SPENCER ACADEMIES TRUST

Attendance Policy

September 2026

The Local Governing Body of Derby Moor Spencer Academy were informed of this policy on 1st September 2026.

It will be reviewed should statutory guidance require changes.

Contents

1. Aims 2
2. Legislation and Guidance 2
3. Roles and Responsibilities 3
4. Recording Attendance ..... **Error! Bookmark not defined.**
5. Authorised and Unauthorised Absence 7
6. Strategies for Promoting Attendance 8
7. Attendance Monitoring 8
8. Monitoring Arrangements 10
9. Links with Other Policies 10
Appendix 1: Attendance Codes 10
Appendix 2: Attendance Flow Chart 10
Appendix 3: Education Welfare Officer Flow Chart 10
Appendix 4: Safe and Well Check Flow Chart 10

1. Aims

Spencer Academies Trust (SAT) and Derby Moor Spencer Academy are committed to fulfilling our obligation to school attendance through our whole-academy culture and ethos that values and understands the importance of good attendance – high achievement depends on good attendance. This includes:

- promoting good attendance;
- 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 and;
- building strong relationships with families to ensure pupils have the support in place to attend the academy.

Further to attendance to the academy we will also promote and support punctuality in attending lessons.

Whilst we will apply our policy fairly and consistently, we will also ensure that we consider the individual needs of pupils and their families who have specific barriers to attendance.

2. Legislation and Guidance

This policy meets the requirements of Working Together to Improve School Attendance (2024) published by the Department for Education (DfE), and refers to the DfE's statutory guidance on School Attendance Parental Responsibility Measures (2015). 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)
- This policy also refers to the DfE's guidance on the school census, which explains the persistent absence threshold.

3. Roles and Responsibilities

3.1 SAT and Local Governing Body

SAT, through the Director of Inclusion and Engagement and by delegation, the Local Governing Body, is responsible for:

- promoting the importance of attendance across the academy's policies and ethos;
- making sure school leaders fulfil expectations and statutory duties;
- regularly reviewing and challenging attendance data;
- discuss and challenge trends to help school leaders focus improvement efforts;
- monitoring attendance figures for the whole school;
- making sure staff receive adequate training on attendance;
- holding the Principal to account for the implementation of this policy and;
- share effective practice on attendance management and improvement across schools.

The Director of Inclusion and Engagement is Sarah McAneny-Vincent.

3.2 The Principal

The Principal is responsible for:

- the implementation of this policy at the academy;
- monitoring academy-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 and;
- issuing fixed-penalty notices, where necessary.

3.3 The Senior Attendance Champion Responsible for Attendance

The Senior Attendance Champion for Attendance is responsible for embedding Working Together to Improve School Attendance (2024) through:

- leading and championing attendance across the academy;
- offering a clear vision for attendance improvement;
- evaluating and monitoring expectations, progress and processes, including the efficacy of strategies and processes;
- having an oversight of data analysis;

- devising and implementing 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 and;
- establish and maintain effective systems for tackling absence and make sure they are followed by all staff.

The Senior Attendance Champion responsible for attendance at Derby Moor Spencer Academy is Mrs C Bhundia. They can be contacted via attendance@derbymoorspencer.org.uk or 01332 772706

3.4 The Senior Attendance Officer

The academy 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 academy staff and reporting concerns about attendance to the Senior Leader responsible for attendance and the Principal;
- working with academy partners, the Local Authority and the inclusion and Attendance officer to tackle persistent absence and;
- advising the Principal when to issue fixed-penalty notices.

Derby Moor Spencer Senior Academy Attendance Officer is Mrs M. Edwards and can be contacted via attendance@derbymoorspencer.org.uk, our Education Welfare Officer is Mrs C. Baldino, can also be reached through the same email address.

3.5 Teachers

Teachers are responsible for:

- recording attendance on a daily basis, using the correct codes, and submitting this information to the school office via Class Charts. This must be done on the same day and at 8.40am and 12.20pm/ first 10 minutes of lessons.
- attending training and CPD, as needed and appropriate;
- being aware of the importance of good attendance, and;
- ensuring they are consistent in their communication with pupils and parents.

