance figures for the whole school and repeatedly evaluating the effectiveness of the school's processes and improvement efforts to make sure they are meeting pupils' needs
- Where the school is struggling with attendance, working with school leaders to develop a comprehensive action plan to improve attendance
- Making sure all staff receive adequate training on attendance as part of the regular continued professional development offer, so that staff understand:
 - The importance of good attendance
 - That absence is almost always a symptom of wider issues
 - The school's legal requirements for keeping registers
 - The school's strategies and procedures for tracking, following up on and improving attendance, including working with partners and keeping them informed regarding specific pupils, where appropriate
- Making sure dedicated training is provided to staff with a specific attendance function in their role, including in interpreting and analysing attendance data
- Holding the headteacher to account for the implementation of this policy
- To understand the attendance policy and procedures within Progression 2Work.
- To address any attendance concerns/appeals presented by parents to the governing body with regards to attendance.

Headteacher

- To ensure legal requirements are being met with regards to attendance.
- To be responsible for the operational management of the Attendance Policy.
- To remind staff at the beginning of the academic year about the contents of this policy and correct procedure for completing registers.
- To discuss attendance with parents/carers/children who are admitted to Progression 2Work part way through a term.
- To work with the Attendance Officer in commissioning schools to oversee the efficient operation of the attendance system and the collation and analysis of attendance data, thus identifying trends, which can then enable the Progression 2Work to target their efforts.
- Monitoring the impact of any implemented attendance strategies
- Issue penalty notices where necessary and/or authorising the Attendance Lead to be able to do so
- To discuss and support any attendance cases with EWS if referred by the commissioning school
- Working with the parents/carers of pupils with special educational needs and/or disabilities (SEND) to develop specific support approaches for attendance for pupils with SEND, including where school transport is regularly being missed, and where pupils with SEND face in-school barriers
- Communicating with the local authority when a pupil with an education, health and care (EHC) plan has falling attendance, or where there are barriers to attendance that relate to the pupil's needs
- Sharing information from the school register with the local authority, including:
 - Notifying the local authority when a pupil's name is added to or deleted from the school admission register outside of standard transition times
 - Providing the local authority with the details of pupils who fail to attend school regularly, or who have been marked with an unauthorised absence for a continuous period of 10 school days
 - Providing the local authority with the details of pupils who the school believes will miss 15 days consecutively or cumulatively because of sickness.

School staff

- Take calls from parents/carers about absence on a day-to-day basis and record it on the school system
- Record attendance

- Record all 'First Day Contact'.
- Maintain the promotion of good attendance via notice boards within Progression 2Work.
- Run attendance initiatives within the Progression 2Work Hub and reward students for good/improved attendance.
- Complete home visits if required.

Attendance Lead

Additional to the responsibilities stated for staff above the school Attendance Lead is responsible for:

- Building close and productive relationships with parents/carers to discuss and tackle attendance issues
- Monitor individual attendance and action according to absence.
- Liaise with agencies to improve individual student's attendance.
- Liaise with Headteacher and DSP regarding any concerns over the welfare of a child.
- Meet regularly with staff to discuss individual/whole Progression 2Work attendance
- Monitoring and analysing attendance data
- Benchmarking attendance data to identify areas of focus for improvement
- Providing regular attendance reports to school staff and reporting concerns about attendance to the headteacher
- Working with education welfare officers to tackle persistent absence
- Advising the headteacher when to issue fixed-penalty notices

The Attendance Lead is Ammie Sverdloff and can be contacted via 01773 710118 or ammie.sverdloff@progression2work.co.uk

Parent/Carers

Ultimately it is the responsibility, by law, of a student's parent/carers to ensure that their children attend the Progression2Work at which they are registered, regularly, on time and in a fit condition to learn. Parents are also responsible for ensuring that their children stay in Progression 2Work once they have registered.

