

GLC ATTENDANCE POLICY

2026-27

This Policy was ratified by the Board of Directors on :	Autumn 2026
This Policy will be reviewed by the GLC Board on :	Autumn 2027

GLC Mission Statement

The GLC's mission is to develop active and thriving citizens within a diverse, truly fair and equal community. This will be achieved through:

- High quality teaching that deliberately develops competencies of curiosity, creativity, communication and critical-thinking;
- An inspiring and meaningful curriculum;
- The development of productive relationships by instilling the values of compassion, resilience, responsibility and aspiration to prepare our young people for learning and life;
- A commitment to the wellbeing of our staff;
- A culture of professional generosity, collaboration, challenge and support throughout the GLC;
- The development of effective external partnerships for the benefit and wellbeing of our community.

Equalities Statement

The GLC's commitment to equality is enshrined in our mission statement to develop 'active and thriving citizens within a diverse, truly fair and equal community'.

We are a vibrant, innovative and successful organisation: we work hard to be the place of choice to work and to learn. Across the 5 academies of the GLC, we pledge that everyone enjoys an equality of opportunity. We work tirelessly to ensure that individual characteristics including age, ethnicity, socio-economic background, academic ability, disability, gender, religious beliefs, sexual orientation are not discriminated against in any way. We create inclusive environments characterised by mutual respect where difference is celebrated.

Statutory basis: This policy is written in compliance with DfE statutory guidance 'Working Together to Improve School Attendance' (August 2024), the School Attendance (Pupil Registration) (England) Regulations 2024 and the Education (Penalty Notices) (England) (Amendment) Regulations 2024. It applies to all five GLC academies.

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GLC Attendance Policy

1. Legislation and Statutory Guidance

This policy has been prepared to meet the GLC's responsibilities under the following legislation and guidance:

- Education and Skills Act 2008;
- Education Act 1996 (sections 19, 444 and 579);
- Children Act 1989;
- Childcare Act 2006;
- The School Attendance (Pupil Registration) (England) Regulations 2024;
- The Education (Penalty Notices) (England) (Amendment) Regulations 2024;
- The Education (Information about Individual Pupils) (England) (Amendment) Regulations 2024 – daily attendance data sharing with DfE (mandatory from 19 August 2024);
- The Designated Teacher (Looked-After Pupils etc) (England) Regulations 2009;
- Equality Act 2010;
- Human Rights Act 1998;
- Data Protection Act 2018 and UK GDPR;
- DfE statutory guidance: Working Together to Improve School Attendance (August 2024); and
- Anti-Social Behaviour Act 2003, section 19.

This policy should be read alongside: GLC Teaching for Learning Policy; GLC Suspensions and Exclusions Policy; GLC Anti-Bullying Policy; GLC Complaints Policy; GLC Safeguarding and Child Protection Policy; GLC SEN and Disability Policy; and GLC Behaviour Policy.

2. Aims

The GLC aspires to high levels of attendance from all pupils. Good attendance is essential for attainment, wellbeing and wider life chances. The core aims of this policy are to:

- Establish a consistent approach to attendance and punctuality across all five GLC academies;
- Create an ethos in which attendance and punctuality are valued and expected;
- Establish clear systems at all levels for monitoring and maintaining good attendance;
- Identify and address barriers to attendance as early as possible;
- Ensure that where supportive intervention is not effective, attendance is enforced in line with statutory guidance; and
- Raise awareness with parents and pupils about the importance of regular attendance at every stage of education.

3. The Importance of Good Attendance

The GLC recognises attendance as a central part of each Academy's vision, values, ethos and day-to-day life. Good attendance is integral to:

- Pupil attainment, wellbeing and wider development;
- Strategies on behaviour, bullying, SEND support, mental health, safeguarding and support for disadvantaged pupils;
- Setting high expectations communicated regularly and effectively to pupils and parents; and
- Safeguarding — children missing education can signal neglect, sexual abuse, child sexual exploitation or criminal exploitation.

The GLC recognises that attendance is never permanently 'solved' and requires continuous revision of messages, processes and strategies. Every unexplained absence will be followed up.

4. Legal Framework and Parental Responsibility

Each GLC Academy has a legal and moral responsibility to promote good attendance. Under the Education Act 1996, parents have a legal responsibility to ensure their child of compulsory school age receives a full-time

education suitable to their age, ability and aptitude by regular attendance. A child is of compulsory school age at the beginning of the term following their fifth birthday.

