



Attendance and Punctuality Policy and Procedures

PARTNERSHIP OF DRONFIELD SCHOOLS (PODS)

Barlow C of E Primary School, Dronfield Henry Fanshawe School (DHFS), Dronfield Infant School, Dronfield Junior School, Gorseybrigg Primary School and Nursery, Holmesdale Infant School, Lenthall Infant and Nursery School, Northfield Junior School, Penny Acres Primary School, St. Andrew's C of E Methodist Primary School, Stonelow Junior School, Unstone St. Mary's Nursery and Infant School, Unstone Junior School, Wigley Primary School, William Levick Primary School

Purpose

At Holmesdale Infant School want our pupils to:

- Be resilient, reflective and to take responsibility for what they do.
- Be motivated and enjoy learning
- Develop a range of skills to equip them for a successful adult life, such as independence and ambition
- Be confident, happy and feel safe
- Be friendly, respectful, caring and polite
- Develop and demonstrate skills and attitudes that will allow them to participate fully in and contribute positively to life in modern Britain.

In a school that:

- Fosters individual talents and abilities in every child
- Has the highest expectations for itself, its staff and pupils
- Celebrates success and achievement in all its forms
- Values the role parents and carers play
- Is continually striving to improve
- Actively promotes the fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs.

Ownership

This attendance policy has been produced with contributions from pupils, staff, Derbyshire Education Welfare Service, School Health, Local GPs, PODS and the Department for Education.

Aims

We are committed to meeting our obligations with regards to school attendance by:

- Promoting good attendance and reducing absence, including persistent absence
- Ensuring every pupil has access to full-time education to which they are entitled
- Acting early to address patterns of absence
- 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.
- Establish a culture and climate, which will:
 - Enable all pupils to feel we are a safe and a happy place to learn.
 - Endeavour for 100% attendance and punctuality by all pupils.
 - Actively promote excellent attendance and discourage unjustified absence.

- Recognise and celebrate excellent attendance and punctuality
- Prepare pupils for the demands and disciplines of adult working life.

Introduction

We expect the highest level of attendance and punctuality from all our pupils. Evidence clearly shows that pupils who attend school regularly (96%+) make significantly better progress both academically and socially than those who do not. It is vital pupils attend school on time, every day the school is open unless the reason for absence is unavoidable. Excellent attendance is important if pupils are to participate in and enjoy school community events like sporting fixtures, drama, music productions and charity fundraising events. Only exceptional circumstances warrant an authorised leave of absence; since September 1st 2013 in line with Government legislation, the Headteacher will not grant leave of absence for any pupil during term time, unless there are exceptional circumstances. Parents/Carers are requested not to arrange family holidays during term time.

Any absence affects the pattern of a child's education and regular absence will seriously affect their learning. Pupils often find it difficult to catch up on learning that they have missed and absence can lead them to fall behind their peers. This can affect how a pupil feels about school and can make their attendance even worse. Statistics suggest that a pupil whose attendance is below 90% will drop at least one grade across all their subjects.

Regular patterns of attendance are vital for young people to maintain friendships and peer networks. Pupils with regular absence can quickly feel isolated from their peers and this again affects how they might feel about attending school.

Policy

School will work in partnership with parents/carers and pupils to maximise every pupil's attendance. In addition to preventative strategies to promote attendance, support programmes will be devised to support pupils with persistent absence. School will use the full range of voluntary and statutory procedures available to it in an escalated approach. Safeguarding children procedures will always override any escalated response.

In order to achieve the aims of this policy, the school will have attendance procedures in 9 areas that are reviewed annually:

1. Legislation and guidance
2. Types of Absence
3. Holidays in term time
4. Expectations of key stakeholders
5. Promoting and celebrating exceptional attendance
6. Interventions and Legal Sanctions
7. Support available for pupils and families

Linked Policies

Anti-Bullying Policy and Procedures

Behaviour and Discipline Policy and Procedures

Child Protection and Safeguarding Children Policy

Confidentiality Policy

Complaints Policy and Procedures

Accountability

School procedures will be constantly monitored by the Headteacher, and reported as requested by governors.

