

# Attendance Policy

## Esher Church of England High School

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## Contents

1.Aims .....	2
2. Legislation and guidance .....	2
3.Roles and responsibilities .....	2
3.1 The local governing body.....	2
3.2 The headteacher .....	3
3.3 The attendance officer.....	4
3.4 Class teachers and form tutors.....	4
3.5 School office staff / attendance team .....	4
3.6 Parents .....	4
3.7 Pupils.....	5
4.Recording attendance.....	5
4.1 Attendance register .....	5
4.2 Unplanned absence .....	6
4.3 Planned absence .....	6
4.4 Lateness and punctuality .....	6
4.5 Following up unexplained absence.....	7
4.6 Reporting to parents.....	7
5.Authorised and unauthorised absence.....	7
5.1 Approval for term-time absence .....	7
5.2 Sanctions.....	9
6.Strategies for promoting attendance .....	10
7. Supporting pupils who are absent or returning to school.....	11
7.1 Pupils absent due to complex barriers to attendance.....	11
7.2 Pupils absent due to mental or physical ill health or SEND.....	11
7.3 Pupils returning to school after a lengthy or unavoidable period of absence .....	11
8.Attendance monitoring .....	11
8.1 Monitoring attendance.....	11
8.2 Analysing attendance .....	12
8.3 Using data to improve attendance .....	12
8.4 Reducing persistent and severe absence .....	13
9.Changing School.....	13
10. Monitoring arrangements .....	14
11.Links with other policies .....	14
Appendix 1: attendance codes .....	15

## 1.Aims

This policy aims to show our commitment to meeting our obligations with regards to school attendance, including those laid out in the Department for Education's (DfE's) statutory guidance on [working together to improve school attendance \(applies from 19 August 2024\)](#), through our whole-school culture and ethos that values good attendance, including:

- Setting high expectations for the attendance and punctuality of all pupils.
- Promoting good attendance and reducing absence, including persistent absence.
- Reducing absence, including persistent and severe absence.
- Ensuring every pupil has access to full-time education to which they are entitled.
- Acting early to address patterns of absence.
- Building strong relationships with families to make sure pupils have the support in place to attend school.

We will also promote and support punctuality in attending lessons.

## 2. Legislation and guidance

This policy is based on the Department for Education's (DfE's) statutory guidance on [working together to improve school attendance \(applies from 19 August 2024\)](#) and [school attendance parental responsibility measures](#). The guidance is based on the following pieces of legislation, which set 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](#)

This policy also refers to the DfE's guidance on

- [School census guidance](#)
- [Keeping Children Safe in Education](#)
- [Mental health issues affecting a pupil's attendance: guidance for schools](#)

## 3.Roles and responsibilities

### 3.1 The local governing body

The local governing body is responsible for:

- Setting high expectations of all school leaders, staff, pupils and parents.
- Making sure school leaders fulfil expectations and statutory duties, including:

- Making sure the school records attendance accurately in the register, and shares the required information with the DfE and local authority
- Making sure the school works effectively with local partners to help remove barriers to attendance, and keeps them informed regarding specific pupils, where appropriate
- Recognising and promoting the importance of school attendance across the school's policies and ethos.
- Making sure the school's attendance management processes are delivered effectively, and that consistent support is provided for pupils who need it most by prioritising staff and resources.
- Making sure the school has high aspirations for all pupils, but adapts processes and support to pupils' individual needs.
- Regularly reviewing and challenging attendance data and helping school leaders focus improvement efforts on individual pupils or cohorts who need it most.
- Working with school leaders to set goals or areas of focus for attendance and providing support and challenge.
- Monitoring attendance figures for the whole school and repeatedly evaluating the effectiveness of the school's processes and improvement efforts to make sure they are meeting pupils needs.
- Where the school is struggling with attendance, working with school leaders to develop a comprehensive action plan to improve attendance.
- Holding the headteacher to account for the implementation of this policy: Link Governor for attendance, Laura Crichton.

