



# Denbigh School Attendance Policy

**2025 -2026**

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Trust website		School website	
1	Statutory publication	A	Statutory publication
2	Good practice	B	Good practice
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**Policy level			
1	Trust wide	Single policy relevant to everyone and consistently applied across all schools and departments, with no variation. e.g. Complaints procedure	Statutory policies approved by the Board of Trustees (or designated Trustee Committee). Non-statutory policies approved by the CEO with exception of Executive Pay.
2	Trust core values	This policy defines the Trust core values in the form of a Trust statement to be incorporated fully into all other policies on this subject, that in addition contain relevant information, procedures and or processes contextualised to that school. e.g. Safeguarding, Behaviour	Statements in statutory policies approved by the Board of Trustees (or designated Trustee Committee). Statements in non-statutory policies approved by the CEO.  Policy approved by Local School Board.
3	School/department	These policies/procedures are defined independently by schools as appropriate. E.g. Anti-bullying	Approved by Local School Board.

## Contents

1	DEFINITIONS .....	3
2	AIMS AND PRINCIPLES .....	3
3	ROLES AND RESPONSIBILITIES .....	4
4	ATTENDANCE REGISTERS .....	5
5	UNPLANNED ABSENCE .....	6
6	UNEXPLAINED ABSENCE .....	7
7	PLANNED OR LEAVE OF ABSENCE .....	8
8	PUNCTUALITY .....	9
9	MONITORING AND SUPPORTING REGULAR ATTENDANCE .....	9
10	INCENTIVES .....	10
11	LEGAL INTERVENTION .....	10
12	ATTENDANCE TRAINING AND EDUCATION .....	11
13	REVIEW .....	12
14	SUMMARY .....	12
APPENDIX A – ATTENDANCE CODES.....		14
APPENDIX B – ATTENDANCE INTERVENTION PROCEDURE .....		16

## 1 Definitions

Term	Definition
<b>Absence</b>	Student is not present for the entire, or part of a, session
<b>Attendance Team</b>	Assistant Headteacher (Attendance), Lead Attendance Officer and Attendance Officer
<b>Authorised Absence</b>	An absence authorised by the Headteacher
<b>Compulsory School Age</b>	The term after a child's fifth birthday until the last Friday in June of Year 11
<b>Continued Professional Development (CPD)</b>	Training provided continually to Staff at Denbigh School
<b>Fixed Penalty Notice (FPN)</b>	Fine issued by the Local Authority upon receipt of school referral
<b>Headteacher</b>	Headteacher of Denbigh School
<b>InVentry</b>	The system used in the School reception to record all persons arriving and leaving the School
<b>Leave of Absence</b>	Any school absence other than illness, injury or medical appointment
<b>Local Authority</b>	Milton Keynes City Council
<b>Local School Board (LSB)</b>	The group of appointed persons that has the authority to exercise governance over Denbigh School
<b>ParentMail</b>	Communication platform used by the School and Parents/Carers for communicating information and reporting absence
<b>Parents/Carers</b>	Parents or Carers with a legal responsibility to the Student
<b>Persistent Absence</b>	School absence greater than or equal to 10%
<b>Persistent Lateness</b>	Arriving late to the School 3 times or more in one calendar week
<b>Regular Attendance</b>	Attendance every day the Student is required to attend (100%)
<b>School</b>	Denbigh School
<b>Severe Absence</b>	School absence greater than or equal to 50%
<b>SIMS</b>	The administration system used by staff to contain student details and record attendance
<b>Staff</b>	A person employed by the School
<b>Student</b>	The child enrolled at Denbigh School
<b>Teacher</b>	The member of staff timetabled to take the register at the relevant time
<b>The School Day</b>	The timetabled school day. 08:30 am – 15:00 pm, 08:30 am – 16:00 pm on Tuesday (Year 10 and 11) and Thursday (Year 11)
<b>Unauthorised Absence</b>	A school absence not authorised by the Headteacher
<b>Unexplained Absence</b>	Student absence from school without reason provided by Parents/Carers

## 2 Aims and Principles

- 2.1** The School insists the Student is present every day the School is open, recognising that their commitment to regular attendance also indicates a commitment to make the most of their learning opportunities. It is central to the School's core value of engagement. Regular attendance is rewarded and celebrated. Consistent and punctual attendance are qualities that are highly valued by employers, who want assurance that their workforce is reliable, and as such they are qualities the School seeks to develop in the Student. The School recognises that regular attendance has a positive effect on the motivation and attainment of the Student.