Parents can do a great deal to support the regular and punctual attendance of their children by –

- Taking an active interest in their child's school life and work
- Attending parents' evening/meetings and other Progression 2Work events
- Ensuring their student goes to bed at an appropriate time
- Ensuring their student arrives at Progression 2Work on time each day
- Ensuring that their student only misses school for reasons that are unavoidable or justified
- Ensure that, where possible, appointments for their child are made outside of the school day
- Always notifying Progression 2Work as soon as possible – on the first morning of any absence
- Respond as quickly as possible to any messages from Progression 2Work
- Talking to Progression2Work if they are concerned that their student may be reluctant to attend Progression 2Work
- Where possible provide more than one emergency contact number for their child

6. Recording attendance

Attendance at Progression 2work is recorded on Arbor our MIS system, using the appropriate national attendance and absence codes from the School Attendance (Pupil Registration) (England) Regulations 2024, whether every pupil is:

- Present
- Attending a place other than school
- Absent
- Absent – unable to attend due to unavoidable causes

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

We will also record:

- Whether the absence is authorised or not
- The nature of the activity, where 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 6 years after the date on which the entry was made. Additionally we will keep back-up copies of the register for at least 6 years after the end of the relevant school year.

Attendance registers are open from 09:30am-10:00am and 12:00pm-12:30pm. After which students will be recorded as late or unless a reason has been provided students will be recorded absent.

Pupils who are persistently late for Progression 2Work will be monitored and parents and commissioning schools will be contacted. Should punctuality not improve a referral could be made to the Education Welfare Service requesting a Penalty Notice under the Anti-Social Behaviour Act 2003. All Penalty Notice requests will be considered in relation the level of unauthorised absence over a Progression2Work year.

Poor punctuality is not acceptable. If a student misses the start of the day, they can miss work and disrupt lessons. Lateness can also be embarrassing for students and can encourage absence.

7. Attendance procedures

Student absence must be reported by 9:30 am on each day of absence. This can be done via telephone. Our school office number is 01773 710118.

If your child has sickness and/or diarrhoea as per the NHS guidance we would advise that they remain off school for 48 hours. If your child has had no further bouts of sickness/diarrhoea during the 48 hours and your child is well enough to return please send them back to school.

If at any time a student becomes unwell we will monitor them and contact parents/carers to gain permission to send them home if necessary. If we cannot make contact with parents/carers the student will continue to be monitored by staff until contact can be made.

If a student is absent, we will:

- Telephone within 30 minutes of the start of the day on the first day of absence if we have not heard from you.
- Identify whether the absence is authorised or not
- Call parents/carers on each day that the absence continues without explanation

- Visit you at home if we have any immediate concerns. If unable to contact you, due to the vulnerable nature of our students, on the first day of absence we will raise a concern with the Local Authority. This information is recorded and shared with any appropriate agency working with that young person.
- On the third day of absence a home visit will be undertaken by the Attendance Officer to ensure safeguarding.
- Any safeguarding issues pertaining to a student being taken out of Progression 2Work in circumstances that become a concern will be addressed directly via the Local Authority Social Care Duty Team and/or CME Team and / or commissioning school.
- Further visits on every further third day of absence, or more frequently if there are suspected or known safeguarding issues.
- Where relevant, report the unexplained absence to the pupil's social worker and/or youth offending team officer
- Where appropriate, offer support to the pupil and/or their parents to improve attendance
- Identify whether the pupil needs support from wider partners, as quickly as possible, and make the necessary referrals
- If a student is absent for 10 days and there has been no contact made with parent/ carer and home visits have been unsuccessful a referral to Child Missing in Education will be made and further welfare services may become involved.

Further visits may be undertaken with commissioners and multi-agency partners.

Absence falls into two categories, **AUTHORISED** and **UNAUTHORISED**.

We will mark absence due to physical or mental illness as authorised, unless the school has a genuine concern about the authenticity of the illness.

Where there are doubts about the authenticity of the illness, the school will ask for medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

We realise that there are rare occasions where there might be an emergency that causes your child to be absent. Please contact Progression 2Work immediately and we shall try to deal with the situation sympathetically

Authorised absence includes:

- **Illness** - (including mental-health illness)
- **Religious Observance** – Nottinghamshire is a vibrant and diverse county that promotes and respects the faiths and values of its communities. In Nottinghamshire one day for each religious festival (no more than three days in any one academic year) should be counted as AUTHORISED absence. The Student Regulations 2006 state that absence for religious observance should be treated as authorised absence '**on a day exclusively set apart for religious observance by the religious body to which the parent belongs**'. Additional days off for shopping or for extended celebrations should be treated as UNAUTHORISED absence.
- **Medical or Dental Appointments (With Evidence)** – All appointments, wherever possible, should be avoided during Progression 2Work hours and booked after the Progression 2Work day or in the Progression 2Work holidays. If an appointment falls within Progression 2Work hours children are expected to attend Progression 2Work before and after their appointment thus reducing any time away from Progression 2Work. Progression 2Work will only authorise the session in which the appointment falls (AM or PM).
- **Bereavement**

Unauthorised absence includes:

- **Truancy**
- **Absences with no explanation from parents**
- **Oversleeping**

- Shopping trips
- Day trips and holidays in term time which have not been agreed
- Birthdays
- Caring for other family members

Progression 2work supports the view that every lesson count and discourages parents/carers from taking holidays in term time.

