



Yardley Wood Community Primary School

Attendance Policy 2026/27

Approved by the Full Governing Board: October 2026

Review date: September 2027

1. Aim

We aim to uphold every child's right to education, (Article 28 of the UN Convention on the Rights of the Child) by:

- promoting excellent attendance
- reducing absence, including persistent absence
- ensuring children are at school on time and ready to learn

We will do this by:

- setting the culture for and expecting high standards of attendance and communicating these clearly.
- implementing strategies to promote excellent attendance and punctuality and reduce absence.
- rigorously monitoring attendance data in order to spot trends and identify patterns.
- building strong relationships with families, listening, understanding and empathising with identified barriers to attendance, but never tolerating them.
- facilitating support either from within school, from our team of professionals or by making referrals to outside agencies.
- enforcing attendance through statutory intervention or prosecution where all other avenues have been exhausted.

2. Legislation and Guidance

This policy meets the requirements of the school attendance guidance from the Department for Education (DfE), and the Working Together to Improve School Attendance document, (September 2024, updated July 2026) 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
- Working Together To Improve School Attendance (updated July 2026)
<https://www.gov.uk/government/publications/working-together-to-improve-school-attendance>

We work within a framework set out in Birmingham's 3 year attendance strategy and operate along the principles set out in Support First:

- Birmingham's Three-Year Attendance Strategy, 2026 – 2029
https://www.birmingham.gov.uk/downloads/file/31507/birmingham_school_attendance_strategy_2026_to_2029
- Support First
https://www.birmingham.gov.uk/downloads/file/31959/bcc_support_first_framework

3. Equalities Statement

In line with our equalities statement, policy and objectives, we ensure that this policy is applied equally, irrespective of race, gender, disability, religion or belief, sexual identity, sexual orientation, age or socio-economic background.

However, we also understand that all people have different needs and that treating people equally, does not always mean treating them the same.

4. Roles and Responsibilities

4.1 Key Staff:

Senior Leadership:

- Head Teacher & Senior Attendance Champion – Ben Turner
- Deputy Head Teacher – Katie Palmer
- Inclusion Lead – Rosie Walls

Support Staff:

- Pastoral Manager - Sarah Ford
- Senior Learning Mentor – Hannah Jakeways
- Office Manager – Shazia Begum
- Administrative Assistant (attendance) – Michelle Ayres

Governors:

- SEND Link Governor –
- Safeguarding Link Governor – Dan Elvins
- Chair of Governing Board - Marion Atkin

All can be contacted via the school office:

enquiry@ydlywood.bham.sch.uk

For urgent messages regarding to safeguarding concerns linked to attendance, please use:

safeguarding@ydlywood.bham.sch.uk

4.2 The Governing Board will:

- discuss and approve the Attendance Policy annually.
- appoint a Link Governor for attendance to meet with the attendance team each term, and report directly to the Safeguarding Committee and in summary to the Full Governing Board.
- monitor attendance figures for the whole school on a termly basis.
- hold the Head Teacher to account for the implementation of this policy and monitor and evaluate its impact.

4.3 The Head Teacher (& Deputy Head in the absence of the HT) will:

- set the culture and ethos to promote excellent attendance.
- implement policy and practice.
- promote whole school attendance messages.
- communicate clearly with all stakeholders.
- monitor and evaluate school-level absence data at timely intervals.
- support staff with monitoring the attendance of individual pupils.

- issue fixed-penalty notices, where necessary.
- ensure compliance in required returns, e.g. reduced timetables.
- implement Birmingham City Council guidance and school policy for emergency closures.
- inform parents of starting times of the school day and the importance of being on time.
- inform parents of the school dates and any additional dates when a pupil is not expected to attend.
- support and monitor effectiveness of the attendance team

