

Attendance and Punctuality Policy

Mickley Village Primary and Nursery School



September 2024

Last Reviewed	September 2024
Written By	Miss Leonard & Mrs Kevern
Reviewed By	Chair of Governors
Next Review Date	September 2025

Attendance and Punctuality Policy

‘(Attendance) This is essential for pupils to get the most out of their school experience, including their attainment, wellbeing, and wider life chances’

(Working Together to Improve School Attendance, August 2024)

At Mickley Village Primary & Nursery School we will strive to provide a welcoming, nurturing environment, whereby each member of the school community feels wanted and secure. All school staff will work with pupils and their families to ensure each pupil attends school regularly and punctually.

The school will establish an effective system of incentives and rewards which acknowledges the efforts of pupils to improve their attendance and timekeeping and will challenge the behaviour of those pupils and parents who give low priority to attendance and punctuality.

To meet these objectives, our school will establish an effective and efficient system of communication with pupils, parents and appropriate agencies to provide mutual information, advice and support.

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 the benefits of good attendance
- Reducing absence, including persistent and severe absence
- Ensuring every pupil has access to the 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 support parents to perform their legal duty to ensure their children of compulsory school age attend regularly and will promote and support punctuality in attending lessons.

The Attendance Officers can be contacted via the School Office or email.

attendance@mickley.derbyshire.sch.uk

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 \(and 2010, 2011, 2013, and 2016 amendments\)](#)
- <https://www.legislation.gov.uk/ukxi/2006/1751/contents> [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)
- <https://www.legislation.gov.uk/ukxi/2013/757/regulation/2/made> It also refers to:
- [School census guidance](#)
- [Keeping Children Safe in Education](#)
- [Mental health issues affecting a pupil's attendance: guidance for schools](#)

Roles and Responsibilities

The Governing Board

The governing board 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' need.
- Where the school is struggling with attendance, working with school leaders to develop a comprehensive action plan to improve attendance.
- 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.
- Sharing effective practice on attendance management and improvement across schools.
- Holding the Headteacher to account for the implementation of this policy.

The Headteacher: Miss Street

The Headteacher is responsible for, and will ensure:

- The 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) to develop specific support approaches for attendance for pupils with SEND, including 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.

Attendance Officer: Mrs Kevern & Miss Leonard

The Attendance Officer (with support from the Headteacher and Christopher Nieper Education Trust early help team) is responsible for:

- Leading, championing and improving attendance across the school.
- Monitor attendance, regularly. Review and reflect on attendance information, monitor trends and identify groups and pupils who are at risk.
- Will gather data and track pupil attendance where this becomes a concern.
- Establish and maintain effective systems for tackling absence, and making sure they are followed by all staff.
- Reach out to parents and send attendance reports as and when required.
- Develop a whole school strategy and approach to improve attendance which is shared amongst all staff and stakeholders.
- Work with families and staff to develop an individualised targeted plan of support and offer approaches, such as sign-posting to services such as Early Help or the SENDCo, or in school key workers for children experiencing EBSA (Emotional Based School Absence).
- Report to the Headteacher, the Governors and the DfE attendance data, reviewing school strategies and adjusting as necessary based on the evidence.
- Liaise with the Attendance Process Team (was the EWS) and outside agencies when attendance and punctuality is an issue.

All Staff

- Class teachers, and teaching assistants in the teacher's absence, are responsible for recording attendance daily, using the correct codes, and submitting this information to the school office.
- Class teachers are expected to close the register on time, to ensure accurate record keeping for safeguarding purposes.
- Ensuring that the morning and afternoon registers are completed promptly (by 8.45am and immediately after lunchtime).
- Work with parents and their children on strategies to support regular attendance by building trust and support focused on positive relationships with school, contacting parents where regular absence has caused concern to offer support and open connections.
- Class teachers will discuss children's attendance at parents' evenings and publish this within the child's end of year report.
- Raise any concerns they may have about a child to the Family Support Worker or Headteacher.

Office Staff: Mrs Kevern

- Between 8.30 am and 8:45 am, check and answer phones messages, emails and attendance registers.
- Send out a message via Parent Hub to the parents of any child not in school if we have not heard from them by 9:00 am.
- Office Staff will contact parent via phone call, if we have not heard anything by 10:00 am.
- When phone calls and message have been sent, this will all be recorded on Integris Notes.
- When a reason for absences has been given, this will also be recorded on Integris Notes.
- Share the list of children who have no known reason for being absent that day with the family support worker.
- Transfer calls from parents/carers to the family support worker, where appropriate, to provide them with more detailed support on attendance.