- 2.2** The School aims to meet its legal obligations with regard to school attendance by:
  - 2.2.1** Promoting regular attendance.
  - 2.2.2** Recording attendance using codes as outlined in DfE guidance 'Working together to improve school attendance' (August 2024).
  - 2.2.3** Reducing absence, including persistent and severe absence.
  - 2.2.4** Monitoring student attendance to ensure patterns of non-attendance are identified early.
  - 2.2.5** Supporting Parents/Carers to perform their legal duty to ensure that their child, of compulsory school age, attends regularly.
- 2.3** Details of the Student's attendance and punctuality are formally reported to Parents/Carers throughout the academic year.
- 2.4** The School is committed to working with Parents/Carers and other professionals to support regular attendance and support improvements to this, where necessary.
- 2.5** The School will incentivise attendance using rewards for the Student if they achieve:
  - 2.5.1** Regular attendance; or
  - 2.5.2** Consistently improved attendance.
- 2.6** The School understands that regular attendance is attained using a whole school approach. The School aims to effect this by providing training and education, in relation to school attendance, to:
  - 2.6.1** The Student
  - 2.6.2** Staff
  - 2.6.3** Parents/Carers.

### **3 Roles and Responsibilities**

- 3.1** The Local School Board is responsible for monitoring attendance figures for the School and holds the Headteacher to account for the implementation of this Policy.
- 3.2** The Headteacher is responsible for:
  - 3.2.1** Ensuring this Policy is implemented consistently and for monitoring school-level absence data and reporting it where required.
  - 3.2.2** Deciding whether absence from school will be recorded as authorised or unauthorised.
  - 3.2.3** Referring Parents/Carers to the Local Authority for a FPN.
  - 3.2.4** Referring Parents/Carers to the Local Authority for legal intervention in relation to persistent or severe absence.
- 3.3** The Attendance Team are responsible for:
  - 3.3.1** Inputting and maintaining attendance registers to produce accurate attendance data.
  - 3.3.2** Communicating with Parents/Carers regarding the Student's attendance and concerns regarding both attendance and punctuality.
  - 3.3.3** Co-ordinating the response taken to support the Student's attendance to improve, where necessary.
  - 3.3.4** Co-ordinating referrals to the Local Authority on behalf of the Headteacher and support in proceedings alongside the Local Authority, where necessary.

- 3.3.5** Rewarding regular and consistently improved attendance.
- 3.3.6** Providing education and training for:
  - 3.3.6.1** The Student
  - 3.3.6.2** Staff
  - 3.3.6.3** Parents/Carers.
- 3.4** Staff are responsible for:
  - 3.4.1** Monitoring and recording student attendance on a daily basis.
  - 3.4.2** Using correct attendance codes to record student attendance.
  - 3.4.3** Completing and submitting registers within procedural timescales.
  - 3.4.4** Supporting the Student to attend regularly.
- 3.5** Parents/Carers are responsible for:
  - 3.5.1** Ensuring the Student attends the School regularly and punctually.
  - 3.5.2** Reporting unplanned absence before the beginning of the school day using methods as detailed in this Policy.
  - 3.5.3** Applying for leave of absence, giving as much notice as possible.
  - 3.5.4** Providing evidence for any absence, as requested by the School, in a timely manner.
  - 3.5.5** Working together with the School to support regular attendance of the Student.
  - 3.5.6** Refraining from taking the Student out of school during the school day, during term-time, for any reason.
- 3.6** The staff responsible for the School's strategic approach to attendance are:
  - 3.6.1** Mr Mike Stewart – Deputy Headteacher (Senior Attendance Champion).
  - 3.6.2** Miss Leah Blackall – Lead Attendance Officer.