### **3.2 The headteacher**

#### ***The headteacher is responsible for:***

- Implementation of this policy at the school.
- Monitoring school-level absence data and reporting it to governors.
- Supporting staff with monitoring the attendance of individual pupils.
- Monitoring the impact of any implemented attendance strategies.
- Working with the parents of pupils with special educational needs and/or disabilities (SEND) in collaboration with the SENCO to develop specific support approaches for attendance for pupils with SEND, including where school transport is regularly being missed, and where pupils with SEND face in-school barriers.
- Communicating with the local authority when a pupil with an education, health and care (EHC) plan has falling attendance, or where there are barriers to attendance that relate to the pupil's needs.
- Communicating the school's high expectations for attendance and punctuality regularly to pupils and parents through all available channels.
- Issuing fixed-penalty notices, where necessary.
- Sharing effective practice on attendance management via Headteacher Board and attendance leads.
- Making sure all staff receive adequate training on attendance as part of the regular continued professional development offer, so that staff understand:

- The importance of good attendance
- That absence is almost always a symptom of wider issues
- The school's legal requirements for keeping registers
- The school's strategies and procedures for tracking, following up on and improving attendance, including working with partners and keeping them informed regarding specific pupils, where appropriate.
- Making sure dedicated training is provided to staff with a specific attendance function in their role, including in interpreting and analysing attendance data.

### 3.3 The attendance officer

*The school attendance officer in collaboration with the school Attendance Champion is responsible for:*

- Monitoring and analysing attendance data across the school and at an individual pupil level.
- Benchmarking attendance data to identify areas of focus for improvement.
- Providing regular attendance reports to school staff and reporting concerns about attendance to the designated senior leader responsible for attendance (Attendance Champion: Lizzie Bosley), and the headteacher.
- Reporting concerns about attendance to the school leader responsible (AHT, Attendance Champion, HT, HoS).
- Working with Inclusion Officers to tackle persistent absence.
- Arranging calls and meetings with parents to discuss attendance issues.
- Advising the headteacher when to issue fixed-penalty notices.

### 3.4 Class teachers and form tutors

Class teachers and form tutors are responsible for recording attendance daily, using the correct codes, and submitting this information to the school office.

### 3.5 School office staff / attendance team

These staff are expected to take calls from parents about absence and record it on the school system.

### 3.6 Parents

Where this policy refers to a parent, it refers to the adult the school and/or local authority decides is most appropriate to work with, including:

- All natural parents, whether they are married or not.
- All those who have parental responsibility for a child or young person.
- Those who have day-to-day responsibility for the child (i.e. lives with and looks after them).

Parents are expected to:

- Make sure their child attends every day on time.

- Email the school to report their child's absence before the start of school at 8.45am on the day of the absence and each subsequent day of absence and advise when they are expected to return.
- Provide the school with more than 1 emergency contact number for their child.
- Ensure that, where possible, appointments for their child are made outside of the school day. If an appointment is unavoidable, their child will come into school before or after the appointment.
- Keep to any attendance contracts that they make with the school and/or local authority.
- Seek support, where necessary, for maintaining good attendance, by contacting your child's tutor or Head of Year, who can be contacted via EduLink.

### 3.7 Pupils

Pupils are expected to:

- Attend school every day, on time.
- Attend every timetabled session, on time.
- Always come into school, even if they feel unwell.
- Understand that holidays in term time are not permitted.
- Understand that lateness to school or any lessons will result in a detention the same day.

## 4. Recording attendance

### 4.1 Attendance register

We will keep an attendance register and place all pupils onto this register.

We will take our attendance register at the start of the first session of each school day and once during the second session. It will mark, using the appropriate national attendance and absence codes from the School Attendance (Pupil Registration) (England) Regulations 2024, whether every pupil is:

- Present
- Attending an approved off-site educational activity such as:
  1. Field trips and educational visits
  2. Sporting activities
  3. Link courses or approved education off site activities
  4. Most types of dual registration
- Absent
- Unable to attend due to exceptional circumstances

***Any amendment to the attendance register will include:***

- The original entry
- The amended entry
- The reason for the amendment
- The date on which the amendment was made
- The name and position of the person who made the amendment

See appendix 1 for the DfE attendance codes.