4.4 Senior Leaders will:

- implement Birmingham City Council procedures - Leave of Absence (Legal) Process.
- conduct early help offer meetings in line with Support First process.
- make submissions to the Local Authority for any child on a reduced timetable.
- produce case studies for any child on a reduced timetable.
- ensure risk reduction plans are in place for any child at risk of suspension or permanent exclusion, update these after any period of suspension and share with parents during the return to school meeting.
- ensure all transition processes are carried out in an efficient and timely manner, including for Year 6-7 transition and all in year leavers.
- monitor attendance data across the school and at an individual pupil level.
- report concerns about attendance to the Headteacher.
- plan and implement Early Help wherever needed.
- work with outside professionals to tackle persistent absence.
- arrange calls and meetings with parents to discuss attendance issues.
- communicate key attendance messages to staff and children.
- implement strategies to promote excellent attendance.
- liaise with the Court Advisor for our school.
- conduct home visits where attendance is a concern.
- use Support First policy and practice to ensure children's right to an education is met.
- know and understand key messages from whole school attendance data.
- support members of staff in having initial conversations with parents about attendance.
- model high expectations and standards.
- support the Headteacher to set school culture and ethos.
- share concerns with key staff above.
- ensure safeguarding logs are made in a timely manner making offers of support explicit.

4.5 The attendance team will

- make 'first day phone calls' to parents/carers of children who are not in school and where we have no notification regarding the absence.
- provide data to office staff for coding registers.
- share relevant information with class teacher via the Child Protection On-line Management System (CPOMS).
- meet and greet children and families each morning and share positive messages when children are collected.
- discuss punctuality and reasons for lateness with families as they arrive.
- build relationships, support families and remove barriers to attendance.
- send additional personalised text messages to inform parents about impact of absence where necessary.
- provide weekly data for Leaders and staff.
- produce half termly attendance print outs for all children.
- carry out induction meetings for in year admissions.
- group children according to attendance rates and produce appropriate tiered letters.
- track progress towards pupils' attendance targets
- analyse data half termly
- plan and implement Early Help wherever needed.
- take calls from parents about absence and record it on the school system.
- give advice about length of absences in line with public health advice or school policy.
- ensure required data returns are completed and submitted.
- ensure school holds more than 1 emergency contact for each child on roll.
- liaise with Pastoral Manager to update register codes.
- update the attendance registers using DfE codes for absence and guidance regarding attendance
- co-ordinate half termly & termly awards

4.6 Class teachers and teaching assistants will:

- record attendance on a daily basis, using the present or absent codes, and submit this information to the school office.
- actively promote the benefits of excellent attendance with their class.
- plan and teach exciting and engaging lessons that children want to be involved in.
- notice patterns in attendance and liaise with the attendance team about these.
- communicate individual attendance messages during parents evening.
- know their class attendance each week and communicate this to their class.
- implement whole school attendance strategies and give rewards in accordance with this

- message any absentee at the end of each day of absence, informing them that they have been missed, what learning has been missed and offering reassurance re: catching up & closing gaps
- welcome every absentee back with a positive message and encouragement to improve in the future.

4.7 Parents will:

- ensure children will arrive at school between 8.40am and 9.00 am.
- accompany children to the school office if they are late and sign them in, including reason or lateness.
- notify the school of unexpected absence, and give the reason for this either by:
 - **phone call (0121 6752456)**
or
 - **email (enquiry@ydlywood.bham.sch.uk)**
or
 - **report using the 'Studybugs App'.**
- ensure that they do not take leave during term time, except in the most exceptional of circumstances, where requests to school are made in the correct way.
- attend meetings relating to their child's attendance or request for term time leave and access support made available to them.
- provide medical evidence of absences when requested by school.
- work with school to access recommended Early Help strategies.
- check that children have everything that they need for school.
- Support the school, and their children, by recognising and valuing good attendance

Reporting through the Studybugs App is the most efficient and reliable way for parents to report a pupil's absence. The Studybugs App also offers direct links to NHS advice and allows parents to track and monitor their child's attendance. We encourage parents to download and use the app: <https://studybugs.com/>

4.8 Children will:

- come to school every day that they can.
- bring everything with them that they need for the day.
- come into school ready to learn.
- ask for help if they need support to do this.

5. Recording Attendance

5.1 Registers (Pupil Registration Forms)

We will keep an attendance register that lists all pupils on the school roll. A pupil's name will only be deleted for a valid reason. We understand that removing a pupil's name for any other reason would constitute off-rolling. We follow all advice from Birmingham City Council, our Safeguarding and Child Protection Policy and Keeping Children Safe in Education.