This attendance policy and its procedures will be reviewed every 2 years as part of the policy review schedule.

Procedures

1. Legislation and guidance

This policy meets the requirements of the [school attendance guidance](#) from the Department of Education (DfE) and refers to the DfE's statutory guidance on [school attendance parental responsibility measures](#). These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

- Part 6 of [The Education Act 1996](#)
- Part 3 of [The Education Act 2002](#)
- Part 7 of [The Education and Inspections Act 2006](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006](#) (and [2010](#), [2011](#), [2013](#), [2016](#) amendments)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)

This policy also refers to the DfE's guidance on the [school census](#), which explains the persistent absence threshold.

Under Section 7 of the Education Act 1996, parents/carers are responsible for making sure that their children of compulsory school age receive full-time education. Parents/Carers have a legal responsibility to ensure their child has regular attendance at the school where they are registered.

The Government considers a pupil to be persistently absent when they have missed 10% of their time in school at any time during that academic year, for whatever reason (those pupils with 90% attendance and below). This level of absence will be having a negative impact on learning and progress and will reduce the likelihood of them achieving their potential.

If a pupil reaches persistent absence level and parents/carers have not provided acceptable reasons for the absence, the school will take steps to resolve the matter. This may result in the issuing of a Fixed Penalty Notice or prosecution in the Magistrates Court.

Section 444(1) of the Education Act 1996 states that "If a child of compulsory school age who is a registered pupil at a school fails to attend regularly at the school, his parent/carer is guilty of an offence".

- Prosecution under section 444(1) Education Act 1996, where if convicted, may result in a fine of up to £1000.
- Prosecution under section 444(1a) Education Act 1996, where if convicted, may result in a fine or imprisonment.

The definition of a parent/carer is any adult who has day to day care of a child/young person.

By law a pupil must currently remain in education until the last Friday in June in the school year in which he/she reaches the age of 16.

2. Types of Absence

The law requires the register to be taken twice a day – at the start of the morning session and once in the afternoon session. In the case of every pupil whose name is entered in and not deleted from the admission register it will mark whether a pupil is;

- Present
- Attending an off-site educational activity
- Absent
- Unable to attend due to exceptional circumstances

Every half-day absence from school has to be classified by the school as either **authorised** or **unauthorised**. The classification decision is taken by the school and **not** by parents/carers. The register is marked using the DfE Attendance and Absence Codes (see Appendix 1)

Registration periods

The 'AM' mark is recorded when pupils arrive in the morning. This period starts at 9am and registers are therefore open 9:00am-9:15am. The 'PM' mark is recorded at 12.55pm for YR and 1.25pm for Y1 & 2 with registers being open 12.55pm – 1.10pm and 13:25pm – 13:40pm respectively. If a pupil arrives late, after the close of the register, without good reason they will receive a 'U' mark. This will be classed as an unauthorised absence from school. Pupils who arrive before the close of the register will receive an 'L'.

Unplanned absence;

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

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

If the authenticity of the illness is in doubt, or the school considers a pupil's absence to be high or following an unusual pattern, then parents/carers may be asked to provide additional medical evidence to help explain any illness absence.

Additional medical evidence may include a doctor's appointment card or a photocopy of a pharmacy prescription. The purpose of parents/carers providing additional medical evidence is to help school make fair and objective decisions over which absences are genuine and which are non-genuine illness.

School will not pay any charges incurred by the writing of a doctor's note. If the school has previously written to parents/carers requesting additional medical evidence and none is provided, then the absence will be classified as unauthorised.

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.

Planned absence

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.

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

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.

