Attendance Policy

September 2024

Contents

Approved by the Governing Body September 2024
To be reviewed September 2025

Mission Statement

Halliford is a school based on strong family values where we know and respect every student as an individual. We encourage and support Hallifordians to flourish and become the best version of themselves that they can possibly be.

We aim for excellence by being academically ambitious but at the same time academically sensitive.

We inspire Hallifordians within a community that is founded on high quality teaching and learning, outstanding pastoral care and first class sporting, cultural and co-curricular opportunities.

Introduction and Aims

Halliford School aspires to high levels of attendance from all students. Good attendance is essential for all students to get the most out of their school experience, including their attainment, well-being and wider life chances.

The aims of this policy are as follows:

- to develop and maintain a whole school culture that promotes the benefits of good attendance;

- to ensure, so far as possible, that every student in the School is able to benefit from and make their full contribution to the life of the School;

- to prioritise and where possible improve attendance and punctuality across the School, reduce absence and set out the School's approach to the management of absence / non-attendance;

- to recognise the linkages between attendance / absence and student wellbeing, specifically ensuring a consistent whole school approach to safeguarding; and

- to help to promote a whole school culture of safety, equality and protection.

This policy is designed to address the specific statutory obligations on the School to record attendance and absence.

Regulatory Framework

This policy has been prepared to meet the School's responsibilities under:

- Education (Independent School Standards) Regulations 2014;
- Education and Skills Act 2008;
- Children Act 1989;
- Sponsorship Duties (UKVI, July 2023);
- The School Attendance (Student Registration) (England) Regulations 2024;
- Equality Act 2010;
- Data Protection Act 2018 and UK General Data Protection Regulation (UK GDPR)

This policy has regard to the following guidance and advice:

- Working together to improve school attendance (DfE, August 2024);
- Summary table of responsibilities for school attendance (DfE, August 2024);
- Toolkit for schools: communicating with families to support attendance (DfE, September
- 2023);
- Guidance for parents on school attendance (Office of the Children's Commissioner,
- September 2023);
- 'Is my child too ill for school?' guidance (NHS, April 2024);
- Keeping children safe in education (DfE, September 2024);
- School behaviour and attendance: parental responsibility measures (DfE, May 2020);
- Children missing education (DfE, September 2016);
- Supporting students with medical conditions at school (DfE, August 2017);
- Behaviour in schools: advice for headteachers and school staff (DfE, February 2024);
- Mental health and behaviour in schools (DfE, November 2018);
- Mental health issues affecting a student's attendance: guidance for schools (DfE, February 2023);
- Support for students where a mental health issue is affecting attendance (DfE, February 2023);
- Remote education guidance (DfE, updated February 2023);
- SEND Code of practice: 0 to 25 years (DfE and Department of Health, May 2015).

Definitions

Where the following words or phrases are used in this policy:

- references to attendance include attendance for all or part of the timetabled school day.
- references to a Parent means:
    i. all natural parents, whether they are married or not;
    ii. any person who has parental responsibility for a student; and
    iii. any person who has day to day responsibility for a student (i.e. lives with and looks after a student).
- references to a student includes anyone who is receiving an education at the school except a person who is over 19 or for whom further education is being provided, or a person for whom part-time education suitable for people over compulsory school age is being provided.
- SAC means the School's Attendance Champion

Roles and Responsibilities

The Governing Body

The governing board is responsible for:

- setting high expectations of all school leaders, staff, students 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 if necessary

   making sure the school works effectively with local partners to help remove barriers to attendance, and keeps them informed regarding specific students, where appropriate

- recognising and promoting the importance of school attendance across the school's policies and ethos
- making sure that the school's attendance management processes are delivered effectively, and that consistent support is provided for students who need it most by prioritising staff and resources
- making sure the school has high aspirations for all students, but adapts processes and support to students' needs
- regularly reviewing and challenging attendance data
- making sure all staff receive adequate training on attendance as part of the regular continued professional development offer, so that staff understand:

   o the importance of good attendance

   o that absence is almost always a symptom of wider issues

   o the school's legal requirements for keeping registers

   o the school's strategies and procedures for tracking, following up on and improving attendance, including working with partners and keeping them informed regarding specific students, where appropriate

- making sure dedicated training is provided to staff with a specific attendance function in their role, including in interpreting and analysing data

The Governing Body has overall responsibility for all matters which are the subject of this policy.