Pupils can arrive in school from 8.40am, and must be in school by 9.00 am at the latest, on each school day.

We will take our attendance register at the start of the morning session of each school day, at 9.00 am and then again at 12.40 pm.

We use a visual register system called Studybugs.

It will mark whether every pupil is:

- Present
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to exceptional circumstances

It will also record the dinner options (school dinner or packed lunch)

There will never be any blanks left on an attendance register. Codes will be used in line with guidance in 'Working Together to Improve School Attendance' guidance. N codes will be replaced with a reason as soon as we are able and always within 5 days.

The morning register will remain open from 9.00 am until 9.30 am, and the afternoon register from 12.40 pm until 1.10 pm. Any arrivals after these 30-minute windows will be recorded as 'late after the register has closed' and will have a negatively effect on the child's attendance.

5.2 Lateness

Children who arrive between 9.00 am and 9.30 am will be signed in at the school office and will be marked as late (L) in the register. They must be signed in by their parent/carer, with reason for lateness provided. ***Whilst their lateness will impact on the start of their learning time, arriving by 9.30 is recorded as 'late before the register closes' and will not negatively impact a child's over-all attendance.***

Children arriving after the register has closed at 9.30am will be marked with the U (unauthorised) code for the entire morning session. This will not only lose valuable learning time, but will also impact on their over-all attendance, as the whole morning is marked as an absence. They must be signed in through the office.

Parents of children who are persistently late, both before and after the close of registers, will be contacted and offered advice and support to improve punctuality. Children may be set individual targets to improve punctuality.

5.3 Authorised Absence

There are three main categories of authorised absence:

- When a pupil is prevented from attending by sickness or any unavoidable cause agreed by school.
- If a day is exclusively set apart for religious observance by the religious body to which the parent belongs. The school will authorise absence for religious observance in accordance with statutory guidance and the requirements of the relevant faith community.
- On the grounds that, for children who are entitled to LA transport, suitable transport has not been provided by the LA and the school is not within walking distance

Other categories of absence which are specifically authorised by legislation are:

- The child is taking part in approved work experience where the head teacher is satisfied that attendances are properly monitored.
- The child is taking part in a public performance approved and licensed by the LA.

- Leave has been granted for an annual holiday in term time, though only in exceptional circumstances. This can be done only by the Chair of Governors or the Head Teacher.

The Head Teacher, acting for the Governing Body, might wish to exercise their discretion to authorise absence on the grounds of:

- Domestic circumstances which would include the death of a close member of the child's family, a house fire or other exceptional traumatic event.
- Attendance for an interview for another educational establishment or an approved sporting activity.
- Medical or dental appointments if such appointments must unavoidably be made during school hours.
- Fixed term exclusions.

We will mark absence due to illness as authorised unless the school has a genuine concern about the authenticity of the illness. If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised after discussions with parents/carers, who will be notified of this.

5.4 Unauthorised Absence

A note from parents does not automatically authorise a pupil's absence. Only the Head Teacher, except in cases where the pupil is sick, can authorise any absence. Reasons given by parents should be considered carefully and need not be accepted as authorising the pupil's non attendance e.g. day off for birthday, shopping, overslept.

5.5 Persistent Absence and Severe Absence

The persistent absence threshold is 10%. If a pupil's individual overall absence rate is greater than or equal to 10%, the pupil will be classified as a persistent absentee.

Children with severe absence, are out of school more than they are in – their attendance is 50% or less.

In both cases, but always for severe absence, all partners should work together to remove barriers quickly and efficiently, including by consideration of an EHCP or securing alternative provision where barriers cannot be removed.

5.6 Leave of Absence (Legal) Process

Any requests for leave during term time must be made in writing to the Head Teacher, before any leave is booked. The request must clearly detail the purpose and the dates for leave requested.

A meeting may be arranged to discuss the request further.

While always considering each individual request, it is only in the most exceptional circumstances that leave will be granted. For example, it is unlikely that leave would be granted for the purpose of a family holiday.

For any leave, whether authorised or not, once the booking is made school must have evidence of holiday details, showing children's names clearly.

