



St Francis Xavier Catholic Primary

Attendance Policy

APPROVED BY: SENIOR LEADERSHIP

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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:

- Recognising the importance of good attendance alongside good behaviour
- Promoting good attendance and reducing absence, including persistent absence
- Reducing absence, including persistent and severe absence
- Having a clear vision for attendance improvement, evaluating and monitoring expectations and processes
- Ensuring every pupil has access to full-time education to which they are entitled. We will also support parents to perform their legal duty to ensure their children of compulsory school age attend regularly
- Work in partnership with school leaders, Parents, pupils, LA Attendance Support Teams and other external partners to make sure pupils have the support in place to attend school
- Set high expectations for attendance and punctuality for all pupils and ensure the school acts early to address patterns of absence and lateness

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:

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

The law entitles every child of compulsory school age to an efficient, full-time education. It is the legal responsibility of every parent to make sure their child receives that education either by attendance at a school or by education otherwise than at a school.

Where a parent decides to have their child registered at a school, they have an additional legal duty to ensure their child attends that school regularly. This means their child must attend every day that the school is open, accept in a small number of allowable circumstances such as being too ill to attend or been given permission for an absence in advance from the school.

3. Roles and responsibilities

Attendance is the essential foundation to positive outcomes for all pupils and is seen as everyone's responsibility in school.

3.1 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 needs
- 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
- Holding the Executive Headteacher & Head of School to account for the implementation of this policy

3.2 The Executive Headteacher/ Head of School

The Executive Headteacher/ Head of School is responsible for:

- 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
- Issuing fixed-penalty notices, where necessary, authorising the Attendance Office to be able to do so

- 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 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

3.3 The designated senior leader responsible for attendance

The designated senior leader (also known as the 'senior attendance champion') is responsible for:

- Leading, championing and improving attendance across the school
- Setting a clear vision for improving and maintaining good attendance
- Evaluating and monitoring expectations and processes
- Having a strong grasp of absence data and oversight of absence data analysis
- Regularly monitoring and evaluating progress in attendance
- Establishing and maintaining effective systems for tackling absence, and making sure they are followed by all staff
- Liaising with pupils, parents/carers and external agencies, where needed
- Building close and productive relationships with parents to discuss and tackle attendance issues
- Creating intervention or reintegration plans in partnership with pupils and their parents/carers
- Delivering targeted intervention and support to pupils and families

The designated senior leader responsible for attendance is Mr T Hoyes and can be contacted via the school office.

3.4 The attendance officer

The school attendance officer:

- Monitors and analyses attendance data across the school and at an individual pupil level
- Benchmarking attendance data to identify areas of focus for improvement
- Reports concerns about attendance to the Head of School.
- Works with education welfare officers to tackle persistent absence
- Issues attendance letters.
- Arranges calls and meetings with parents to discuss attendance issues
- Advises the Head of School when to issue fixed-penalty notices
- The attendance officer Mrs H Collett and can be contacted via the school office – 01302 344678

3.5 Class teachers/ Support Staff

Class Teachers/ Support Staff:

- Are responsible for recording attendance for both morning and afternoon sessions on a daily basis, using the correct codes, and submitting this information to the school office.
- Actively promote the importance and value of good attendance to pupils and their Parents
- Form positive relationships with pupils and parents

- Contribute to a whole school approach which reinforces good school attendance; with good teaching and learning experiences that encourage all pupils to attend and to achieve

3.6 Office staff

School office staff will:

- Take calls from parents/carers about absence on a day-to-day basis and record it on the school system
- Transfer calls from parents/carers to the the Head of School/ School Safety Manager] where appropriate, in order to provide them with more detailed support on attendance

3.7 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 9:15am 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
- 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 Miss J Hodby, School Safety Manager, who can be contacted via the school office.

3.8 Local Authority

The local authority and their partners have a crucial role in supporting pupils and ensuring all children can access the full-time education to which they are entitled. As a minimum Local Authorities are expected to:

- Rigorously track local attendance data to devise a strategic approach to attendance, that supports and focuses efforts to unblock area wide barriers to attendance
- Have a School Attendance Support Team, which provides the following core functions free of charge to all schools:
 - Communication and advise: regularly brings schools together to communicate messages, provide advice and share best practice between schools and trusts within the area
 - Targeting Support Meetings: hold termly conversations with schools, using their attendance data to identify pupils and cohorts at risk of poor attendance and agree targeted actions and access to services for those pupils
 - Multi-disciplinary support for families: Provide access to early help support workers to work intensively with families to provide whole-family support where needed to tackle the cause of absenteeism and unblock the barriers to attendance
 - Legal Intervention: take forward attendance legal intervention (using full range of parental responsibility measures) where voluntary support has not been successful or engaged with
- Monitor and improve the attendance of children with a social worker through their Virtual School

4. Recording attendance

4.1 Attendance register

We will keep an electronic 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
- 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.