The Headmaster

The Headmaster is responsible for:

- the implementation of this policy at Halliford School
- monitoring school-level absence data and reporting it to governors
- supporting staff with monitoring the attendance of individual students
- monitoring the impact of any implemented attendance strategies
- deciding when absences are authorised and not authorised
- working with parents of students with special educational needs and/or disabilities (SEND) to develop
- specific support approaches for attendance for students with SEND

- communicating with the local authority when a student with an education, health and care (EHC) plan has falling attendance, or where there are barriers to attendance that relate to the student's needs
- communicating the school's high expectations for attendance and punctuality regularly to students and
- parents through all available channels

The Headmaster and Governors recognises that improving attendance is a School leadership issue and have appointed a designated senior leader to have overall responsibility for championing and improving attendance in School, referred to in this policy as the SAC. This person is the Director of Student Welfare who will liaise closely with the DSL and Deputy Head Pastoral.

The School Attendance Champion (SAC)

The School 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 students, 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 students and their parents/carers
- delivering targeted intervention and support to students and families
- benchmarking attendance data to identify areas of focus for improvement
- providing regular attendance reports to school staff and reporting concerns about attendance to the DSL and the Headmaster
- working with education welfare officers to report student concerns as required and to tackle persistent absence

Heads of Year / House

Heads of Year / House are responsible for:

- contacting home if poor attendance and punctuality persist after tutor/class teacher's involvement. meeting parents to discuss concerns regarding attendance and/or punctuality and agreeing on a plan.
- liaising with the SAC regarding any students of concern.
- referring to the DSL or a DDSL if there is a safeguarding concern.

Form Tutors

Form tutors are responsible for:

- recording attendance for both morning and afternoon sessions on a daily basis, using the correct codes (see appendix 4), and submitting this information via iSAMS or to the school office by the close of registration.
- contacting home on the 2nd day of a consecutive absence
- monitoring attendance and liaise with the Head of Year or House if they have concerns
- liaising with parents on how to support their child if absence falls or is low
- escalating to the Head of Year or House if poor attendance persists
- referring to the SAC if there are serious attendance concerns
- referring to the DSL/DDSL if there is a safeguarding concern

School Administrative Staff

School administrative staff, including the Headmaster's PA, Data Manager and Reception staff are responsible for:

- monitoring the 'absence' email and/or take calls from parents about absence on a day-to-day basis and record it on iSAMS
- producing the required absence and out of school lists as soon as possible each day and distributing to key staff.
- Raising any concerns regarding absences with the SAC or other senior member of staff
- transfer calls from parents/guardians to the Head of Year / House where appropriate, in order to provide them with more detailed support on attendance.

All Staff

The School ensures that all teaching and non-teaching staff know the importance of good attendance and are consistent in their communication with students and parents about it. Appropriate training and professional development are provided for staff consistent with their roles and responsibilities.

All staff have a responsibility to:

- deal with lateness to lessons consistently and promptly;
- take a register at the start of every lesson;
- consider appropriate sanctions for students who arrive late to a lesson in line with the School's behaviour and discipline policies;

Responsibilities of Parents / Guardians

Where the 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
- all those who have day-to-day parental responsibility for a child

The law entitles every child of compulsory school age to an efficient, full-time education suitable to their age, aptitude and any special educational need they may have. It is the legal responsibility of every parent to make sure their child receives that education. This means students must attend every day that the School is open, except in a small number of allowable circumstances such as being too ill to attend or being given permission for an absence in advance from the School.

The School will help parents to understand what is expected of them and why attendance is important to their child's attainment, wellbeing, and wider development and provide clarity on the short- and long-term consequences of poor attendance. Expectations the School places on parents can be found in Appendix 1 of this policy.