## **4 Attendance Registers**

- 4.1** The School is required to keep and maintain an attendance register, which the student will be placed on the first day they attend the School.
- 4.2** The register will be recorded and maintained using SIMS.
- 4.3** Registration will take place twice daily, once in the morning and once in the afternoon.
- 4.4** The morning (AM) session will begin at 08:30 am and close at 09:00 am. The Student is expected to be present in their lesson by 08:30 am, at the latest, each day.
- 4.5** The afternoon (PM) session register will be taken at 12:30 every day, during lessons.
- 4.6** Individual class registers will be taken by the Teacher during each lesson, in addition to AM and PM registration.
- 4.7** The attendance register will record whether the Student is:
  - 4.7.1** Present.
  - 4.7.2** Attending an approved off-site educational activity.
  - 4.7.3** Absent (authorised or unauthorised).
  - 4.7.4** Unable to attend due to exceptional circumstances.
  - 4.7.5** Not required to attend.

- 4.8 Approved educational activities, approved by the School, include:
  - 4.8.1 Off-site educational visits.
  - 4.8.2 Work experience.
  - 4.8.3 Sporting activities.
  - 4.8.4 Courses and interviews linked to education or further education.
  - 4.8.5 Accredited examinations of subjects not provided by the School including, but not limited to, dance or music.
  
- 4.9 The attendance register is to be:
  - 4.9.1 Operated by the Teacher.
  - 4.9.2 Maintained by the Attendance Team.

## 5 Unplanned Absence

- 5.1 Daily attendance of the Student is monitored by the Attendance Team.
  
- 5.2 Parents/Carers must notify the School **every day** of any absence using the following methods only:
  - 5.2.1 ParentMail app
  - 5.2.2 E-mail – [studentabsence@denbigh.net](mailto:studentabsence@denbigh.net)
  - 5.2.3 Voicemail – 01908 330536
  
- 5.3 Reports of absence should be received before the beginning of the school day.
  
- 5.4 Parents/Carers must provide the reason for student absence and when the Student is expected to return.
  
- 5.5 Where the Student is recorded as absent, the register must show whether the absence is authorised or unauthorised.
  
- 5.6 Only the Headteacher holds the discretion to authorise an absence.
  
- 5.7 All absence is recorded as unauthorised until satisfactory information, which may include formal evidence, is provided by the Parents/Carers and reviewed by the School.
  
- 5.8 Absence due to illness/injury will be authorised unless the School has concerns about attendance or the authenticity of illness/injury.
  - 5.8.1 If authenticity of illness/injury is in doubt, the School may ask Parents/Carers to provide medical evidence or to give permission for the Attendance Team to speak to the Student’s medical professionals directly.
  - 5.8.2 Medical evidence will not be requested unnecessarily.
  
- 5.9 If an absence due to illness or injury lasts longer than five days, medical evidence will be required in order for the School to continue authorising absence.
  
- 5.10 Medical evidence of illness/injury may be provided in, but not limited to, the following form:
  - 5.10.1 GP daily care summary.
  - 5.10.2 Written or verbal communication from GP.
  - 5.10.3 Written or verbal communication from Nurse.

- 5.10.4** Written or verbal communication from Consultant.
- 5.10.5** Prescription for medication displaying:
  - 5.10.5.1** The Student's full name and
  - 5.10.5.2** the date
- 5.10.6** Screenshot of text message from medical practice, confirming date and time of appointment including:
  - 5.10.6.1** The Student's full name and
  - 5.10.6.2** the date

**5.11** If the Student becomes unwell or injured during the school day, they should report to the Senior First Aider, who will offer appropriate support and contact Parents/Carers to discuss if the Student should remain on site, if necessary.

**5.12** If the Student becomes unwell or injured during the school day and contacts Parents/Carers to collect them without authorisation from staff, the absence will be recorded as unauthorised.

## **6 Unexplained Absence**

**6.1** If the School has not received notification of absence before the beginning of the school day, the Student's absence will be recorded as unexplained.

**6.2** It is the Parents/Carers legal responsibility to report the Student as absent but where this is not adhered to, the School will attempt to establish reason for absence every day the Student is absent.

**6.3** Where the Student is absent for AM registration and absence has not been reported by Parents/Carers to the School, using procedures outlined in this section, the Attendance Team will contact Parents/Carers to establish reason for absence.

**6.4** First contact will be made via telephone, using the contact numbers provided by Parents/Carers. If there is no answer, a voicemail will be left if possible.

**6.5** Multiple contacts will be called if the Attendance Team are unable to get hold of the first priority contact.

**6.6** Parent/Carer failure to respond to attempted contact by the School will result in follow up written communication, via ParentMail, to establish reason for absence.