Please be aware that a **Leave of Absence** forms are available at the commissioning school's office and must be completed and submitted back to the school who will inform Progression 2Work at least two weeks before any planned absence from Progression 2Work. Headteachers will only grant a leave of absence during term time if there are **exceptional circumstances**. The cheaper cost of holidays in term time is not an acceptable reason for an application.

Please be aware that a Penalty Notice will be considered if no reason is provided to explain the absence, the reason provided does not comply with Government guidelines or the request for leave is not considered as exceptional circumstance. All Penalty Notice requests will be considered in relation to the level of unauthorised absence over an academic year.

Progression 2work considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant background context behind the request.

Please be aware that it is Progression 2Work's final decision on whether to authorise ANY absence.

8. Strategies for promoting attendance

Helping to create a pattern of regular attendance is everybody's responsibility and we ensure that it has a high profile throughout our organisation. We aim to achieve high levels of attendance and punctuality through rewarding excellent attendance and punctuality. Examples of rewards include -

- 100% attenders being placed on notice boards.
- Pupil rewards every half term
- Half termly certificates
- Targeted children are offered individual attendance rewards to help encourage improvement with their attendance over an identified period.
- Parents are also rewarded for their support in maintaining and improving good Progression 2Work attendance.

Progression 2Work Attendance is an item that is monitored and discussed regularly with SLT and Directors. Patterns and trends are analysed. Attendance data is submitted to the Directors at regular board meetings.

For the attendance policy to be successful, every member of the staff must make attendance a high priority and should convey to students the importance and value of education.

9. Reducing persistent and severe absence

A pupil becomes a 'persistent absentee' when they miss 10% or more time across the Progression 2Work year for whatever reason. Severe absence is where a pupil misses 50% or more of school. Reducing persistent and severe absence is central to Progression 2work's strategy for improving attendance. Absence at this level may result in considerable damage to any child's educational prospects and we need parent's fullest support and co-operation to tackle this.

We monitor all absence thoroughly, considering any potential safeguarding issues and, where suspected or present, address them in line with Keeping Children Safe in Education.

Any case that is seen to have reached the PA mark or is at risk of moving towards that mark is given priority and parents will be informed of this immediately via phone call, letter or visit, where we will:

- Discuss attendance and engagement at school
- Listen, and understand barriers to attendance
- Explain the help that is available
- Explain the potential consequences of, and sanctions for, persistent and severe absence
- Review any existing actions or interventions
- Provide access to wider support services to remove the barriers to attendance, in conjunction with the local authority, where relevant
- Consider alternative support that could be put in place to remove any barriers to attendance and re-engage students.

PA pupils are tracked and monitored carefully. Any pupil that triggers 10 unauthorised absences during a 10-week period or accumulates 10% unauthorised absence during the relevant half term will be referred to the local authority or commissioning school to deal with further

Any further absences from this point will be dealt with and actioned on an individual basis.

10. Supporting pupils with poor attendance

Progression 2work will make use of the full range of support and potential sanctions – including, but not limited to, those listed below – to tackle poor attendance. Decisions will be made on an individual, case-by-case basis.

Attendance Contract

An attendance contract is a formal written agreement between a parent and the school to address irregular attendance at school. An attendance contract is not legally binding, but it provides a more formal route where previous support has not worked or would not have been appropriate.

Parents cannot be compelled to enter an attendance contract, and the school cannot agree an attendance contract in a parent's absence.

Where an attendance contract would be an appropriate form of support, the school will arrange a meeting with the parent (and pupil if they are old enough to understand) to discuss how we can work in partnership to improve the pupil's attendance.

Where parents fail to comply with an agreed attendance contract, the school may seek an alternative course of action. In the first instance, this will include discussions with the parents to seek explanations and determine whether the attendance contract remains useful. Where there is further non-compliance following these discussions, the school may take further action.

