



MacIntyre Academies

Endeavour Academy

Attendance Policy

Version	Purpose/Change	Responsibility	Date
1	Presented to LAB for approval:	Principal	May 2025
2	Updated attendance codes and authorised/unauthorised absence reasons Changed terminology to “learners”	Principal	May 2026

Person Responsible:	Principal/Deputy Principal
Date of first draft:	November 2024
Date of staff consultation:	
Date adopted by the LAB:	May 2025
Date of implementation:	November 2024
Date reviewed:	May 2026
Date of next review:	May 2027

Introduction

Endeavour Academy is committed to providing an education of the highest quality for all its learners and recognises this can only be achieved by supporting and promoting excellent school attendance. This is based on the belief that only by attending the academy regularly and punctually will learners be able to take full advantage of the educational opportunities available to them.

The whole academy community has a responsibility for promoting excellent attendance: parents, carers, learners and all school staff, as well as other professionals involved in learners' lives.

Legislation and guidance

This policy meets the requirements of the [working together to improve school attendance](#) from the Department for Education (DfE) and refers to the DfE's statutory guidance on [school attendance parental responsibility measures](#). These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

- Part 6 of [The Education Act 1996](#)
- Part 3 of [The Education Act 2002](#)
- Part 7 of [The Education and Inspections Act 2006](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006 \(and 2010, 2011, 2013, 2016 amendments\)](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)
- This policy also refers to the DfE's guidance on the school census, which explains the persistent absence threshold.

Academy's Roles and Responsibilities

All staff at Endeavour have a key role to play in supporting and promoting excellent school attendance and will work to provide an environment in which all learners are able to learn and feel valued members of the learning community. Staff also have a responsibility to set a good example with their own attendance and punctuality.

Registration

The school is required to mark the attendance register twice each day: at the start of the day and at the start of the afternoon session.

Registers are completed at **9.00am** and **1.00pm**. Registers will "close" at **9.15am** and **1.15pm**.

The attendance registers using the prescribed codes (shown below).

REGISTER CODES

CODE	DESCRIPTION	Present	Authorised
/	Present (AM)	Y	Y
\	Present (PM)	Y	Y
B	Attending any other approved educational activity	Y	Y
C	Leave for absence for exceptional circumstance	N	Y
C1	Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad	N	Y
C2	Leave of absence for a compulsory school age pupil subject to a part-time timetable	N	Y
D	Dual registered at another school	n/a	n/a
E	Suspended or permanently excluded (no alternative provision made)	N	Y
I	Illness	N	Y
J1	Leave of absence for the purpose of attending an interview for employment or admission to another educational institution	N	Y
K	Attending education provision arranged by the Local Authority	Y	Y
L	Late (before registers closed)	Y	Y
M	Leave of absence for the purpose of attending a medical or dental appointment	N	Y
N	No reason yet provided for absence	N	N
O	Absent in other or unknown circumstances	N	N
P	Participating in a sporting activity	Y	Y
Q	Unable to attend the school because of a lack of access arrangements	n/a	n/a
R	Religious observance	N	Y
S	Leave of absence for the purpose of studying for a public examination	N	Y
T	Parent travelling for occupational purposes	N	Y
U	Late (after registers closed)	N	N
V	Educational visit or trip	Y	Y
W	Work experience	Y	Y
X	Non-compulsory school age pupil not required to attend school	n/a	n/a
Y1	Unable to attend due to transport normally provided not being	n/a	n/a

	available		
Y2	Unable to attend due to widespread disruption to travel	n/a	n/a
Y3	Unable to attend due to part of the school premises being closed	n/a	n/a
Y4	Unable to attend due to the whole school site being unexpectedly closed	n/a	n/a
Y5	Unable to attend as pupil is in criminal justice detention	n/a	n/a
Y6	Unable to attend in accordance with public health guidance or law	n/a	n/a
Y7	Unable to attend because of any other unavoidable cause	n/a	n/a
Z	Prospective pupil not yet on admission register	n/a	n/a
#	School closed to pupils	n/a	n/a

Categorising Absence

A mark will be made in respect of each learner during registration. Any learner who is not present at this time will be marked using the O code unless leave has been granted by the school in advance or the reason for absence is already known and accepted by the school as legitimate in line with the attendance codes above. Where a reason for absence is given and accepted by the school at a later stage, the register will be amended in such a way that the original entry and the amendment / correction are distinguishable.

