



Attendance & Registration of Students Policy and Procedures

Responsible Governing Body Committee:	Personnel Committee
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September 2026	September 2026	Y
September 2027		

Other policies/procedures linked to this policy:

Whole School Behaviour Policy
Teaching and Learning Policy
Equalities Policy
Child Protection & Safeguarding Policy

Purpose:

- Any absence affects the pattern of a student's learning and regular absence will seriously affect their progress. Any student's absence disrupts teaching routines and so may affect the learning of others in the same class. Ensuring a child's regular attendance at school is a parent's legal responsibility and permitting absence from school without a good reason is an offence in law and may result in prosecution.
- The Marlborough Science Academy is committed to providing an education of the highest quality for all its students and recognises this can only be achieved by supporting and promoting excellent school attendance for all. This is based on the belief that only by attending school regularly and punctually will children and young people be able to take full advantage of the educational opportunities available to them. High attainment depends on good attendance.
- To encourage 100% attendance for all students at the Marlborough Science Academy.
- To discourage the number of persistent absentees and prevent those students on track becoming persistent absentees.
- To implement a framework to promote consistency in carrying out designated tasks.
- To mandate a systematic approach to gathering and analysing attendance related data.
- To make attendance and punctuality a priority for all stakeholders.
- To provide support, advice and guidance to parents/carers and students.
- To implement a system of rewards and interventions.
- To promote effective partnerships with the LAAO (Local Authority Attendance Officer) and other external agencies.
- To recognise the needs of individual students when planning reintegration following a significant period of absence.
- To set, monitor and review appropriate strategic objectives which are currently identified as whole school figures of 93% attendance.
- The school will provide a welcoming, caring environment, whereby each member of the school community feels wanted and secure. The school will work with families to help remove any barriers that may be causing attendance issues.
- Attendance of students and their punctuality to lessons will be monitored closely. The school will have in place systems for dealing with late arrivals and for the reintegration of students who have had prolonged absence. The school will take active measures in dealing with poor attendance and with unauthorised absences, and will challenge the behaviour of those students and parents/carers who give low priority to attendance and punctuality and to those parents/carers who take family holidays during term time, or where appropriate
- The school will establish an effective and efficient system of communication with students, parents/carers and agencies to provide mutual information, advice and support about matters of attendance and punctuality.
- Persistent absence from school without a good reason is an offence by the parent/carer and this can result in legal action being taken by the Local Authority on behalf of the school.

Legislation and guidance

This policy meets the guidance provided in Working together to improve school attendance, May 2022 from the Department for Education (DfE). This document is 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 \(Student Registration\) \(England\) 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.

Under Section 7 of the Education Act 1996, parents/carers are responsible for making sure that their Young People of compulsory school age receive full-time education. Parents/carers have a legal responsibility to ensure their Young Person's regular attendance at the school where they are registered. If a Young Person of compulsory school age who is registered at a school fails to attend regularly at the Academy, then the parent is guilty of an offence under Section 444(1) or 444(1a) of the Education Act 1996.

Roles and responsibilities

All staff (teaching and support) at the Academy have a key role to play in supporting and promoting excellent school attendance and will work to provide an environment in which all our students are eager to learn, feel valued members of the Academy community and look forward to coming to school every day.

The Governors

The governors are responsible for monitoring attendance figures for the whole school on a termly basis. It also holds the headteacher to account for the implementation of this policy. Attendance is a standing agenda item at Governors Personnel meetings.

The Leadership Team will:

- Promote the importance and value of good attendance to students and their parents/carers and form positive relationships with students and parents/carers.
- Ensure that there is a whole school approach which reinforces good school attendance. For example, good teaching and learning experiences that encourage students to attend and achieve.
- Monitor the implementation of the Attendance Policy and procedures and ensure that both are reviewed regularly.
- Ensure that staff are aware of the Attendance Policy and procedures and can address attendance issues.
- Ensure that all attendance related legislation is complied with.
- Ensure that there is a named senior leader to lead on attendance and allocate sufficient time and resource.
- Return school attendance data to the Department for Education and LA as required and on time.
- Report the school's attendance and related issues reporting to the Governing Body.

- Ensure that systems to report, record and monitor the attendance of all students, including those who are educated off-site are implemented.
- Ensure that attendance data is collected and analysed frequently to identify causes and patterns of absence.
- Interpret the data to devise solutions and to evaluate the effectiveness of interventions.
- Ensure that all the above priorities are shared with and reinforced by all relevant school staff.
- Develop a multi-agency response to improve attendance and support students and their families.
- Use the standard documents to support a move to legal proceedings should that be necessary.

The Attendance Team

The attendance team:

- Monitors attendance data across the school and at an individual student level.
- Reports concerns about attendance to the deputy headteacher.
- Works with education welfare officers to tackle persistent absence.
- Arranges calls and meetings with parents/carers to discuss attendance issues.
- Advises the headteacher when to issue fixed-penalty notices
- Contact parents/carers on first day of absence when a valid reason has not been provided.
- Ensure accurate recording of attendance data on our MIS.
- Identify individual students with known punctuality/attendance problems and ensure these students are monitored closely.
- Liaise with parents/carers, and pastoral staff to identify and deal with poor attendance, punctuality, and other related issues.
- Liaise with other partner agencies and services towards improving and developing strategies to raise levels of attendance where relevant.
- Communicate the reason for absence to the relevant member of staff.
- Provide attendance data to SLT.
- Promote good attendance and punctuality with students and parents/carers.
- Contact parents/carers on the first morning of student absence.
- Contact parents/carers promptly over any concerns that may arise over a students' attendance/punctuality.
- Have the overall picture of the day to day running of attendance/punctuality strategies.
- Advise parents/carers when absences are unauthorised such as term time holidays/excessive absences due to illness/medical appointments.
- Collaborate with the pastoral and inclusion team and parents/carers to implement strategies to ensure a student is reintegrated after a period of absence from school.
- Provide opportunities for children and their parents/carers to discuss any relevant issues confidentially and sensitively with an appropriate member of staff.
- Support parents/carers by offering guidance about, and/or involving the services of external agencies.
- Support and work appropriately with all students to ensure they feel positive about coming to school.
- Advise students of strategies to improve their attendance and punctuality.
- Monitor student attendance and punctuality, recognise and reward good and improved patterns.
- Raise awareness of individual student attendance levels and targets using a whole school strategy.
- Send letters of concern to parents/carers where there are attendance concerns.
- Invite parents/carers to meetings in school to enquire about the reasons for their child's low attendance.