Where necessary, legal enforcement will be used to secure regular education. The GLC will work with Thurrock LA to apply the full range of legal interventions set out in this policy.

5. Daily Attendance Data Sharing with DfE

Each GLC Academy will:

- Share daily attendance data with the DfE on every school day, using the DfE's data collection mechanism (currently the Connect platform or successor system);
- Ensure that attendance registers are completed accurately at the start of both the morning and afternoon sessions before data is shared;
- Ensure that all staff with responsibility for taking registers are trained in the correct use of attendance codes and the data submission process; and
- Retain evidence of compliance with this duty as part of the Academy's attendance records.

This duty applies regardless of the size of the Academy or the attendance management system in use. Failure to comply with this statutory duty may result in DfE intervention. The GLC CEO and strategic attendance lead will monitor compliance with this duty across all five academies and report to the Board where any Academy is not meeting the requirement.

6. Authorised and Unauthorised Absence

6.1. Authorised absence

An absence is authorised when a pupil has a legitimate reason and the Academy is satisfied with the explanation provided. Only the Academy can authorise an absence – parents cannot authorise their own child's absence. Parents must notify their child's Academy of the reason for absence on the first day of absence and on each subsequent day. The Academy may request supporting evidence for absences that are frequent or where there are concerns.

Absences will usually be authorised for:

- Illness – where appropriate, medical evidence will be requested for frequent or extended absences;
- Medical or dental appointments – parents are encouraged to arrange these outside Academy hours wherever possible;
- Days of religious observance; and
- Exceptional circumstances, at the discretion of the Head of School [see section 7].

If a pupil becomes unwell during the school day, they will be assessed by a designated First Aider. If it is determined that the pupil is too unwell to remain in school, a telephone call will be made directly to the parent/carers to request collection.

6.2. Unauthorised absence

Any absence for reasons other than those above will be recorded as unauthorised. An absence will also be unauthorised where the Academy is not satisfied with the explanation provided or where no explanation is received.

Examples of unauthorised absence include but are not limited to:

- Shopping or other leisure activities;
- Staying at home to look after the house, siblings or pets;
- Birthdays or similar social events;
- Family holidays during term time without prior authorisation; and
- Looking after family members, except in genuinely exceptional circumstances agreed by the Academy.

7. Persistent Absence and Severe Absence — Definitions and Thresholds

Category	Definition	Threshold	GLC Response
Persistent Absence [PA]	A pupil who misses 10% or more of possible sessions	Below 90% attendance	Targeted support plan, parental meeting, referral to LA where appropriate
Severe Absence [SA]	A pupil who misses 50% or more of possible sessions	Below 50% attendance	Immediate multi-agency response, safeguarding review, statutory referral

Each GLC Academy will identify all pupils who are persistently absent [below 90%] or severely absent [below 50%] at the earliest opportunity. Identification should not wait until the end of term — academies should be identifying PA pupils after 10 weeks of data at the latest and SA pupils as soon as the pattern emerges.

In cases of persistent absence, the Academy will liaise with the LA and other relevant services to put targeted support in place to remove barriers to attendance and re-engage pupils. In cases of severe absence, the Academy will consider all safeguarding implications and whether statutory intervention is required. Severe absence below 50% must trigger a multi-agency discussion, including where appropriate Early Help, CAMHS, children's social care and the Education Welfare Service.

8. Requests for Absence During Term Time

The GLC expects all pupils to attend their Academy during term time. Leave of absence will only be granted in exceptional circumstances.

At the GLC, 'exceptional circumstances' means events that are rare, significant, unavoidable and short — being of unique and significant emotional, educational or spiritual value to the child which outweighs the loss of teaching time. By 'unavoidable' we mean an event that could not reasonably be scheduled at another time.

Parents must submit an 'Exceptional Leave' request form in advance of any planned absence. The Academy will confirm the outcome in writing. In line with the School Attendance [Pupil Registration] [England] Regulations 2024, leave will not be authorised during term time unless exceptional circumstances apply. The decision rests with the Head of School.

Family holidays — including where costs are lower during term time — and family celebrations will not normally be considered exceptional. Where a pupil is taken out without authorisation, the absence will be recorded as unauthorised and a Penalty Notice may be issued.