If parents choose to continue with taking the leave, despite it being unauthorised by school, they risk being fined under the Birmingham City Council Leave of Absence (Legal) Process.

The current fine for taking children out of school for holidays in term time are **£80 per child, per parent, if paid within 21 days, doubling to £160 per child per parent if not paid.**

This applies to any unauthorised holiday of 5 days or more (10 school sessions), or 5 cumulative days during a 10 week period. Referrals will be submitted to the Birmingham Education Legal Intervention Team (ELIT). *Leave of absence during term time will only be authorised in exceptional circumstances at the discretion of the Headteacher.*

5.7 Reduced Time Tables

Although all children are entitled to full time provision, there may be a need to introduce a part time timetable to meet individual need. Part time timetable returns are made every half term to Birmingham City Council. We understand that reduced timetables should:

- be used for the shortest time possible and for a maximum of 8 weeks.
- not be used to manage behaviour.
- be agreed with parents and have a formal review date.
- be time limited, with the pupil returning to full time provision in school or at alternative provision.

Any child on a reduced timetable will have a case study documenting support and strategies in place for reintegration. A risk assessment will also mitigate any risks associated with the reduced timetable.

Part-time timetables will be reviewed regularly. They should last no longer than 8 weeks and the local authority must be notified if P/T timetables come to an end or are extended.

6. Children with Medical Conditions or Special Educational Needs and Disabilities

We understand that treating everybody equally, does not always mean treating everybody the same. Everybody has differing needs. Although children have the same right to education and our ambition is to achieve this, we know that their significant needs and identified barriers to learning will mean additional support will be needed to realise this. Please see details of separate policies for further information.

7. Monitoring and Evaluation of Attendance

When children join our school we will share our attendance expectations with any new families and at induction meetings and direct them to the Attendance Policy on our website.

Each day we will:

- know who isn't in school and the reason why.
- code absence accurately in order to ensure compliance and aid monitoring and evaluation.
- monitor attendance of identified children, particularly those considered to be vulnerable and/or at risk of becoming persistent or severe absentees.
- involve and engage pupils in their own attendance through incentives, rewards and praise

Each week we will:

- share main messages with Leaders and class teachers.
- Ensure teachers review their class dashboard on Studybugs
- monitor attendance of children in tiered groups.
- identify trends for further discussion and action.
- use display and assemblies to share and discuss main messages with children.
- send personalised text messages where required to inform parents about the impact of absence and to recognise improvements in attendance
- offer Early Help if patterns arise or families find themselves in need of immediate support.

Each half term we will:

- update parents with their child's attendance for the year to date
- reward individual children (gold, silver & bronze certificates)
- produce and update an action plan for all persistent and severe absentees.
- send attendance print outs to parents for all children, along with a correct certificate
- carry out group analysis of attendance trends, e.g. SEND, PP, Boys girls, ethnic groups.
- Compare our school's attendance with those nationally and in similar contexts, using data from the VYED service (View Your Education Data).
- evaluate and share main messages with all staff and with parents.
- Offer early help to those at risk of or already are persistently or severely absent and follow this up with a second meeting if attendance has not improved.

Each term we:

- evaluate the action plan for persistent and severe absentees, review each PA and produce a new plan in light of improvements, stasis or regression
- report to the attendance Link Governor and meet to discuss challenges and mitigating actions.
- bench mark school data against national data published by the DfE/VYED as part of its national statistics.
- Compare our attendance with schools nationally and those in a similar context
- Work alongside the local authority Attendance Team and liaise with our named point of contact for attendance (NPOC)

8. Strategies for Promoting Excellent Attendance**Setting the culture of good attendance**

- Stress the intrinsic reward of a good education, and importance of minimising gaps in learning
- Recognise the life-long positive habits of attendance and punctuality, in school and the work place
- Increase pupil voice and their engagement and involvement in school life and their learning.
- Ensure attendance is high profile around school by making effective use of displays and assemblies.
- Set high expectations – children are expected to be in school, on time with the right equipment every day and we will challenge every time that they are not.
- Set attendance challenges at particular times in the school year.
- Celebrate and reward both high attendance & improved attendance in class
- Recognise and reward good and improving attendance with alerts, text messages, half termly certificates and termly badge awards

Curriculum

- Provide an exciting curriculum and learning environment that children want to be a part of and don't want to miss
- Use our curriculum to raise aspirations of children.
- Regularly discuss the importance of life long education and the opportunities that learning brings.
- Ensure there is a clear purpose for each day – teachers discuss what's coming next, why children need to attend and reference prior learning in every lesson.