3.6 Academy Administration Staff

Academy administration staff will:

- take calls from parents about absence on a day-to-day basis and record it on the academy system. Our system for recording absences is Class charts.
- transfer calls from parents to the Year Manager in order to provide them with more detailed support on attendance, as appropriate.

3.7 Parents/Carers

Parents/Carers are expected to:

- make sure their child attends every statutory school day and on time;

- call the academy to report their child's absence before 9am on the day of the absence (and each subsequent day of absence), and advise when they are expected to return;
- provide the academy with more than 1 emergency contact number for their child and;
- ensure children are collected on time at the end of the academy day at 3.05pm or 2.45pm on Wednesday;
- ensure that, where possible, appointments for their child are made outside of the academy day.
- Only request leave of absences in exceptional circumstances and do so in advance via academy processes (**see section 5.1**)
- Engage positively with the academy to identify and support any identified barriers to attendance.

Recording Absence

All absences can be reported using the academy absence line on 01332 772706.

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 academy day and once during the second session. It will mark whether every pupil is:

- present;
- attending an approved off-site educational activity;
- absent, or;
- unable to attend due to exceptional circumstances.

(See Appendix 1 for more details on the DfE attendance codes.)

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 and;
- 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 if a pupil is attending an approved educational activity, or;
- 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.

Pupils must arrive into the academy by 8.40am on each school day.

The register for the first session will be taken at 8.40am and will be kept open until 9.10am. The register for the second session will be taken at 12.20pm and will be kept open until 12.50pm.

4.2 Unplanned Absence

The pupil's parent/carer must notify the academy of the reason for the absence on the first day of an unplanned absence by 9am or as soon as practically possible by calling the academy office staff (see also section 7).

All absences can be reported using the academy absence line on 01332 772706.

We will mark absence due to illness as authorised unless the academy has a genuine concern about the authenticity of the illness.

If the authenticity of the illness is in doubt or there are concerns about persistent absence, the academy may ask the pupil's parent/carer to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

If the academy is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents/carers will be notified of this in advance.

4.3 Planned Absence

Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent/carer notifies the academy in advance of the appointment and provides medical evidence

Planned medical or dental appointment absences can be reported by telephoning the academy on 01332 772706

However, we encourage parents/carers to make medical and dental appointments out of academy hours where possible. Where this is not possible, the pupil should be out of the academy for the minimum amount of time necessary.

The pupil's parent/carer must also apply for other types of term-time absence as far in advance as possible of the requested absence. Go to section 5 to find out which term-time absences the school may authorise.

4.4 Lateness and Punctuality

A pupil who arrives late:

- **Before the registers close at 9:00am** will be marked as late, using the appropriate code (L).
- **After the register has closed from 9.10am onwards** will be marked as absent, using the appropriate code (U). This will impact on the child's overall attendance.

Students who are late will receive a 20 minute correction session the following day. Students who are persistently late will be supported by their Year Manager, Senior Attendance Officer and Educational Welfare Officer (EWO) as appropriate.

4.5 Following-up Unexplained Absence

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

- call the pupil's parent/carer on the morning of the first day of unexplained absence to ascertain the reason. If the academy cannot reach any of the pupil's emergency contacts, the school may conduct a home visit and/or contact the police and/or social care depending on the individual circumstances of the child;
- identify whether the absence is approved or not;
- identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than 5 working days after the session and;
- call the parent/carer on each day that the absence continues without explanation to ensure proper safeguarding action is taken where necessary. If absence continues, the school will consider involving our Education Welfare Officer and the Local Authority's Inclusion and School Attendance Officer

where a child has support from additional agencies, the academy may liaise with relevant professionals to promote effective working across local authority area. All decisions around information sharing will be recorded on CPOMS following Safeguarding Child Protection Policy procedures.

4.6 Reporting to Parents/Carers

The academy will regularly inform parents about their child's attendance and absence levels, this is shown on the data reports sent home regularly throughout the year.