**We will also record:**

- Whether the absence is authorised or not
- The nature of the activity, where a pupil is attending an approved educational activity
- The nature of circumstances, where a pupil is unable to attend due to exceptional circumstances (see section 5.1 for definition of exceptional circumstances).

We will keep every entry on the attendance register for 6 years after the date on which the entry was made.

The school day starts at 8.45am and ends at 3.00pm.

Pupils must arrive in school by 8.40am on each school day.

The register for the first session will be taken at 8.45am and will be kept open until 9.30am.

The register for the second session will be taken at 12.25pm and will be kept open until 2.15pm.

#### **4.2 Unplanned absence**

The pupil's parent/carer must notify the school the reason of an unplanned absence by emailing the attendance team at the beginning of the school day, or as soon as practically possible (see also section 7).

The attendance team must be contacted via email on [attendance@esherhigh.surrey.sch.uk](mailto:attendance@esherhigh.surrey.sch.uk).

We will mark absence due to illness as authorised unless the school has a genuine concern about the authenticity of the illness. Where the absence is longer than 5 days, or if the authenticity of the illness is in doubt, the school may ask the pupil's parent/carer to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily. Medical evidence may be requested from an appropriate qualified professional to support the wellbeing and health of the student.

If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised, and parents/carers will be notified of this in advance.

#### **4.3 Planned absence**

Attending a medical or dental appointment will be counted as authorised if the pupil's parent/carer notifies the school in advance of the appointment.

We encourage parents/carers to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary and return to school afterwards if possible.

Leave of absence requests should be addressed to the Headteacher in writing and emailed to the attendance team on [attendance@esherhigh.surrey.sch.uk](mailto:attendance@esherhigh.surrey.sch.uk).

The pupil's parent/carer must apply for other types of term-time absence as far in advance as possible of the requested absence. Go to section 5 to find out which term-time absences the school can authorise.

#### **4.4 Lateness and punctuality**

***A pupil who arrives late:***

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- Before the register has closed will be marked as late, using the appropriate code.
- After the register has closed will be marked as absent, using the appropriate code.

If a child arrives after 9.05am they must sign in at the attendance office in Student Reception. If they arrive after 9.30am it will be recorded as 'late after close of register' and counted as an unauthorised absence for the morning session.

#### 4.5 Following up unexplained absence

*Where any child we expect to attend school does not attend, or stops attending, the school will:*

1. Call the pupil's parent on the morning of the first day of unexplained absence to ascertain the reason.
2. Call the pupil's emergency contacts if step one does not provide information.
3. Identify whether the absence is approved or not.
4. Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than 5 working days after the session(s) for which the pupil was absent.
5. Call the parent on each day that the absence continues without explanation, to make sure proper safeguarding action is taken where necessary. After 3 days of an unexplained absence we will conduct a home visit.
6. Involve the Inclusion Team when specialist support or advice is required.
7. Where relevant, report the unexplained absence to the police or the pupil's youth offending team officer.
8. Offer support to the pupil and/or their parents to identify challenges/barriers to a child coming to school and create a plan to overcome these.
9. Identify whether the pupil needs support from wider partners, as quickly as possible, and make the necessary referrals.
10. Where support is not appropriate, not successful, or not engaged with the school will issue a notice to improve, penalty notice or other legal intervention (see section 5.2 below), as appropriate.

#### 4.6 Reporting to parents

Parents can keep up to date with their child's attendance using EduLink. They will also be informed of summative attendance as part of each term's report.

### 5. Authorised and unauthorised absence

#### 5.1 Approval for term-time absence

The headteacher will only grant a leave of absence to pupils during term time for certain educational activities, or to attend other schools or settings.