**6.7** If no information is provided by the Parents/Carers to the School within 5 working days, the absence will be recorded as unauthorised.

**6.8** Should concerns regarding the Student's welfare linked to their absence arise, a home welfare visit may be conducted.

**6.9** If the Student is marked present during the AM session and absent for the PM session without permission, the school will investigate this absence and Parents/Carers will be notified.

**6.9.1** If investigations find the Student is not partaking in an authorised activity, the absence will likely be considered truancy and recorded as unauthorised.

## **7 Planned or Leave of Absence**

- 7.1** The Headteacher may not grant leave of absence for students during term time unless they consider it to be an 'exceptional circumstance'.
- 7.2** Regulations state that all leave of absence requests be made in writing and in advance, to the Headteacher.
- 7.3** All events, including medical appointments, should be planned outside of the school day to support regular attendance expectations.
- 7.4** Where medical appointments cannot be arranged outside of the school day, advance notification of the absence must be made by Parents/Carers to the School via ParentMail or E-Mail (see section 5.2).
- 7.5** Leave of absence requests for religious observance must be made in writing and in advance, to the Headteacher.
- 7.5.1** Following DfE guidelines, religious absence will only be authorised for one day which has been exclusively allocated to the religious calendar date for the observance, provided by the religious body the Student belongs to.
- 7.5.2** The School may request the Parents/Carers to provide evidence to the School relating to the religious observance, before the absence may be authorised.
- 7.6** Leave of absence requests for attendance to a special occasion must be made in writing and in advance, to the Headteacher.
- 7.6.1** Absence of this nature may only be approved in exceptional circumstances.
- 7.6.2** In order for the occasion to be regarded as an exceptional circumstance the following will be taken into consideration by the Headteacher:
- 7.6.2.1** The nature of the occasion.
- 7.6.2.2** The Student's current attendance percentage.
- 7.6.2.3** The Student's historic attendance.
- 7.6.2.4** Previous leave of absence requests the Headteacher has approved for the Student.
- 7.7** Where the Student leaves the School during the school day, this must be pre-arranged and/or agreed by Staff.
- 7.7.1** The Student must be collected by Parents/Carers or appointed appropriate adult.
- 7.7.2** Parents/Carers, or appointed adult, must collect the Student, from the School reception, in order to sign them out using the InVentry system.
- 7.8** Where leave of absence is authorised, the Student should endeavour to attend the School before and after, if possible.
- 7.8.1** Timings of travel should be communicated by Parents/Carers, upon application, to determine possibility of attending the School before/after the leave of absence.
- 7.9** Family holidays will not be authorised during term time. Term dates are published on the School website two academic years in advance, to enable pre-planning.

- 7.9.1** Parents/Carers have no legal entitlement to take the Student on holiday during term time.
  - 7.9.2** Family holidays are not considered an exceptional circumstance in a leave of absence request.
  - 7.9.3** Parents/Carers that take the Student on holiday during term time without being authorised by the Headteacher may be referred to the Local Authority.
    - 7.9.3.1** Referral to the Local Authority may result in issue of a Fixed Penalty Notice (FPN) to Parents/Carers.
  - 7.9.4** Any absence for 'recreation or leisure' does not constitute exceptional circumstances and will be recorded as a family holiday.
- 7.10** If the Headteacher decides a leave of absence request is not authorised and the Student proceeds to be absent, the absence will be recorded as unauthorised.

## **8 Punctuality**

- 8.1** Punctuality to all sessions and lessons is important.
- 8.2** The Student **must** arrive to the School by 08:28 am to be recorded as present in the AM session.
- 8.3** The Student is expected arrive to their first lesson of the school day by 08:30 am latest.
- 8.4** If the Student arrives to the session after the register closes (see section 4.4), the Student will be formally recorded as late to the session – using the appropriate attendance code (see Appendix A)
- 8.5** If arriving late to the School, the Student must sign in using InVentry, in reception, and provide reason for lateness.
  - 8.5.1** Reasons for lateness will not be authorised without Parent/Carer notification via usual methods for reporting absence.
  - 8.5.2** The Attendance Team may contact Parents/Carers to verify reasons for lateness provided by the Student.
- 8.6** Sanctions for lateness to school (same day 30 minute after school detention) will be issued unless acceptable reason for lateness is provided by Parents/Carers.
- 8.7** Parents/Carers will receive weekly written communication relating to the previous week, from the Attendance Team via ParentMail, should the Student be persistently late to school.
- 8.8** Punctuality relating to lessons will be monitored by the Head of Year (Progress) and appropriate action taken.

