



Medina College

## Attendance Policy

October 2025

<b>Author</b>	Katie Sandiford
<b>Approved by</b>	IEB
<b>Approval date</b>	22 January 2026
<b>Review frequency</b>	Annual
<b>Next review</b>	January 2027

## **Contents**

1. Aims
  2. Legislation and guidance
  3. Roles and responsibilities
  4. Recording attendance
  5. Authorised and unauthorised absence
  6. Promoting, monitoring and supporting attendance
  7. Persistent and severe absence
  8. Data management and reporting
  9. Monitoring arrangements
  10. Links with other policies
- Appendix 1: DfE attendance codes

## 1. Aims

Medina College is committed to ensuring every pupil has full access to the education to which they are entitled. We aim to:

- Promote a whole-school culture that values attendance and punctuality.
- Reduce absence, including persistent (10%+) and severe (50%+) absence.
- Intervene early to address attendance concerns.
- Work proactively with families and partner agencies to remove barriers to attendance.
- Comply fully with all statutory attendance requirements and DfE expectations.
- Celebrate and reward excellent and improving attendance.

## 2. Legislation and guidance

This policy is based on:

- *Working Together to Improve School Attendance* (DfE, August 2024)
- *Education Act 1996* (Part 6)
- *Education Act 2002* (Part 3)
- *Education and Inspections Act 2006* (Part 7)
- *Education (Pupil Registration) (England) Regulations 2006* and amendments (2010–2024)
- *Education (Penalty Notices) (England) (Amendment) Regulations 2013*
- *Equality Act 2010*
- *Keeping Children Safe in Education* (DfE 2024)

This policy also reflects expectations from the DfE's school census guidance and persistent absence thresholds.

## 3. Roles and responsibilities

### 3.1 Governing Board

The Governing Board is responsible for:

- Promoting the importance of attendance across school policies and ethos.
- Holding leaders to account for attendance performance.
- Regularly reviewing attendance data and trends.
- Ensuring statutory duties relating to attendance are fulfilled.
- Approving and reviewing this policy annually or when DfE guidance changes.

### 3.2 Headteacher

The Headteacher will:

- Implement this policy and ensure it is communicated to all stakeholders.

- Oversee attendance strategy, interventions and statutory responsibilities.
- Report attendance data and issues to governors.
- Authorise leave of absence only in exceptional circumstances.
- Issue or authorise fixed penalty notices where appropriate.

### **3.3 Senior Attendance Champion (Assistant Headteacher, Behaviour and Culture)**

The Senior Attendance Champion will:

- Lead and drive attendance improvement across the school.
- Analyse whole-school and cohort attendance data.
- Evaluate the effectiveness of attendance interventions.
- Chair attendance review meetings and case discussions.
- Ensure multi-agency collaboration with the Local Authority, health, and safeguarding partners.
- Provide staff training and ensure consistent practice.

**Named lead:** *Mr J Murdoch*

**Contact:** (01983) 526523 or joseph.murdoch@medina.iow.sch.uk

### **3.4 Attendance Officer**

The Attendance Officer will:

- Monitor and analyse daily, weekly and termly attendance data.
- Benchmark data against national and local averages.
- Identify pupils requiring targeted support.
- Make first-day calls and follow up unexplained absences.
- Escalate concerns to the Senior Attendance Champion or Education Inclusion Service.
- Advise on and issue fixed-penalty notices where authorised.

**Named officer:** *Nicola Salter* – Attendance Officer

**Contact:** (01983) 538055 or attendance@medina.iow.sch.uk

### **3.5 Tutors and Class Teachers**

Tutors and teachers must:

- Take registers accurately each session using the correct DfE codes.
- Encourage high attendance within their tutor groups.
- Follow up emerging attendance or punctuality issues promptly.
- Liaise with Heads of Year and Attendance Officer on concerns.

### 3.6 Reception and Administration Staff

Reception/Year Office staff will:

- Take and record absence calls from parents/carers.
- Log communications on the school MIS (Arbor).
- Notify the Attendance Officer of any safeguarding concerns linked to absence and log on Cpoms

### 3.7 Parents/Carers

Parents/carers must:

- Ensure their child attends school punctually every day.
- Contact the school before 8:45 a.m. on the first day of absence and each subsequent day.
- Provide at least two emergency contact numbers.
- Make medical/dental appointments outside school hours wherever possible.
- Engage with the school to resolve attendance concerns.

### 3.8 Pupils

Pupils are expected to:

- Attend every timetabled session on time.
- Sign in with the attendance office if late
- Answer the register clearly and accurately

## 4. Recording attendance

### 4.1 Registers

- Registers are taken at 8:45 a.m. and 12:45 p.m.
- Registers remain open until 9:15 a.m. and 1:15 p.m.
- Each pupil will be recorded as present, engaged in an approved educational activity, absent, or unable to attend due to exceptional circumstances.
- All amendments to registers will record the original entry, amendment, date, and staff name.
- Registers will be retained for **six years** in line with the *Pupil Registration (England) Regulations 2024*.

### 4.2 Daily data sharing

Medina College shares daily attendance data with the **Department for Education (DfE)** and **Isle of Wight Local Authority** through secure systems, as required by the 2024 guidance.