Under extreme circumstances, and as decided by the school, learners may be placed on a temporary part time timetable. This will have an agreed start and end date lasting no more than 6 weeks. Learners who are on a temporary agreed part time timetable will be marked according to their expected attendance detailed in their personalised plan. The C2 code will be used when a learner on a part-time timetable is not in school at the point of registration.

The academy recognises the clear links between attendance and progress, and attendance and safeguarding. If absence is frequent or continuous, and except where a learner is clearly unwell, staff at Endeavour will liaise with parents about the need and reasons for their child's absence and will encourage them to keep absences to a minimum. A note or explanation from a child's home does not mean an absence becomes authorised. The decision whether or not to authorise an absence will always rest with the Principal or Deputy Principal.

Absences will/will not be authorised in line with the attendance codes above.

Children Missing Education

Where a learner has been absent for 10 consecutive days, the school will make a referral to the Oxford County Council Attendance Team and will liaise with the allocated SEN Officer. The school will take reasonable steps to ascertain the whereabouts of the learner. Reasonable steps to be taken by school staff include:

- Telephone calls to all known contacts (parents are asked to provide a minimum of two emergency contacts in the event of children not arriving at school without prior notification and also for other emergency purposes).
- Letters home (including recorded delivery)
- Contact with other schools where siblings may be registered
- Possible home visits
- Enquiries to friends, neighbours etc. through school contacts
- Enquiries with any other Service known to be involved with the learner/family

Pupils out of school for long periods of time due to ill health or injury

Our family Footings Team will work closely with families to support them find the most appropriate

solution and work with other agencies to ensure that the pupil receives an appropriate education during a long period of illness and/or injury. (Please refer to the school's "supporting learners with medical needs" policy for further information on how the school supports learners with medical needs)

Safeguarding and Child Protection Concerns

If there are any safeguarding or child protection concerns these will be discussed with the Designated Safeguarding Lead (DSL) on the first day of absence. The DSL will decide on the appropriate steps which may include sharing information with external agencies as appropriate.

Approved Educational Activity

Where a pupil is engaged in off-site approved educational activities, the school will check his/her attendance on a daily basis before entering the appropriate code in the register.

Why attendance matters

Across one school year:

- Less than 5 days absence = 97.3% attendance
- 14 days absence (approx.) = 92.6% attendance
- 20 days absence (approx.) = 89.4% attendance
- 30 days absence (approx.) = 84.2% attendance

If a child achieves 80% attendance this means that they have missed approximately 39 days of education over the academic year, averaging 1 day per week.

Learners' attendance will be monitored on a termly basis and those whose attendance falls below 90% will have specific actions in place to improve attendance unless their absence is related to a serious one-off illness or an ongoing illness which requires them to attend regular medical appointments and/or hospitalization or unless specific arrangements for a reduced timetable have been agreed by the Academy, Oxfordshire County Council, parents/carers and other professionals

Accurate attendance returns are made to external agencies within the stipulated time frame. The Principal reports on attendance every term to the Local Advisory Board.

Systems and Strategies for Managing and Improving Pupil Attendance

1. On a daily basis office staff will go through the registers between 9.30 am and 10.00 and any absences will be noted. If no explanation has been received, school will attempt to contact the parent or carer.
2. If the child returns to school with no explanation of the absence from their parent or carer, a letter will be sent requesting this information.
3. If a pattern of concern is developing, the class team will speak to the parent or carer about their child's pattern of absences.
4. If there is no significant improvement, the Principal or Deputy Principal will contact the parents

and carers and invite them into school to discuss attendance.

5. Once point 4 has been reached the school will contact the Oxfordshire County Council Attendance Team. Other agencies or professionals involved will also be consulted.

Parents' and Carers' Responsibilities

The prime responsibility for ensuring children receive an appropriate and full-time education rests with parents and carers (defined by the Education Act 1996 as those with parental responsibility and those who have the care of a child), who will be supported and encouraged by Endeavour Academy.