## **9 Monitoring and Supporting Regular Attendance**

- 9.1** The Student's attendance will be monitored closely by Staff, namely the Attendance Team, and where it appears a concern, support provided to aid improvement in attendance and other subsequent areas identified.

- 9.2** The School recognises that irregular attendance may be due to a range of reasons so Parents/Carers should communicate any issues that may impact the Student's attendance to the Student's Heads of Year or Attendance Team.
- 9.3** The Student will be formally regarded as persistently absent if their absence is greater than or equal to 10%.
- 9.4** The Student will be formally regarded as severely absent if their absence is greater than or equal to 50%.
- 9.5** The Student may require additional support in order to secure regular attendance. Strategies, are not limited to but, may include:
- 9.5.1** Collaborative discussion with Parents/Carers.
  - 9.5.2** Collaborative discussion with the Student.
  - 9.5.3** Pastoral Mentoring.
  - 9.5.4** Attendance Contracts.
  - 9.5.5** Referral to external agencies.
  - 9.5.6** Part-Time School Timetables (Local Authority regulated).
  - 9.5.7** Alternate Provision.
- 9.6** The Attendance Team will routinely monitor the Student's attendance data and, if applicable, invoke interventions using the School's Attendance Intervention Procedure. (see Appendix B).
- 9.7** If the Student remains persistently or severely absent, despite intervention and support provided, the School may refer Parents/Carers to the Local Authority where legal proceedings will be considered in relation to school non-attendance.

## **10 Incentives**

- 10.1** The Student will receive rewards throughout the academic year for regular, or continuously improved, attendance.
- 10.2** Rewards may be issued, termly or yearly, in the form of:
- 10.2.1** Certificates
  - 10.2.2** Achievement Points
  - 10.2.3** Prize draws
  - 10.2.4** House competitions
  - 10.2.5** Skip the queue passes.
- 10.3** Rewards may be issued to the Student for any other reason, related to attendance, the Attendance Team deems appropriate.

## **11 Legal Intervention**

- 11.1** The School will work alongside the Local Authority to support the Student to attend regularly.
- 11.2** Parent/Carer referral, by the School, to the Local Authority for legal intervention will be made if the Student:

- 11.2.1** Becomes and remains persistently/severely absent, despite staff intervention and support; or
  - 11.2.2** Has 10 or more sessions of continuous unauthorised absence, such as a family holiday; or
  - 11.2.3** Accrues 10 or more sporadic sessions of unauthorised absence, within a 10 week rolling period; or
  - 11.2.4** The Student that is E coded (suspended) is found in a public place during the school day.
- 11.3** Legal intervention by the Local Authority will be in the form of:
- 11.3.1** a PACE interview and subsequently Magistrates court proceedings under Section 444 of the Education Act 1996; or
  - 11.3.2** a Fixed Penalty Notice (FPN).
- 11.4** All legal interventions are issued by the Local Authority.
- 11.4.1** Payment must be made directly to the Local Authority.
  - 11.4.2** Failure to pay may result in prosecution under Section 444 of the Education Act 1996.
- 11.5** Each Parent/Carer is limited to be issued two Fixed Penalty Notices, within a 3 year rolling period.
- 11.5.1** The 3 year rolling period is inclusive of:
    - 11.5.1.1** Transition from Primary to Secondary school;
    - 11.5.1.2** In-year transfers from outside of the Local Authority area.
- 11.6** The first Fixed Penalty Notice, that each Parent/Carer per child is issued, will result in a fine of £160 if paid within 28 days, with a reduction to £80 if paid within 21 days.
- 11.7** The second Fixed Penalty Notice, issued to the same Parent/Carer for the same child, will result in a fine of £160 if paid within 28 days.
- 11.8** If a third Fixed Penalty Notice is issued to the same Parent/Carer for the same child, within a 3 year rolling period, the Local Authority will consider alternate legal interventions which may include court proceedings resulting in fines of up to £2,500 and/or 3 months imprisonment.