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
- Call the school to report their child's absence before 8.45am on the first day of the absence and each subsequent day of absence, and advise when they are expected to return
- Provide the school with more than one 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 during school hours, parents must provide evidence of the appointment
- Keep to any attendance contracts that they make with the school
- Seek support, where necessary, for maintaining good attendance, by contacting school via the main office (01773 832707)

School Procedures

Attendance Register

We will take our attendance registers at 8.45am and 1.00pm each school day. It will be marked, 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
- 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

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 8.35am, when the school gates are opened. Gates are closed at 8.45am and the first register is taken. The second register is taken at 1.00pm and the school day ends at 3.15pm Monday to Friday.

If your child is late but arrives before 9:00 am, they will be marked as L on the register which does not affect their attendance. If the child is late and arrives after 9:00 am, they will be marked as U which will affect their attendance.

Authorised and Unauthorised Attendance

It is the Headteacher's responsibility to decide whether or not to authorise an absence. The law is clear that only the school can authorise an absence. If doubts remain about the explanation offered, or where one is not forthcoming at all, the absence must be treated as unauthorised.

First Day of Unplanned Absence

Parents and carers are expected to contact the school on the first day of their child's absence and provide a reason for their non-attendance to school.

Parents must notify the school by 8.45am or as soon as practically possible, by calling 01773 832707

If no contact has been made by 9:00 am the school office will contact parents/carers via Parent Hub. If parents still haven't made contact by 10:00 am, office staff will follow up by phone call and will be recorded on Integris.

Any concerns regarding absence will be passed immediately to the Family Support Worker and Attendance Officer for investigation.

Subsequent Absences

Each subsequent day of absence (unless otherwise formally advised of long-term absence by parent or carer) will be treated as the first day of absence and the school office will attempt to contact the parent by 10.00am. If there is no contact from the parent or carer after three days of absence, an unannounced home visit will take place by the Attendance Officers and Family Resource worker. The Family Resource Worker and / or Attendance Officers may visit the home of a pupil where there are concerns over attendance, and they have not been able to contact parents/carers.

Continuing Absence

If there is has still been no contact from the parents or carers after 6 days, a further visit is made, and a letter issued referring to the Ten-Day absence criteria.

Ten Days Absence

The Local Authority will be notified of any pupil who is absent without an explanation for ten consecutive days where contact cannot be made, and the pupil will be reported as missing in education. This is done by submitting a referral to the Local Authority and is a legal requirement. The school will include details of the action that they have taken to date.

Persistent Absenteeism (pupils whose attendance is 90% or below)

It is the responsibility of the Family Resource Worker and Attendance Officers to be aware of, and bring attention to, any emerging attendance concerns. Which will then be reported to the Headteacher. In cases where a pupil begins to develop a pattern of absences, the school will try to resolve the problem with the parents or carers. It is the responsibility of the Family Resource Worker and Attendance Officers to communicate actions taken and how the matter has been resolved, or any actions and decisions to be made.

Absence due to illness will be authorised unless the school has a genuine concern about the authenticity of the illness. If the authenticity of the illness is in doubt, the school may ask parents to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence.

Continued attendance concerns

As a last resort and if all intervention has not had the desired effect, then the school may seek further legal action, which could result in prosecution.

Our aim at Mickley Village Primary & Nursery School is for all pupils to reach their full potential.

We will always endeavour to support you and your child.

Medical or Dental Appointments

Missing registration for a medical or dental appointment is counted as an authorised absence; however, advanced notice is required for authorising these absences. As a school, we encourage parents 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.

Please contact the school to inform us of any medical appointments 24 hours in advance, unless it is an emergency or unplanned appointment.

Other Leaves of Absence

Applications for other types of absence in term time must also be made in advance. The Headteacher will allow pupils to be absent from the school site 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
- 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.

All requests for leave of absence from school must be made in writing to the Headteacher at least two weeks prior to the requested leave of absence. A decision will then be made as to whether the request meets the criteria for 'exceptional circumstances' and parents/carers will be notified by letter. If the request is rejected and the leave of absence is still taken, then the information will be passed to Derbyshire County Council for a decision as to whether a fixed penalty notice will be given or not.

Although some parents may find themselves in difficult circumstances which require them to organise holidays in term time, Mickley Village Primary & Nursery School believes pupils should not miss school for this reason. Whilst we understand the difficulties parents/carers may have in organising holidays during the school holidays and the benefits to be had from cheaper term-time holidays, this type of absence is detrimental to a child's education. There is a common misconception that any child is allowed to take 10 days' holiday per year; this is not true. 'Working together to improve school attendance' (applies from 19 August 2024) guidelines advise that no absence should be authorised in advance except when due to 'exceptional circumstances' such as bereavement. Please note that the cost or availability of holidays does not constitute 'exceptional circumstances'.