The headteacher will only grant a **leave of absence** to a pupil during term time if the request meets the specific circumstances set out in the [2024 school attendance regulations](#). These circumstances are:

- Taking part in a regulated performance, or regulated employment abroad
- Attending an interview
- Study leave
- A temporary, time-limited part-time timetable
- Exceptional circumstances

A leave of absence is granted at the headteacher's discretion, including the length of time the pupil is authorised to be absent for. We define 'exceptional circumstances' as rare, significant, and unavoidable, meaning they could not reasonably be scheduled at another time.

Examples include:

- The funeral of a close family member.
- A serious illness or medical emergency affecting the pupil or their immediate family.
- Participation in an event or activity of exceptional importance, such as representing a country or region in a sport, music, or academic competition.
- Attendance at a religious or cultural observance that is a recognised tradition within the family's faith.
- The wedding of an immediate family member.

Requests for leave must be submitted in writing to the headteacher, explaining the exceptional circumstances. Parents/carers should provide evidence where possible to support their application. The headteacher's decision is final.

Parents will also be aware that, wherever possible, it can be better for children to continue to attend school normally during difficult family times.

As a leave of absence will only be granted in exceptional circumstances, a leave of absence will not be granted for the purposes of a family holiday.

The school considers each application for term-time absence individually, considering the specific facts, circumstances and relevant background context behind the request.

Any request should be submitted as soon as it is anticipated and, where possible, at least 2 weeks before the absence, and in accordance with any leave of absence request form, accessible the school website at: [Esher Church of England High School - Attendance](#). The headteacher may require evidence to support any request for leave of absence.

Other valid reasons for **authorised absence** include (but are not limited to):

- Illness (including mental-health illness) and medical/dental appointments (see sections 4.2 and 4.3 for more detail).
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parent(s) belong(s). If necessary, the school will seek advice from the parent's religious body to confirm whether the day is set apart.
- Parent(s) travelling for occupational purposes – this covers Roma, English and Welsh gypsies, Irish and Scottish travellers, showmen (fairground people) and circus people, bargees (occupational boat dwellers) and new travellers. Absence may be authorised only when a traveller family is known to be travelling for occupational purposes and has agreed this with the school, but it is not known whether the pupil is attending educational provision.
- If the pupil is currently suspended or excluded from school (and no alternative provision has been made).

Other reasons the school may allow a pupil to be absent from the school site, which are not classified as absences, include (but are not limited to):

- Attending an offsite approved educational activity, sporting activity or visit or trip arranged by the school.
- Attending another school at which the pupil is also registered (dual registration).
- Attending provision arranged by the local authority.
- Attending work experience.
- If there is any other unavoidable cause for the pupil not to attend school, such as disruption to travel caused by an emergency, a lack of access arrangements, or because the school premises are closed.

## 5.2 Sanctions

Our school will make use of the full range of potential sanctions – including, but not limited to, those listed below – to tackle poor attendance. Decisions will be made on an individual, case-by-case basis.

### Penalty notices

The headteacher (or someone authorised by them), local authority or the police can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age, by issuing a penalty notice.

If the school issues a penalty notice, it will check with the local authority before doing so and send it a copy of any penalty notice issued.

Before issuing a penalty notice, the school will consider the individual case, including:

- Whether the national threshold for considering a penalty notice has been met (10 sessions of unauthorised absence in a rolling period of 10 school weeks).
- Whether a penalty notice is the best available tool to improve attendance for that pupil.
- Whether further support, a notice to improve or another legal intervention would be a more appropriate solution.
- Whether any obligations that the school has under the Equality Act 2010 make issuing a penalty notice inappropriate.

A penalty notice may also be issued where parents allow their child to be present in a public place during school hours without reasonable justification, during the first 5 days of a suspension or exclusion (where the school has notified the parents that the pupil must not be present in a public place on that day).

Each parent who is liable for the pupil's offence(s) can be issued with a penalty notice, but this will usually only be the parent/parents who allowed the absence.

The payment must be made directly to the local authority, regardless of who issues the notice. If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

If issued with a **first** penalty notice, the parent must pay £80 within 21 days, or £160 within 28 days.