5. Authorised and Unauthorised Absence

5.1 Approval for Term-time Absence

The Principal 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 Principal's discretion, including the length of time the pupil is authorised to be absent for.

We define 'exceptional circumstances' as circumstances that could not be reasonably foreseen and for which there was insufficient time to take the necessary action to resolve the situation arising from those circumstances.

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

Any request should be submitted as soon as it is anticipated and, where possible, at least 2 weeks before the absence, and in accordance with any leave of absence request form, accessible via e-mail from attendance@derbymoorspencer.org.uk or calling 01332 772706. The Principal 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 a day is "exclusively set apart for religious observance by the religious body to which the pupil's parents belong" (The Education Act 1996 S444(3) (c)). 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 academy, but it is not known whether the pupil is attending educational provision.

When considering granting the leave of absence as exceptional circumstance the Principal will consider:

- the amount of time requested;
- circumstances of the request;
- frequency of the request;
- previous leave of absences taken within child's academy career;
- when the request was made;
- proximity of external and internal examinations;
- the child's current attendance record, including previous academic years;
- the impact that absence will have on a child's attendance record;
- the impact on the child's education and their ability to catch up on the work that would be missed.

5.2 Legal Sanctions

Derby Moor Spencer Academy or the Local Authority can fine parents for the unauthorised absence of their child from the academy, where the child is of compulsory school age.

Penalty notices can be issued by a Principal, Local Authority officer or the police.

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

- the threshold of 10 sessions of unauthorised absence in a rolling period of ten school weeks;
- one-off instances of irregular attendance, such as holidays taken in term time without permission, and;
- where an excluded pupil is found in a public place during academy hours without a justifiable reason.

Under national framework for penalty notices, from Working Together to Improve School Attendance (2024), our academy is required to consider issuing a fine when;

- a child has missed 10 or more sessions (5 or more consecutive days) for unauthorised reasons
- 10 sessions of unauthorised absence in a rolling 10-week period

If issued with an initial fine, or penalty notice, each parent must pay £80 within 21 days or £160 within 28 days. The payment must be made **directly to the Local Authority**.

If the same parent, for the same child is issued with a second fine, or penalty notice, within a 3-year rolling period, the parent will be charged at a flat rate of £160 if paid within 28 days.

If the payment has not been made after 28 days, the Local Authority can decide whether to prosecute or withdraw the notice.

If the same parent, for the same child triggers a further penalty notice, alternative action will be explored. This may include considering prosecution but may include other tools such as another attendance legal intervention.

6. Strategies for Promoting Attendance

Derby Moor Spencer Academy recognises that rewards play a vital part in encouraging pupils to achieve. Rewards will be given to pupils for excellent attendance and punctuality. The following illustrates the rewards and strategies that will be given for good attendance and punctuality (these can be subject to change).

Positive reward points for good attendance and punctuality, letters or phone calls home.

7. Attendance Monitoring

Derby Moor Spencer Academy will inform parents when their child's attendance becomes of concern via issuing a letter. Parents may be asked to provide medical evidence for any further absences or medical appointments before these may be authorised. Parents may also be invited to attend a meeting to discuss the support available to help improve their child's attendance.

7.1 Monitoring attendance

Derby Moor Spencer Academy will:

- monitor attendance and absence data half-termly, termly and yearly across the academy and at an individual pupil level and;
- identify whether or not there are particular groups of children whose absences may be a cause for concern.

Pupil-level absence data will be shared daily with the DfE through approved MIS systems, in line with Working Together to Improve Attendance (2024) 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 academy will compare attendance data to the national average and share this with the Local Governing Body with the support of the Director of Inclusion.

7.2 Analysing attendance

Derby Moor Spencer Academy will ensure that internal processes allow for:

- analysis of 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, and;
- looking at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns.

Where required, the academy will work actively with the local authority Inclusion and School Attendance Team to monitor, identify and support any concerns around child attendance.