Lateness and punctuality

A pupil who arrives late:

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

Following up absence

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

Follow up on their absence;

- School staff will take immediate action by notifying the school office. The school office, in liaison with the relevant member of school staff will then establish contact with the parent and/or relevant external agencies, in order to check on the safety of the Child in conjunction with the School's Safeguarding Policy.
- Ensure proper safeguarding action is taken where necessary
- Identify whether the absence is approved or not
- Identify the correct attendance code to use

Authorised and unauthorised absence

The headteacher will only grant a leave of absence to pupils during term time if they consider there to be 'exceptional circumstances'. A leave of absence is granted at the headteacher's discretion.

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

Valid reasons for **authorised absence** include:

- 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
- Traveller pupils 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 school believes it has good reason to classify an absence as unauthorised despite having contact from a parent/carer, then the parent/carer will be informed. Likewise, if a pupil absence is changed from authorised to unauthorised, the parent/carer will be informed.

Examples of **unauthorised absence** which can lead to the Local Authority using sanctions and/or legal proceedings include:

- Parents/carers keeping children off school unnecessarily
- Truancy (missing lessons - whether staying on or going off the site) before or during the school day

- Because it's a child's birthday
- Sleeping in after a late night
- Absences which are not properly explained
- Pupils who arrive at school too late to get a mark
- Shopping, looking after other children or birthdays
- Day trips or holidays in term time which have not been agreed

If a pupil arrives late to or leaves early from school for the purposes of a medical appointment, we ask that where possible a copy of the appointment card/letter be provided so this absence can be authorised.

Persistent absences is absence of 10% or more. An individual is deemed to be a persistent absentee, therefore, if his/her attendance is less than 90% (regardless of whether or not the absences have been authorised)

School Outings/Visits/Residential trips

Pupils who are educated off site, dual registered, or who are engaged in supervised educational activities away from school premises, will be recorded as on approved educational activity.

Opportunities for children to attend these are provided; if they don't go, the children are expected in school, where alternative arrangements will be made for them.

3. Holidays in Term Time

The Education (Pupil Registration) (England) (Amendment) Regulations 2013 state that Headteachers should not grant approval for any leave of absence during term-time, including holidays, unless there are exceptional circumstances. These regulations also state that holidays cannot be authorised retrospectively. School is not liable for any cancellation or alteration charges incurred by a family as a result of school not authorising a holiday during term time.

Any requests should be on an official school absence request form (available from school office) at least one month before the date of absence and handed into the school office for consideration prior to any holiday/leave arrangements being made. You may be issued with a Penalty Notice should leave be taken which is not authorised. If unpaid this could lead to prosecution under section 444(1) of The Education Act 1996.

Any period of leave taken without the agreement of school, or in excess of that agreed, will be classed as unauthorised and may entice sanctions such as a Penalty Notice.

Expectations of Key Stakeholders

Pupils:

- Arrive in school from 8:50am to be ready to start the day at 9:00am.
- Be "On time, all the time".
- If late remind your parents/carers to sign you in.

Parents/carers:

- Ensure their child attends daily, punctually, dressed in full uniform and equipped to learn – "smart pupils, ready to learn and "on time, all the time".
- If late in the morning, sign in at the school office.
- If need to leave early sign out at the school office.
- Tell a member of staff if there are problems attending school for any reason, e.g. being bullied, feeling unhappy, problems at home.
- Telephone and speak to the school office on the first day of absence ideally before 8.30am. If a pupil continues to be absent school will contact daily until they return to school.

- Where possible make any medical or dental appointments outside of school hours or not in term time.
- Bring a copy of any medical appointment cards to school if requiring time off from school.
- Do not book any holidays or take children out of school during term time.
- Notify school as soon as problems arise with your child's attendance.
- Encourage children to report any issues that are concerning them, including bullying, immediately to school staff.

School Staff:

- Be a good role model for pupils.
- Complete every register promptly and accurately, following the current agreed procedures.
- Give attendance and punctuality the highest profile, sharing attendance figures with pupils.
- Praise pupils for arriving on time.
- Inform Headteacher or school business manager when pupils are absent without explanation (possibly truanting the session) or are frequently late.
- Share any concerns about the attendance, punctuality or welfare of pupils promptly with SLT and parents/carers.