When considering requests, each Academy will take account of: the nature and circumstances of the request; whether the request was made in advance; the likely impact on academic progress; and any safeguarding or welfare considerations.

9. Attendance Codes

This section reflects the revised DfE attendance codes introduced from 19 August 2024. The full code set is at Appendix 1.

Each GLC Academy uses the national attendance and absence code system to record and monitor attendance consistently. Registers must be completed twice daily — at the start of the morning session and at the start of the afternoon session — using the correct code for each pupil's status at that time.

The 2024 regulations introduced revised and new codes. Key changes include:

- C1 code: pupil attending approved, regulated activity;
- C2 code: pupil unable to attend due to absence of carer;
- J1 code: interview with a prospective employer or educational setting;
- K code: attending education provision arranged by the local authority;
- Q code: absence not yet classified [should be updated promptly — do not leave at Q for extended periods];
- Y1–Y6 codes: replacing the single Y code for various categories of schools being closed or affected by exceptional circumstances; and
- D code: dual registration [now includes more specific requirements around recording].

Staff should refer to Appendix 1 for the full updated code list and the DfE's Working Together to Improve School Attendance [August 2024], Chapter 8, for detailed guidance on application. Where there is doubt about the correct code to apply, advice should be sought from the Academy's designated attendance lead.

10. Admission and Attendance Registers

10.1. Admission register

Each GLC Academy maintains an admission register of all pupils [of both compulsory and non-compulsory school age]. The register must be kept electronically. A back-up copy is made at least once a month in electronic or printed form.

Every entry in the admission register must be preserved for six years from the day on which the entry was made. Every back-up copy must be preserved for six years after the end of the Academy year it relates to. A pupil's name can only be deleted from the admission register for a reason set out in Regulation 9 of the School Attendance [Pupil Registration] [England] Regulations 2024. When any of those grounds apply, the pupil's name must be deleted. Academies must refer to Regulation 9 for full details.

Where a pupil's name is to be deleted, the Academy must notify the LA with the pupil's full name and address, parent details, future address and destination school [if known] and the Regulation 9 ground for deletion.

Where a pupil has been absent for 20 Academy days or more and the Academy has established that the pupil is residing beyond a reasonable travelling distance and has ceased to attend, the Academy will proceed to remove the pupil from roll. This will only be done once all safeguarding and Children Missing Education [CME] procedures have been completed and points under Regulation 9 are adhered to.

10.2. Attendance register

Each Academy takes registers twice daily and records whether every pupil is:

- Present at the Academy;
- Absent from the Academy;
- Attending an approved off-site activity;
- Attending off-site direction; or
- Attending an educational visit or work experience arranged by the Academy.

The attendance register is kept electronically. A back-up copy is made at least once a month. Registers are legal records — every entry must be preserved for six years from the date the data was entered. Academies must not delete or alter entries retroactively other than to correct a genuine error.

11. Monitoring Attendance Data

Each GLC Academy undertakes regular data analysis to identify pupils and cohorts requiring support and to address historic and emerging patterns. This includes:

- Weekly monitoring of attendance patterns and trends with targeted support to pupils and families;
- Regular attendance reports to class teachers, tutors, the SENCO and the DSL;
- Individual-level analysis to identify pupils who need support before patterns become entrenched — including absences on specific days, before or after term breaks, or linked to specific events;
- Half-termly, termly and full-year data analysis to identify patterns and trends;
- Benchmarking at whole-Academy, year group and cohort level; and
- Monitoring the impact of Academy-wide strategies and individual interventions.

Cohorts to be routinely included in analysis: boys and girls separately; year groups; pupils with SEND; looked-after children and pupils with a social worker; pupils eligible for free Academy meals; pupils from any ethnic, religious, or other background which has historically had lower attendance. See paragraph 45 of the statutory guidance.

12. Promoting and Rewarding Good Attendance

Each GLC Academy is committed to promoting high attendance through a positive and supportive culture. Strategies include:

- Recognition for pupils achieving consistently high or improving attendance, including 100% attendance;
- Certificates, badges or awards presented termly and annually;
- Year group or tutor group competitions promoting collective responsibility;
- Small prizes, privileges or enrichment opportunities;
- Positive communication with parents acknowledging good or improved attendance;
- Praise in assemblies, tutor time and Academy communications; and
- Targeted reward systems to support pupils improving attendance and punctuality.