### 4.3 Unplanned absence

Parents must notify the school by 8:45 a.m. of the reason for absence.

- Absence due to illness will be authorised unless there are concerns about authenticity.
- Medical evidence may be requested but not required routinely.
- If authenticity cannot be verified, the absence will be recorded as unauthorised.

### 4.4 Planned absence

Requests for planned absence must be submitted in advance via the Attendance Officer or Headteacher.

- Medical/dental appointments will be authorised only for the time required.
- Parents should provide evidence (e.g. appointment card).
- Term-time holidays will **not** normally be authorised. Only **exceptional circumstances** will be considered.

### 4.5 Lateness and punctuality

- Pupils arriving after 8:45 a.m. but before 9:15 a.m. are marked **late (L)**.
- Pupils arriving after registers close are marked **unauthorised late (U)**.
- Persistent lateness may result in detention or parental meetings.

### 4.6 Following up unexplained absence

- First-day contact will be made by phone or text.
- If no response is received, the Attendance Officer will attempt further contact using all emergency numbers.
- Where no contact is possible and the pupil is at risk, a home visit and/or welfare check may be made in collaboration with Children's Services or Police.
- If a child is not seen in school for 5 days then a home visit will be carried out

### 4.7 Reporting to parents/carers

Attendance data will be shared via the **Parent Portal (Arbor)** and through **termly reports**. Additional contact will be made where attendance concerns arise.

## 5. Authorised and unauthorised absence

### 5.1 Exceptional circumstances

Only the Headteacher may authorise leave during term time, and only when there are **exceptional circumstances** supported by evidence. Examples include:

- Religious observance on a day set apart by the faith community.
- Bereavement of an immediate family member.
- Traveller pupils travelling for occupational purposes (pre-agreed).

## 5.2 Unauthorised absence

Absence is unauthorised if:

- No valid reason is provided.
- The reason is not accepted by the school.
- A pupil arrives after the register closes without good cause.
- A term-time holiday is taken without approval.

## 6. Promoting, monitoring and supporting attendance

- **Early identification:** Tutors and HOY review attendance weekly.
- **Targeted support:** Individual Attendance Plans will be created where attendance continues to drop
- **Rewards:** Certificates, recognition in assemblies, and prize draws including attendance streaks
- **Parental engagement:** Structured meetings and positive communication
- **Home visits:** Conducted by Attendance Officer or Education Inclusion Officer if absence persists or safeguarding concerns exist.
- **Part-time timetables:** Used only in exceptional cases, with a written plan, review schedule, and LA approval.

## 7. Persistent and severe absence

- **Persistent absence (PA):** Attendance below 90% (missing 10% of sessions).
- **Severe absence:** Attendance below 50%.

Medina College will:

- Use data to identify and track PA and severe absence pupils.
- Hold multi-agency meetings with families to create intervention plans.
- Involve the Education Inclusion Service, Early Help, and health professionals as required.
- Monitor attendance improvement plans regularly.

## 8. Data management and reporting

- Attendance data will be analysed weekly, half-termly, termly and annually.

- Reports will identify vulnerable groups (SEND, EAL, disadvantaged, CLA, pupils with social workers).
- Data will be shared with the DfE and Local Authority as required.
- Data protection: All information will be processed in line with GDPR 2018 and the College Data Protection Policy.

## 9. Monitoring arrangements

- This policy will be reviewed **annually** or earlier if DfE guidance changes.
- The Assistant Headteacher (Behaviour and Culture) will lead the review.
- The Full Governing Board will approve the reviewed policy.

## 10. Links with other policies

- Child Protection & Safeguarding Policy
- Behaviour for Learning Policy
- SEND Policy
- Data Protection Policy
- Health & Safety Policy

### Appendix 1: DfE Attendance Codes (2024)

<b>Code</b>	<b>Meaning</b>	<b>Description / Example</b>
/	Present (AM)	Pupil present at morning registration
\	Present (PM)	Pupil present at afternoon registration
L	Late arrival	Arrived after register opened but before close
B	Off-site educational activity	Approved supervised activity
D	Dual registered	Attending another school
J	Interview	With prospective employer or provider
P	Sporting activity	Approved sporting participation
V	Educational trip or visit	Organised by the school
W	Work experience	Approved placement
<b>C</b>	Authorised leave	Exceptional circumstances

<b>E</b>	Suspended	No alternative provision made
<b>H</b>	Authorised holiday	Approved in exceptional circumstances
<b>I</b>	Illness	Notified illness
<b>M</b>	Medical/dental appointment	Medical evidence may be requested
<b>R</b>	Religious observance	Recognised day of observance
<b>S</b>	Study leave	Year 11 or 13 examination preparation
<b>T</b>	Traveller absence	Travel agreed with school
<b>G</b>	Unauthorised holiday	Holiday not approved
<b>N</b>	No reason provided	Reason unknown (temporary code)
<b>O</b>	Unauthorised absence	Reason not accepted
<b>U</b>	Late after register closed	No valid reason for lateness
<b>X</b>	Not required to attend	Non-compulsory school age
<b>Y</b>	Exceptional circumstances	School closed/emergency/disruption
<b>Z</b>	Pupil not yet on roll	Pre-admission
<b>#</b>	School closed	INSET/Bank holiday/half-term