Pastoral, Safeguarding and Inclusion Team

These have an important role to play in maintaining a strategic overview of student attendance/punctuality. They will:

- Provide data to individual form tutors showing their students' attendance and punctuality records.
- Support and guide their tutor teams to ensure attendance and punctuality improves.
- Raise the profile of attendance and punctuality wherever and whenever possible.
- Be innovative in supporting school attendance strategies.
- Where appropriate visit feeder primary schools to ensure the fullest support for all students during secondary transition.
- Encourage form tutors to maintain contact with parents/carers.
- Enforce sanction systems for students with lateness/truancy.

Teachers/Form Tutors:

Whilst all school staff play a part in student's attendance/punctuality subject teachers and form tutors are at the forefront of any issues and are integral to our whole school approach. They will:

- Be positive and offer a compelling learning experience within their classrooms.
- Communicate to individual students effectively.
- Provide assistance/resources to students to enable them to catch up after a period of absence, working with the Attendance Lead where appropriate.
- Give support and guidance to students who fall behind in their classes.
- Advise their Director of Learning / Attendance Officer where there are concerns about a student's pattern of attendance and punctuality.
- Promote the message that regular attendance and good punctuality matters.
- Challenge and implement sanctions for students who are late to or truant their lessons.
- Inform the Director of Learning / Attendance Officer of any suspected truancy following agreed procedures.
- Complete registers accurately within ten minutes of the start of the lesson.
- Raise concerns with regards to attendance using school communications.
- Liaise with the Attendance Officer regarding any queries surrounding absence.

School staff

All staff are expected to take calls from parents/carers about absence and record it on the school system. This needs to be communicated effectively with the Attendance Office.

Parents/Carers

Parents/carers have a legal duty to ensure their child/children's regular attendance at school. They will be told to:

- Talk to their child about school and education. Take a positive interest in their child's work and educational progress.
- Inform the school before 8.20am of the reason for any absence.
- Inform the school by telephone and or email in advance, in the case of any essential appointments requiring them to sign out of school or arrive late for school.
- Provide every day and emergency contact numbers to the school.
- Review with their child patterns of punctuality and attendance.

- Make appropriate contact with the school to bring about improvements in attendance/punctuality, if necessary.
- Avoid unnecessary absences and wherever possible make appointments for the doctors, dentists etc. outside of school hours.
- Ask the school for help if their child is experiencing difficulties i.e. learning or social issues.
- Support the school; take every opportunity to become involved in their child's education, form a positive relationship with school and acknowledge the importance of children receiving the same messages from both school and home.
- Establish routines at home, for example bedtimes, home learning, preparing school bag and uniform the evening before.
- Avoid taking their child out of school during term-time, where this is unavoidable, and only in exceptional circumstances send a written leave request to the Headteacher in good time.

We ask that parents/carers:

- Ensure that their child/children attend school regularly and punctually.
- Do not keep their child/children off excessively for minor ailments.
- Seek guidance from the school if they are unsure whether their child should be sent to school.
- Inform the school before 8.20am of the reason for any absence.
- Inform the school by telephone call in advance or provide a note in their child's planner/diary in the case of any essential appointments requiring them to sign out of school, or arrive late for school.
- Provide every day and emergency contact numbers to the school.
- Review with their child patterns of punctuality and attendance and engage in messages sent to them from the school attendance team.
- Make appropriate contact with the school to bring about improvements in attendance/punctuality, if necessary.
- Make appointments for their children out of school hours where possible.
- Do not take children out of school for family holidays.
- It is the parents/carers responsibility to contact the school on the first day their child is absent. This is a safeguarding issue requirement so that all parties know that your child is safe. Parents/carers should regularly update the school and inform on when the child is returning.
- Parents/carers of students also have a legal responsibility to ensure the regular attendance of the latter and to inform the school as soon as possible of any intended or actual absence. These respective duties are summarised in the Home School agreement, which is accepted by the school, the student, and by the parents/carers at enrolment.
- Parents/carers should keep the school well informed, in cases of lengthy absence. Parents/carers will be encouraged 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 to authorise an absence will always rest with the school.
- Provide medical evidence indicating attendance at the dentist, doctor, or optician before the arranged appointment unless an emergency situation has arisen. Whenever possible all appointments should be made outside of school hours.

Students should:

- Understand that good attendance leads to the best chance of attaining and building a sound foundation for future success.
- Arrive at school on time every day (no later than 8.40 am).
- Ensure that they are personally supporting themselves to attend school to the best of their ability by:

- Feeling safe & secure
- Following our school values
- Check their attendance through Edulink.
- Know that good attendance is rewarded.

Important contact details

- Head Teacher – Mrs C Legg
- SLT Attendance Lead - Mr D Eve
- Attendance Officer – Mrs J Gray
- Attendance Admin Assistant – Mrs A Clark
- Attendance ESMA and ESBA worker – Ms S Pollecutt
- Directors of Learning Miss M Pounnas, Miss L Eastwood and Mrs A McCarthy
- Assistant Headteacher - Miss M Pounnas
- DSL – Mr J Griggs
- SENCo – Mrs S Robinson
- Deputy SENCo – Mrs R Craig

Types of Absence

Every half-day absence from school must be classified by the academy (not by the parents/carers), as either authorised or unauthorised. Therefore, information about the cause of any absence is always required in writing and in advance.