13. Roles and Responsibilities

13.1. Designated attendance leads

Each GLC Academy has a designated attendance lead responsible for the day-to-day monitoring and promotion of good attendance. They will:

- Ensure registers are taken accurately at every session;
- Record all absences promptly using correct codes;
- Seek explanations for all absences, including within the Academy Day;
- Look out for patterns and trends and inform the SLT of specific concerns;
- Follow up unexplained absence on the same day it occurs;
- Ensure daily DfE data sharing is completed each school day;
- Deal with lateness consistently and promptly; and
- Discuss non-attendance with pupils and parents and communicate the importance of regular attendance.

13.2. All teaching and non-teaching staff

All staff must understand this policy, communicate it consistently to pupils and parents, receive appropriate training and report attendance concerns to the designated attendance lead. All staff should know the attendance codes relevant to their role.

13.3. Pupil responsibilities

Pupils are expected to:

- Be present in person for the full Academy Day;
- Arrive on time for all sessions and timetabled lessons;
- Not leave the Academy site without permission;
- Report difficulties with attendance or punctuality to their tutor, attendance team, or key worker; and
- Engage with all support offered to improve attendance.

13.4. Parent responsibilities

Parents have a legal duty to ensure their child receives a full-time education. This means ensuring pupils attend on every day the Academy is open, except in the limited circumstances set out in this policy. Parents must:

- Notify their child's Academy on the first and every subsequent day of absence before 9am;
- Provide accurate explanations for absence and supporting evidence when requested;
- Engage constructively with all support and interventions offered;
- Participate fully in assessment, planning and review where their child has SEND; and
- Ensure their child is collected promptly at the end of the Academy Day.

14. Additional Needs, SEND and Adjustments

The GLC recognises that some pupils may find it harder to attend due to physical or mental health difficulties, SEND, or other additional needs. Each Academy will work with pupils and parents to remove barriers to attendance through strong, trusting relationships and the right support.

Each GLC Academy will make reasonable adjustments where a pupil has a disability that places them at a substantial disadvantage in relation to attendance, in compliance with the Equality Act 2010. Any adjustments will be agreed and regularly reviewed with the pupil and parents. See paragraph 46 of the statutory guidance.

Where a pupil has an EHCP, the Academy will communicate with the LA where the pupil's attendance falls or where barriers related to the pupil's needs emerge. Where a long-term medical or mental health condition affects attendance, the Academy will facilitate pastoral support with the aim of improving attendance while addressing the underlying need. Medical evidence may be sought to better understand need and inform provision.

Where barriers are outside the Academy's control, it will work with parents to identify alternative sources of support or make an Early Help referral as appropriate. Where parents do not engage with support, the Academy will work with the LA to formalise intervention and, as a last resort, enforce attendance through legal action.

15. Part-Time Timetables

Part-time timetables will only be used in very exceptional circumstances where it is clearly evidenced to be in the best interests of the pupil and necessary to meet their individual needs. They are a short-term, time-limited intervention and must not be used as a long-term solution, an alternative to appropriate provision, or as a behavioural sanction.

Any part-time timetable must be:

- Formally agreed in advance with the parent the pupil normally lives with;
- Recorded by the Academy with a clearly defined rationale, planned provision and a specified end date;
- Reviewed frequently and regularly with the pupil and parents; and
- Reported to the LA where the pupil has an EHCP and to the pupil's professional network where one exists.

Part-time timetables should involve reduced hours each day rather than full days off unless there are exceptional and clearly evidenced reasons. Extensions will only be agreed where evidence shows this remains necessary and in the pupil's best interests. In cases of long-term medical conditions, the arrangement will remain under close review with a clear plan to increase attendance over time where possible.

16. Attendance Legal Intervention

16.1. Graduated response

The GLC operates a graduated response to attendance concerns, always preferring support over enforcement. Legal intervention is a last resort. The full range of available tools is set out in Appendix 3.

16.2. Attendance contracts

Where appropriate, an Academy may ask a parent to enter into an attendance contract — a formal written agreement to address irregular attendance. Attendance contracts are not punitive; they are intended to provide support as an alternative to prosecution. Where appropriate, Parents will be expected to enter a contract. Where parents do not comply without reasonable explanation, the contract may be terminated and alternative action considered.