School Business Manager:

- Keep accurate records of responses from parents/carers when their child is absent. Amend the electronic register accordingly.
- Make contact with parent/carer if no contact has been received in the morning of the first day of a child's absence (by text or telephone call).
- Authorise or unauthorise a pupil's absence according to the school's attendance and punctuality policy and procedures.
- Monitor pupils and lateness.

Headteacher:

- Implementation of the policy at the school
- Monitoring school level absence data and report it to governors
- Support staff with monitoring the attendance of individual pupils
- Issuing fixed-penalty notices
- Monitor pupils with poor attendance and action the appropriate intervention and support strategy.
- Issue attendance awareness and warning letters to parents/carers where appropriate.
- Contact Social Services immediately on the first day of absence of a pupil with a Child Protection Plan, Child in Need or a Child in Care. .
- Refer to the Family Support Worker when appropriate.
- Work with other external agencies, e.g. School Health, CAMHS to support pupils with their health, wellbeing and attendance.
- Ensure attendance and punctuality targets are set for pupils of concern, for example, vulnerable groups, pupils with attendance <90% (persistent absentees) or punctuality <95%.
- Regular analysis of attendance and punctuality data to assist in the implementation of strategic actions as a result, for example, highlighting patterns of absence and lates.
- Plan and implement interventions, for example home visits, punctuality alerts, pupil collections to form part of the wider safeguarding agenda, combat persistent absenteeism.
- Liaise with other schools regarding siblings/family members of pupils with attendance concerns.
- Carry out home visits (unannounced and announced).

Governors:

- The governing board is responsible for monitoring attendance figures for the whole school on a least a termly basis. It holds the Headteacher to account for the implementation of this policy.
- To support staff in school in high-level intervention strategies, namely School Attendance Panel.
- To act as the school's critical friend and challenge the appropriateness and effectiveness of Attendance and Punctuality Policy Procedures.

4. Promoting and Celebrating Attendance

- **Attendance achievement notifications** – termly award for the best class attendance
- **School reports to home** - Year-to-date individual pupil attendance figures will be published on all academic reports that go out to parents/carers and pupils once a year.
- **Exceptional Attendance and Punctuality Recognition Awards** – Attendance and Punctuality certificates will be presented to all pupils with 100% Attendance and Punctuality three times a year as part of the school's celebration of achievement assemblies. Pupils with medical conditions or disabilities that prevent them from being in school all of the time will also be recognised.

5. Interventions and Legal Sanctions

We strive for all pupils to achieve exceptional attendance and punctuality during their time at school. To ensure that all pupils have the best opportunity to attend daily, learn, grow and achieve we follow an early identification and intervention strategy to alert parents/carers and pupils to any concerns with attendance or punctuality.

Parent/Carer communication of cause for concern

The school follows a clear systematic process of support for pupils whose attendance falls below expected levels (96%). We will consider intervention with parents/carers if a pupil's attendance is less than 96% terms 1-6. The process includes:

1. **Step 1 letter** – pupil's attendance is below 96%, this letter highlights the importance and impact absence can have
2. **Step 2 Parental meetings and Step 2 letter given** - school invite families in for a meeting – warning parents/carers that their child's attendance is a concern (below 93%), and could lead to negative implications on progress and achievement. This will also request medical evidence for any further absences to be authorised. Warns family of the risk of receiving a fixed penalty notice. School will contact any sibling schools to check their attendance.
3. **Penalty notice warning letters** – Parents/carers receive a warning of the school's intention to request a fixed penalty notice is issued for poor attendance. Attendance monitoring period starts.
4. **School attendance panel** – Attendance drops below 90%. Pupils and their parents/carers invited to a meeting to discuss attendance and agree strategies in order to improve attendance.

School will take into account the time of the academic year and pupil's circumstances before **Pupil Interviews in School** – The Headteacher or Deputy will schedule regular times to speak with pupil's regarding concerns over their attendance. The purpose of the meetings is to identify school issues that may be affecting attendance, e.g. bullying, learning difficulties.