Authorised Absences

An authorised absence is where the Headteacher has either given permission in advance for the child to be absent or where an explanation offered is accepted as satisfactory justification for absence.

Absence may generally be authorised for the following reasons:

- Illness, medical or dental appointments for which the academy has granted leave (appointments should be made outside the academy day where possible).
- Unavoidable cause (which is expected to be an emergency and unavoidable).
- Days of religious or cultural observance for which the academy has granted leave.
- Traveller child travelling for the purposes of parents/carers' employment which has been agreed with the academy.
- Other exceptional circumstances at the discretion of the headteacher.

Unauthorised Absences

An unauthorised absence is where either no explanation has been given for the child's absence or where the explanation offered is not considered acceptable by the academy. This includes:

- Parents/carers keeping children from attending the academy unnecessarily or without reason.
- Parents/carers keeping children off school to assist with translation.
- Absences which have not been properly explained.
- Children who arrive at school too late to get a late mark i.e., after registers have closed.
- Shopping, looking after other children or birthdays.
- Day trips and holidays in term time which have not been agreed.

- Leaving the academy without permission during the school day (truancy).
- If an absence is recorded as unauthorised and absence is causing a concern the academy may refer this to the Local Authority's Education Service at any point. The Local Authority can use various sanctions to promote regular attendance such as issuing a Penalty Notice Fine or initiate court proceedings. Whilst any child may be absent sometimes, it can be that they are reluctant to attend or there are safeguarding concerns. Any problems with regular absence are best sorted out between the academy and the parents/carers and the child.

Persistent Absenteeism (PA)

- A child is considered to be a 'persistent absentee' (PA) if they miss 10% or more of their schooling across the school year for whatever reason.
- Any case that is seen to have reached the PA threshold or is at risk of moving towards that level is given priority and a parent/carer will be informed of this immediately.
- PA children are tracked and monitored carefully, and we also combine this with our attendance strategy procedures in ensuring students are given early intervention to improve their current attendance.
- If a child has, or is at risk of, reaching the threshold for PA, parent/carers will be asked to provide evidence for any future absence. This may be medical evidence for illness which can be in the form of prescriptions, hospital letters or letters from a registered GP.

Daily Routines

- It is the responsibility of all classroom teachers to take registers accurately within the first 10 minutes of all lessons and at am and pm registration.
- The Attendance Officer is responsible for checking that registers are completed accurately each morning, afternoon and during lessons.
- The Attendance Officer will ensure that where another code is appropriate to denote an absence, that this is altered and recorded in the electronic registration system.
- Every morning and afternoon if registers are incomplete or inaccurate the Attendance Officer will email the relevant teacher and copy in the member of SLT responsible for attendance, their Line Manager and the tutor.
- The morning registers open at 8.40am and closes at 9.10am. Afternoon registration period open as 12.20pm and closes at 12.50pm
- Persistent failure to complete registers or inaccurate completion will be followed up with SLT meetings and target setting. It is the teacher's responsibility to ensure that the registers are completed for each lesson – the Attendance Officer's role is to check not complete.

Medical Evidence

The school reserves the right to seek medical evidence when a parent reports a physical or mental illness that lasts more than 5 days consecutively or where illness is recurring over a period of time. This evidence could be a GP or other medical professionals note, evidence of a consultation or prescribe medication for a condition.

EBSA (Emotional Based School Anxiety)

Where a parent reports absence due to anxiety the school will make contact to work with the parent and child to identify the trigger for this anxiety. The school will also provide guidance to parents about how

they can work with their child in supporting them back into school. It will be expected that parents/carers also seek medical advice in these cases.

Absence procedures

How we track the attendance of children

See Appendix 1

Lateness and punctuality

- A student who arrives late but before the register has closed will be marked as late, using the 'L' code. The 'L' code will be used from when register is taken and up to 09:10.
- A student who arrives late, after the register has closed, will be marked as 'U', unless another code is more appropriate due to the reason for lateness after register (such as unplanned medical).
- Lateness and punctuality will be monitored daily. We may send a letter to parents/carers, by way of notification of our concerns in relation to their child's lateness and/or punctuality and may request a meeting to discuss the concerns to work together to resolve any issues.
- Persistent lateness can result in a significant amount of learning time being lost, resulting in gaps in learning and can also indicate a safeguarding concern. All form tutors/directors of learning must be alert to emerging patterns or concerns in relation to lateness and punctuality and inform both the Attendance Officer and Designated Safeguarding Lead if they have concerns.

How we ensure that our work is effective

Actions to promote regular attendance:

- Celebrate and display – Celebrate 100% daily, weekly, half-termly, termly and yearly by displaying names of deserving students around the Academy and in phase updates/newsletters.
- Report – Weekly attendance report for all students.
- Attendance communicated to parents/carers and students on all grade cards and electronically via the Edulink.
- Reward – Reward good attendance through individual rewards such as house points and pinkies
- Communicate – Encourage open, honest and regular communication between the Academy, parents/carers, students and LA around all issues concerning attendance and punctuality.

Collection and Analysis of Data

- Our Attendance officer will ensure that attendance data is complete, accurate, analysed and reported to the senior leadership team, parents/carers and the Governing Body.
- The data will inform the Academy's future practice to improve attendance.
- Attendance is monitored by year group, tutor group, at subject level and by reasons for absence. It is also analysed by gender, ethnicity, students/students with special educational needs, Student Premium and those who are vulnerable to poor attendance.
- Accurate attendance returns are made to the LA and DFE within the stipulated time frame.