16.3. Penalty notices — National Framework

The penalty notice tiers below reflect the National Framework for Penalty Notices introduced from 19 August 2024. This replaces the previous tiered structure and must be followed by all GLC academies.

A penalty notice may be issued where a pupil's absence has been recorded with one or more unauthorised codes and that absence constitutes an offence. The national threshold for considering a penalty notice is:

- 10 sessions of unauthorised absence in a rolling period of 10 Academy weeks (consecutive or non-consecutive; can span terms or academic years).

Penalty Notice	Amount and conditions
First penalty notice (within a rolling 3-year period)	£80 if paid within 21 days; £160 if paid within 28 days.
Second penalty notice (same parent, same child, same 3-year period)	£160 flat rate — no reduced amount. Must be paid within 28 days.
Third or subsequent offence (same parent, same child, within 3 years)	No penalty notice may be issued. The local authority will commence prosecution under Section 444 Education Act 1996. A fine of up to £2,500 and/or 3 months custody may be imposed. This results in a criminal record.

Only 2 penalty notices may be issued to the same parent in respect of the same child within a 3-year rolling period. A penalty notice may also be issued below the national threshold where the Academy believes it is appropriate — for example, where parents are deliberately avoiding the threshold by taking multiple term-time absences below the threshold level [see paragraph 185 of the statutory guidance].

Before issuing a penalty notice, the Academy will consider: whether support is appropriate in the case; whether a penalty notice is the best tool to change parental behaviour; and any obligations under the Equality Act 2010. All decisions are made on an individual basis. The Academy will check with the LA and send copies of any notice issued.

There is no right of appeal for parents against a penalty notice. More details are available in Chapter 6 of the statutory guidance and at: thurrock.gov.uk/school-attendance-and-absence/penalty-notices.

16.4. Notices to improve

Where the national threshold has been met, support is appropriate and support has not been engaged with or has not worked, a Notice to Improve will usually be sent before a penalty notice is issued. This is a final opportunity for parents to engage. A Notice to Improve is not required where support is not appropriate or where it would have no behavioural impact.

16.5. Education supervision orders

Where a voluntary early help plan or attendance contract has not been successful, the LA may apply for an Education Supervision Order as an alternative to prosecution. The GLC will co-operate fully with the LA and courts by providing all relevant evidence of attendance, support and previous measures.

16.6. Prosecution

Only the LA can prosecute parents. Prosecution is a last resort where all other voluntary and legal interventions have failed or are inappropriate. The GLC will co-operate fully with the LA and courts. Under Section 444(1) Education Act 1996 the maximum fine is £1,000 per parent per child. Under Section 444(1A) the maximum is £2,500 and/or 3 months custody per parent per child. Prosecution results in a criminal record.

16.7. Parenting orders

Parenting orders may be sought by the LA following conviction for non-attendance. They require parental engagement with support and may be appropriate where the parent has not engaged voluntarily and compulsion would help.

17. Reporting Duties

Each GLC Academy must report to the LA where a pupil fails to attend regularly and the absence is unauthorised for a continuous period of 10 days or more. The Academy must also:

- Share daily attendance data with the DfE on every school day [see Section 5];
- Follow CME procedures where any absence raises concern about a pupil's welfare [see Section 18]; and
- Report to safeguarding partners where an absence gives rise to a child protection concern.

18. Safeguarding and Children Missing Education

18.1. Safeguarding and attendance

Children missing education can be a vital warning sign of a range of safeguarding issues including neglect, sexual abuse, child sexual exploitation, forced marriage, female genital mutilation, radicalisation and criminal exploitation. Each GLC Academy reserves the right to invite parents to discuss attendance concerns where safeguarding issues are suspected.

Where a pupil's absence gives rise to safeguarding concerns, the DSL will be notified immediately and a referral made to children's social care or police as appropriate. The Academy will inform parents of a referral unless this would place the child at greater risk.

18.2. Children Missing Education [CME] procedures

When a child fails to attend their educational provision, the Academy will:

- Contact parents, carers, relatives or emergency contacts;
- Conduct a home visit and make enquiries with neighbours or relatives if contact cannot be established;
- Contact the LA where the child lives or is believed to have moved to;
- Check with any agencies known to be involved with the child or family; and
- Refer to the relevant LA to obtain a new Academy place if the pupil has moved or cannot be located.