Education supervision order

In cases where voluntary early help plans and attendance contracts have been unsuccessful, Progression 2work may work with the local authority to issue an education supervision order. If an education supervision order is considered, the local authority will inform the parent(s) in writing and will set up a meeting.

An education supervision order is a formal intervention but **not** criminal prosecution.

An education supervision order initially lasts for 1 year, but it can be extended within the last 3 months for a period of up to 3 years at a time.

In cases where parents persistently fail to meet the directions given under the education supervision order, they may be liable to a fine of up to £1,000 upon conviction.

Notice to improve

If the national threshold has been met and support is appropriate, but parents do not engage with offers of support, the school may offer a notice to improve to give parents a final chance to engage with support.

It will include:

- Details of the pupil's attendance record and of the offences
- The benefits of regular attendance and the duty of parents under [section 7 of the Education Act 1996](#)
- Details of the support provided so far
- Opportunities for further support or to access previously provided support that was not engaged with
- A clear warning that a penalty notice may be issued, or prosecution considered, if attendance doesn't improve within the improvement period, along with details of what sufficient improvement looks like, which will be decided on a case-by-case basis
- A clear timeframe of between 3 and 6 weeks for the improvement period
- The grounds on which a penalty notice may be issued before the end of the improvement period

Penalty notices

Penalty notices are issued to parents as an alternative to prosecution where they have failed to ensure that their child of compulsory school age regularly attends the school where they are registered or, in certain cases, at a place where alternative provision is provided.

Penalty notices can be used by all schools (with the exception of independent schools) where the pupil's absence has been recorded with one or more of the unauthorised codes and that absence(s) constitutes an offence.

A penalty notice can be issued to each parent liable for the offence or offences.

A penalty notice is an out of court settlement which is intended to change behaviour without the need for criminal prosecution.

If repeated penalty notices are being issued and they are not working to change behaviour they are unlikely to be most appropriate tool.

Therefore, only 2 penalty notices can be issued to the same parent in respect of the same child within a 3 year rolling period and any second notice within that period is charged at a higher rate:

The first penalty notice issued to a parent in respect of a particular pupil will be charged at £160 if paid within 28 days. This will be reduced to £80 if paid within 21 days.

A second penalty notice issued to the same parent in respect of the same pupil is charged at a flat rate of £160 if paid within 28 days.

A third penalty notice cannot be issued to the same parent in respect of the same child within 3 years of the date of issue of the first. In a case where the national threshold is met for a third time (or subsequent times) within those 3 years, alternative action should be taken instead. This will often include considering prosecution, but may include other tools such as one of the other attendance legal interventions.

A penalty notice may also be issued where parents allow their child to be present in a public place during school hours without reasonable justification during the first 5 days of a fixed period or permanent exclusion. The school must have notified the parents of the days the pupil must not be present in a public place. This type of penalty notice is not included in the National Framework and therefore not subject to the same considerations about

support being provided or count towards the limit as part of the escalation process in the case of repeat offences for non-attendance. These penalty notices are charged at £120, reduced to £60 if paid within 21 days

11. Supporting pupils who are absent or returning to school

For any student that has been absent from school for a lengthy or unavoidable period prior to admission, an initial meeting will be held with the parent/carer and designated staff members to discuss and agree a programme that will benefit the child.

Programmes may need to be tailored to meet individual needs and may involve phased, part-time re-entry with support in lessons as appropriate.

Designated staff should be responsible for deciding on the programme for return and for the management of that individual programme.

12. Attendance monitoring

Progression 2work will monitor attendance and absence data (including punctuality) weekly, half-termly, termly and yearly across the school and at an individual pupil, year group and cohort level.

Specific student information will be shared with the DfE on request.