How we will ensure children our safe and tackle absence together

Requests for Leave of Absence in Term Time (Appendix 2)

- If students are to reach their potential, they need to take full advantage of the educational opportunities available to them.
- Regular, uninterrupted school attendance is a key factor in helping students reach their potential. Every effort should always be made to avoid disruption to a students' education.
- Following amendments to the Education (Student Registration) (England) Regulations 2006 which came into effect 1st September 2013, Headteachers are only allowed to grant leave of absence from school in exceptional circumstances. The decision as to whether any request is considered as 'exceptional circumstances' rests solely with the Headteacher.
- The fundamental principles for defining 'exceptional' are rare, significant, unavoidable and short; 'unavoidable' should be taken to mean an event that could not reasonably be scheduled at another time.
- In considering whether or not to authorise a request for exceptional leave of absence in term time, the Headteacher will look at each individual case and only grant authorisation if the circumstances are truly exceptional.
- Additionally, any request must be made 20 days prior to the leave of absence and should be submitted to the Attendance Officer using the request for leave form – on the school website. All requests will be considered by the Headteacher who will make the final decision regarding authorising the absence or not.
- Parents/carers may be asked to provide additional information/evidence or meet with the school to discuss the circumstances.
- Parents/carers will be notified of the Headteachers decision at the earliest opportunity.
- If the circumstances are not considered to be exceptional then parents / carers/carers will be informed of this and made aware that the Local Authority will be informed of any unauthorised leave of 10 sessions or more and a penalty notice will be issued.

Penalty Notices (Appendix 3)

The use of Penalty Notices has been updated due to changes in the law from 19th August 2024.

Any attendance penalty notices issued after the 19th August 2024 will be issued in line with the new regulations.

There will be a single consistent national threshold for when a penalty notice **must** be considered by all schools in England of 10 sessions (usually equivalent to 5 school days) of unauthorised absence within a rolling 10 school week period. These sessions do not have to be consecutive and can be made up of a combination of any type of unauthorised absence.

The 10-school week period can span different terms or school years.

If a Penalty Notice is required.

- Each parent will be issued a separate penalty notice, for each child who is absent.
 - For example, 2 parents and 3 children, each parent will receive 3 penalty notices for £160 each, with a family total of £960 in fines.
- The fine amount will be £160 per parent, per child paid within 28 days, reduced to £80 per parent, per child if paid within 21 days.
- This will be considered your first offence.

- The next time an offence occurs, within 3 years of the date the first penalty notice is issued, the fine amount will be £160 per parent, per child paid within 28 days, with no reduction.
- The third time an offence occurs this will be presented to Magistrate's court with no penalty notice issued.

This will include unexplained absence and irregular attendance. Unexplained absence does not just include absence due to holidays. Where a child is absent and it is believed they are absent due to term time leave, the school will carry out a home visit to see the child on or before the 3rd school day of absence.

Unauthorised absence due to holidays of more than 10 sessions (5 days) in a rolling period of 10 school weeks will result in a penalty notice being issued.

For irregular attendance where a child has unauthorised absences of 10 sessions or more in any 10-week period, the school must consider escalation to prosecution. Sessions refer to each half a school day, with the school having 2 sessions each day (an am and pm session). The school must consider the reasons for the absence, the support already offered, and the engagement of the parents/carers and young person. These 10 sessions could be made up of term time leave, unauthorised late marks, or unauthorised absence.

It is therefore important that parents/carers notify the school every day that their child is absent, providing a reason, and where appropriate evidence of medical appointments or prescribed medication. The school will consider NHS guidance [Health protection in children and young people settings, including education - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/health-protection-in-children-and-young-people-settings-including-education) and <https://www.nhs.uk/live-well/is-my-child-too-ill-for-school/> when making their decision whether to authorise absence due to illness.

Penalty notices will only be issued following the Local Authorities Code of Conduct guidelines a copy of which can be found on the school website.

Notice to Improve

- The school may issue a Notice to Improve to any parent whose child's absence levels have triggered the national threshold for a penalty notice – i.e., 10 sessions of unauthorised absence in a rolling period of 10 school weeks.
- The Notice to Improve may be used to offer parent/s a final opportunity to engage with support and improve the attendance levels of the child concerned. Where a parent fails to engage with the offer of support during the Notice to Improve validity period **and/or** further unauthorised absences are recorded for the pupil **and/or** the pupil fails to make significant improvements in their attendance patterns, a penalty notice may be issued in line with this code of conduct.
- All Notices to Improve issued by Hertfordshire schools will have a validity period of 6 school weeks (a maximum of 30 school days) and will clearly list the attempts which have been made and support which has already been offered to resolve the absence concerns. Parents should be provided with clear contact details for the staff member/s within the school that they should contact to access the support that remains available during the Notice to Improve validity period.
- Attendance records will be reviewed daily throughout the improvement period and, where further unauthorised absence is recorded, consideration will be given as to whether a penalty notice is to be issued. *Schools are not required to wait until 30 school days have passed before considering a penalty notice – decisions will need to be taken on a case by-case basis, based on the level of parental/pupil engagement and/or level of attendance improvement noted.*

- Sufficient improvement during the Notice to Improve validity period may include evidence of no further unauthorised absences within the improvement period or enough improvement tailored to the specific family circumstances.

For post 16 students, should their individual attendance fall below 90% and there be no valid reason for this (for e.g., long term illness) then the school reserves the right to charge for their exam entries. If this is the case, then parents/carers will be notified accordingly.