19. Lateness and Punctuality

Lateness is disruptive to learning and will be addressed consistently across all GLC academies. Pupils who arrive after registers are closed will be marked as unauthorised absence due to lateness unless there is a valid explanation. Each Academy monitors lateness and applies appropriate interventions and sanctions.

Pupils at primary academies must be collected promptly at the end of the day. Pupils repeatedly collected late [after 15 minutes] will be taken to a designated safe waiting area and parents will be contacted. Following a warning letter, parents will be fined for repeated late collection- £15.00 for the initial 30 minutes and an additional £1.00 for every minute thereafter.

20. Pupils Leaving the Site During the Academy Day

During Academy hours, staff are in loco parentis and have a legal responsibility to know the whereabouts of all pupils. Pupils may not leave the Academy without prior permission. Parents must:

- Arrange medical and other appointments outside Academy hours wherever possible;
- Confirm in writing the reason, leaving time and expected return time for any planned absence during the Academy Day; and

- Report to the Academy office before collecting a pupil early – pupils will only be released to named contacts.

Any pupil leaving the site must be signed out and signed back in on return. If a pupil leaves without permission, the Academy will contact all named contacts and, if necessary, the police.

21. Remote Education

Each GLC Academy may, in limited circumstances, provide remote education for pupils who are well enough to learn but unable to attend the Academy site. Remote education must be mutually agreed by the Academy, parents and where appropriate a medical professional. It should not be a long-term substitute for attendance.

Pupils receiving remote education must still be recorded as absent using the most appropriate absence code. Remote education engagement is not recorded in the attendance register but may inform reintegration planning. Where applicable, the LA must be involved in the decision [e.g. where the pupil has an EHCP or a social worker].

Each GLC Academy has a remote education plan reviewed at least annually. Digital education platforms are kept up to date and staff remain trained in their use.

22. Review

This policy will be reviewed annually by the GLC Board. The GLC CEO and strategic attendance lead will monitor compliance with statutory requirements across all five academies and report to the Board. Any significant changes to statutory guidance or legislation will prompt an early review.

Appendix 1 — Attendance and Registration Codes [2024 Revised Set]

From 19 August 2024, all academies must use the updated national attendance codes. The 2024 Regulations introduced 12 new codes and revised several existing ones. All staff with register responsibilities must be trained on these codes. Where there is doubt, seek advice from the Academy attendance lead.

Present

Code	Meaning
/	Present (AM)
\	Present (PM)
L	Late — arrived before registers closed

Authorised Absence

Code	Meaning
C	Other authorised circumstances (not covered by another code)
C1	Regulated, approved activity (e.g. participation in a public performance)
C2	Absence due to carer responsibilities (e.g. pupil is a young carer)
E	Excluded — no alternative provision made
I	Illness (not medical or dental appointments)
K	Attending education provision arranged by the LA
M	Medical or dental appointment
R	Religious observance
S	Study leave (Year 11 only, within agreed period)
T	Traveller absence

Unauthorised Absence

Code	Meaning
G	Family holiday not agreed or in excess of agreed period
N	No reason yet provided — must be updated as soon as reason is established
O	Unauthorised absence (not covered by any other code)
U	Late after registers closed — no satisfactory explanation

Approved Educational Activity (Present)

Code	Meaning
B	Educated off-site (not dual registration)
J1 [NEW]	Interview with prospective employer or educational establishment
P	Approved sporting activity
V	Educational visit or trip
W	Work experience

Not Counted in Possible Attendances

Code	Meaning
D	Dual registration — attending another registered establishment
Q	Absence not yet classified — update to correct code as soon as possible
X	Non-compulsory school age absence
Y1–Y6	Various grounds for school closure or inability to attend (replacing single Y code): Y1 = school closed/partially closed; Y2 = school site unavailable; Y3 = transport not available; Y4 = public health guidance; Y5 = armed conflict/natural disaster; Y6 = exceptional circumstances affecting the pupil
Z	Pupil not yet on roll
#	Planned whole-school closure (e.g. INSET day, bank holiday)