Pupils must arrive in school by 8:35am on each school day.

The register for the first session will be taken at 8:50am and will be kept open until 9:20am. The register for the second session will be taken at 1:00pm and will be kept open until 1:30pm.

The school closes at 3:20pm each day.

4.2 Unplanned absence

The pupil's parent/carer must notify the school on the first day of an unplanned absence by 9:15am or as soon as practically possible. Please contact the school office on 01302 344678

We will mark absence due physical or mental to illness as authorised unless the school has a genuine concern about the authenticity of the illness.

If school has received no reason for a child's absence then a telephone call will be made to ascertain the reason, if contact cannot be made then a parent mail will be sent requesting the parent/carer to contact school. If contact is not made by 10:00 am, then a home visit may be made.

If contact cannot be made through a home visit, then the Education Welfare Office may be informed.

Where the absence is longer than 5 days, or there are doubts about the authenticity of the illness, the school will ask for 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.

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

Parents/carers are asked to make medical and dental appointments out of school hours, unless it is an emergency. Pupils should be out of school for the minimum amount of time necessary and we ask that appointments be made for late afternoon, after school or in the holidays.

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

The pupil's parent/carer must also 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:

- Before the register has closed will be marked as late, using the **L** code
- After the register has closed will be marked as absent, using the **U** code

Children who are persistently late miss a significant amount of learning, often the most important aspect, as the beginning of the day is where the teacher explains the learning and what each child is expected to achieve.

The Head of School, along with the School Safety Manager will speak to late arrivals each morning to challenge and offer support where needed.

Where there have been a small number of incidents of lateness, parents/carers will receive a letter advising them of the concerns and the school will provide opportunities for parents/carers to seek support and advice to address these issues. If lateness continues (5 or more per half term), parents will be invited to a meeting to discuss the persistent late arrivals.

If incidents of lateness continue then a referral will be made to the Education Welfare Office.

4.5 Following up absence

Where any child we expect to attend school does not attend, or stops attending, without reason, the school will:

- Call the pupil's parent on the morning of the first day of unexplained absence to ascertain the reason. If the school cannot reach any of the pupil's emergency contacts, the school may conduct a home visit
- Identify whether the absence is approved or not
- 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
- Call the parent on each day that the absence continues without explanation, to make sure proper safeguarding action is taken where necessary. If absence continues, the school will consider involving an education welfare officer

- Where relevant, report the unexplained absence to the pupil's youth offending team officer
- Where appropriate, offer support to the pupil and/or their parents to improve attendance
- Identify whether the pupil needs support from wider partners, as quickly as possible, and make the necessary referrals
- Where support is not appropriate, not successful, or not engaged with: issue a notice to improve, penalty notice or other legal intervention (see section 5.2 below), as appropriate

4.6 Reporting to parents

Where a child had persistent absence the previous academic year, the parents/carers will be invited in to a formal meeting during the first half term. This will give the parents opportunity to discuss any support that may help and the school will be able to reiterate the expectations of both the parent and child.

If attendance was still a cause for concern at the end of the previous academic year, the school will continue the monitoring procedure from where it was left at the end of July.

The school will regularly inform parents (see definition of 'parent', as used in this policy, in section 3.7 above) about their child's attendance and absence levels

5. Authorised and unauthorised absence

5.1 Approval for term-time absence

The Head of School will allow pupils to be absent from the school site for certain educational activities, or to attend other schools or settings.

The Head of School 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 Head of School's discretion, including the length of time the pupil is authorised to be absent for.

We define 'exceptional circumstances' as one off events that are unavoidable.

Leave of absence will not be granted for a pupil to take part in protest activity during school hours.

As a leave of absence will only be granted in exceptional circumstances, it is unlikely a leave of absence will be granted for the purposes of a family holiday.

