



ATTENDANCE POLICY

SHINE Multi Academy Trust

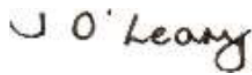
Management log

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Signed



Signed



Chair of the board

CEO

Related Policies

- Complaints Policy
- Educational Visits
- General Data Protection
- Equality
- Exclusions and Suspensions
- Anti-bullying
- Behaviour
- Child Protection and Safeguarding

All above policies are available through our academies local servers, directly through SHINE or through the Trust website www.shine-mat.com

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Part Two

Individual School Procedures

PART ONE

Equal opportunities Statement

The SHINE Multi Academy Trust (SHINE) is committed to promoting equal opportunities and everyone will receive equal treatment regardless of age, disability, gender reassignment, marital or civil partner status, pregnancy or maternity, race, colour, nationality, ethnic or national origin, religion or belief, sex or sexual orientation (protected characteristics).

Summary of Content

Part 1 – SHINE’s statement of intent regarding attendance

(Including SHINE’s vision concerning attendance across the Trust, absences, extended leave, religious observance and parents’ role)

Part 2 – Individual academies’ procedures for attendance (Including how attendance is monitored, dealing with attendance and punctuality issues and how attendance is rewarded, plus procedures for Children Missing from Education (CME)

Entitlement to Attendance

In the SHINE Multi Academy Trust, we recognise a child’s right to education as part of law and as a decent human principle.

Under the United Nations’ Conventions on the Rights of the Child, Article 28 sets out the child’s rights to an education: -

Article 28

- 1. States Parties recognize the right of the child to education, and with a view to achieving this right progressively and based on equal opportunity, they shall:
(a) Make primary education compulsory and available free to all.*

In UK law, every child has the right to education. This was made law following the European Convention on Human Rights treaty in 1950. It became law in the UK as part of the Human Rights Act 1998. The rights set out in this document state: -

Rights set out in the convention include:

*the right to life
the right to be kept safe from torture and cruel treatment
freedom from slavery
the right to a fair trial
the right to respect for private and family life
the right to an education.*

Furthermore, the law entitles every child of compulsory school age to an efficient, full-time education suitable to their age, aptitude and any special education need they may have.

It is the legal responsibility of every parent to make sure their child receives that education by either attending a school or receiving education other than in a school.

Where parents/carers decide to have their child registered at a school, they have an additional legal duty to ensure their child attends that school regularly. This means that the child should attend school, every day that it is open, except in a small number of allowable circumstances such as illness or where school has given permission for the absence.

SHINE's statement of intent regarding attendance

SHINE and its member academies seek to ensure that all its children receive an education that maximises opportunities for each child to reach his or her full potential. Research shows a strong link between good attendance and increased attainment.

SHINE aims to improve its academies' attendance and punctuality by:

- promoting the value and importance of regular attendance
- providing consistent information to children and families
- reducing all forms of unauthorised absence

Across SHINE, we will work in partnership with parents/carers and other agencies to strive towards every child reaching 100% attendance and impeccable punctuality. This will ensure that each child can get the best out of the educational opportunities provided.

Targets are best achieved by working in partnership with parents/carers and other agencies. We will put clear and robust strategies in place to manage and promote regular attendance and punctuality for all children across SHINE. These targets need to be understood and owned by parents/carer, children, staff, local governors and trustees alike. This expectation applies throughout the education system from the Early Years through to Primary level.

In order to manage and promote regular attendance SHINE will:

- Monitor individual children's attendance.
- Keep parents updated on attendance via letters home, newsletters, meetings and the website.
- Report to parents/carer on their child's progress and whether this has been affected by their attendance, via regular parent evenings and letters home.
- Celebrate and reward good and improved attendance through competitions, prizes, certificates and events. Each academy must have clear incentives, which support the drive for good attendance.

- Review attendance on a regular basis and identify any child who is at risk of becoming a persistent absentee. Individual academies will then act upon this, using their own procedures and process (as agreed by their local governing body) to lessen the effects on a child's attendance and learning. As SHINE's academies are in different local authorities, these procedures may differ slightly depending upon the processes the Education Welfare Services (or similar local authority attendance service) operate in each local authority.