Appendix 2 — Attendance Intervention Pathway

Stage	Actions
First concern identified	Tutor / attendance lead contacts parent. Discuss barriers. Offer support. Record action on MIS.
Pattern emerging (5%+ absence)	Attendance lead meeting with parent and pupil. Attendance plan agreed. Weekly monitoring. Early Help referral considered.
Persistent Absence threshold reached (<90%)	Formal attendance meeting. Written attendance plan. Involvement of Group Education Welfare Officer. LA notified. Attendance contract considered.
No improvement / no engagement	Notice to Improve issued. Penalty notice considered. LA referral for legal intervention.
Penalty notice threshold reached (10 unauthorised sessions in 10 weeks)	Penalty notice issued (£80/£160 — see Section 16.3). Where not effective, prosecution considered.
Severe Absence (<50%)	Immediate multi-agency response. Safeguarding review. CAMHS, Early Help, Children's Social Care involvement. LA statutory action considered.
All measures failed	Prosecution under Section 444 Education Act 1996. Maximum £2,500 fine and/or 3 months custody. Criminal record.

Appendix 3 — Range of Legal Interventions

Legal intervention is used only after supportive measures have been exhausted or are inappropriate in the circumstances. Decisions are made on an individual case-by-case basis in consultation with Thurrock LA. Available interventions are:

Intervention	Description
Attendance contract	Formal written agreement between parent and Academy / LA to address irregular attendance. Not punitive — an alternative to prosecution. Cannot be imposed without parental agreement.
Penalty notice	Issued where unauthorised absence constitutes an offence. National Framework: £80/£160 (first notice), £160 flat (second notice), prosecution on third offence. Maximum 2 notices per parent per child per 3-year period.
Notice to Improve	Final opportunity for parents to engage with support before a penalty notice is issued. Not required where support is not appropriate.
Education Supervision Order	LA applies to the Family or High Court where voluntary plans have failed. Provides legal intervention without criminal prosecution.
Prosecution (s.444 Education Act 1996)	LA prosecutes as a last resort. s.444(1): max £1,000 fine. s.444(1A): max £2,500 and/or 3 months custody. Criminal record.
Parenting order	Ancillary order imposed by court following conviction, requiring engagement with support. Compulsion to help change parental behaviour.

Appendix 4 — Academy-Specific Procedures: Herringham Primary Academy

Session	Time
Gates open	8.25am
Morning session begins	8.30am
Registers taken	8.30am
Registers close	9.00am
Afternoon session begins	12.50pm
Register taken (PM)	Within 10 minutes of lunch break
Academy day ends	3.00pm
Nursery	8.30am to 11.30am

Children are officially late if they arrive after 8.40am (L code). Registers close at 9.00am — arrival after this is recorded as unauthorised absence unless a valid reason exists.

Procedures for notifying absence: Parents must contact the Academy before 9am on the first day of absence and on each subsequent day. An out-of-hours answerphone is available.

Registration system: MIS (to be updated if system changes from SIMS). Registers are checked each morning and parents who have not made contact are called. Where no response is received, the GLC Attendance Ambassador Team will conduct a home visit the same day.

Contact	Details
Telephone / out of hours	01375 489860
Email	admin.herringham@theglc.org.uk
Attendance responsibility	Miss Joanne Clarke (Education Welfare Assistant)
Strategic attendance lead	Mr Dominic Davison (Group Education Welfare Officer)
Email (strategic lead)	dominic.davison@theglc.org.uk
Mobile (strategic lead)	07506 691942

Appendix 5 — Academy-Specific Procedures: Lansdowne Primary Academy

Session	Time
Gates open	8.20am
Morning session begins	8.30am
Registers taken	8.30am
Registers close	9.00am
Afternoon session begins	Reception: 12.30pm Y1–2: 12.35pm Y3–4: 1.00pm Y5–6: 1.15pm
Register taken (PM)	Within 10 minutes of lunch break
Academy day ends	Reception to Year 4: 3.00pm Years 5 & 6: 3.15pm
Nursery (AM)	Gates open 8.25am, session ends 11.25am
Nursery (PM)	Gates open 12.15pm, session ends 3.15pm
Nursery (all day)	8.25am to 3.15pm

Children are officially late if they arrive after 8.40am (L code). Registers close at 9.00am.

Procedures for notifying absence: Parents must contact the Academy before 9am on the first day of absence and on each subsequent day.