## **12 Attendance Training and Education**

- 12.1** The School recognises improving school attendance should be a whole school initiative. This is why we aim to keep every person that is involved in the Student's education informed on attendance procedures, legalities, attendance data analysis, decline and improvement.
- 12.2** The School is committed to continuously improving understanding and knowledge of attendance in all persons surrounding the Student.
- 12.3** The School aim to provide the following training for staff:
- 12.3.1** Yearly Continued Professional Development to update all staff on:
    - 12.3.1.1** Attendance policy review and/or amendments.
    - 12.3.1.2** Attendance Intervention Procedure review and/or amendments.

- 12.3.1.3 Incentive scheme reviews and/or amendments.
  - 12.3.2 Induction programme for new staff to contain:
    - 12.3.2.1 The School expectations for register maintenance.
    - 12.3.2.2 Training on the School Attendance Intervention Procedure.
    - 12.3.2.3 Guidance for use of SIMS in relation to attendance.
  - 12.3.3 Yearly CPD for target staff groups to outline:
    - 12.3.3.1 Specific procedures relating to their role and attendance.
    - 12.3.3.2 Changes to role specific procedures.
- 12.4 Staff training will be delivered by the Attendance Team who will continue to support staff in understanding school attendance throughout the year, where necessary.
- 12.5 The School aims to provide the following education for the Student:
  - 12.5.1 Assemblies, led by the Attendance Team, focusing on the importance of attendance and punctuality.
  - 12.5.2 Visual attendance information displayed throughout the School.
  - 12.5.3 Attendance information and activities, presented by Tutor during Tutorial, relating to attendance.
- 12.6 The School aims to provide the following education for the Parents/Carers:
  - 12.6.1 Attendance on the agenda at Year 7 New -intake Parents' information evening.
  - 12.6.2 Continued contact between staff and Parents/Carers, in relation to attendance, via all methods of communication.
  - 12.6.3 Surveys in relation to Parent/Carer understanding of the School attendance procedures and expectations.
  - 12.6.4 Opportunity at Parents' evenings to meet with a member of the Attendance Team.
  - 12.6.5 Attendance information and FAQs made available via ParentMail and the School website.

## 13 Review

- 13.1 The School may request Parents/Carers and the Student to complete a survey before a review of this document is made, to help establish a wider picture of effectiveness of current policy.
- 13.2 The Senior Attendance Champion and Attendance Team will review this Policy annually and recommend any changes to the Local School Board for approval.

## 14 Summary

- 14.1 It is the policy of the School to encourage regular attendance (100%) and punctuality of the Student.
- 14.2 Only the Headteacher holds the discretion to authorise any absence from the School.
  - 14.2.1 Evidence provided by the Parents/Carers and/or outside agencies will be taken into account when considering individual absences and requests.
- 14.3 Parents/Carers must notify the School **every day** of unplanned absence of the Student before the beginning of the School Day via:

- 14.3.1** ParentMail app
- 14.3.2** E-mail – [studentabsence@denbigh.net](mailto:studentabsence@denbigh.net)
- 14.3.3** Voicemail – 01908 330536

- 14.4** Family holidays must not be taken during term time and will not be authorised.
- 14.5** Intervention and support will be provided to the Student and Parents/Carers by the School in order to maintain regular attendance or improve attendance.
- 14.6** The School aims to reward regular and consistently improved attendance.
- 14.7** Education and training in attendance will be provided by the School to all parties involved with the Student.

## Appendix A – Attendance Codes

Present and AEA\* | Authorised absence | Unauthorised absence | Not required to attend