Attendance	Description	Approx' days lost per year	Approx' weeks lost per year
100% - 98%	Excellent	0-4	Less than 1 week
98%-96%	Expected	5-8	1 to 2 weeks
95%	Satisfactory	9	1 to 2 weeks
94% - 90%	Less than expected	10-18	2 to 4 weeks
Below 90%	Persistent Absentee	More than 19	More than 3 weeks
Below 50%	Severely Persistent Absentee	More than 90	More than 18 weeks

A Positive Approach

In the SHINE Multi Academy Trust guidelines, we attempt to maintain a positive attitude towards attendance at school. We actively seek to share the positive benefits of a good attendance at school with children through an exciting and engaging curriculum that entices them to want to attend school. During September, we share with both children and parents/carers the benefits of good attendance. These are shared in class and in letters/leaflets/posters given to all families, plus on the school websites.

What are the POSITIVES that families get from their attending school all the time?

- Children benefit from structure and routine.
- Good attendance is a life skill vital for secondary school and later in life. It instils discipline.
- Allows school to perform their duty of care in terms of safety, provision of food and welfare and to support parents/carers.
- Builds children's confidence both academically and socially.
- Children get to build strong, longer-lasting, positive relationships with other children and staff.
- It enables better teamwork in classes and allows classes to work together more.
- It allows parents/carers to have some independent free or work time and thereby makes life less stressful for parents.
- Children are on average more likely to succeed in school if they are attending regularly.
- School is fun, challenging and provides many different life opportunities that children may not experience anywhere else.

As well as this, we offer incentives for children to attend school regularly. During the month of September, all these rewards, along with the importance of attendance, how we monitor absence and our trigger process, the importance of punctuality and applying for a withdrawal from education are all shared with children and parents/carers through school and class assemblies; displayed on the school website and shared with parents/carers.

Attendance Partnership Expectations

Attendance is **EVERYBODY'S business and concern** and therefore there are expectations placed on children, parents/carers and the academies.

We expect the following from all our children:

- To attend school regularly.
- To arrive on time and appropriately prepared for the day.
- To talk to a member of staff about any problem or reason that may prevent them from attending school.

We expect the following from all parents and carers:

- To ensure their children attend school regularly and punctually.
- To instill in their children the reason why attendance at school is so important.
- To ensure contact is made with the school as per academy policy.
- To ensure that their children arrive at school well prepared for the school day.
- To talk to a member of staff about any problem or reason that may prevent their child from attending school.
- To inform the school of changes in their contact details.
- To book medical appointments where possible outside the school day.

Parents/Carers and the child can expect the following from school:

- Early contact with parents/carers when a child fails to attend school without providing a good reason.
- Regular, efficient and accurate recording of attendance.
- To inform parents/carers if a child's attendance level falls below the expected standard.
- To listen and understand the barriers to school attendance and offer the appropriate support and agree appropriate plans to improve attendance.
- Follow-up support where necessary.

Legislative Framework

Parents/Carers of registered children have a legal duty under the Education Act 1996 (sec 444) to ensure that children of compulsory school age attend school on a regular and fulltime basis. Permitting unauthorised absence from school is an offence and parents may be reported to the Education Authority if problems cannot be resolved by agreement.

All children, regardless of their circumstances, are entitled to a full-time education that is suitable to their age, ability, aptitude and any special educational needs they may have. Local authorities have a duty to establish, as far as it is possible to do so, the identity of children of compulsory school age who are missing education in their area.

Parents/carers are responsible for ensuring their children receive education. Estranged parents with whom the child has had regular contact may be prosecuted as well as the day-to-day carer. Each situation must be dealt with on an individual basis, always remembering the welfare and safety of the child is the paramount concern. The term 'parent' also includes those who are not a natural parent but have parental responsibility for the child as defined by the Children Act 1989 or who have care of the child as defined by the Education Act 1999

The academies follow the expectations set out by the Department for Education in the guidance Working Together to improve school attendance (August 2024). These procedures are based around the principles and stages of:

- Preventing poor attendance.
- Early intervention and Early Help to address early patterns of poor attendance and agree ways to improve.
- Targeted interventions (including Early Help and Formal interventions) for those children who are persistently absent or severely absent.
- Understanding barriers to individuals' attendance and agree individual plans for children with specific needs.
- Formal Statutory Interventions where support has not been effective or engaged with.