Community

- Greet and welcome every child & every family every day
- Maximise opportunities for informal parent contact at the start and end of each day.
- Increase parental engagement by organising classroom share sessions, welcome meetings, parent workshops, coffee mornings, charity fundraisers and school events.
- Ensure opportunities for parental engagement in whole school days and events.

Communication

- Improve use of social media to connect all stakeholders to school life.
- Ensure attendance is part of every whole school letter and that the format is consistent.
- Continue to publicise attendance on the website.
- Develop a positive and proactive whole school language around attendance
- Provide a structure for parents evening to share attendance messages with parents.

Analysis of data though a tiered approach

At the end of each half-term we will group all children according to their attendance for that half term, rewarding the children as follows:

Rewards, Awards, Support.

The most important reward for good attendance is the access to the full curriculum and all the benefits that brings, both throughout children's school experiences and in increasing children's future life-chances.

In addition to the intrinsic value of learning, the most effective rewards are those that celebrate both individual and collective effort, develop a positive culture and a feeling of belonging, in the classroom and the wider school community. We are much happier when we celebrate each other's successes and focus on the positives. We believe, as a school community, that rewards, support and positivity are far more successful (and desirable) than any sanctions.

Rewards:

These are in-school daily and/or weekly rewards, taken together as a class:

100% Attendance

- Classes with 100% attendance on any day receive a short 10 minute reward time the following day, agreed between the teacher and children. This could be extra time outside, a short animation, a game in the classroom or other reward agreed between the class

Improved Attendance

- For improved attendance from the previous day, children receive a short 5 minute reward in class. If the attendance is 100% and it wasn't the day before, this will accumulate to 15 minutes (10 minutes for 100% + 5 minutes for improving).
- If a class's attendance is consistently affected by a persistent absence or unauthorised leave, the rest of the class will receive 10 minutes reward time at the end of the week, if the remainder of the class maintain good attendance

Awards:

These are individual awards, which recognise children's attendance goals and achievement:

100% - GOLD

- Children receive a 100% attendance certificate at the end of each half term
- Children receive a 100% attendance badge at the end of each term.

98.0% - 99.99% - GOLD

- Children receive a gold attendance certificate at the end of each half term
- Children receive a gold pin badge at the end of each term

96% - 97.99% - SILVER

- Children receive a silver attendance certificate at the end of each half term
- Children receive a silver pin badge at the end on each term

94% - 95.99% - BRONZE

- Children receive a bronze certificate at the end of each half term
- Children receive a bronze pin badge at the end of the term

Support

We fully endorse the Birmingham City Council Support First process. This is a legal process which is designed to tackle on-going unauthorised attendance, with an emphasis on supported families to remove barriers to attendance.

We have a dedicated team, determined to improve school attendance and offer support whenever needed. We want to keep parents informed, to intervene as early as possible, and ensure all children receive their entitlement to the best education possible.

If attendance falls below the expected standard, support will be offered through a tiered response:

- Below 95% - an early text alert that attendance has dipped below 95% - being in the next day should fix this

- Below 94% - parents receive a text message, informing them that attendance has dipped below 94%, but that good attendance is just a few days away and readily attainable
- Below 93% - parents will be invited in for a meeting to discuss attendance and receive an offer of support
- Below 92% - the child is at immediate risk of becoming a persistent absentee, a further review meeting will be arranged with parents
- 90% or below – parents receive a letter warning them that children are currently identified as persistently absent (PA) and inviting them to a more formal meeting to discuss this. The attendance team will closely monitor PA's and take further action where this is not improving. This may involve referral to the School Nurse and/or require medical evidence for any absence.

We are mindful that for all tiers, genuine illness cannot be helped and understand that during short timescales, the significance of this increases. We will consider each case as an individual during this process.