When working with the local authority, our academy will;

- build strong relationships and work collaboratively
- identify, discuss, and agree action plans and joint approaches for severely absent pupils (where they do not already have a plan in place)
- Discuss and agree approaches for persistently absent, where there have barriers to attendance that require a multi-agency response to overcome
- agree which agency will act as lead practitioner

7.3 Using data to improve attendance

Derby Moor Spencer Academy will:

- provide regular attendance reports to teachers, and other school leaders, to facilitate discussions with pupils and families and;
- 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 persistent absence is where a pupil misses 50% or more of school.

Derby Moor Spencer Academy will:

- use attendance data to find patterns and trends of persistent and severe absence;
- work with identified children and parents to understand and support reasons for absence, including any in-school barriers to attendance;
- signpost and support access to any required services where external barriers to school are identified;

- hold regular discussions with children and their parents, who the academy (and/or Local Authority) considers to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement;
- provide access to wider support services to remove the barriers to attendance and;
- consider thresholds for referral to statutory children's agencies.

8. Monitoring Arrangements

This policy will be reviewed as guidance from the Local Authority or DfE is updated, and as a minimum annually.

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 Working Together to Improve School Attendance 2024.

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 academy
D	Dual registered	Pupil is attending a session at another setting where they are also registered

K	Attending education provision arranged by local authority	Pupil is attending a place, other than the school or any other school at which they are a registered pupil
P	Sporting activity	Pupil is participating in a supervised sporting activity approved by the academy
V	Educational trip or visit	Pupil is on an educational visit/trip organised, or approved, by the academy
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	Participating in a regulated performance or undertaking regulated employment abroad	Pupil has been granted leave for the purpose of participating in a regulated performance or work abroad
C2	Part time timetable	Pupil is subject to a part time timetable
J1	Interview	Pupil has an interview with perspective employer/educational establishment
E	Suspended or permanently excluded	Pupil has been suspended or permanently excluded but no alternative provision has been made
H	Authorised holiday	Pupil has been allowed to go on holiday due to exceptional circumstances at the Principal's discretion
I	Illness	The academy has been notified that a pupil will be absent due to illness (not medical appointments)
M	Medical/dental appointment	Pupil is at a medical or dental appointment
R	Religious observance	Pupil is taking part in a day of religious observance