Authorised Absences

The Department for Education has issued guidelines to all schools detailing valid reasons for authorised or justified absences:

- When a child is ill or receiving medical attention.
- Days of religious observance notified in advance.
- Absence due to family circumstances (e.g. bereavement, serious illness).
- visiting a parent in prison or part-time timetable agreed as part of a reintegration package.
- one or both parents in the armed forces and leave granted prior to deployment
- 'Factory fortnight' holidays – immovable holidays due to business rotas etc (such requests should be accompanied by a letter from the employer)
- family/carer funeral (one day maximum)
- weddings (immediate family only, one day maximum)

There are other absences, such as "Approved Sporting Activity" that can be authorised and there will be events affecting families, some unforeseen, which will necessitate absence from school and professional discretion will need to be used in these cases about whether the absence can be authorised. The specific circumstances potentially encountered by military families, young carers, SEND and children with medical needs will be considered on a case-by-case basis.

Suspension (no alternative provision made)

Suspension from attending school is counted as an authorised absence. The Headteacher will plan for work to be sent home.

Religious Observance

Under our ethos of 'Dare to be Different', we recognise the vibrant and diverse faiths and values of all our communities. We promote and celebrate our varied heritage as one of the strengths of SHINE.

The Child Regulations 2006 states 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 parents belong". SHINE will allow one day for each religious festival, with no more than three days in an academic year. Additional days off for shopping or for extended celebrations will be treated as unauthorised absence.

In respect to pilgrimages, the academy will request copies of the travel information. Dates of return should be agreed prior to the period of leave. Parents/carers should be advised about this policy

regarding unavoidable delays in return or taking extended leave that has not been authorised by the academy.

Traveller Absence

The aim for the attendance of Traveller children, in common with all other children, is to attend school as regularly and as frequently as possible.

The pupil is a mobile child and their parent(s) is travelling in the course of their trade or business and the pupil is travelling with them. A mobile child is a child of compulsory school age who has no fixed abode and whose parent(s) is engaged in a trade or business of such a nature as to require them to travel from place to place.

To help ensure continuity of education for pupils, when their parent(s) is travelling for occupational purposes in England, it is expected that the pupil should attend a Authorised Absence school where their parent(s) is travelling and be dual registered at that school and their main school.

Unauthorised Absences

Unauthorised absences are those where:

- No letter or acceptable explanation is provided by parent(s).
- The reason for the absence does not fall into one of the categories of authorised absence above.

The following activities are examples of what would be classified as unauthorised:

- Holiday
- Minding the house
- Caring for relatives
- Awaiting repair people
- Shopping
- A birthday or family celebration
- days overlapping with beginning or end of term
- family weddings longer than one day
- visiting relatives living in different parts of the country or overseas
- holidays won in competitions

There are clearly some grey areas. The guidance makes it clear that only truly exceptional occasions

should be classified as authorised.

Government guidelines make it plain that, in the final analysis, it is the school via the Headteacher that judges whether an absence is authorised or not. A note from home therefore does NOT automatically make an absence valid/justified/authorised. The Headteacher will make decisions as to whether an absence is authorised or not. It is the Headteacher's prerogative to request that the parent(s)/carer(s) provide a certificate for short-term illnesses and to request a doctor's notification in the case of long-term illness.

Medical Appointments

Parents/carers should avoid making routine medical appointments and dental appointments during the school day. In most cases, appointments can be made outside of the school day/during the school holidays. Where appointments must be taken during the school day, only the time for the appointment and travel to and from will be classed as an authorised absence. Children are expected to return to school for the remainder of the day/attend school prior to the appointment. Parents/carers are required to provide a copy of an appointment letter or card prior to the day of the appointment.

Extended Leave or Withdrawals from Education (Holidays)

The 2013 Amendments of the 2006 Education Act say that Withdrawal from Education (Extended Leave) may only be allowed in 'exceptional circumstances' at the Headteacher's discretion.

The academy school's will not authorise any request for leave, except in exceptional circumstances, such as a death of close family member or life-threatening illness. Further information can be found in Guidance on applying the Education Child Registration Regulation 2006.

All applications for withdrawals from education should be made at least two weeks in advance by the parent(s) or carer(s) on the form available from the school office. The request should include any flight details, both outbound and inbound and any relevant medical evidence to substantiate that the request is in exceptional circumstances. All requests will be treated on a case-by-case basis taking into consideration the circumstances of the withdrawal – it must be EXCEPTIONAL circumstances.

If permission to take leave is not granted and the parents/carers ignore the refusal and keep their child away, the absence will be unauthorised. Failure to comply with the school procedures will result in further action being taken. This will result in an application for a fixed penalty notice from the Local Authority levied against each parent of each child. If we believe that your child has been on holiday and you have not notified the academy, you may still receive a fixed penalty notice issued through

the Local Authority.

Penalty Notices

From 2024/25, penalty notices will be governed by The National Framework for Penalty Notices. This comes to force on the 19th August 2024.