The school considers each application for term-time absence individually, taking into account 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 4 weeks before the absence, and in accordance with any leave of absence request form, accessible via the school office. The Head of School 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 Head of School (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

The aim of the school is to promote attendance throughout the school using the following means:

- Designated School Attendance Officer
- Advise parents, in writing, at the start of the academic year of the need for regular attendance and the possible consequences of failing to do so.
- Informed parents, in writing, at the start of the academic year, the school's policy on leave of absence.
- Personalised support provided for families to identify and overcome barriers to attendance. Action plans devised to improve attendance.
- Engagement of school council in consultation of attendance policy, practice, rewards and sanctions.
- Tailored praise and encouragement when pupils attend and arrive on time.
- Good attendance recognised and rewarded at whole school, class and individual level on a daily, weekly, half term and whole year basis.
- Regular communication with parents regards attendance expectations through school website/newsletter.

- Praise and feedback in the attendance section on the monthly newsletter

7. Supporting pupils who are absent or returning to school

7.1 Pupils absent due to complex barriers to attendance

The Head of School and School Safety Manager will work with pupils and parents to remove/reduce complex barriers to attendance, by introducing strong strategies both within and out of the school setting.

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

The Head of School and the School safety Manager will work with pupils and families to make reasonable adjustments to support pupils absent from school due to mental or physical ill health or their SEND.

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

The staff in school will support pupils after a lengthy or unavoidable period of absence. Each pupils needs will be assessed individually and appropriated support implemented.

8 Attendance Monitoring

8.1 Attendance Monitoring

Attendance will be closely monitored for all pupils

Following a second absence or when the attendance level drops below 97%, a warning letter (letter 1) will be sent. This will inform parents/carers that their child's attendance will be monitored for the next 30 days and during this monitoring period, any further absences will then generate a letter 2.

During this time, where there is a concern of the authenticity of the illness the school will ask for medical evidence. The Head of School has the right to unauthorised any absence.

A level 2 letter will be issued if a child is absent during the 30-day monitoring period or if attendance drops to 90% or below. This means that all further absences will be unauthorised, unless evidence can be provided. A meeting with parents/carers (and child(ren), if they are old enough) will be arranged to discuss a way forward to ensure the child(ren) attend school every day.

At this meeting, a parenting contract (attendance support plan) will be completed and put in place. The contract will outline the parent's views on the child's (Children's) attendance school, any underlying issues and how they believe these should be addressed. The meeting will also allow both the school and parents to share their views on what type of support they think would be helpful to secure regular attendance at school. The child(ren)'s attendance will be monitored for a period decided by the Head of School.

Where a parent fails to attend the meeting without good reason or notification, a failed appointment letter will be sent, along with a completed contract and action plan. This plan will be set by the school and address identified issues and available support. The parent will be given the opportunity to contact the school to discuss the contract and action plan.

If the attendance does not improve or continues to drop within the period stated in the action plan, a 15 day warning letter will be issued to the parents. This letter may be issued on more than 1 occasion.

If at any point during the 15 day period, the child is absent, an EPN referral will be made to the Local Authority.

Penalty notices will be issued by Doncaster Council to the parents of a child if the following occur:

- The child has had 10 sessions, or more, of unauthorised absence in a period not exceeding 13 weeks and meets the terms of a prosecution under Section 444(1) of the Education Act 1996, and the school or Doncaster Council has previously issued a warning letter giving the opportunity to improve attendance over a specified period.

Note

The Attendance Officer and Head of School will use their professional judgements when monitoring attendance. During Autumn Term 1, attendance figures will be used to make a best judgement due to the impact of short period of attendance.

8.2 Attendance monitoring & reporting

The attendance officer at our school monitors pupil absence on a weekly basis (daily if a PA child).

Specific pupil information will be shared with the DfE on request.

A pupil's parent/carer is expected to call the school in the morning if their child is going to be absent due to ill health (see section 4.2). Regular contact regarding the child's absence is expected so that a record can be kept

If a pupil's absence continues to rise after contacting their parent/carer, we will consider involving an education welfare officer.

Pupil-level absence data will be collected each half-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 each term.

The school collects and stores attendance data to be used for internal purposes. For example, to:

- Track the attendance of individual pupils
- Identify whether or not there are particular groups of children whose absences may be a cause for concern
- Monitor and evaluate those children identified as being in need of intervention and support
- To benchmark the school attendance data (at whole school, year group and cohort level) against local, regional and national levels to identify areas of focus for improvement

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.

8.3 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 severe absence, and their families (see section 8.4 below)
- Provide regular attendance reports to class teachers, to facilitate discussions with pupils and families, and to the governing board and school leaders (including special educational needs co-ordinator, 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 Monitoring arrangements

This policy will be reviewed annually as guidance from the local authority or DfE is updated. At every review, the policy will be approved by the full governing board.

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
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
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	Pupil is unable to attend as they are: <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