Contact with Social Services – If a pupil with a Child Protection Plan is absent from school for any reason, the named social worker should be contacted immediately.

School Attendance Panels – Pupils and their parents/carers will be invited to a panel if attendance continues to be a concern. The panel may involve school staff, School Health, A Representation from PoDS, Attendance Officer and a school Governor to explore reasons for nonattendance, to identify additional support that school and others can offer. An attendance target which will be monitored over a

fixed period of time will be set, failure to meet this target could lead to a fixed penalty notice. The Attendance Panel will formally make it clear any legal sanctions, which could result from pupil non-attendance at school.

PODS Attendance Panels – Meetings held jointly with siblings' schools if attendance is a concern across the whole family. Parents/carers and pupils will be invited in to meet with representatives from the schools concerned to discuss attendance and put in place strategies/support to help improve attendance.

Penalty Notices – As preventative measure of imposing prosecution, authorised local authority staff, police officers and Headteachers can request that the local authority issue penalty notices to parents/carers of children who are not attending school regularly. The penalty is £60, rising to £120 if not paid within 28 days. If the fine is not paid then the parent/carer can be prosecuted.

Prosecution - The local authority may prosecute parents/carers whose children do not attend school regularly. This could result in a substantial fine, a community order or, in extreme cases, a prison sentence of up to three months. If the court thinks it will help to stop your child missing school, it may also impose a Parenting Order.

Parenting Order - A Parenting Order is a court order which requires parents/carers to attend parenting education or support classes. Parents/Carers will also have to do whatever the court says is necessary to improve their child's behaviour and attendance at school.

Support Available for Pupils and Families

A range of support is available in and outside of school to support pupils and their families to achieve excellent attendance.

They include:

- Positive Play Support – multi-sensory room for teaching assistants to work with pupils on emotional and behavioural difficulties including providing a “quiet space” for when pupils are coming to terms with bereavement or family breakdown
- Rainbows – a bereavement support group, run by trained staff volunteers involving pupils who have suffered loss or bereavement
- Family Support Worker – intervenes and supports pupils who have difficulties attending on a regular basis
- School Health – referral to the school nurse who runs a weekly drop-in as well as scheduled appointments or referral to the school paediatrician (school doctor) will help pupils and parents/carers who will work alongside family GPs
- CAMHS (Child and Adolescent Mental Health Service) – referral to CAMHS has to be through school health or the family's own GP

Appendix 1: DfE School Attendance: Absence and Attendance Codes October 2014

The national codes enable schools to record and monitor attendance and absence in a consistent way which complies with the regulations.

Present at School

Pupils must not be marked present if they were not in school during registration. If a pupil were to leave the school premises after registration they would still be counted as present for statistical purposes.

Registration Code / \: Present in school / = am \ = pm Present in school during registration.

Code L: Late arrival before the register has closed

Schools should have a policy on how long registers should be kept open; this should be for a reasonable length of time but not that registers are to be kept open for the whole session.

A pupil arriving after the register has closed should be marked absent with code U, or with another absence code if that is more appropriate.

Present at an Approved Off-Site Educational Activity

An approved educational activity is where a pupil is taking part in supervised educational activity such as field trips, educational visits, work experience or alternative provision.

Pupils can only be recorded as receiving off-site educational activity if the activity meets the requirements prescribed in regulation 6(4) of the Education (Pupil Registration) (England) Regulations 2006. The activity must be of an educational nature approved by the school and supervised by someone authorised by the school. The activity must take place during the session for which the mark is recorded.

Attendance codes for when pupils are present at approved off-site educational activity are as follows:

Code B: Off-site educational activity

This code should be used when pupils are present at an off-site educational activity that has been approved by the school. Ultimately schools are responsible for the safeguarding and welfare of pupils educated off-site. Therefore by using code B, schools are certifying that the education is supervised and measures have been taken to safeguard pupils. This code should not be used for any unsupervised educational activity or where a pupil is at home doing school work. Schools should ensure that they have in place arrangements whereby the provider of the alternative activity notifies the school of any absences by individual pupils.