Contact	Details
Telephone / out of hours	01375 487200
Email	admin.lansdowne@theglc.org.uk
Attendance responsibility	Mrs Lisa Davey (Senior Education Welfare Assistant)
Strategic attendance lead	Mr Dominic Davison (Group Education Welfare Officer)
Email (strategic lead)	dominic.davison@theglc.org.uk
Mobile (strategic lead)	07506 691942

Appendix 6 — Academy-Specific Procedures: The Gateway Primary Free Academy

Session	Time
Gates open	8.30am
Morning session begins	8.30am
Registers taken	8.30am
Registers close	9.00am
Afternoon session begins	1.00pm
Register taken (PM)	Within 10 minutes of lunch break
Academy day ends	3.10pm
Nursery (AM)	8.40am to 11.40am
Nursery (PM)	12.40pm to 3.20pm
Nursery (all day)	8.40am to 3.20pm
Entry (morning)	Reception, Y2, Y3: main reception Y1, Y4, Y5, Y6: Mosaic end door
Collection	Reception/Nursery from class doors Y1–Y6: via Mosaic or main reception

Contact	Details
Telephone / out of hours	01375 489094
Email	admin.gatewayprimary@theglc.org.uk
Attendance responsibility	Miss Elisha Ryan (Data & Attendance Officer)
Strategic attendance lead	Mr Dominic Davison (Group Education Welfare Officer)
Email (strategic lead)	dominic.davison@theglc.org.uk
Mobile (strategic lead)	07506 691942

Appendix 7 — Academy-Specific Procedures: Tilbury Pioneer Academy

Session	Time
Gates open	8.20am
Morning session begins	8.30am
Registers taken	8.30am
Registers close	9.00am
Afternoon session begins	12.50pm
Register taken (PM)	Within 10 minutes of lunch break
Academy day ends	3.00pm
Nursery (AM)	8.25am to 11.25am
Nursery (PM)	12.15pm to 3.15pm

Contact	Details
Telephone / out of hours	01375 488420
Email	admin.pioneer@theglc.org.uk
Attendance responsibility	Miss Nyree Pearce (Data & Attendance Officer)
Strategic attendance lead	Mr Dominic Davison (Group Education Welfare Officer)
Email (strategic lead)	dominic.davison@theglc.org.uk
Mobile (strategic lead)	07506 691942

Appendix 8 — Academy-Specific Procedures: The Gateway Academy [Secondary]

Session	Time
Gates open	7.45am
Morning session begins	8.15am
Registers taken	8.15am
Registers close	9.00am
Afternoon session begins	1.45pm
Register taken (PM)	Within 10 minutes of lunch break
Academy day ends	Year 7 & 8: 2.45pm Year 9, 10 & 11: 2.50pm

Pupils are officially late when they arrive after the pupil gate has closed and will receive an L code. Registers close at 9.00am — arrival after this is marked as unauthorised absence unless a valid reason is provided.

Contact	Details
Telephone / out of hours	01375 489000
Email	gateway-attendance@theglc.org.uk
Attendance responsibility	Miss Kerry Newton (Attendance Manager)
	Mrs Gemma Cook (Attendance Officer)
Strategic attendance lead	Mr Dominic Davison (Group Education Welfare Officer)
Email (strategic lead)	dominic.davison@theglc.org.uk
Mobile (strategic lead)	07506 691942

Appendix 9 – Nursery Expectations

The GLC believes that regular nursery attendance is the foundation for a child's educational journey. Although nursery attendance is not statutory, good attendance is essential for children to settle, thrive and take full advantage of learning and development opportunities. Continuity and consistency at this age are vital contributors to wellbeing and progress and good attendance habits set the pattern for statutory schooling.

To support good attendance and safeguarding in nursery, the GLC will:

- Ensure the nursery is welcoming and every child feels a sense of belonging;
- Ensure the Academy site is open at the stated times;
- Record attendance regularly and accurately;
- Display all Academy holiday dates clearly on Academy websites; and
- Contact parents promptly where a child's absence has not been explained.
- The place may be lost if the child does not attend.

Poor attendance at nursery can be an early indicator of difficulties at home or within the setting. Parents are encouraged to share any difficulties or changes in circumstances that may affect their child's attendance. This helps identify any early help that may be needed.

Parents must notify the Academy by 9am if their child will be absent. If no contact is received over three consecutive days, the Attendance Ambassador Team may conduct a home visit.