Parents are bound by the terms relating to conduct and attendance in the parent contract and failure to ensure a child's attendance or engage with the School about it could amount to a breach of contract or a finding that the parent is treating the School unreasonably.

Parents are expected to:

- make sure their child attends every day on time
- report their child's absence before 8:25am on the day of the absence and each subsequent day of
- absence, and advise when they are expected to return using the email: absences@hallifordschool.co.uk and copying in the child's tutor.
- provide the school with at least two emergency contact numbers for their child
- ensure that, where possible, appointments for their child are made outside of the school day
- seek support, where necessary, for maintaining good attendance, by contacting the child's form tutor or head of year / house.

Responsibilities of Students

School attendance is important to student attainment, wellbeing and development. The School therefore has high expectations of students as to their attendance and has systems in place to reward good attendance and manage poor attendance. Students should be aware that:

- they are expected to be present in-person for the duration of each School day;
- they are expected to arrive on time and attend all timetabled lessons;
- they should not leave a lesson or the School site without permission or otherwise in accordance with School rules;
- they should engage with the School's arrangements for recording and managing attendance as set out in this policy;
- any unexplained absence will be followed up;
- persistent lateness or non-attendance will result in action being taken by the School. This may take the form of:
  - (a) offers of support to seek to identify and address any barriers to attendance;
  - (b) communication with parents;
  - (c) reporting to other agencies such as children's social care;
  - (d) sanctions against them or their parents in line with the School's behaviour policies.

If students are having difficulties that might discourage or prevent them from attending School or specific lessons regularly, they may speak to any member of staff, although the School encourages them to speak to their tutor or those staff identified in Appendix 1 in the first instance. Students are entitled to expect this information to be managed sensitively.

Students with additional needs

The School recognises some students may find it harder than others to attend School and will work with those students and parents to try to remove barriers to attendance by building strong and trusting relationships and working together to put the right support in place. The School will make reasonable adjustments where a student has a disability that puts them at a substantial disadvantage, in comparison with students without a disability, in relation to school attendance. It will also work with parents, and where appropriate with the local authority, to develop specific support approaches for attendance for students with special educational needs and disabilities e.g. ensuring the provision outlined in a student's education, health and care plan is accessed. Suitable strategies will also be considered for students with any social, emotional or mental health issue that is affecting their attendance.

Where barriers are outside of the School's control, the School will work with parents and students to identify alternative sources of support or consider, where appropriate, making a referral for early help.

The School will make a sickness return to the local authority if a student is recorded in the attendance register as absent using the national absence code I (unable to attend because of sickness) and there are reasonable grounds to believe that the student will have to miss 15 consecutive school days or more for illness or the student's total number of school days missed during the current school year because of illness (whether consecutive or cumulative) will reach or exceed 15 school days.

The importance of good attendance

The School recognises the importance of developing good patterns of attendance from the outset. This is an integral part of the School's ethos and culture. In building a culture of good school attendance it recognises:

- the importance of good attendance, alongside good behaviour, as a central part of the school's vision, values, ethos, and day to day life;
- the interplay between attendance and wider school improvement efforts, building it into strategies on attainment, behaviour, bullying, SEN support, supporting students with medical conditions and / or disabilities, mental health issues, safeguarding, wellbeing, and support for disadvantaged students;
- the importance of setting high expectations for the attendance and punctuality of all students and communicating these regularly and effectively to students and parents;
- that attendance is never "solved" and is a continuous process requiring revision and updating of messages, processes and strategies;
- children missing education can act as a vital warning sign to a range of safeguarding issues, including neglect, sexual abuse and child sexual and criminal exploitation.

School Arrangements

The School will accurately complete admission and attendance registers and have effective day to day processes in place to follow-up absence. These registers are kept electronically. Contact details of relevant staff can be found at the front of the policy and other details about the School's arrangements can be found in Appendices 1-3.