Early Help:

We recognise the importance of identifying need and taking appropriate action at an early point in order to reduce or remove barriers to attendance. At all stages in the process above, we will:

- work with families to understand barriers.
- listen to and empathise with challenges identified.
- provide support either from our in-house professionals or make referrals to outside agencies where required.
- Offer early help to those at risk of or already are persistently or severely absent and follow this up with a second meeting if attendance has not improved. A formal plan will be agreed to improve attendance.

Illness Protocol:

We follow all advice and policy issued by Birmingham City Council.

- Illness is the most common reason for absence.
- We trust our parents, listen to them and generally accept reasons given for illness absence.
- We provide early help in school.
- We review reasons for illness absence and will gain consent to make a referral to the school nursing team if the child has 3 or more illness absences in half a term or 5 in a term. Once seen, if there is no improvement and no condition identified, then we send a medical absence letter and request for medical evidence.
- We do not routinely ask for medical evidence, however, when concerns arise over attendance we may do so. This could include:
 - copy of prescription
 - slip with date, pupil's name and surgery stamp, signed by Receptionist
 - medical appointment card with one appointment entered
 - letters concerning hospital appointments
 - print screen of medical notes
 - doctor's letter (from a professional such as a hospital Consultant or Psychologist)
 - evidence of phone call to NHS 111 Service
 - NHS website – parents can access child's medical notes
 - medication prescribed by a Doctor
 - letter from a relevant professional

- If we have medical evidence that a child is not fit to attend school and this lasts for 15 school days or more (not necessarily consecutive), we make a referral to James Brindley Academy.
- If a known medical condition is affecting attendance, we gain consent for a school nurse referral, ensure a Health Care plan is in place and gain consent to write to consultant.
- Where attendance concerns exist, the school may request independent medical evidence to support absence due to illness.

If a child needs a medical or dental appointment, whenever possible, this should be made outside of the school day. When this is not possible, we urge parents to bring children in before their appointment, and bring them back to school after the appointment, to minimise disruption to the child's learning

9. Strategies for Reducing Persistent Absence and Severe Absence

In order to identify, monitor and reduce persistent and severe absence, we will:

- operate our tiered approach, (see Advisory Texts & Letters above).
- produce an action plan for all persistent and severe absentees each half term using the BCC Attendance Support Plan
- conduct home visits where this is identified as an appropriate strategy.
- build relationships and offer Early Help throughout, (see above).
- improve data analysis.
- introduce parent contracts where needed.
- Work together with all agencies, including making referrals where appropriate.
- Implement Support First and Leave During Term Time legal processes, (see above).

10. Legal Sanctions

Legal sanctions are a last resort and a route that we strive to avoid, however at YWCPS, we implement Birmingham City Council's:

- Leave of Absence (Legal) process. This is a legal process for cases of leave during term time.

In addition, we implement the National Framework for Penalty Notices for school absence which allows parents to discharge an offence by paying a one-off penalty without the matter being referred to court where they could receive fines of hundreds of pounds and a criminal record.

A National Framework for Penalty Notices was introduced, with new regulations which came into effect from August 2024. The aim is to improve consistency in the use of penalty notices across England. The national framework includes:

- A single consistent national threshold for when a penalty notice must be considered of ten sessions (usually equivalent to five school days) for any unauthorised absence within a rolling ten school week period. The 10-week period may span different terms or school years. For example, two sessions of unauthorised absence in the summer term and a further eight during the autumn term.
- An increase to the rate of a penalty notice from £120 to £160 if paid within 28 days and £60 to £80 if paid within 21 days. If a second penalty notice is issued to the same parent for the same child within a rolling three-year period, the notice will be charged at the higher rate of £160 with no option for this second offence to be discharged at £80.

- A national limit of two penalty notices that can be issued to a parent for the same child within a rolling three-year period, so at the 3rd (or subsequent) offence(s) another tool must be considered (such as prosecution or another attendance legal interventions).