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, using a leave of absence request form available from the School Office. 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 and medical/dental appointments.
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents belong. If necessary, the school will seek advice from the parents' 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.
- 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.

Late Arrivals

- The morning session begins at 8.35am. Register is taken between 8:35am-8:45 am and straight after lunch in the afternoon. The register will remain open for 15 minutes from 8:45 am till 9:00 am. After which time a pupil will be recorded as being absent.
- Pupils arriving after 8.45am, when the school gate is closed, will be recorded as late.
- The school may use its judgement if a pupil has difficulties arriving on time, which are beyond its control, which makes them late for school.
- Regular lateness will result in a phone call or message from the Attendance Officers and a meeting to discuss concerns.
- Persistent lateness will result in a referral to Attendance Process team (was the EWS) and a Penalty Notice may be issued.

Pupils absent due to complex barriers to attendance

We will support pupils with complex barriers to attendance, by working with families to remove barriers at home and in school. These may include;

- Reduced timetables to support in areas of need in the curriculum or to support where issues around school timings are difficult.
- Phased returns so pupils can be eased back into a school setting following a period of absence
- School nurse support will be offered where necessary
- Positive support will be offered where available and applicable
- Members of staff can be identified as trusted adults to support more closely
- Pastoral support led by the Family Support Worker.

Pupils absent due to mental or physical ill health or SEND

Alongside the strategies already identified, we will support pupils absent from school due to mental or physical ill health or their SEND needs. This may include support from our Family Support Worker, Positive Play Leaders and other trained staff, external agencies or part-time timetables designed to support full-time return to school, where appropriate.

Prolonged absence due to medical reasons (over five days) will require medical evidence (i.e. a doctor's note, hospital appointment card, prescription etc.).

If diagnosed medical reasons significantly affect a pupil's attendance, the school may initiate a 'Medical Attendance Support Panel' meeting. Pupils with diagnosed medical conditions whose attendance level is around 90% may be invited, with their parents, to attend a Medical Attendance Support Panel meeting. The Family Support Worker and Attendance Officers will be in attendance to discuss ways in which the pupil may be supported by the school to improve attendance levels. The aim of the meeting is to ensure that the school is doing everything it can to support the pupil.

All Medical Attendance Support Panel meetings will take place with the pupil's parent or carers present.

Reporting to parents

A pupil's overall annual attendance is recorded on their end of year school report, which is sent to parents in July. However, attendance is monitored in school on an ongoing basis. Each half term, the Attendance Officers will identify pupil attendance and act accordingly to the criteria below;

Monitoring stage: 96% and Below

Pupils will be placed on a monitoring list. Attendance will be reviewed by the Attendance Officers over a period of 15-30 days.

Stage 1: 93% and Below

A 'stage 1' letter will be issued. Mickley Village Primary and Nursery School will liaise with parents/carers and other professionals (where applicable) to consider supportive measures. The pupil's attendance will be monitored for 15-30 days. If no improvement is shown, then stage 2 procedures will be initiated.

Stage 2: 90% and Below

An attendance panel meeting will be arranged with parents/carers and Attendance Officers. School will liaise with parents/carers and other professionals (where applicable) to consider supportive measures. If no improvement is made following the meeting, stage 3 procedures will be initiated.

Stage 3: 90% and Below

A formal attendance panel meeting will be arranged with parents/carers, the Attendance Officers and the Headteacher. School will liaise with parents/carers and other professionals (where applicable) to consider further supportive measures. A request to the Local Authority to initiate legal proceedings will be made if no improvement to the pupil's attendance is made, unless medical evidence supports the pupil's reason for absence.

Continued Attendance Concerns

As a last resort and if all intervention has not had the desired effect, then the school may seek further legal action, which could result in prosecution.

Our aim at Mickley Village Primary and Nursery School is for all pupils to reach their full potential. We will always endeavour to support you and your child.

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 deems it necessary to issue a penalty notice, information will be passed to the local authority in accordance to their protocol.

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
- When all other avenues have been explored

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) 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 (within three years) for term time leave or irregular attendance 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. The third time an unauthorised absence occurs to the same parent in respect of the same child (within 3 years of the date of the issue of the first penalty notice) the case will be presented by the local authority straight to the Magistrates Court. Magistrates' fines can be up to £2500 per parent, per child.

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 for improvement of between 3 and 6 weeks
- The grounds on which a penalty notice may be issued before the end of the improvement period

Attendance Monitoring

Pupil-level absence data is 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. We compare our attendance data to the national average and share this with governors (and Trustees). Punctuality to school and lessons is recorded and shared with pupils and parents following our normal procedures. 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.