Monitoring Attendance

The School will undertake regular data analysis to identify and provide additional support to students or student cohorts that need it, and to look at historic and emerging patterns across the School and develop strategies to address them. Such analysis may include:

- monitoring and analysing weekly attendance patterns and trends and provide support in a targeted way to students and families;
- using this analysis to provide regular attendance reports to class teachers to facilitate discussions with students and to leaders (including the SENDCo and DSL);
- conducting thorough analysis of half-termly, termly, and full year data to identify patterns and trends;
- benchmarking attendance data at whole school, year group and cohort level to identify areas of focus for improvement;
- devising specific strategies to address areas of poor attendance identified through data;
- monitoring the impact of school-wide attendance efforts, including any specific strategies implemented;
- providing data and reports to the Governing Body to support their work.

Training

The School ensures that regular guidance and training on attendance is arranged on induction and at regular intervals thereafter so that staff and volunteers understand what is expected of them by this policy and have the necessary knowledge and skills to carry out their roles. As a minimum this will include all staff understanding:

- the importance of good attendance and that absence is almost always a symptom of wider circumstances;
- the School's strategies and procedures for tracking, following up and improving attendance.

Dedicated attendance training is provided to any member of staff with a specified attendance function in their role, including administrative, form tutors, Heads of Year / House and senior leaders. This should include:

- the law and requirements of schools including on the keeping of registers;
- the process for working with other partners to provide more intensive support to students who need it;
- the necessary skills to interpret and analyse attendance data;
- any additional training that would be beneficial to support students and student cohorts overcome commonly seen barriers to attendance.

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Information Sharing

Personal information on attendance will only be shared in line with legal obligations and having regard to government guidance on attendance, safeguarding and children missing education. The School, local authorities and other local partners should work jointly and share data on individual cases where it is of benefit to a student(e.g. health services where there are medical conditions or the police where there are extra-familiar harms). Where appropriate the schools will attend regular targeting support meetings.

The School is legally required to share information from the registers with the local authority. As a minimum this includes information concerning students who leave the School prior to their normal school leaving age.

The law allows local authority officers access to the attendance and admission registers of all types of schools to carry out their functions under the Education Acts to support joint working between schools and local authorities. These officers are also permitted to take digital or physical extracts of the School's registers.

The School must provide specific student information on request to the Secretary of State.

Where appropriate, the School is expected to inform a student's social worker and/or youth offending team worker if there are unexplained absences.

Record Keeping and Confidentiality

All records created in accordance with this policy are managed in accordance with the School's policies that apply to the retention and destruction of records. The information created in connection with this policy may contain personal data. The School's use of this personal data will be in accordance with data protection law. The School has published privacy notices on its website which explain how the School will use personal data.

Appendix 1 – School Arrangements

Managing Attendance

The School monitors, records and shares data about student attendance and as part of its duty to safeguard and protect students and promote attendance. It accurately completes admission and attendance registers as required by law and set out in Appendix 2 and Appendix 3 respectively. The admission and attendance registers must be kept electronically and retained by the School for the relevant time period as stated by law. The School expects all students to be present at School for the whole of the School day, which is from morning registration until the end of the last lesson. This period may be extended, for example for rehearsals, performances or school trips.

The role of parents / guardians

The School expects all Parents to make any application for an authorised leave of absence at the earliest opportunity and notify the School of any absence or delay as soon as reasonably possible in accordance with this policy and when doing so, give an accurate explanation for this.

Parents are expected to cooperate with the School to explore possible barriers to attendance and to improve it where attendance has been raised as an issue. Students are expected to return from all holidays at the times stated in the Term Dates document on the School Website.

The School sends parents the term dates well in advance in order that holidays can be arranged without disrupting their child's education. It is the School's policy not to allow holiday to be taken during the school term unless there are exceptional circumstances that have been approved by the Headmaster in advance. Parents are asked to note that the terms under which such exceptional absence can be authorised are extremely limited.

Reporting Absence

If a student is unwell and will be absent from school, or if they are going to be late for any reason, parents should email absences@hallifordschool.co.uk and copy this email to the child's tutor. In an emergency parents can also call reception on 01932 233593.