Code D: Dual Registered - at another educational establishment

This code is not counted as a possible attendance in the School Census. The law allows for dual registration of pupils at more than one school. This code is used to indicate that the pupil was not expected to attend the session in question because they were scheduled to attend the other school at which they are registered.

Code J: At an interview with prospective employers, or another educational establishment

Code P: Participating in a supervised sporting activity

This code should be used to record the sessions when a pupil is taking part in a sporting activity that has been approved by the school and supervised by someone authorised by the school.

Code V: Educational visit or trip

This code should be used for attendance at an organised trip or visit, including residential trips organised by the school, or attendance at a supervised trip of a strictly educational nature arranged by an organisation approved by the school.

Code W: Work experience

Work experience is for pupils in the final two years of compulsory education. Schools should ensure that they have in place arrangements whereby the work experience placement provider notifies the school of any absences by individual pupils.

Authorised Absence from School

Authorised absence' means that the school has either given approval in advance for a pupil of compulsory school age to be away, or has accepted an explanation offered afterwards as justification for absence.

Absence codes when pupils are not present in school are as follows:**Code C: Leave of absence authorised by the school**

Only exceptional circumstances warrant an authorised leave of absence. Schools should consider each application individually taking into account the specific facts and circumstances and relevant background context behind the request.

Code E: Excluded but no alternative provision made

If no alternative provision is made for a pupil to continue their education whilst they are excluded but still on the admission register, they should be marked absent in the attendance register using Code E. Alternative provision must be arranged for each excluded pupil from the sixth consecutive day of any fixed period or permanent exclusion.

Code H: Holiday authorised by the school

Head teachers should not grant leave of absence unless there are exceptional circumstances. The application must be made in advance and the head teacher must be satisfied that there are exceptional circumstances based on the individual facts and circumstances of the case which warrant the leave. Where a leave of absence is granted, the head teacher will determine the number of days a pupil can be away from school. A leave of absence is granted entirely at the head teacher's discretion.

Code I: Illness (not medical or dental appointments)

Schools should advise parents to notify them on the first day the child is unable to attend due to illness. Schools should authorise absences due to illness unless they have genuine cause for concern about the veracity of an illness. If the authenticity of illness is in doubt, schools can request parents to provide medical evidence to support illness.

Schools can record the absence as unauthorised if not satisfied of the authenticity of the illness but should advise parents of their intention. Schools are advised not to request medical evidence unnecessarily. Medical evidence can take the form of prescriptions, appointment cards, etc. rather than doctors' notes.

Code M: Medical or dental appointments

Missing registration for a medical or dental appointment is counted as an authorised absence. Schools should, however, encourage parents to make appointments out of school hours. Where this is not possible, the pupil should only be out of school for the minimum amount of time necessary for the appointment.

Code R: Religious observance

Schools must treat absence as authorised when it is due to religious observance. The day must be exclusively set apart for religious observance by the religious body to which the parents belong. Where necessary, schools should seek advice from the parents' religious body about whether it has set the day apart for religious observance.

Code S: Study leave

Schools must record study leave as authorised absence. Study leave should be used sparingly and only granted to Year 11 pupils during public examinations. Provision should still be made available for those pupils who want to continue to come into school to revise.

Code T: Gypsy, Roma and Traveller absence

A number of different groups are covered by the generic term Traveller – Roma, English and Welsh Gypsies, Irish and Scottish Travellers, Showmen (fairground people) and Circus people, Bargees (occupational boat dwellers) and New Travellers.

This code should be used when Traveller families are known to be travelling for occupational purposes and have agreed this with the school but it is not known whether the pupil is attending educational provision. It should not be used for any other types of absence by these groups.