Elective Home Education (EHE)

- Elective home education is a term used to describe a choice by parents/carers to provide education for their children at home instead of sending them to the academy full-time.
- Whilst many home-educated children have an overwhelmingly positive learning experience this is not the case for all and can mean some children are less visible to services that are there to keep them safe and supported.
- The decision by parents/carers as to how to educate their child, whether at a school or at home, should be an informed, active and positive one. It is important that parents/carers obtain sufficient information when making that decision.
- We advise any parent who wishes to educate their child at home to discuss their decision with the academy first. Please contact any of the attendance team. We will ensure we:
 - Respond positively and constructively.
 - Take all necessary steps to resolve any issues in school that may be influencing parents/carers' consideration of EHE.
 - Parents/carers must inform the academy in writing that they intend to educate their child at home. Once the letter of notification, written by the parent/carer, to home educate has been received, the academy will notify the local authority.
 - The parent and child will be offered the opportunity to discuss their decision with the leadership team.
 - We will never seek to persuade parents/carers to educate their children at home as a way of avoiding a suspension or because the child has a poor attendance record.

Young Carers

- The school understands the difficulties young carers face and will endeavour to identify young carers at the earliest opportunity from enrolment at the school, as well as throughout their time at the school.
- The school takes a caring and flexible approach to the needs of young carers and each situation will be examined on a case-by-case basis, involving other agencies if appropriate.

SUPPORT SYSTEMS

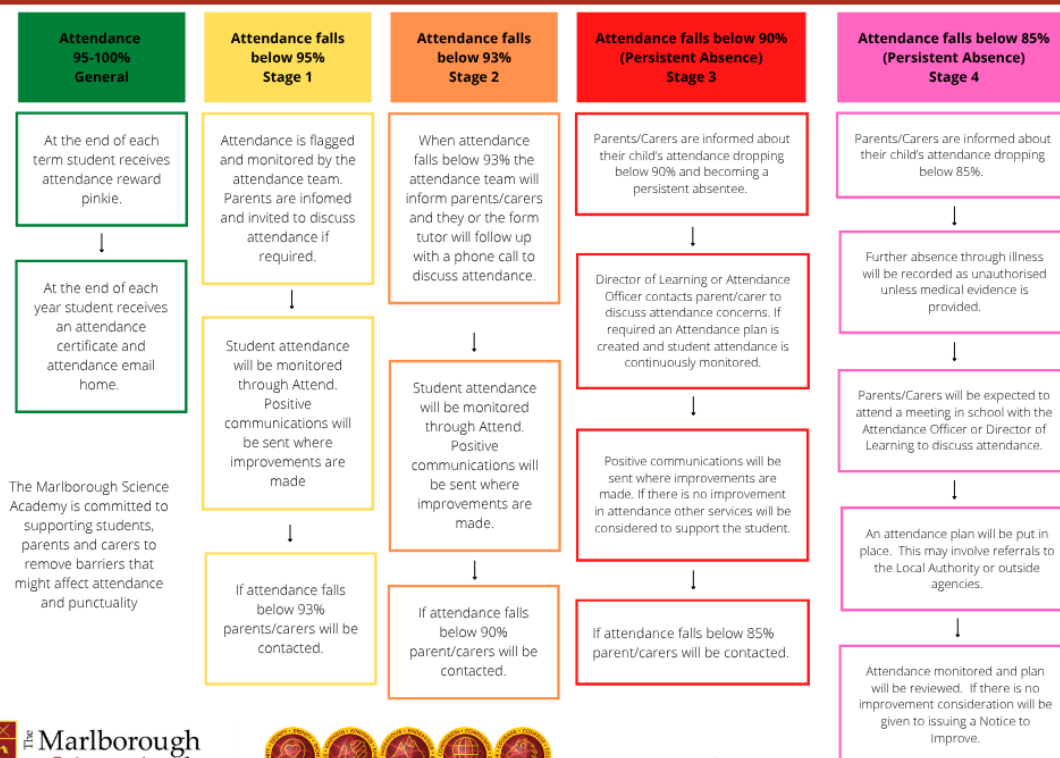
- The school recognises that poor attendance is often an indication of difficulties in a child's life. This may be related to problems at home and or in school. Parents/carers should make school aware of any difficulties or changes in circumstances that may affect their child's attendance and or behaviour in school, for example, bereavement, divorce/separation etc. This will help the school identify any additional support that may be required.

- We also recognise that some students are more likely to require additional support to attain good attendance, for example, those students with special educational needs, those with physical or mental health needs, migrant and refugee students and looked after children.
- The school will implement a range of strategies to support improved attendance. Strategies used will include discussion with parents/carers and students. Further support from the school's attendance and pastoral team may include attendance reconnection plans, referrals to support agencies, rewards, adapted and part-time timetables, additional learning support, behaviour support, reintegration support packages.
- Support offered to families will be child centred and planned in discussion and agreement with both parents/carers and students.
- Where parents/carers fail or refuse to engage with the support offered and further unauthorised absence occurs, the school will consider the use of legal sanctions.

Who/What was consulted

- DFE Working together to improve school attendance, published 29th February 2024
- Summary table of responsibilities for school attendance, published 29th February 2024
- Toolkit for schools: communicating with families to support attendance, updated 7th March 2024
- Is my child too ill for school, NHS UK
- Health protection in children and young people settings, including education, Gov.uk, Updated June 2024
- Penalty Notices Unauthorised Absence (Truancy) Hertfordshire Code of Conduct, July 2024, (Consultation)
- Emotionally Based School Avoidance – A Guide for Parents, ISL for HCC, November 2021