If a **second** penalty notice is issued to the same parent in respect of the same pupil, the parent must pay £160 if paid within 28 days.

A **third** penalty notice cannot be issued to the same parent in respect of the same child within 3 years of the date of the issue of the first penalty notice. In a case where the national threshold is met for a third time within those 3 years, alternative action will be taken instead.

### **Notices to improve**

If the national threshold has been met and support is appropriate, but parents do not engage with offers of support, the school may offer a notice to improve to give parents a final chance to engage with support.

Notices to improve will be issued in line with processes set out in the local code of conduct for the local authority area in which the pupil attends school.

They will include:

- Details of the pupil's attendance record and of the offences.
- The benefits of regular attendance and the duty of parents under [section 7 of the Education Act 1996](#).
- Details of the support provided so far.
- Opportunities for further support, or to access previously provided support that was not engaged with.
- A clear warning that a penalty notice may be issued if attendance doesn't improve within the improvement period, along with details of what sufficient improvement looks like, which will be decided on a case-by-case basis.
- A clear timeframe of between 3 and 6 weeks for the improvement period.
- The grounds on which a penalty notice may be issued before the end of the improvement period.

## **6.Strategies for promoting attendance**

***Esher High School encourages regular attendance in the following ways:***

- By providing a caring and welcoming learning environment.
- In the belief that students are more likely to attend regularly if the curriculum is lively and meets their needs, the curriculum will be regularly reviewed.
- Students are encouraged to enjoy school life by participating in extra-curricular activities, benefiting from an established system of rewards, taking advantage of staff support and advice and experiencing the wide range of opportunities open to them.
- By responding promptly to a child or parent's concerns about the school or other pupils.
- By accurate and punctual completion of registers during morning and afternoon registration (see Punctuality and Lateness).
- By publishing attendance statistics.
- Parents/carers, students and staff will be regularly reminded of what constitutes authorised and unauthorised absence.
- Parents/carers will be kept regularly informed of all concerns regarding attendance and punctuality.

- By celebrating good attendance via the school website, parent newsletters, emails, interform competitions, House Competitions, assemblies, and certificates. We continue to investigate further methods to celebrate attendance in line with our rewards policy.
- The Attendance Champion will monitor pupils' attendance with the attendance team within school, Governors, the Home School Link Workers, and the Inclusion Services.
- By informing parents/carers in writing of irregular attendance, including lateness.
- Inviting parents/carers into school to discuss possible issues and how to support the students / family in raising attendance. This includes sharing with parents/carers and their children the Esher High Attendance Pledge and/or the Esher High Attendance Contract.
- By referring the families to the Inclusion Officer if the irregular attendance continues.

## 7. Supporting pupils who are absent or returning to school

### 7.1 Pupils absent due to complex barriers to attendance

See Children with Health Needs who Cannot Attend School Policy on our [school website](#).

### 7.2 Pupils absent due to mental or physical ill health or SEND

See Supporting Pupils with Medical Conditions Policy on our [school website](#).

Where a pupil has an education health and care (EHC) plan and their attendance falls, or the school becomes aware of barriers to attendance that related to the pupil's needs, the school will inform the local authority.

### 7.3 Pupils returning to school after a lengthy or unavoidable period of absence

Supporting pupils who return to school after an extended absence is a key part of our inclusive attendance strategy – see Children with Health Needs who Cannot Attend School Policy on our [school website](#) and Supporting Pupils with Medical Conditions Policy on our [school website](#).

## 8. Attendance monitoring

### Form tutor / class teacher will:

The form tutor is responsible for taking the register daily and the class teacher is responsible for taking the register each lesson.

The form tutor/class teacher is also responsible for register maintenance of her/his own class register including the following:

- Ensuring that symbols used are appropriate.
- Ensuring all mistakes are amended with the original information still clear and corrections clearly marked.
- Using electronic registration; however, if a breakdown occurs, a manual register will be taken.

Esher High School will ensure that all staff are aware of the registration process and that they receive in-service training on registration regulations and Education Law.