If your child's illness lasts for more than one day, parents should email: absences@hallifordschool.co.uk and copy this email to the child's tutor on every consecutive day of illness.

Dental or medical appointments should be made during School holidays except in cases of emergency. Apart from illness, no student should be away from School without prior permission.

An authorised absence means that the School has either given approval in advance for a student to be away (granted an authorised leave of absence) or has accepted an explanation offered afterwards as justification for absence.

The School will consider each application for an authorised leave of absence individually, considering the specific facts and circumstances, the student's past attendance record and the relevant background context behind the request. If you wish to request an authorised absence from school and this involves missing academic lessons, parents or guardians should email the request directly to the Headmaster via his PA head.pa@hallifordschool.co.uk The Headmaster will then consider the request. Please note that no other member of staff is able to give permission for absence from lessons. If a leave of absence is granted, it is for the Headmaster to determine the length of time the student is

permitted to be away from School. It will be recorded as an authorised absence. See section 3 of Appendix 3 for more details.

A leave of absence will usually be authorised for religious observance if the day concerned is exclusively set apart for religious observance by the religious body to which parents and students belong. Parents are expected to make a request for this type of leave of absence in advance.

It is the School's policy that permission is not given for students to be absent from lessons in order to attend social events. It is expected that such events are planned for chosen weekends and holidays. Such requests will not be approved but if you do decide to remove your child in order to attend such an event, please inform the Headmaster as the School has a duty of care to know the whereabouts of all students at all times. The absence will be recorded as unauthorised and will appear as such on school reports. There are some extraordinary circumstances or occasions for which permission would be given but these would be individually addressed.

KCSIE states that children being absent from education for prolonged periods and/or on repeat occasions can act as a vital warning sign to a range of safeguarding issues including neglect, child sexual and child criminal exploitation - particularly county lines. The school is alert to the fact that persistently absent students and children missing education are possible indicators of such abuse and identifying persistently absent students can help prevent the risk of them becoming a child missing education in the future. The Headmaster, in conjunction with the DSL and the SAC, will monitor unauthorised absence, particularly where children are persistently absent or go missing on repeated occasions and/or are missing for periods during the school day to help identify such abuse and also prevent the risk of them going missing in the future.

The school is mindful of the DfE guidance 'Working together to improve school attendance' in working with the local authority children's services where school absence indicates safeguarding concerns. Absence will be recorded on the Attendance Register as set out in Appendix 3.Registration and attendance checks

Registers will also be taken at the beginning of each lesson in order to identify and follow-up on absences from lessons that might occur after morning or afternoon registration.

Reporting Duties

The School has statutory reporting obligations if a student fails to regularly attend and their absence is unauthorised. The School must report unauthorised absences for a continuous period of 10 days or more to the local authority.

In the event that a student holding a Student or Child Student visa sponsored by the School under the Points Based System goes missing, the School will report to UKVI if the student misses ten consecutive expected contact points. Each time the School's attendance register is completed it is treated as a contact point for these purposes. The report will be made by the School's Level 1 user via the Sponsor Management and in accordance with prevailing UKVI guidance. Action will also be taken in accordance with the missing student policy and safeguarding and child protection policy if any absence of a student from the School gives rise to a concern about their welfare.

Appendix 2 – Admission Register

In accordance with the requirements of the School Attendance (Student Registration) (England) Regulations 2024 the School will:

- maintain an admission register of all students (of both compulsory and non-compulsory school age) admitted to the School (also known as the school roll);
- inform the local authority of any student who is going to be added to or deleted from the School's admission register at non-standard transition points.

The admission register must be kept electronically and a back-up copy of the register is made at least once a month in the form of an electronic or printed copy.

The School must ensure that every entry in the School's admission register is preserved for six years beginning with the day on which the entry was made; and every back-up copy of the register is preserved for six years after the end of the school year that it relates to.

The admissions register contains specific personal details of every student in the School, including their date of admission, information regarding parents and carers and details of the school they last attended.

A student's name can only be deleted from the admission register for a reason set out in regulation 9 of the School Attendance (Student Registration) (England) Regulations 2024. When any of the situations set out in regulation 9 occurs, the student's name must be deleted.