Penalty Notice fines will now be issued to each parent, for each child that was absent. e.g. 3 siblings absent for term time leave would result in each parent receiving 3 separate fines.

The first Penalty Notice issued for term time leave or irregular attendance will be:

- £80 per parent, per child, if paid within 21 days
- £160 per parent, per child if paid within 28 days

The second time a Penalty Notice is issued for Term time leave or irregular attendance within 3 years, the amount fined will be £160 per parent, per child paid within 28 days.

The third time an offence is committed for Term time leave or irregular attendance within 3 years, a Penalty Notice will not be issued, and the case will be presented straight to the Magistrates Court. Magistrates' fines can be up to £2500 per parent, per child.

Cases found guilty in Magistrates Court can show on the parents' future DBS certificate, due to a failure to safeguard a child's education.

In terms of irregular attendance, Penalty Notices will be issued for term time leave of 5 or more consecutive days. INSET training days are school days and can be included in the 5 or more consecutive days where there was an intent to be absent for term time leave.

Penalty Notices will be considered when there have been 10 sessions of unauthorised absence in a 10-week period.

Prosecution

When attendance continues to be low and interventions fail to bring about an improvement, legal action in the Magistrates' Court may be taken. We will provide the local authority with evidence required for prosecution under Section 444 of the Education Act 1996 and will appear as a prosecution witness if

required in court. This is to safeguard that parents realise their own responsibilities is to ensure their child attends school and most importantly about returning children to education.

Section 444 of the Education Act 1996 states that if a parent fails to ensure the regular school attendance of their child, he/she is a registered pupil at a school and is of compulsory school age, then they are guilty of an offence.

A parent found guilty of this offence can be fined and or be imprisoned for a period of three months.

Alternative to Section 444 prosecution are Attendance Contracts, Penalty Notices or an Education Supervision Order.

Safeguarding

Any safeguarding issues pertaining to a child being taken out of school in circumstances that cause concern, will be addressed first to one of the school's Designated Safeguarding Leads and following this to the Social Care Duty Team covering the area where the child lives.

If you need help in understanding it in your own language, please contact the SHINE Team on 0115 9786351.

Jeśli potrzebujesz tej informacji w alternatywnej wersji, takich jak duży druk, Braille'a, taśmy lub pomoc w zrozumieniu go w swoim języku, skontaktuj się z zespołem polysk na 0115 9786351.

Jei jums reikia šią informaciją alternatyvi versija pvz stambiu šriftu, Brailio raštu, juostos ar padėti suprasti savo gimtąja kalba, prašome susisiekti su valymo komanda 0115 9786351.

यदि आप एक वैकल्पिक संस्करण में इस जानकारी की आवश्यकता है जैसे बड़े प्रिंट, ब्रेल, टेप या इसे अपनी खुद की भाषा में समझने में मदद, कृपया 0115 9786351 पर साइन टीम से संपर्क करें.

Dacă aveți nevoie de această informație într-o versiune alternativă, cum ar fi imprimare mari, Braille, bandă sau ajutor în înțelegerea-l în limba dumneavoastră, vă rugăm să contactați echipa de pantofi pe 0115 9786351.

اگر آپ اس معلومات میں ایک متبادل ورژن جیسے بڑے حروف میں چھپائی، بریل، ٹیپ یا اس کو اپنی زبان میں سمجھنے میں مدد کی ضرورت ہوتی ہے، لائن پر سائن ٹیم سے رابطہ کریں -

PART TWO Individual School Procedures

Appendices for Ranskill Primary School

- A. Ranskill Monitoring Procedure and Attendance Trigger Process – Getting Started and our 'Take Care' expectations
- B. Absence Chart
- C. Lateness Chart
- D. Alterations to the Register
- E. Absence reporting flow chart
- F. Child Missing from Education Procedures
- G. Rewards for Exceptional Attendance
- H. New attendance codes

APPENDIX A –

Getting started – a good foundation

The responsibility for each child attending school is solely that of their parent\carer. Parents choosing to have their children attend in Foundation Stage before the term after they are five are under no legal obligation to do so as the child is not of compulsory school age. However, the engagement in education at this stage in a child's development is crucial. Regular attendance is encouraged from the outset and helps create good habits for the future. The school, Shine MAT and Nottinghamshire County Council (our local authority) will work together with other agencies and services to ensure the consistent delivery of this message.

