

24th July 2025

Dear parents and carers

Attendance Strategy and Reminders 2025-26

Here at Nova Hreod we have the highest expectations across all areas of school life including attendance. We value positive relationships between both staff and pupils and want all pupils to feel they belong here and are valued. We work with our pupils to ensure that they have the highest possible attendance at school. We believe that this is the best way for them to succeed and to get the most out of all we have to offer.

There is a clear link between academic outcomes and school attendance. We want all pupils to achieve excellent outcomes to give themselves the very best chance in life.

By promoting good attendance and punctuality we aim to:

- Make good attendance and punctuality a priority for all those involved in the school community.
- Raise our pupils awareness of the importance of good attendance and punctuality.
- Provide support, advice and guidelines to families, pupils and staff.
- Work in partnership with parents, including regularly informing them about their child's absence and attendance levels.
- Support pupils back into school following a lengthy or unavoidable period of absence and provide support to build confidence and bridge gaps.
- Celebrate and reward good attendance and punctuality.

Lateness

When students arrive late, they miss out on essential instructions given at the beginning of the lesson. This can significantly reduce achievement.

We expect all students to arrive at school on time by 8:15am, ready to learn. Students arriving late for school will receive a same day after school detention, unless there is a medical reason for the lateness, which must be backed up by medical evidence. Students who arrive part way to school through a lesson without a medical reason for the lateness will be asked to wait in the reflection room until the start of their next full lesson.

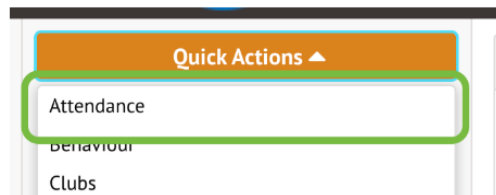


Parents/carers of students who persistently arrive late to the academy will be referred to the Swindon Borough Council who may issue a Notice to Improve letter, a Fixed Penalty Fine or Court Notice.

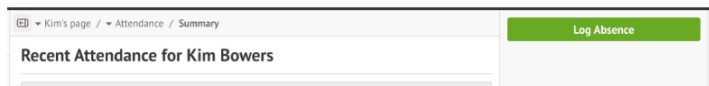
Absence Reporting Procedure

- If students are absent, please report absence before 8.00am on the first day of absence and each subsequent day of absence
- We encourage all parents to report absence using the Arbor Parent App.

To record an absence on the Arbor App click on the Quick Actions button and then click Attendance.



From here, click the green Log Absence button in the top-right of the page.



Here, you can input the start and end time for the absence and type in the reason for the absence. Please include as much detail as possible for the reason. Once you have filled in this data, click Log Absence. This will then be visible to school staff.

A screenshot of the 'Log Absence' form in the Arbor App. The form is titled 'Student Kim Bowers'. It contains the following fields: 'Date' with the value 'Tue, 02 Jul 2024', 'Absence start*' with the value '09:00', 'Absence end*' with the value '15:45', and 'Reason*' with the placeholder text 'Please provide a reason for the absence'. At the bottom of the form, there are two buttons: 'Cancel' and 'Log Absence'.

Further details on logging absence using the Arbor App can be found here:

[Logging absences on the Parent Portal and Arbor App – Arbor Help Centre](#)

- If you are unable to use the Arbor Parent App to report absence please email n.attendance@novahreodacademy.org.uk before 8.00am on the first day of absence and each subsequent day of absence.
- If you are unable to email, please call the automated attendance line on 01793 549102 before 8.00am on the first day and each subsequent day of absence.
- **As part of our daily attendance monitoring, we phone home for every student who is absent where we haven't been notified of a reason for this.**

Leave of Absence Requests

- Nova Hreod Academy does not authorise requests for leave of absence unless there are exceptional circumstances.

- All requests for leave of absence must be submitted via the relevant paper form which is available from Reception at least four weeks prior to the requested date.

Medical/Dental Appointments

- All medical/dental appointments should be made outside school hours.
- If students request to be allowed to attend a medical/dental appointment during school hours, proof of the appointment must be provided, and this must be given to school in advance of the appointment.
- We will expect students in school before and/or after the appointment depending on the location and the length of travel.

First Aid

- We have a dedicated first aid team situated in student services. If a student is feeling ill and it is deemed necessary to seek permission to send them home, we will contact you.
- Students should not use their mobile phone during the school day to contact parents about going home, contact with home regarding illness should go through the first aid team in student services.

Any other request for absence

- If your child requires any time off school for reasons other than the above, please ensure that you put the request in writing and that your child shows the note to the school attendance officer whereupon all relevant actions will be taken.
- If there is no reason for a student's absence, the absence will be recorded as unauthorised and as such may lead to the start of legal proceedings.
- **Parents/carers of students who have unacceptable levels of unauthorised absence to the academy will be referred to the Swindon Borough Council who may issue a Notice to Improve letter, a Fixed Penalty Fine or Court Notice.**

Rewards

- Excellent attendance will be promoted and celebrated in a variety of different ways. This includes:
 - Character card signatures
 - Merits
 - Star Slips
 - Prizes and awards
 - 100% Attendance
 - Attendance Progress across the year
 - Positive Phone calls
 - Termly countdowns

Graduated Response

The guidance below sets out the steps we will take at each stage of unauthorised pupil absence.

