



Attendance Policy

September 2024

Attendance Policy

Principles

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Expectations

We expect that all parents/carers will:

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School Attendance Strategy

Our early intervention process

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Registration

Registers close at 8:30am

after 8:45am

Illness

Medical Needs and SEND

Definitions of Leave

Authorised leave

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Unauthorised leave:

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Term-Time Leave:

Authorised Absences

Appendix

1. If a pupil is present in school the following codes from table 1 should be used

Code	Register Text	Meaning	Criteria	Statistical Value
/	Present (AM)	Present at school at AM		

			skills, training, experience, and knowledge to ensure that the activity takes place safely and fulfills the educational purpose for which the pupil's attendance has been approved.	
W	Work experience	Attending Work Experience	<ul style="list-style-type: none"> • W code can only be used if the pupil is present at the activity Under arrangements by school or LA • In session for which it is recorded • The place is somewhere other than the school, another school where the pupil is registered, or a place where educational provision has been arranged for the pupil by a local authority under section 19(1) of the Education Act 1996 or sections 42(2) or 61(1) of the Children and Families Act 2014. • the activity is of an educational nature. • the school has approved the pupil's attendance at the place for the activity; and • the activity is supervised by a person considered by the school to have the appropriate skills, training, experience, and knowledge to ensure that the activity takes place safely and fulfills the educational purpose for which the pupil's attendance has been approved. 	Attending an approved educational activity (present)
B	Attending any other approved educational			

			by the school to have the appropriate skills, training, experience, and knowledge to ensure that the activity takes place safely and fulfills the educational purpose for which the pupil's attendance has been approved.	
D	Dual Registration	Dual Registered at another school	<ul style="list-style-type: none"> The school at which the pupil is scheduled to attend must record the pupil's attendance and absence with the relevant code. Code D may only be used by either school for a session where the pupil is scheduled to attend the other school at which they are registered. 	Not a possible attendance (neither present or absent)

3. If a pupil is absent with leave

Code		Meaning	Criteria	Statistical Value
C1	Regulated Performance or Employment abroad	Leave of absence – performance or regulated employment abroad	<ul style="list-style-type: none"> Performance licence issued by LA or Body of Persons Approval issued by LA or Justice of peace has given licence for pupil to go abroad for performance or regulated purpose 	Authorised absence
M	Medical/dental appointments	Leave of absence for Medical or dental Appointment	<ul style="list-style-type: none"> Agreement in advance Application by parent child normally lives with Minimum time necessary Where pupil is absent at registration 	Authorised absence
J1	Interview	Leave of absence for Interview	<ul style="list-style-type: none"> Agreement in Advance Application by parent child normally lives with the leave is to enable the pupil to attend an interview for employment or admission to another educational institution. 	Authorised absence
S	Study Leave	Leave of absence for Studying for public examination		Authorised absence
X	Untimetabled for non-compulsory school-aged pupils	Non – Compulsory School age pupil	<ul style="list-style-type: none"> For part time attendance Absence for timetabled sessions 	Not a possible attendance (neither

		not required to attend school	to use appropriate code and not X	present or absent)
C2	Part-time timetable	Leave of absence – compulsory school age pupil subject to part time timetable	<ul style="list-style-type: none"> • Exceptional circumstances • if the school and a parent who the pupil normally lives with have agreed that, exceptionally, the pupil should temporarily be educated only part-time. • Temporary 	Authorised Absence
C	Authorised absence for exceptional circumstance	Leave of absence exceptional circumstances	<ul style="list-style-type: none"> • Exceptional circumstances • No blanket approach • Head of School's discretion • Generally, a need or desire for a holiday or other absence for the purpose of leisure and recreation would not constitute an exceptional circumstance. 	Authorised absence

4. Pupil Absent other Authorised reasons

Code	Meaning	Criteria	Statistical Value
T	Parent travelling fo8001 ref		

R	Religious observance	Religious Observance	<ul style="list-style-type: none"> The pupil is absent on a day that is exclusively set apart for religious observance by the religious body the parent(s) belong to (not the parents themselves) 	Authorised Absence
I		Illness (not medical appointment)	<ul style="list-style-type: none"> The pupil is unable to attend due to illness (both physical and mental health related). 	

			<p>arrangements have been made by a local authority for boarding accommodation for the pupil at or near the school; and (iii) no suitable arrangements have been made by a local authority for enabling the pupil to become a registered pupil at a qualifying school nearer to their home.</p>	
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			unavoidable cause) if they are unable to attend because they are serving a community based (i.e., non-detained) part of a sentence of detention, referral order, or youth rehabilitation order that requires them to be absent during the school day	
Y6	Public health guidance or law	Unable to attend in accordance with public health guidance or law	The pupil's travel to or attendance at the school would be: <ul style="list-style-type: none"> contrary to any guidance relating to the incidence or transmission of infection or disease published by the Secretary of State for Health and Social Care (or the equivalent in Scotland, Wales and Northern Ireland), or prohibited by any legislation relating to the incidence or transmission of infection or disease. 	Not a possible attendance
Y7		Unable to attend because of any other unavoidable cause	This code should be used only where something in the nature of an emergency has prevented the pupil from attending the session in question. The unavoidable cause must be something that affects the pupil, not the parent. The fact that a parent has done all they can to secure the attendance of the pupil at school does not, in itself, mean the pupil has been prevented by unavoidable cause. Schools must also record the nature of the unavoidable cause (regulation 10(6))	Not a possible attendance

Y7 Unable to attend because of other unavoidable Cause

Unable to attend because of any other unavoidable cause

This code should be used only where something in the nature of an emergency has prevented the pupil from attending the session in question. The unavoidable cause must be something that affects the pupil, not the parent. The fact that a parent has done all they can to secure the attendance of the pupil at school does not, in itself, mean the pupil has been prevented by unavoidable cause. Schools must also record the nature of the unavoidable cause (regulation 10(6))

Not a possible

G	Family holiday (not agreed)	Holiday not granted by school	<p>The school has not granted a leave of absence and the pupil is absent for the purpose of a holiday.</p> <p>A school cannot grant a leave of absence retrospectively.</p> <p>If the parent did not apply in advance, leave of absence should not be granted.</p>	Unauthorised absence
N	No reason yet provided for absence	Reason for absence not yet established	Where absence is recorded as code N (reason not yet established) in the attendance register, the correct absence code should be entered as soon as the reason is ascertained, but no more than 5 school days after the	