Where the School notifies the local authority that the student's name is to be deleted from the admission register, the School must provide it with the following information:

- the full name of the student;
- the address of the student;
- the full name and address of any parent the student normally lives with;
- at least one telephone number of any parent with whom the student lives or can be contacted in an emergency;
- the name of the student's other or future school and student's start date or expected start date there, if applicable;
- the ground (prescribed in regulation 9) under which the student's name is to be deleted from the admission register

The reports to the local authority are completed by the Bursar at the request of the Headmaster and the School Attendance Champion is made aware of all changes.

Appendix 3 - Attendance Register

The School records and monitors the attendance of all students (both of compulsory and non-compulsory school age) in accordance with the School Attendance (Student Registration) (England) (Regulations) 2024.

The School uses the appropriate national attendance and absence codes system to enable it to record and monitor attendance and absence in a consistent way which complies with regulation 10 of the Attendance Regulations.

The attendance register is kept electronically on iSAMS, and a back-up copy of the register is made at least once a month in the form of an electronic or printed copy. The School will also use these records to identify patterns of poor attendance (at individual and cohort level) and work with students and parents to resolve any issues before they become entrenched.

The School is required by law to take attendance registers twice daily - once at the start of the morning session and once during the afternoon session. On each occasion it will be recorded whether every student is:

- physically present in school when the attendance register begins to be taken; or
- absent from the school when the attendance register begins to be taken but attends before the taking of the register has ended; or
- attending a place other than the school; or
- absent.

The circumstances in which a student may be recorded as attending a place, other than the school, can include:

- attending educational provision arranged by a local authority;
- for an educational visit or trip arranged by or on behalf of the school and supervised by a member of school staff;
- attending a place for an approved educational activity that is a sporting activity;
- attending an approved educational activity that is work experience provided under arrangements made by the school as part of the student's education;
- attending a place for any other approved educational activity.

Recording Absence

Absence will be recorded in accordance with the national absence codes set out in regulation 10 of the School Attendance (Student Registration) (England) (Regulations) 2024 and statutory guidance Working together to improve school attendance relating to:

- leaves of absence;
- other authorised reasons;
- unable to attend school because of unavoidable cause;
- unauthorised absence.

Remote education

The School is required to record all absence from in-person lessons. The School may, in limited circumstances, provide remote education to enable students, who are well enough to learn but unable to attend the School site, to keep pace with their education. In the limited circumstances when the School decides to use remote education for individual students when they are absent, the following will be considered:

- ensuring mutual agreement of remote education by the School, parents or carers, potentially students, and if appropriate a relevant medical professional. If the student has an Education, Health and Care plan or has a social worker, the local authority should also be involved in the decision;
- if remote education is being used as part of a plan to reintegrate back to school, putting a formal arrangement in place to review its efficacy regularly, alongside identifying what other support and flexibilities can be put in place to help ease the student back to school at the earliest opportunity;
- setting a time limit within which the period of remote education provision should be reviewed, with the aim that the student returns to in person education with the required support in place to meet their needs.

Students who are absent from school and receiving remote education still need to be recorded as absent using the most appropriate absence code. The School will keep a record of, and monitor student's engagement with, remote education, but this is not formally tracked in the attendance register. Where appropriate, this information may be used to make plans for a student's reintegration to school.

The School utilises iSAMS as a digital education platform that will be kept up-to-date and keep students safe.

Staff will remain trained and confident in its use.

Unauthorised absence

The "unauthorised absence" code will be used when prior permission for absence has not been given and where the School is not satisfied with the explanation given for absence or delayed attendance meaning that the code for "unable to attend due to an exceptional circumstance" is not appropriate.

Examples include:

- holiday has not been authorised by the School or is in excess of the period determined by the Headmaster;
- the reason for absence has not been provided;
- a student is absent from school without authorisation;
- a student has arrived in school after registration has closed and without reasonable explanation.

Appendix 4 – Register Codes

The following codes are taken from the DfE's guidance on school attendance.