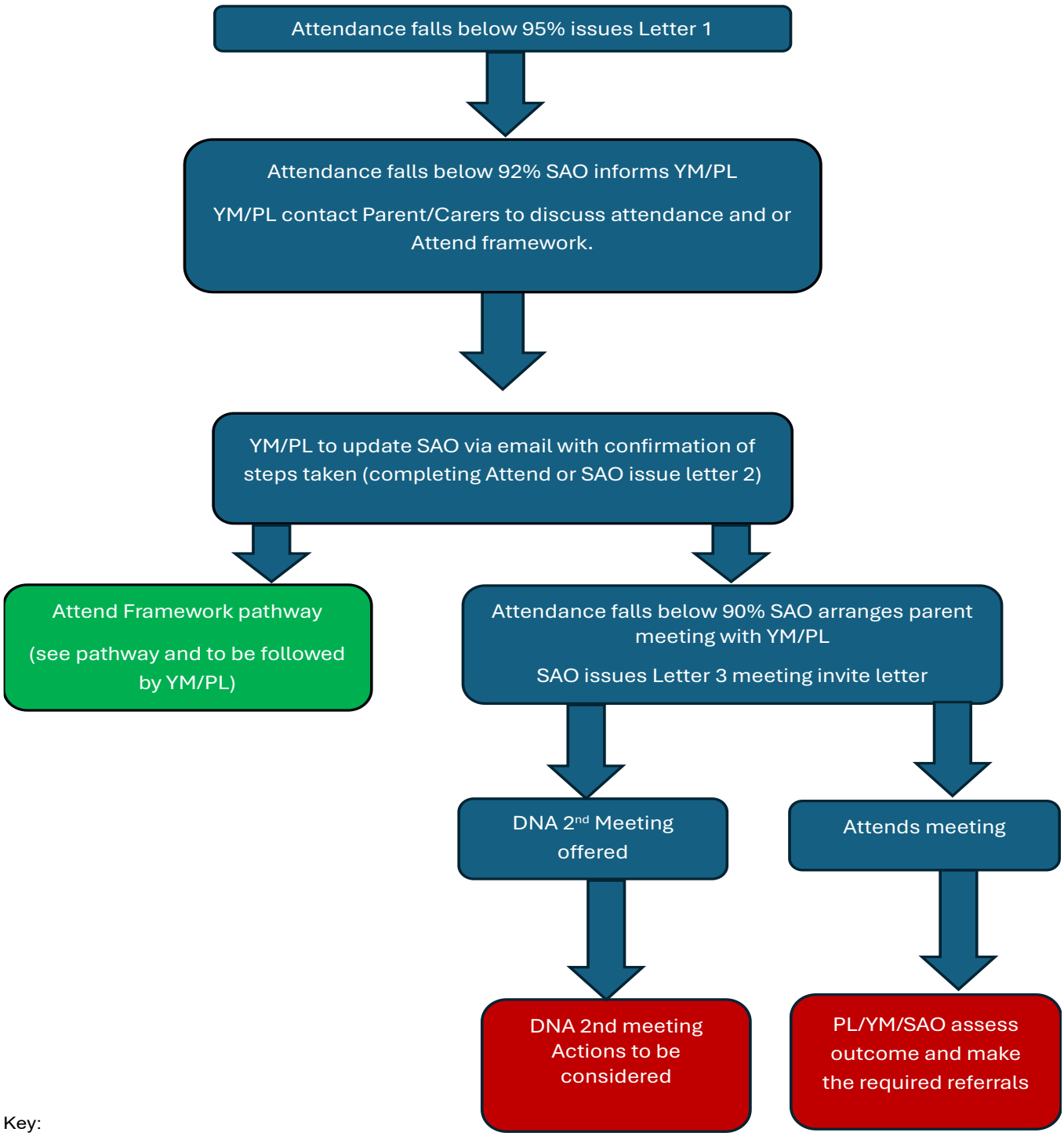
S	Study leave	Year 11 pupil is on study leave during their public examinations
T	Gypsy, Roma and traveller absence	Pupil from a traveller community is travelling, as agreed with the academy
Unauthorised absence		
G	Unauthorised holiday	Pupil is on a holiday that was not approved by the academy
N	Reason 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 no more than 5 school days**)
O	Unauthorised absence	The academy is not satisfied with reason for pupil's absence, or no reason has been provided
U	Arrival after registration	Pupil arrived at the academy after the register closed

Code	Definition	Scenario
Q	Lack of access arrangements	Pupil unable to attend due to lack of access arrangements put in place by local authority
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
Y1	No transport provided	Pupil is unable to attend due to transport normally provided by school or local authority is not available
Y2	Widespread disruption to travel	Pupil is unable to travel due to disruption to travel in a local, national or international emergency

Y3	School is partly closed	Pupil cannot attend due to part of the school premises being closed and is not practicably able to accommodate in areas which remain open
Y4	Whole school is closed	Pupil cannot attend due to the school premises being closed unexpectedly eg, due to adverse weather conditions
Y5	Criminal justice detention	Pupil is unable to attend due to being in police detention/youth detention awaiting sentence/detained under sentence detention
Y6	Public Health guidance or law	Pupil cannot travel or attend school as this would be contrary to published guidance by Secretary of State for Health and Social Care or any legislation relating to transmission of infection or disease
Y7	Other unavoidable cause	Pupil has been affected by an unavoidable emergency that has prevented the pupil from attending a session
Z	Pupil not on admission register	Register set up but pupil has not yet joined the academy
#	Planned school closure	Whole or partial academy closure due to half-term/bank holiday/INSET day/academy used for polling