The Education Act 1996 states that all children should attend school regularly and punctually. Section 444 of the Act says:

"If a child of compulsory school age who is a registered pupil at a school fails to attend regularly at the school, his parent is guilty of an offence".

(NB Where the Education Act refers to "he", it also means "she")

Endeavour Academy expects parents and carers will:

- ensure their child(ren) attend the academy regularly
- support their children's attendance by keeping requests for absence to a minimum
- not expect the academy to automatically agree any requests for absence and not condone unjustified absence from school.
- Use appropriate visual, practical and emotional supports to ensure that the transition from home to school is as smooth as possible for children. This can be supported by the Therapies team.

Parents and carers will also be expected to:

- notify school by telephone (class team or main office) on the first day of any absence
- work in partnership with the academy, for example by attending parents' and carers' meetings and consultations, taking an interest in their child's work and activities
- contact the academy without delay if they are concerned about any aspects of their child's school life. Endeavour Academy will always seek to support parents and carers to address their concerns.

Conclusion

Regular school attendance is essential to ensuring positive outcomes for all learners:

- good school attendance supports learners in reaching their maximum potential and enjoying the fulfilment this brings
- the best way to safeguard learners is to ensure they attend school regularly
- regular attendance at school supports learners' emotional and social health and development
- the school curriculum teaches learners to be healthy
- schools and academies have a statutory duty to promote the safety and welfare of children

- membership of a school community builds confidence, gives learners a sense of belonging and teaches them to contribute to and be responsible for the well-being of others;
- good school attendance supports engagement in further education, employment or training in the future.

Reviewing the Policy

The academy will review this policy each year.

Equality Impact Assessment

This policy has been screened for potential adverse impact on specific groups within the school community. It is not believed that this policy will have any such adverse impact.

A GUIDE FOR PARENTS and CARERS

1. When does my child need to be in school?

School opens for pupils at 9.00a.m. Your child should be ready in good time for the school transport to ensure that they arrive on time.

2. Does the school need letters explaining my child's absence or will a phone call do?

We would expect a parent/carer to telephone the school on the first day of absence before 9.30am. If you do not phone us, we will try to contact you.

If we do not receive an explanation, or if the explanation is unsatisfactory, we will not authorise the absence, and this will be shown on your child's end of year attendance report.

3. What reasons will the school accept for absences?

- Illness
- Dental/medical appointment (Please make routine appointments after school or during the holidays, wherever possible)
- Day of religious observance
- Family bereavement
- **Exceptional** special occasions, e.g. a family wedding, where permission has been granted in advance using a Leave of Absence Request form
- Other **exceptional** circumstances, where permission has been granted in advance using a Leave of Absence Request form
- Attending an interview e.g. for college

Except in the case of illness, you should ask for permission for your child to miss school well in advance, giving full details. In cases of recurring absences through illness, you may be asked to produce a medical certificate.

4. What is unacceptable?

The academy reserves the right not to authorise absence for day trips, visiting relatives, shopping or birthdays.

5. Will the academy contact me if my child is absent?

We would expect a parent or carer to telephone the school before 9.30am on the first day of absence. If you do not phone us, we will try to contact you. This is to ensure your child's safety

as well as their regular school attendance. If we do not receive an explanation, or if the explanation is unsatisfactory, we will not authorise the absence.

If we are concerned about aspects of your child's attendance or punctuality, we will contact you to discuss the best way forward.

6. What can I do to encourage my child to attend school?

Try to make sure your child gets enough sleep and gets up in plenty of time each morning. Ensure that he/she leaves home in the correct clothes. Show your child, by your interest, that you value his/her education.

7. My child is reluctant to come to school. What should I do?

Contact your child's teacher and openly discuss your worries. It is important that we identify the reason for your child's reluctance to attend school and work together to resolve the problem. In some cases, you may find it helpful to discuss the circumstances of your child's difficulties with our Family Footings Team.

The school may also refer you for "early help" from an agency/support network that works with staff and families if difficulties with attendance arise.