11. Attendance and Safeguarding

Daily attendance at school is part of a wider system and culture of safeguarding, which underpins all that we do at school. Whilst there can be many reasons for absence, please note that:

- **unexplained absence is a safeguarding concern;**
- **home visits may be undertaken where necessary;**
- **children missing education procedures will be followed;**
- **attendance concerns may trigger safeguarding assessments;**
- **attendance data is reviewed alongside safeguarding information.**

12. Review

This policy will be reviewed annually by the Senior Leadership Team and will be taken to the Full Governing Board for approval

13. Links to Other Policies

This policy should be read in conjunction with:

- Safeguarding Policy
- Behaviour Policy
- Exclusions Policy
- SEND Policy
- Equalities Policy, Statement and Objectives

Contact summary:

Reason for Contact	Who to Contact?	How to contact?
To report absence	Studybugs (preferred & easiest route) School Office	Studybugs App (register at): https://studybugs.com/ 0121 6752456 enquiry@ydlywood.bham.sch.uk
To request leave during term time	Head Teacher- Ben Turner	0121 6752456 enquiry@ydlywood.bham.sch.uk
To discuss barriers to attendance and/or get early help	Michelle Ayres, Sarah Ford & Hannah Jakeways	0121 6752456 enquiry@ydlywood.bham.sch.uk
To discuss safeguarding concerns	Rosie Walls (Designated Senior Lead) Ben Turner, Katie Palmer, Sarah Ford, Hannah Jakeways (Deputy DSLs) or any available member of staff – safeguarding is everyone's responsibility	0121 6752456 safeguarding@ydlywood.bham.sch.uk
To discuss any classroom issues or concerns or pass information to your child's teacher	Class Teacher and Teaching Assistants	Face to face at the start of the school day 8.40-9.00 or at the end of the school day. or via Class Dojo
To raise concerns or discuss children with special educational needs or disabilities (SEND)	Rosie Walls – Inclusion Lead Claire Taylor – assistant SENDCo for EYFS & Y1	0121 6752456 enquiry@ydlywood.bham.sch.uk

School Attendance (Pupil Registration) (England) Regulations 2024

CODE	DESCRIPTION	MEANING
/	Present (AM)	Present
\	Present (PM)	Present
L	Late (before registers closed)	Present
B	Educated off site (NOT Dual registration)	Approved educational activity
K	LA arranged provision at a place other than a school	Approved educational activity
P	Approved sporting activity	Approved educational activity
V	Educational visit or trip	Approved educational activity
W	Work experience	Approved educational activity
C	Absent with leave (not covered by another appropriate code/description)	Authorised absence
C1	Absent due to participating in a regulated performance or regulated employment abroad	Authorised absence
C2	Part-time timetable	Authorised absence
E	Excluded (no alternative provision made)	Authorised absence
I	Illness (NOT medical or dental etc. appointments)	Authorised absence
J1	Interview	Authorised absence
M	Medical/Dental appointments	Authorised absence
R	Religious observance	Authorised absence
S	Study leave	Authorised absence
T	Traveller absence	Authorised absence
G	Family holiday (NOT agreed <u>or</u> days in excess of agreement)	Unauthorised absence
N	No reason yet provided for absence	Unauthorised absence
O	Unauthorised absence (not covered by any other code/description)	Unauthorised absence
U	Late (after registers closed)	Unauthorised absence

D	Dual registration (i.e. pupil attending other establishment)	Not counted in possible attendances
Q	Lack of transport or boarding access arrangements arranged by LA	Not counted in possible attendances
X	Untimetabled sessions for non-compulsory school-age pupils	Not counted in possible attendances
Y1	Transport normally provided by LA or school not available	Not counted in possible attendances
Y2	Widespread disruption to travel due to local, national or international emergency	Not counted in possible attendances
Y3	School partially closed	Not counted in possible attendances
Y4	Whole school site unexpectedly closed	Not counted in possible attendances
Y5	Pupil in criminal justice detention	Not counted in possible attendances
Y6	Travel or attendance contrary to public health guidance or law on transmission of disease	Not counted in possible attendances
Y7	Unable to attend due to unavoidable cause	Not counted in possible attendances
Z	Pupil not yet on roll	Not counted in possible attendances
#	School closed to pupils (planned closure)	Not counted in possible attendances

KEY

Present
Approved Education Activity (Present)
Authorised absence
Unauthorised absence
Not counted in possible attendances