Our “TAKE CARE” attendance expectations

We carefully monitor the children's individual attendance over the year. All absences will be followed up by the school and the headteacher will determine whether an absence is authorised or not. Where an absence has not been explained, an appropriate letter will be sent home to ascertain the reason behind the absence and kept in the child's records.

We monitor the attendance for the classes, the whole school and specific groups. An attendance report is produced each half term highlighting pupils whose attendance falls into any of the following categories:

Between 90-95%

Parents whose children fall into this category receive a letter explaining that their attendance needs to improve. Parents are invited to speak to the school if there is anything that they would like help with, to secure improvements to their child's attendance.

Between 85-90%

The government deem any attendance below 90% to be 'Persistent Absenteeism'. Parents whose children fall into this category receive a letter inviting them to come to an attendance meeting. This meeting is typically supported by the headteacher and attendance lead. Targets and an action plan are set to improve attendance and a further review meeting is booked for the following half term. The action plan is copied to the parent

for a signature and returned to school. A letter, with the signed copy, is then sent to the parent with a date for the next review meeting.

Below 85%

The same principle applies as in the 85-90% category, with the addition that where attendance levels do not improve after a monitoring period the school will make a referral to the Education Attendance Enforcement Officer. We work in partnership with Nottinghamshire County Council who issue penalty notices on our behalf. In doing so, the county council operate a local code of conduct in respect of this. Full details of the current code of conduct are available [here](#).

From time to time, the headteacher may use their discretion to lengthen the timescales for improvement in attendance rates where special or extenuating circumstances occur. This may include, but not be limited to, periods of extended illness, hospitalisation or other issues beyond the reasonable control of the parent.

Any child who is absent for ten days (at the most), where the whereabouts of the family remains unknown, will be referred to the Missing Children's section at Nottinghamshire County Council. The school will have made reasonable efforts to locate/make contact with the family but will have had no response. If no communication is made within the next ten school days, the child will risk losing their place at the school.

Any child who is absent for ten days (at the most), when a whereabouts is confirmed but the child is not attending, will be referred to the Early Help unit via an EHAF

APPENDIX B - Absence chart

Above 97%	Above 97%. Less than 6 days absence a year: excellent attendance! Pupils with this attendance should achieve the best grades they can, leading to the best possible start in their secondary education.
95% - 96%	95%. Less than 10 days of absence in a year: Pupils with this attendance are likely to achieve their target grades and will be well prepared for starting their secondary education.
90%	90%. 19 days of absence over the year: Pupils with this attendance are missing a month of school per year and may fall behind in Maths and English – it will be difficult for them to achieve their best.
85%	85%. 29 days of absence in a year: These pupils are missing 6 weeks of school over the year – it will be very difficult for them to catch up and do their best. This may lead to having a negative view of school and learning. <i>Note: Parents of children with this attendance below 85% could be issued with a Penalty Notice.</i>
Less than 80%	Less than 80%. Pupils with this attendance are missing a day (or more) for every week of school. It will be almost impossible to keep up with work.

APPENDIX C - Lateness chart and its effect on learning



APPENDIX D - Alterations to the register

As the school register is a legally binding document, it is therefore important that it is completed carefully and accurately by ALL members of staff.

As part of their roles in monitoring attendance and absence, the Head Teacher, Deputy Head Teacher and School Administration will correct any oversights where the incorrect code has been entered:

e.g., where a U code should have been entered instead of L

or

e.g., where I have been put into the register for illness, after a letter stating the need for medical proof (due to low attendance) has been sent home.

The alteration will be noted in the comments box along with the date. The following abbreviations will be made:

RB – Rachel Beesley – Head of School and Attendance Lead

AS – Alex Steadman – Executive Headteacher

HVR – Helen Van Rooijen or KS – Kirsty Saville School Administration

APPENDIX E - Ranskill Primary Reporting Absences Flow Chart

Reporting Absences

To ensure that we meet our Safeguarding obligations, it is essential that we know why pupils are absent from school. Please help us by following the process below:



APPENDIX F - Ranskill Primary School Children Missing from Education Procedures

Key Principles (from Children Missing Education (DfE) September 2016)

All children, regardless of their circumstances, are entitled to an efficient, full-time education which is suitable to their age, ability, aptitude and any special educational needs they may have.

Children missing education are children of compulsory school age who are not registered pupils at a school and are not receiving suitable education otherwise than at a school. Children missing education are at significant risk of underachieving, being victims of harm, exploitation or radicalisation, and becoming NEET (not in education, employment or training) later in life.