Each student should be called by name when the register is being taken. The class should be silent.

**Esher High School Attendance Champion will:**

- Monitor attendance and absence data half-termly, termly and yearly across the school and at an individual pupil level.
- Identify whether there are particular groups of children whose absences may be a cause for concern.
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies.

Pupil level absence data will be collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics. The school will compare attendance data to the national average and share this with the governing board.

**8.1 Monitoring attendance**

The school will monitor attendance and absence data (including punctuality) half-termly, termly and yearly across the school and at an individual pupil, year group and cohort level. Specific pupil information will be shared with the DfE on request.

The school has granted the DfE access to its management information system so the data can be accessed regularly and securely. Data will be collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics.

The school will benchmark its attendance data at whole school, year group and cohort level against local, regional, and national levels to identify areas of focus for improvement, and share this with the governing board.

**8.2 Analysing attendance**

The school will:

- Analyse attendance and absence data regularly to identify pupils, groups or cohorts that need additional support with their attendance.
- Identify pupils whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severe absence.
- Conduct thorough analysis of half-termly, termly, and full-year data to identify patterns and trends.
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns.

**8.3 Using data to improve attendance**

The school will:

- Develop targeted actions to address patterns of absence (of all severities) of individual pupils, groups or cohorts that it has identified via data analysis.

- Provide targeted support to the pupils it has identified whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severed absence, and their families (see section 8.4 below).
- Provide regular attendance reports to class teachers and form tutors, to facilitate discussions with pupils and families, and to the governing board and school leaders (including special educational needs co-ordinators, designated safeguarding leads and pupil premium leads).
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies.
- Share information and work collaboratively with other schools in the area, local authorities and other partners where a pupil's absence is at risk of becoming persistent or severe, including keeping them informed regarding specific pupils, where appropriate.

### **8.4 Reducing persistent and severe absence**

Persistent absence is where a pupil misses 10% or more of school, and severe absence is where a pupil misses 50% or more of school. Reducing persistent and severe absence is central to the school's strategy for improving attendance.

The school will:

- Use attendance data to find patterns and trends of persistent and severe absence.
- Consider potential safeguarding issues and, where suspected or present, address them in line with Keeping Children Safe in Education.
- Hold regular meetings with the parents of pupils who the school (and/or local authority) considers to be vulnerable or at risk of persistent or severe absence, or who are persistently or severely absent, to:
  - Discuss attendance and engagement at school.
  - Listen, and understand barriers to attendance.
  - Explain the help that is available.
  - Explain the potential consequences of, and sanctions for, persistent and severe absence.
  - Review any existing actions or interventions.
- Provide access to wider support services to remove the barriers to attendance, in conjunction with the local authority, where relevant.
- Consider alternative support that could be put in place to remove any barriers to attendance and re-engage these pupils. In doing so, the school will sensitively consider some of the reasons for absence.
- Implement sanctions, where necessary (see section 5.2, above)

## **9.Changing School**

It is important that if families decide to send the child in their care to a different school that they inform the school in writing immediately. A pupil will not be removed from the school roll until the following information has been received:

- the dates the pupil will be leaving this school and starting the next, if known.
- the address of the new school, if know.

- notification from the new school that the pupil has started there, if known.
- the new home address, if it is known.
- If the above information is unknown, it will be at the headteacher's discretion, and the child will be referred to the Inclusion Service.

School staff will then confirm with the parents the leaving date for their child. Following this date, the pupil's school records will be sent on to the new school as soon as possible and within ten days of the child leaving.

## **10. Monitoring arrangements**

This policy will be reviewed as guidance from the local authority and/or DfE is updated, and as a minimum three years by Lizzie Bosley, Assistant Headteacher and Attendance Champion. At every review, the template policy will be approved by the CEO and the school specific policy by the Headteacher.

## **11. Links with other policies**

***This policy links to the following policies:***

- Safeguarding policy
- Behaviour policy
- Children with Health Needs who Cannot Attend School Policy
- Supporting Pupils with Medical Conditions Policy

## Appendix 1: attendance codes

The following codes are taken from the DfE's [guidance on school attendance](#).