Stage	Action
1 Monitoring	If a student has 4 unauthorised absences (2 full days), a letter is sent to the parent informing them of concerns with attendance. This is a school monitoring letter . These students are added to the morning daily call list.
2 Meeting	<p>If a student has 6 unauthorised absences (3 full days), an attendance support meeting is to occur with our attendance officer. They will invite you in and let you know the date and time.</p> <p>Students will complete a barrier to attendance form to help identify any barriers to them being in school and to work out where support can be put in place.</p> <p>Students with medical absences need to ensure evidence of these are provided.</p>
<i>Home Visit</i>	<p>The student who has 6 unauthorised absences (3 full days) is placed onto the home visit list.</p> <p>The Home Visit occurs if there is an absence straight after reaching 6 unauthorised.</p> <p>During the Home Visit, a letter is left with the family notifying them of the visit.</p>
3 Formal Monitoring	This is a four-week monitoring period where the student will be closely watched. If there is no improvement after 2 weeks, they move straight to Stage 4.
4 Referral	<p>If there is improvement during the monitoring period in Stage 3, the student is referred to the local authority.</p> <p>A Stage 4 formal letter is sent out informing them that the borough/local authority will be contacted. When the Notice to Improve letter has been sent, the student has three weeks to improve their attendance by not missing another day.</p> <p>Within the first week of the Notice to Improve and if the attendance is still declining, a meeting with parents is required. Phone calls must be prioritised and student monitored very closely for the four-week period.</p>
5 Further Referral	If the attendance does not improve and further days are 'lost' after 21 days', a Fixed Penalty Notice is issued through the borough/local authority. If this fails, the process begins again.

Attendance Coding

Please find below a summary of all attendance coding used by the school, these codes are in the line with the national DfE guidance.

Code	Full name	Description
The student is counted as present.		
/ or \	Present am or pm	Present in school during registration.
L	Late	Late arrival before the register has closed
The student is counted as present, at an Approved Educational Activity.		
B	Educated off Site	The student is at an off-site supervised educational activity approved by the school.
K	Education provision provided by LA	Education provision arranged by a local authority, rather than the school
P	Sporting Activity (Approved)	Pupil is taking part in a sporting activity that has been approved by the school and supervised by someone authorised by the school.
V	Educational trip	A residential trip organised by the school or a supervised strictly educational trip arranged by an approved organisation.
W	Work Experience	A student in the final two years of compulsory education is attending work experience.
The student is counted as absent, authorised.		
C	Other Authorised Absence	Leave of absence for exceptional circumstance
C1	Other Authorised Absence	Absence for a regulated performance or employment abroad
C2	Other Authorised Absence	Pupils on part-time timetables
J1	Interview	Leave of absence to attend an interview for employment or admission into another educational institution

E	Excluded	If a student is excluded but still on the admission register, they should be marked E, for up to the sixth consecutive day of any fixed period (referred to as 'suspensions' by the DfE from Autumn 2021) or permanent exclusion.
M	Medical/Dental Appointments	The student is absent due to a medical or dental appointment that could not be made outside of school hours.
R	Religious Observance	The student is absent for religious observance on a day designated by the religious body.
S	Study Leave	Study leave should be used sparingly and only granted to Year 11 pupils for public exams. Students should still be able to come into school to revise.
T	Traveller Absence	Used when Roma, English and Welsh Gypsies, Irish and Scottish Travellers, Showmen (fairground people) and Circus people, Bargees (occupational boat dwellers) or New Travellers are known to be travelling for occupational purposes and have agreed this with the school.
I	Illness	This Illness code can be used for any form of illness, if you don't want to distinguish Covid-19 illness.
The student is counted as absent, unauthorised.		
G	Family Holiday (Not Agreed)	The Holiday was not authorised by the school or in excess of the period determined by the headteacher.
N	No Reason	The reason for the absence has not been provided. If no reason for an absence is provided after a reasonable amount of time, it should be changed to O.
O	Unauthorised Absence	If the school is not satisfied with the reason given for absence they should record it as unauthorised.
U	Late (After Register Closes)	Schools should keep registers open for a reasonable amount of time, after which the student should be marked with a U.
These codes are not counted so will not affect attendance figures.		

D	Dual Registration	The student is registered at another school and attends it during this lesson e.g. students at a pupil referral unit. Schools should only record attendance and absences for sessions the pupil is scheduled to attend at their school.
X	Non-statutory school age absence	Sessions non-compulsory school-age children are not expected to attend. This code should only be used for early years students who have not yet passed the 1st January, 1st April or 1st September following their 5th birthday.
Y1	Unable to attend	Absence due to transport normally provided not being available.
Y2	Unable to attend	Widespread disruption to travel
Y3	Unable to attend	Part of school closed.
Y4	Unable to attend	Unexpected whole school closure (different from # for planned closures).
Y5	Unable to attend	Pupils in the criminal justice system.
Y6	Unable to attend	Absence due to public health guidance or law.
Y7	Unable to attend	Any other unavoidable cause.
Z	Pupil Not On Roll	This code can be used when setting up registers in advance of pupils joining. Schools must take attendance for pupils from the first day the student should be attending the school.
#	School Closed To Pupils	This code should be used for whole or partial school closures that are known or planned in advance such as if the school is used as a polling station.