Progression 2work will:

- Analyse attendance and absence data regularly to identify pupils, groups or cohorts that need additional support with their attendance, and
- Identify pupils whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severe absence
- Conduct thorough analysis of half-termly, termly, and full-year data to identify patterns and trends
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns
- Develop targeted actions to address patterns of absence (of all severities) of individual pupils, groups or cohorts that it has identified via data analysis
- Provide targeted support to the pupils we have identified whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severe absence, and their families
- Provide regular attendance reports to class **mentors** to facilitate discussions with pupils and families, and to the governing board and school leaders (including special educational needs co-ordinators, designated safeguarding leads and pupil premium leads)
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies
- Share information and work collaboratively with other schools in the area, local authorities and other partners where a pupil's absence is at risk of becoming persistent or severe, including keeping them informed regarding specific pupils, where appropriate

13. Communication

Telephone Numbers

Progression 2work can be contacted via our office on 01773 710 118
Alternatively please see key staff contact details below:

Hiram Buchanan – Head of School – hiram.buchanan@progression2work.co.uk

Ammie Sverdloff – Attendance Lead- ammie.sverdloff@progression2work.co.uk

Danielle Ford – Designated Safeguarding Lead – danielle.ford@progression2work.co.uk

There are times when we need to contact parents about lots of things, including absence, so we always need to have your current contact numbers. Help us to help you and your child by making sure we always have an up to date contact number. Where reasonably possible Progression 2work will ask for more than one emergency contact number for each student.

Correspondence

Any correspondence should always be posted in sealed envelopes marked 'Confidential', with the recipient's name written clearly on it. If there is any data protection breach, disciplinary action will be applied.

Progression 2work will regularly inform parents about their child's attendance via half termly reports.

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
Attending a place other than the school		
K	Attending education provision arranged by the local authority	Pupil is attending a place other than a school at which they are registered, for educational provision arranged by the local authority
V	Attending an educational visit or trip	Pupil is on an educational visit/trip organised or approved by the school
P	Participating in a sporting activity	Pupil is participating in a supervised sporting activity approved by the school
W	Attending work experience	Pupil is on an approved work experience placement
B	Attending any other approved educational activity	Pupil is attending a place for an approved educational activity that is not a sporting activity or work experience
D	Dual registered	Pupil is attending a session at another setting where they are also registered
Absent – leave of absence		
C1	Participating in a regulated performance or undertaking regulated employment abroad	Pupil is undertaking employment (paid or unpaid) during school hours, approved by the school
M	Medical/dental appointment	Pupil is at a medical or dental appointment
J1	Interview	Pupil has an interview with a prospective employer/educational establishment
S	Study leave	Pupil has been granted leave of absence to study for a public examination

X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
C2	Part-time timetable	Pupil is not in school due to having a part-time timetable
C	Exceptional circumstances	Pupil has been granted a leave of absence due to exceptional circumstances
Absent – other authorised reasons		
T	Parent travelling for occupational purposes	Pupil is a 'mobile child' who is travelling with their parent(s) who are travelling for occupational purposes
R	Religious observance	Pupil is taking part in a day of religious observance
I	Illness (not medical or dental appointment)	Pupil is unable to attend due to illness (either related to physical or mental health)
E	Suspended or excluded	Pupil has been suspended or excluded from school and no alternative provision has been made
Absent – unable to attend school because of unavoidable cause		
Q	Lack of access arrangements	Pupil is unable to attend school because the local authority has failed to make access arrangements to enable attendance at school
Y1	Transport not available	Pupil is unable to attend because school is not within walking distance of their home and the transport normally provided is not available
Y2	Widespread disruption to travel	Pupil is unable to attend because of widespread disruption to travel caused by a local, national or international emergency
Y3	Part of school premises closed	Pupil is unable to attend because they cannot practicably be accommodated in the part of the premises that remains open
Y4	Whole school site unexpectedly closed	Every pupil absent as the school is closed unexpectedly (e.g. due to adverse weather)
Y5	Criminal justice detention	Pupil is unable to attend as they are: • In police detention

		• Remanded to youth detention, awaiting trial or sentencing, or • Detained under a sentence of detention
Y6	Public health guidance or law	Pupil's travel to or attendance at the school would be prohibited under public health guidance or law
Y7	Any other unavoidable cause	To be used where an unavoidable cause is not covered by the other codes
Absent – unauthorised absence		
G	Holiday not granted by the school	Pupil is absent for the purpose of a holiday, not approved by the school
N	Reason for absence not yet established	Reason for absence has not been established before the register closes
O	Absent in other or unknown circumstances	No reason for absence has been established, or the school isn't satisfied that the reason given would be recorded using one of the codes for authorised absence
U	Arrived in school after registration closed	Pupil has arrived late, after the register has closed but before the end of session
Administrative codes		
Z	Prospective pupil not on admission register	Pupil has not joined school yet but has been registered
#	Planned whole-school closure	Whole-school closures that are known and planned in advance, including school holidays