Unauthorised Absence from School

Unauthorised absence is where a school is not satisfied with the reasons given for the absence. Absence codes are as follows:

Code G: Holiday not authorised by the school or in excess of period determined by the head teacher.

If a school does not authorise a leave of absence for the purpose of a holiday but the parents still take the child out of school, or the child is kept away for longer than was agreed, the absence is unauthorised. The regulations do not allow schools to give retrospective approval. If the parents did not apply for leave of absence in advance, the absence must be recorded as unauthorised.

Code N: Reason for absence not yet provided

Schools should follow up all unexplained and unexpected absences in a timely manner. Every effort should be made to establish the reason for a pupil's absence. When the reason for the pupil's absence has been established the register should be amended.

This code should not be left on a pupil's attendance record indefinitely; if no reason for absence is provided after a reasonable amount of time it should be replaced with code O (absent from school without authorisation).

Code O: Absent from school without authorisation

If the school is not satisfied with the reason given for absence they should record it as unauthorised.

Code U: Arrived in school after registration closed

Schools should actively discourage late arrival, be alert to patterns of late arrival and seek an explanation from the parent.

Administrative Codes

Code X: Not required to be in school

This code is used to record sessions that non-compulsory school age children are not expected to attend.

Code Y: Unable to attend due to exceptional circumstances

This code can be used where a pupil is unable to attend because:

- The school site, or part of it, is closed due to an unavoidable cause; or
- The transport provided by the school or a local authority is not available and where the pupil's home is not within walking distance; or
- A local or national emergency has resulted in widespread disruption to travel which has prevented the pupil from attending school.

- The pupil is in custody; detained for a period of less than four months. If the school has evidence from the place of custody that the pupil is attending educational activities then they can record those sessions as code B (present at approved educational activity).

Code Z: Pupil not on admission register

This code is available to enable schools to set up registers in advance of pupils joining the school to ease administration burdens. Schools must put pupils on the admission register from the first day that the school has agreed, or been notified, that the pupil will attend the school.

Code #: Planned whole or partial school closure

This code should be used for whole or partial school closures that are known or planned in advance such as: between terms; half terms; occasional days (for example, bank holidays); up to five noneducational days to be used for curriculum planning/training; and use of schools as polling stations.

Appendix 2: DfE Holidays in Term Time

An agreement that up to and including 3 days will be unauthorised but not fined. If Parents/Carers extend, then the absence will be fined from day 1 of the absence.

Appendix 1a: attendance codes

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

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
B	Off-site educational activity	Pupil is at a supervised off-site educational activity approved by the school
D	Dual registered	Pupil is attending a session at another setting where they are also registered

J	Interview	Pupil has an interview with a prospective employer/educational establishment
P	Sporting activity	Pupil is participating in a supervised sporting activity approved by the school
V	Educational trip or visit	Pupil is on an educational visit/trip organised, or approved, by the school
W	Work experience	Pupil is on a work experience placement

Code	Definition	Scenario
Authorised absence		
C	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances
E	Excluded	Pupil has been excluded but no alternative provision has been made
H	Authorised holiday	Pupil has been allowed to go on holiday due to exceptional circumstances
I	Illness	School has been notified that a pupil will be absent due to illness
M	Medical/dental appointment	Pupil is at a medical or dental appointment
R	Religious observance	Pupil is taking part in a day of religious observance
S	Study leave	Year 11 pupil is on study leave during their public examinations
T	Gypsy, Roma and Traveller absence	Pupil from a Traveller community is travelling, as agreed with the school
Unauthorised absence		
G	Unauthorised holiday	Pupil is on a holiday that was not approved by the school
N	Reason not provided	Pupil is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time)

O	Unauthorised absence	School is not satisfied with reason for pupil's absence
U	Arrival after registration	Pupil arrived at school after the register closed

Code	Definition	Scenario
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
Y	Unable to attend due to exceptional circumstances	School site is closed, there is disruption to travel as a result of a local/national emergency, or pupil is in custody
Z	Pupil not on admission register	Register set up but pupil has not yet joined the school
#	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day