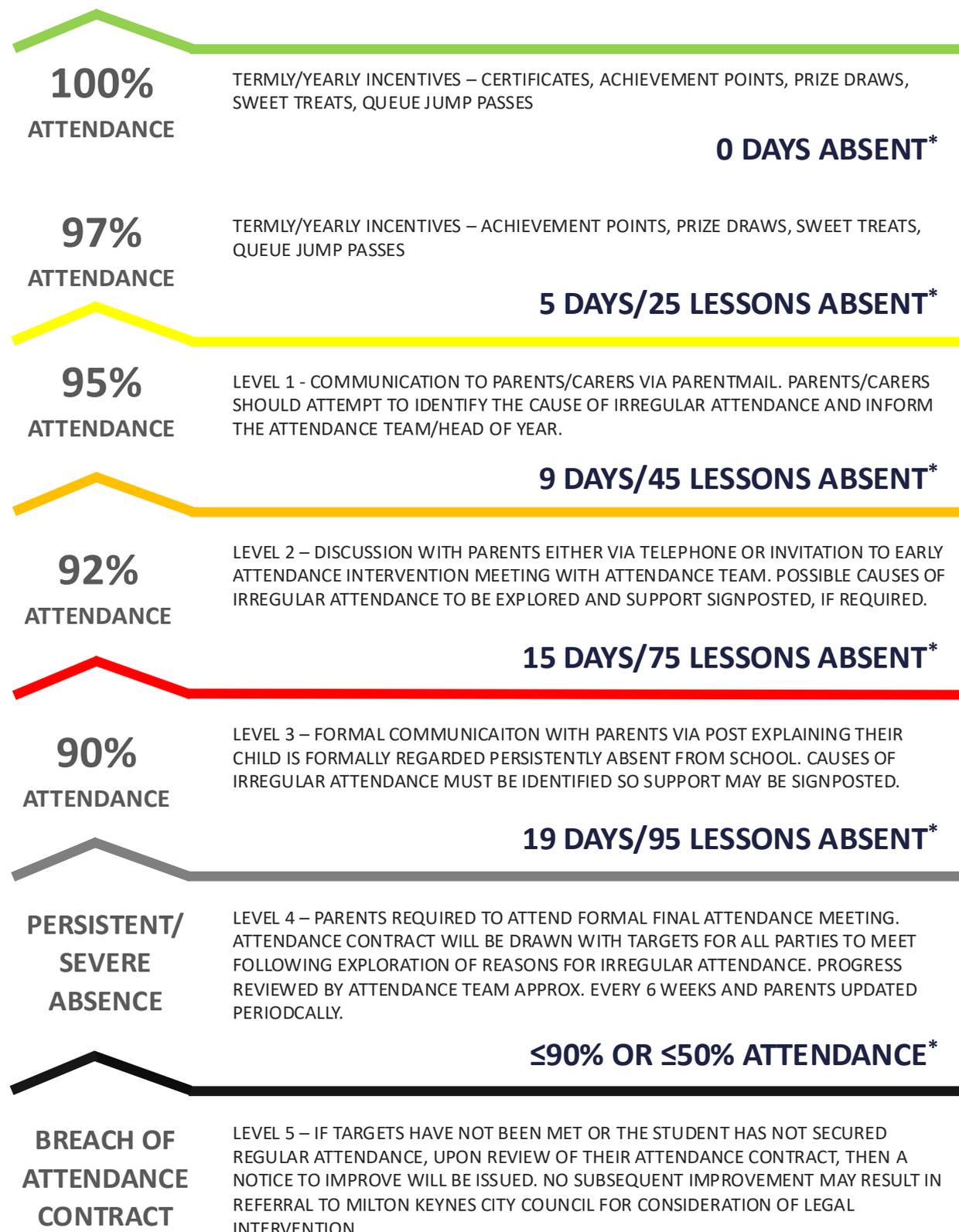
Code	Definition	Examples
/	Present (AM)	Student present at morning registration.
\	Present (PM)	Student present at afternoon registration.
L	Late arrival before register closing	Student arrived late before the register closed.
B	Educated off-site	Student is attending an approved supervised educational activity.
K	Educated off-site (LA Provision)	Student is attending a provision arranged by the Local Authority.
P	Sporting Activity	Student is participating in supervised and approved sporting activity off-site.
V	Educational Visit	Student is attending an organised trip or visit arranged by or on behalf of the school and supervised by a member of school staff - strictly of educational nature.
W	Work Experience	Student is attending an approved work experience placement
I	Illness/Injury	Student is absent due to Illness or Injury.
M	Medical Appointment	Student is attending a medical appointment.
C	Other Authorised Leave of Absence	Student has been granted leave of absence due to exceptional circumstances that cannot be applied to any other authorised code.
C1	Regulated performance or employment abroad	Student has been granted a licence by the Local Authority to take part in regulated performance or covered by a Body of Person Approval (BOPA) .
C2	Part-Time School Timetable	Student is subject to a Part-Time School Timetable (temporary).
E	Excluded	Student has been suspended or permanently excluded but no alternative provision made.
J1	Interview	Student is attending an Interview with prospective employer/educational establishment
R	Religious Observance	Student is taking part in a ceremony or celebration that is exclusively set apart for religious observance.
S	Study Leave	Student has been granted Study Leave surrounding exam period.
T	Parent travelling for occupational purposes	Student has no fixed abode and has parent/s that travel for occupational purposes where it is unknown if an educational provision will be accessed.
N	No reason provided yet	Parents/Carers have not provided reason for absence. Will be changed to O after 5 days of unexplained absence.
O	Unauthorised Absence	Authorised leave has not been granted.