Prolonged absence due to medical reasons (over five days) will require medical evidence (i.e. a doctor's note, hospital appointment card, prescription etc.).

If diagnosed medical reasons significantly affect a pupil's attendance, the school may initiate a 'Medical Attendance Support Panel' meeting. Pupils with diagnosed medical conditions whose attendance level is around 90% may be invited, with their parents, to attend a Medical Attendance Support Panel meeting. Attendance Officers and Family Support Worker will be in attendance to discuss ways in which the pupil

may be supported by the school to improve attendance levels. The aim of the meeting is to ensure that the school is doing everything it can to support the pupil.

All Medical Attendance Support Panel meetings will take place with the pupil's parent or carers present. If the parent or carer declines to attend, they will be given the option to give their consent for the meeting to take place without them. In this exceptional case, the pupil's class teacher will also attend the meeting to further support the pupil concerned.

Analysing Attendance Data

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.

Using data to improve 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
- Excellent attendance is promoted in assemblies and making good relationships with parents through meetings and other methods of communication
- Implement sanctions mentioned previously in the policy

Strategies for Promoting Attendance

At Mickley Village Primary and Nursery School we use opportunities, as they arise, to remind parents and carers of the importance of good attendance. Parents and children are reminded weekly how important attendance is for the child's progression in their education. Children are encouraged each day to attend school to have a good chance, for their class to win the attendance trophy which is presented in Fridays 'Gold Assembly'. The class with the highest attendance percentage at the end of each week will be presented with the trophy in the assembly.

As well as the attendance trophy, the children who individually achieve 100% attendance for the week will be presented with a sticker and an entry into the attendance raffle box. The raffle box will be drawn out at the end of each half term and the child chosen will be presented with a prize and certificate.

Monitoring Arrangements

This policy will be reviewed by the Headteacher and board of governors on a three-year cycle or as and when a fundamental change is required due to a change in law and guidance.

Links with Other Policies

This policy is linked to our:

- Child Protection and Safeguarding Policy

Appendix 1: Attendance Codes

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

New registration codes:

The DfE have amended some of the codes to include numbers as well as letters. These new codes are to enable schools, LA and the DfE to better understand the reasons for absence. For example: Code C: Leave of absence for exceptional circumstance. Code C1: Leave of absence for the purpose of participating in a regulated performance. The important thing for you as a parent is still the C which means that the absence was authorised. There is also a new code which has been introduced for pupils who are on the school roll but are temporarily being provided with an alternative education by the local authority, such as a home tutor. Code K: Attending education provision arranged by the local authority. Full details of all of the changes can be found by visiting the Government webpage:

<https://www.gov.uk/government/publications/working-together-to-improve-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
Attending a place other than the school		
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

Absent – leave of absence

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
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
C2	Part-time timetable	Pupil is not in school due to having a part-time timetable
C	Exceptional circumstances	Pupil has been granted a leave of absence due to exceptional circumstances

Absent – other authorised reasons

T	Parent travelling for occupational purposes	Pupil is a 'mobile child' who is travelling with their parent(s) who are travelling for occupational purposes
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R	Religious observance	Pupil is taking part in a day of religious observance
I	Illness (not medical or dental appointment)	Pupil is unable to attend due to illness (either related to physical or mental health)
E	Suspended or excluded	Pupil has been suspended or excluded from school and no alternative provision has been made

Absent – unable to attend school because of unavoidable cause		
Q	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
Y1	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
Y2	Widespread disruption to travel	Pupil is unable to attend because of widespread disruption to travel caused by a local, national or international emergency
Y3	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
Y4	Whole school site unexpectedly closed	Every pupil absent as the school is closed unexpectedly (e.g. due to adverse weather)

Y5	Criminal justice detention	<p>Pupil is unable to attend as they are:</p> <ul style="list-style-type: none"> • In police detention • Remanded to youth detention, awaiting trial or sentencing, or • Detained under a sentence of detention
Y6	Public health guidance or law	Pupil's travel to or attendance at the school would be prohibited under public health guidance or law
Y7	Any other unavoidable cause	To be used where an unavoidable cause is not covered by the other codes
Absent – unauthorised absence		
G	Holiday not granted by the school	Pupil is absent for the purpose of a holiday, not approved by the school
N	Reason for absence not yet established	Reason for absence has not been established before the register closes
O	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
U	Arrived in school after registration closed	Pupil has arrived late, after the register has closed but before the end of session

Administrative codes		
Z	Prospective pupil not on admission register	Pupil has not joined school yet but has been registered
#	Planned whole-school closure	Whole-school closures that are known and planned in advance, including school holidays