The Marlborough Science Academy Attendance Procedures

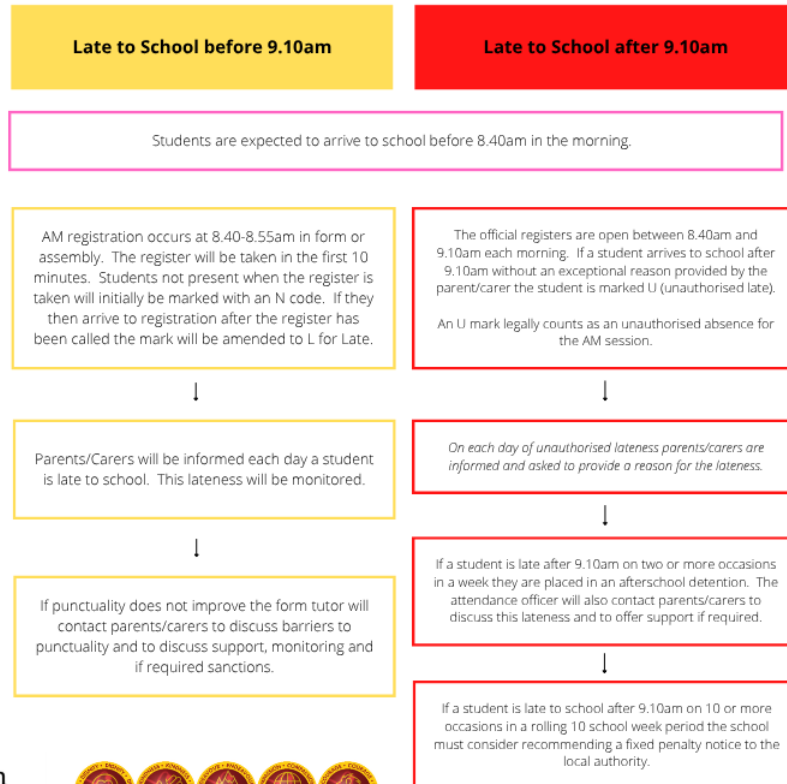


Appendix 1

Reviewed July 2026

The Marlborough Science Academy Lateness Procedures

The Marlborough Science Academy is committed to supporting students, parents and carers to remove barriers that might affect attendance and punctuality



Appendix 2

Reviewed July 2026

Parental Procedure for Informing School of Absence

Student Illness	Medical Appointments	Other Exceptional Circumstances
Parent/carer to contact the school by 8.20am on the morning of each absence. Contact can be made in either of the following methods 1. By phone to the attendance line on 01727 731368 2. By email at attendance@marlborough.herts.sch.uk Please provide your child's name, form and reason for absence and expected date of return	Parent/carer to inform the school in advance of the medical appointment Contact can be made in either of the following methods 1. By phone to the attendance line on 01727 731368 2. By email at attendance@marlborough.herts.sch.uk Please provide your child's name, form and reason for absence and expected date of return	For reasons including absence due to funerals, weddings, sporting trips etc. parents/carers must write directly to the headteacher for consideration. This must be done 20 days in advance. By law, only the head teacher can authorise your child's absence and will therefore make a decision whether the exceptional circumstance can be authorised.
If your child is frequently absent due to illness and/or medical appointments the school may request permission to contact your GP for confirmation that they are too ill to attend school. Medical evidence maybe requested for each absence		



Fixed Penalty Notice (FPN)

Circumstances for Issuing a Penalty Notice - Irregular Attendance

The National Framework for Penalty Notices, which takes effect from 19 August 2024, sets out the maximum number of penalty notices which may be issued by a local authority to each parent, for each child, in any 3-year period.

A penalty notice can be issued in cases of unauthorised absence. Penalty notices may be issued in the following circumstances (this list is not exhaustive):

The threshold is 10 sessions of unauthorised absence in a rolling period of 10 school weeks. A school week means any week in which there is at least one school session. The threshold may be met with any combination of the following unauthorised absence.

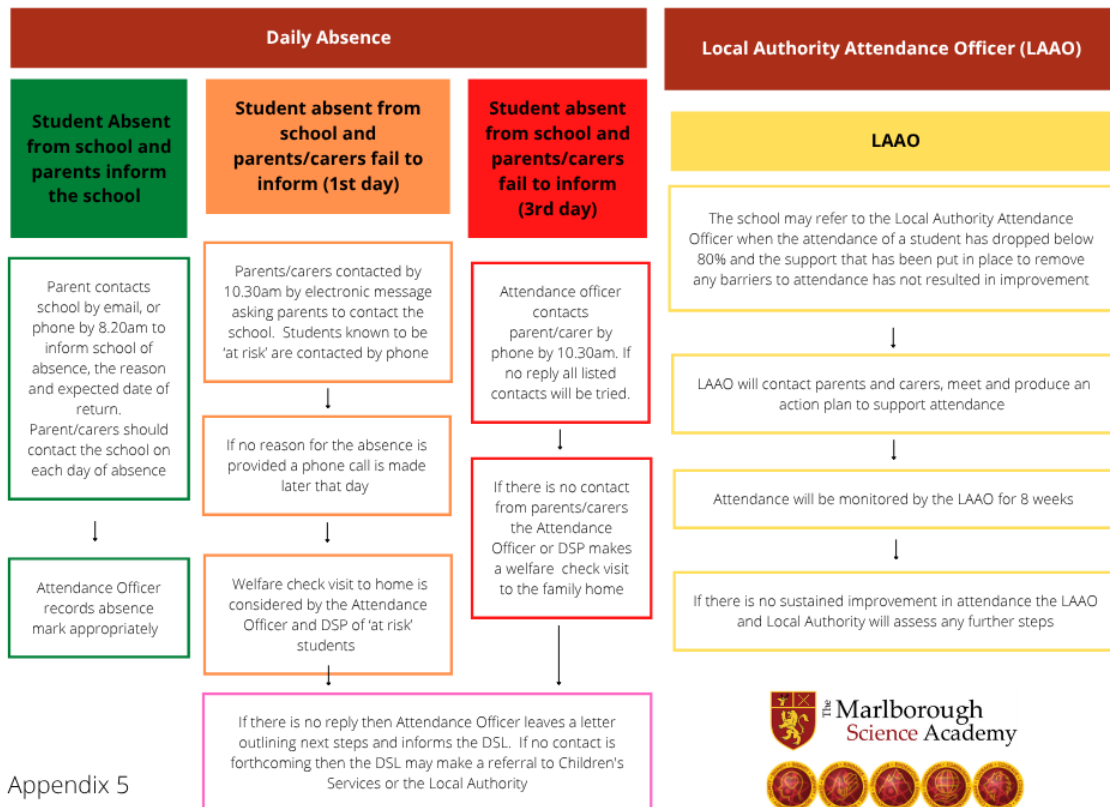
- Truancy
- Parentally condoned absences
- Holidays taken in term-time without the agreement of the head teacher
- Delay in returning from extended holidays without the agreement of the head teacher
- Persistent late arrival at school after the register has closed.