G	Unauthorised Holiday (recreation and leisure)	Student is on a holiday that has not been authorised or was applied for retrospectively. This includes any absence for recreation and leisure purposes.
U	Late after register closing	Student arrived to the session after the register closed.
Q	Lack of access arrangements	Student is unable to attend due Local Authority having not arranged transport to school where it is their legal duty to do so.
D	Dual Registered	Student is attending another educational establishment that they are also registered to.
X	Not required to attend	Student is of non-compulsory school age.
Y1	Transport normally provided is not available	Student usually is provided transport by the Local Authority but it is not available therefore cannot attend.
Y2	Widespread disruption to travel	Student is unable to travel to school due to local, national or international emergency.
Y3	Part of school premises is closed	Part of the school premises is unavoidably out of use.
Y4	Whole school site is closed	Unexpected unplanned closure affecting the whole of the school premises.
Y5	Criminal justice detention	Student is in police detention, remanded to youth detention awaiting trial or sentencing or detained under a sentence of detention.
Y6	Public Health Guidance or Law	Attendance is restricted by guidance or legislation relating to the incidence or transmission of infection or disease.
Y7	Any other unavoidable cause	Student cannot attend due to an unavoidable cause is not covered by any other code.
Z	Not on admissions register	Student is not on roll.
#	Planned school closure	Whole or partial closure.

\*Authorised Educational Activity

## Appendix B – Attendance Intervention Procedure

### ATTENDANCE INTERVENTION PROCEDURE



\*IN ONE ACADEMIC YEAR

Our Attendance Intervention Procedure is in place to prevent our families progressing into the later stages of the procedure and to provide continued support in improving attendance to school. Our aim is to support our students to achieve their fullest potential, which begins with attendance to school.

We produce attendance data every 4 weeks, continuing throughout the year. Once students are placed on Early Attendance Intervention Plans and Attendance Contracts, they will be reviewed 4-6 weekly, alongside our usual attendance data analysis procedures.

Students that are placed on an Attendance Contract will remain on one until they are no longer persistently absent. They will still be reviewed every 4 weeks during usual attendance monitoring procedures and return to attendance intervention, where necessary.

When attendance improves, at each level, Parents/Carers continue to receive communications regarding the Student's positive progress. Students may be rewarded for improvements, where the Attendance and Pastoral Teams deem appropriate.

Data will be distributed to form tutors, on a 4 weekly basis, to identify which level each of their tutees are placed on our attendance intervention procedure.

Key staff members that are notable to contact with regard to attendance matters are (2025 – 2026):

- Form Tutor
- Head of Year (Pastoral)

Year 7                      Miss E Roche                      [rochee@denbigh.net](mailto:rochee@denbigh.net)

Year 8                      Mrs S Wiltshire                      [wiltshires@denbigh.net](mailto:wiltshires@denbigh.net)

Year 9                      Mr A Ozgul                      [ozgula@denbigh.net](mailto:ozgula@denbigh.net)

Year 10                      Mrs C South-Greaves                      [southc@denbigh.net](mailto:southc@denbigh.net)

Year 11                      Mr M Hairsine                      [hairsinem@denbigh.net](mailto:hairsinem@denbigh.net)

- Attendance Team                      [studentabsence@denbigh.net](mailto:studentabsence@denbigh.net)  
Lead Attendance Officer                      Miss L Blackall  
Attendance Officer                      Mrs K Arnold
- Deputy Headteacher (Senior Attendance Champion)  
Mr M Stewart                      [stewartm@denbigh.net](mailto:stewartm@denbigh.net)