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
<b>Attending a place other than the school</b>		
K	Attending education provision arranged by the local authority	Pupil is attending a place other than a school at which they are registered, for educational provision arranged by the local authority
V	Attending an educational visit or trip	Pupil is on an educational visit/trip organised or approved by the school
P	Participating in a sporting activity	Pupil is participating in a supervised sporting activity approved by the school
W	Attending work experience	Pupil is on an approved work experience placement
B	Attending any other approved educational activity	Pupil is attending a place for an approved educational activity that is not a sporting activity or work experience
D	Dual registered	Pupil is attending a session at another setting where they are also registered
<b>Absent – leave of absence</b>		
C1	Participating in a regulated performance or undertaking regulated employment abroad	Pupil is undertaking employment (paid or unpaid) during school hours, approved by the school
M	Medical/dental appointment	Pupil is at a medical or dental appointment
J1	Interview	Pupil has an interview with a prospective employer/educational establishment
S	Study leave	Pupil has been granted leave of absence to study for a public examination

<b>X</b>	Not required to be in school	Pupil of non-compulsory school age is not required to attend
<b>C2</b>	Part-time timetable	Pupil is not in school due to having a part-time timetable
<b>C</b>	Exceptional circumstances	Pupil has been granted a leave of absence due to exceptional circumstances
<b>Absent – other authorised reasons</b>		
<b>T</b>	Parent travelling for occupational purposes	Pupil is a ‘mobile child’ who is travelling with their parent(s) who are travelling for occupational purposes
<b>R</b>	Religious observance	Pupil is taking part in a day of religious observance
<b>I</b>	Illness (not medical or dental appointment)	Pupil is unable to attend due to illness (either related to physical or mental health)
<b>E</b>	Suspended or excluded	Pupil has been suspended or excluded from school and no alternative provision has been made
<b>Absent – unable to attend school because of unavoidable cause</b>		
<b>Q</b>	Lack of access arrangements	Pupil is unable to attend school because the local authority has failed to make access arrangements to enable attendance at school
<b>Y1</b>	Transport not available	Pupil is unable to attend because school is not within walking distance of their home and the transport normally provided is not available
<b>Y2</b>	Widespread disruption to travel	Pupil is unable to attend because of widespread disruption to travel caused by a local, national or international emergency
<b>Y3</b>	Part of school premises closed	Pupil is unable to attend because they cannot practicably be accommodated in the part of the premises that remains open
<b>Y4</b>	Whole school site unexpectedly closed	Every pupil absent as the school is closed unexpectedly (e.g. due to adverse weather)
<b>Y5</b>	Criminal justice detention	Pupil is unable to attend as they are: <ul style="list-style-type: none"> <li>• In police detention</li> </ul>

		<ul style="list-style-type: none"> <li>• Remanded to youth detention, awaiting trial or sentencing, or</li> <li>• Detained under a sentence of detention</li> </ul>
<b>Y6</b>	Public health guidance or law	Pupil's travel to or attendance at the school would be prohibited under public health guidance or law
<b>Y7</b>	Any other unavoidable cause	To be used where an unavoidable cause is not covered by the other codes
<b>Absent – unauthorised absence</b>		
<b>G</b>	Holiday not granted by the school	Pupil is absent for the purpose of a holiday, not approved by the school
<b>N</b>	Reason for absence not yet established	Reason for absence has not been established before the register closes
<b>O</b>	Absent in other or unknown circumstances	No reason for absence has been established, or the school isn't satisfied that the reason given would be recorded using one of the codes for authorised absence
<b>U</b>	Arrived in school after registration closed	Pupil has arrived late, after the register has closed but before the end of session
<b>Administrative codes</b>		
<b>Z</b>	Prospective pupil not on admission register	Pupil has not joined school yet but has been registered
<b>#</b>	Planned whole-school closure	Whole-school closures that are known and planned in advance, including school holidays