The following examples demonstrate how the national threshold of 10 sessions within a 10-school week period might be triggered (please note that this is not an exhaustive list):

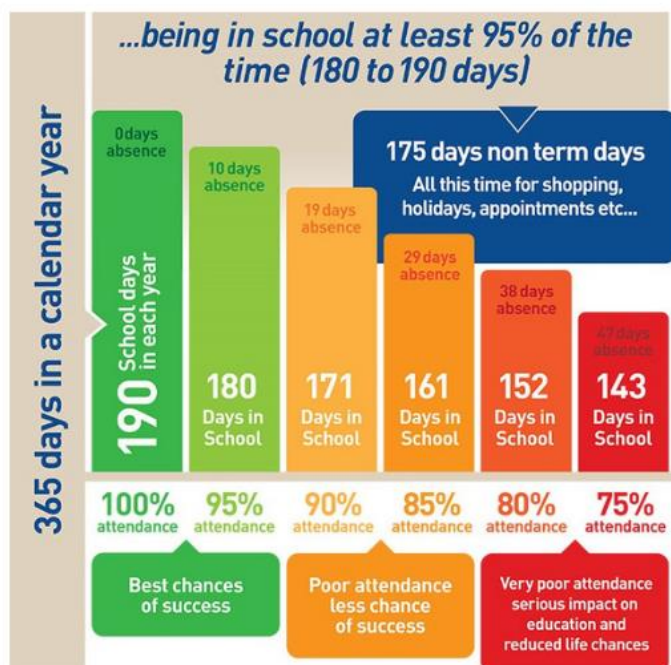
- 4 sessions (2 days) of holiday taken in term time plus 6 sessions of arriving late after the register closes all within 10 school weeks.
- 10 consecutive sessions (5 school days) of unauthorised holiday absence
- 6 sessions of unauthorised absence taken in one week and 1 further session of unauthorised absence, per week, for the next four weeks.
- The period of 10 school weeks can also span different terms or school years. For example, 2 sessions of unauthorised absence in the Summer Term and a further 8 sessions recorded within the following Autumn Term.
- 5 separate days of absence (10 sessions) taken over a number of weeks. For example, a pupil who fails to attend school on Fridays on five separate occasions within a 10-school week period.



TMSA Daily Absence and LAO Procedures



How Does Absence Affect Academic Progress?



How will absences from school affect my child's progress at school?

Attainment Levels

The quality of school work and qualifications gained will be significantly lower if attendance is lower.

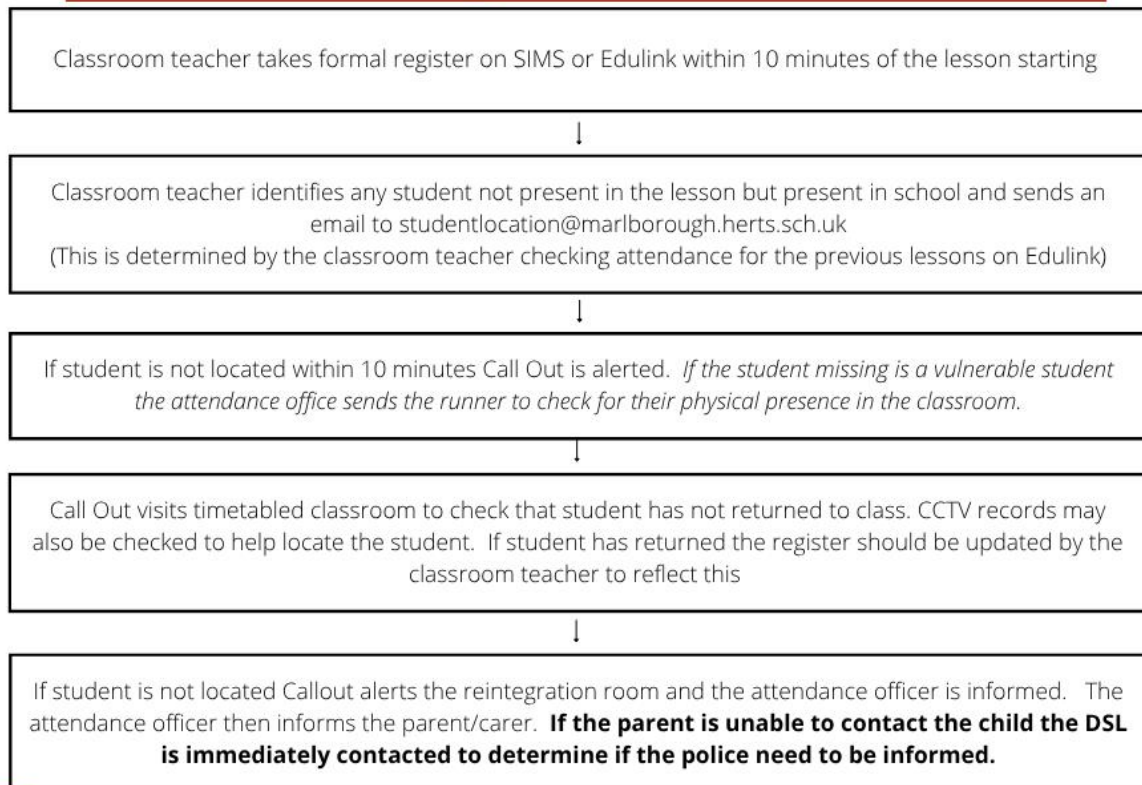
School Routine

Your child's learning could be disrupted by the missing of vital class work.