Effective information sharing between parents, schools and local authorities is critical to ensuring that all children of compulsory school age are safe and receiving suitable education. Local authorities should focus their resources effectively in intervening early in the lives of vulnerable children to help prevent poor outcomes.

Methods Employed by Ranskill Primary School to prevent CME occurring

At Ranskill Primary School, we employ several procedures to help prevent children becoming a child missing from their education.

- The Office staff daily send text messages (via School CoMMs) and call if a child is absent from school to all available contacts. If contact is not made the office staff will discuss this with Attendance Lead or other DSL in school, considering the vulnerability of the child and family.
- If a child is still absent on a third consecutive day and no contact has been made, the Attendance Lead/DSL/PSW will then follow up this action by firstly trying to contact the parents and any other contacts and if there is still no contact, by visiting the home address. A letter advising of the visit will be posted at the address.
- All absences are followed up by the Office, firstly using the daily text service and then through a series of three letters asking for an explanation why the child was absent. On reaching the third letter, the Attendance Lead is informed and if no reason is forthcoming, the absence will be recorded as unauthorised.
- If parents are looking to take an extended leave of absence of any kind, they are encouraged to fill out an extended leave of absence form and provide all relevant details and paperwork

that must accompany this request e.g., flight details. School will then send a letter either sanctioning or denying the request with reasons given.

- Parents can discuss leaves of absence with members of the class team and the Leadership Team

All information regarding attendance and leaves of absence are sent to the parents at the start of the year and provided in packs for new parents. They are also available as parental leaflets, both at the reception desk and on the school website (www.scotholme.com)

- If after 2 weeks, no contact has been made and there is no response at the home address, the relevant CME referral form will be completed and sent to the Children Missing from Education department of Nottingham City Council.

- The CME of Nottingham LA will then take up the search for the child using their resources and will report back to the school, within the next 2 weeks.

- No child will ever be taken off roll without the permission of the CME LA

As part of our commitment to ensuring all children remain safe, from September 2017, we will be asking for 3 emergency contacts for each child and children's details will be routinely checked each term.

Also, for families who move from abroad, a previous address from the families' home country will be required, wherever possible

Flow chart for possible CME

Time Frame	Action
Day 1 to 3	Text messages and phone calls sent via the School COMMs system. Discussion held with Attendance Lead or other DSL
Day 3	Attendance Lead/DSL/PSW informed, follow up call made, and home visit instigated. Letter posted through door at the address.
Week 2	Further texts, calls and home visits undertaken. Attendance Lead will also contact schools where siblings may attend.

Day 10	Referral to the CME Nottingham LA
Day 10 – 20	CME department of Nottingham LA to follow up on missing child, School to continue to monitor
Day 20	CME Nottingham LA make recommendation and report to the school

APPENDIX G - Rewards for Exceptional Attendance

At Ranskill Primary School, we believe that the expectation should be that all children attend school on a regular basis. Children who manage to achieve 100% attendance for the entire school year are presented with a certificate and badge in our leavers' assembly at the end of the year.

APPENDIX H - New Attendance and Absence Codes Please see Working Together to Improve Attendance 2024

Code	Reason for this code
/\	Present codes for morning and afternoon sessions
B	Attending any other approved educational activity
C	Leave of absence for exceptional circumstances
C1	Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad
C2	Leave of absence for a compulsory school age pupil subject to a part-timetable
D	Dual registration
E	Suspended or permanently excluded and no alternative provision made
G	Leave not granted by the school
H	Leave granted by the school
I	Illness
J1	Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution
K	Attending education provision arranged by the local authority
L	Late arrival before the register is closed
M	Medical or dental appointment
N	No reason yet provided or the absence
O	Absent in other or unknown circumstances
P	Participating in a sporting activity
Q	Unable to attend the school because of a lack of access arrangements

R	Religious observance
S	Leave of absence for the purpose of studying for a public examination
T	Parent travelling for occupational purposes
U	Arrival in school after the registration closed
V	Attending an educational visit or trip
W	Attending Work Experience
X	Non-compulsory school age pupil not required to attend school
Y1	Unable to attend due to transport normally provided not being available
Y2	Unable to attend due to widespread disruption to travel
Y3	Unable to attend due to part of the school premises being closed
Y4	Unable to attend due to the whole school site being unexpectedly closed
Y5	Unable to attend as pupil is in criminal justice detention
Y6	Unable to attend in accordance with public health guidance or law
Y7	Unable to attend because of any other unavoidable cause
Z	Prospective pupil not on admission register
#	Planned whole school closure