School Attendance codes – descriptions and meanings

School Attendance (Student Registration) (England) Regulations 2024

CODE	DESCRIPTION	MEANING	SCENARIO
/	Present (AM)	Present	Student in present at morning registration
\	Present (PM)	Present	Student in present at afternoon registration
L	Late (before registers closed)	Present	Student arrives late before register has closed
B	Educated off site (NOT Dual registration)	Approved educational activity	Student is attending a place for an approved educational activity that is not a sporting activity or work experience
K	LA arranged provision at a place other than a school	Approved educational activity	Student is attending a place other than a school at which they are registered, for educational provision arranged by the local authority
P	Approved sporting activity	Approved educational activity	Student is participating in a supervised sporting activity approved by the school
V	Educational visit or trip	Approved educational activity	Student is on an educational visit / trip organised or approved by the school
W	Work experience	Approved educational activity	Student is on an approved work experience placement
C	Absent with leave (not covered by another appropriate code/description)	Authorised absence	Student has been granted a leave of absence due to exceptional circumstances
C1	Absent due to participating in a regulated performance or regulated employment abroad	Authorised absence	Student is undertaking employment (paid or unpaid) during school hours, approved by the school
C2	Part time timetable	Authorised absence	Student is not in school due to having a part-time timetable
E	Excluded (no alternative provision made)	Authorised absence	Student has been suspended or excluded from school and no alternative provision has been made
I	Illness (NOT medical or dental etc. appointments)	Authorised absence	Student is unable to attend due to illness (either related to physical or mental health)
J1	Interview	Authorised absence	Student has an interview with a prospective employer / educational establishment
M	Medical/Dental appointments	Authorised absence	Student is at a medical or dental appointment
R	Religious observance	Authorised absence	Student is taking part in a day of religious observance

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S	Study leave	Authorised absence	Student has been granted leave of absence to study for a public examination
T	Traveller absence	Authorised absence	
G	Family holiday (NOT agreed <u>or</u> days in excess of agreement)	Unauthorised absence	Student is absent for the purpose of a holiday, not approved by the school
N	No reason yet provided for absence	Unauthorised absence	Reason for absence has not been established before the register closes
O	Unauthorised absence (not covered by any other code/description)	Unauthorised absence	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	Late (after registers closed)	Unauthorised absence	Student has arrived late, after the register has closed but before the end of session
D	Dual registration (i.e. student attending other establishment)	Not counted in possible attendances	Student is attending a session at another setting where they are also registered.
Q	Lack of transport or boarding access arrangements arranged by LA	Not counted in possible attendances	Student is unable to attend school because the local authority has failed to make access arrangements to enable attendance at school
X	Untimetabled sessions for non-compulsory school-age students	Not counted in possible attendances	
Y1	Transport normally provided by LA or school not available	Not counted in possible attendances	Student 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 due to local, national or international emergency	Not counted in possible attendances	Student is unable to attend because of widespread disruption to travel caused by a local, national or international emergency
Y3	School partially closed	Not counted in possible attendances	Student is unable to attend because they cannot practically be accommodated in the part of the premises that remains open
Y4	Whole school site unexpectantly closed	Not counted in possible attendances	Every student absent as the school is closed unexpectedly (e.g. due to adverse weather)
Y5	Student in criminal justice detention	Not counted in possible attendances	Student in unable to attend as they are: • In police detention • Remanded to youth detention, awaiting trial or sentencing, or • Detained under a sentence of detention

Y6	Travel or attendance contrary to public health guidance or law on transmission of disease	Not counted in possible attendances	Student's travel to or attendance at the school would be prohibited under public health guidance or law
Y7	Unable to attend due to unavoidable cause	Not counted in possible attendances	To be used where an unavoidable cause is not covered by the other codes
Z	student not yet on roll	Not counted in possible attendances	Student has not joined school yet but has been registered
#	School closed to students (planned closure)	Not counted in possible attendances	Planned whole-school closures that are known and planned in advance, including school holidays

Approved by the Governing Body September 2024
To be reviewed September 2025