A young person's well-being and long-term life opportunities may be adversely affected by the missing of positive experiences associated with school and learning.

The School expects all students to aim for 100% attendance. 96% attendance is regarded as good and can be achieved with some illness. Any attendance that creates cause for concern would initiate intervention by the school.

Missing Student Procedure



The Marlborough
Science Academy

Appendix 7



Revised July 2026

Appendix 8

Attendance codes

Code	Meaning	Type
/ \	Present at the school / morning \ afternoon	Present Mark
B	Attending any other approved educational activity - Alternative Provision not arranged through the approved framework	Present Mark
C	Authorised Circumstance (see next page for breakdown)	Authorised Absence
D	Dual registered at another school - Attending Links Outreach - Attending Alternative Provision at another school site - Hospital education - Education at a secure / residential site - Off-site direction / managed move	Present Mark
E	Suspended or permanently excluded and no alternative provision made	Authorised Absence
G	Holiday not granted by the school or Term Time Leave not granted by the school	Unauthorised Absence
I	Illness (not medical or dental appointment)	Authorised Absence
J1	Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution	Authorised Absence
K	Attending education provision arranged by the Local Authority - Home Tutoring - Approved Framework for Alternative Provision - Blended Learning	Present Mark
L	Late arrival before the registers have closed	Present Mark
M	Attended a medical appointment	Authorised Absence
N	Reason for absence not yet established	Unauthorised Mark
O	Absent in other or unknown circumstances	Unauthorised Absence
P	Participating in a sporting activity	Present Mark
Q	Unable to attend the school because of a lack of access arrangements	Not expected to attend
R	Religious Observance	Authorised Absence
S	Leave of absence for the purpose of studying for a public examination. Must be used sparingly with revision opportunities in school.	Authorised Absence
T	Parent travelling for occupational purposes, and the pupil has attended for at least 200 sessions in preceding 12 months.	Authorised Absence
U	Arrived in school after registration closed	Unauthorised Absence
V	Attending an Educational Trip or Visit	Present Mark
W	Attending Work Experience	Present Mark
X	Non-compulsory school age pupil not required to attend school	Not expected to attend
Y	Unable to attend school because of unavoidable cause (see next page for breakdown)	Not expected to attend
Z	Prospective or previous pupil not on admission register	Not expected to attend

Attendance codes (Y and C Codes Explained)

Code	Meaning	Type
The Y code: Unable to attend school because of unavoidable cause, is broken down into the following sub codes to provide better differentiation of the reason:		
Y1	Unable to attend due to transport normally provided not being available	Not expected to attend
Y2	Unable to attend due to widespread disruption to travel	Not expected to attend
Y3	Unable to attend due to part of the school premises being closed. For example, this may be due to damage or teacher strikes.	Not expected to attend
Y4	Unable to attend due to the whole school site being unexpectedly closed. For example, extreme weather, damage, no hot water, or heating.	Not expected to attend
Y5	Unable to attend as pupil is in criminal justice detention. For example, in police detention, remanded to youth detention, awaiting trial or sentencing, or detained under a sentence of detention.	Not expected to attend
Y6	Unable to attend in accordance with public health guidance or law. contrary to or prohibited by any guidance relating to the incidence or transmission of infection or disease.	Not expected to attend
Y7	Unable to attend because of any other unavoidable cause. For example, an emergency has prevented the pupil from attending. The unavoidable cause must be something that affects the pupil, not just the parent.	Not expected to attend
The C code: Authorised Absence is broken down into the following sub codes to provide better differentiation of the reason:		
C	Leave of absence for exceptional circumstances. Where a leave of absence is granted, the school will determine the number of days a pupil can be absent from school. A leave of absence is granted entirely at the school's discretion.	Authorised Absence
C1	Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad.	Authorised Absence
C2	Leave of absence for a compulsory school age pupil subject to a part-time timetable.	Authorised Absence

Penalty Notice Fines for School Attendance are changing!



With the introduction of the new Department of Education (DfE) National Framework for Penalty Notices, the following changes will come into force for Penalty Notice Fines issued after 19th August 2024.

Per Parent, Per Child

Penalty Notice Fines are issued to each parent, for each child that was absent. For example: 3 siblings absent for term time leave, would result in each parent receiving 3 separate fines.

Parent refers to anyone with parental responsibility and may include carers, step-parents, grandparents or any other adult with parental responsibility.

National Threshold

There will be a single consistent national threshold for when a penalty notice **must** be considered by all schools in England of 10 sessions (usually equivalent to 5 school days) of unauthorised absence within a rolling 10 school week period. These sessions do not have to be consecutive and can be made up of a combination of any type of unauthorised absence. The 10-school week period can span different terms or school years.

First Offence

The first time a Penalty Notice is issued for term time leave of absence or unauthorised absence the amount will be:

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

Second Offence (within 3 years)

The Second time a Penalty Notice is issued for unauthorised absence the amount will be:

- £160 per parent, per child within 28 days

Third Offence and Any Further Offences (within 3 years)

The third time an offence is committed a Penalty Notice will not be issued and the case will be presented straight to the Magistrate's Court.

- Prosecution can result in criminal records and fines up to £2,500
- Cases found guilty in Magistrates' Court can show on the parent's future DBS certificate due to 'failure to safeguard a child's education'