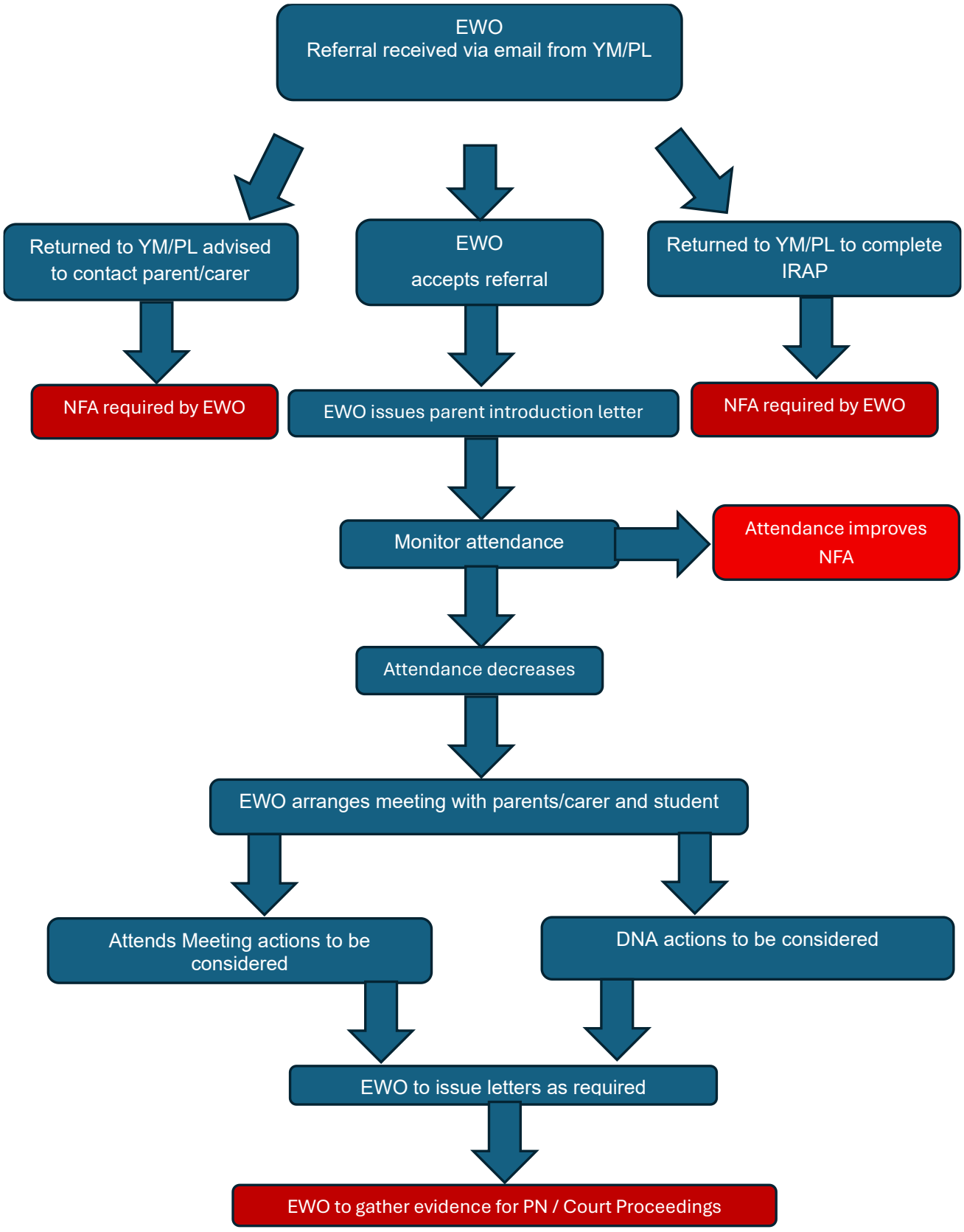
Appendix 2: Attendance Flow Chart

Attendance Flow Chart



Key:
YM – Year Manager
PL – Progress Leader
SAO: Senior attendance officer
DNA: Did not attend

Appendix 3: Education Welfare Flow Chart



Appendix 4: Safe and well check Flow chart

