



ATTENDANCE & PUNCTUALITY POLICY 2023 -2024

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This Attendance & Punctuality Policy is part of a broader suite of Safeguarding Policies, including the School's Child Protection/Safeguarding Policy.



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1. INTRODUCTION

Regular and punctual school attendance is important. Pupils need to attend school regularly if they are to take full advantage of the educational opportunities available to them by law. Thomas Gray Primary School fully recognises its responsibilities to ensure pupils are in school and on time, therefore, having access to learning for the maximum number of days and hours.

Our Policy applies to all children registered at this school and this Policy is made available on our school website to all parents/carers of pupils who are registered at our school.

This Policy has been written to adhere to the relevant Children Acts, Education Acts, Regulations and Guidance from the Department for Education in addition to guidance from Sefton Local Authority.

Although parents/carers have the legal responsibility for ensuring their child's good attendance, the Head teacher and Governors at our school are committed to working closely with parents, other professionals and agencies to ensure that all pupils are encouraged and supported to develop good attendance habits.

***Definition of parent: Section 576 of the Education Act 1996-** A parent in relation to any child or young person, includes any person: -

- All natural parents, whether they are married or not;
- Any person who has parental responsibility for a child or young person; and,
- Any person who has care of a child or young person i.e. lives with and looks after the child.

This also includes all parents who are absent. Parental partners can be included (whether or not they are married or the natural parent of the child as they have 'care' of the child. If a pupil lives with a grandparent or older sibling as their main carer, they can also be included as they are the main care provider.

It is also important to note that even though a parent may not live in the same home as the student, that parent is still responsible for ensuring their child attends school every day.

2. PRINCIPLES OF THE THOMAS GRAY PRIMARY SCHOOL ATTENDANCE POLICY

The Governing Body of Thomas Gray Primary School places a high priority on achieving standards and feel that excellent pupil attendance and punctuality are essential. They undertake this role by

- Monitoring whole school attendance termly and take appropriate action should it affect standards.
- Nominate a named Governor for Attendance.

In order for children to achieve their potential, pupils must be highly motivated to learn and keen and eager to attend school. Regular punctual attendance will establish good habits which will support them throughout their lives. To achieve this, the Governors and staff are committed to working in partnership with parents to ensure that the school achieves a MINIMUM of 96% attendance throughout the school.

The Government expects us to:

- Promote good attendance and reduce absence, including persistent absence (less than 90%);
- Ensure every pupil has access to a suitable education, to which they are entitled; and, act early to address patterns of absence.

Attendance during one school year	equals this number of days absent	which is approximately this many weeks absent	which means this number of lessons missed
95%	9 days	2 weeks	50 lessons
90%	19 days	4 weeks	100 lessons
85%	29 days	6 weeks	150 lessons
80%	38 days	8 weeks	200 lessons

3. NATIONAL CONTEXT

The 1996 Education Act, (section 444) states that parents (including non-related adult carers in the child's household) have a **legal responsibility** to ensure that those of compulsory school age are educated, either by '**regular**' attendance at school or 'otherwise'. The 2008 Education and Skills Act, (section 155) specifies the same requirement regarding regular attendance at alternative provision.

The duty on parents is to ensure that their children are educated, either at school or 'otherwise'. Education is therefore compulsory. In terms of 'otherwise', children may be educated by their parents at home, by a private tutor or in establishments other than schools, i.e. – F.E. colleges from the age of 14, special units, hospitals or in alternative educational programmes or work experience. The law allows parents to choose the alternative options, provided they can demonstrate to the Local Authority that the education is full-time and 'suitable' to the child's education needs, up until the relevant leaving-date for all young people.

Schools must enter pupils on the admission register and attendance register from the beginning of the first day on which the school has agreed, or been notified, that the pupil will attend the school.

For most students the expected first day of attendance is the first day of the school year. Every amendment made to the admission register and the attendance register must include: the original entry; the amended entry; the reason for the amendment; the date on which the amendment was made; and the name and position of the person who made the amendment.

4. DAILY PROCEDURES

The school is **legally** required to register students twice daily. Registers are marked in the morning between 9.00am and 9.10am and in the afternoon between 12.45pm and 1.50pm. It is essential that all students are registered on both occasions.

School starts at 8.30am when all pupils can be in their classroom, in preparation for the register being taken at 9.00am. **It is a legal requirement that a register is taken at the start of the day.** Not only does the process allow us to monitor attendance but also to act as a student checklist in respect of health and safety issues – e.g. Fire Drill. Children from Reception to Year 6 should be collected promptly at 3.15 except Wednesday, when they should be collected at 2.15pm.

Each year a school calendar is sent out and is also on the website, which clearly indicates the days when your child is expected to be in school.

5. ABSENCE FROM SCHOOL

Regular attendance at school is the responsibility of parents and carers. Under the 1996 Education Act, parents commit an **offence** if the child does not attend school regularly. ***If your child cannot come to school because of illness you should advise the school on the first day of absence by telephone, text or via the Studybugs app.*** If no message is received, we will assume that your child is absent without your permission. We will then make every effort to contact you. The school requires **two** emergency contact numbers. It is essential that the school is kept informed of changes of contact details such as phone numbers and addresses. Parents are encouraged to ensure that their child brings in a letter, confirming the reasons for the absence when the child returns to school.

Once contact (verbal and/or written) has been made with the parent the school will determine if the absence is to be authorised or unauthorised.

The school will only **authorise** a medical absence if the circumstances are unavoidable. The school has the right to request medical evidence if a parent rings the school to confirm the student is unwell. This may include: a medical appointment card with one appointment entered, slip with date, pupils name and surgery stamp, signed by GP Receptionist, letter from a professional, doctor's note, medication prescribed by a doctor, copy of prescription, print screen of medical notes, as well as letters concerning hospital appointments or any other relevant evidence. The Head Teacher may not authorise medical absence without this evidence.

Parents are asked to make routine medical and dental appointments outside school hours wherever possible. Where such appointments in school time are unavoidable, parents should inform the school in advance so a decision can be made whether to authorise the absence or not.

The school **may** authorise absence under certain specific circumstances. However, the parent must contact the Headteacher in advance to secure authorisation. This **may** include work related interviews and meetings with external agencies. The Headteacher **may** also authorise events where students are involved in any supervised sporting events or trials, theatre performances and participation in acts of religious worship.

Parents/carers are encouraged to read the Public Health England publication 'Guidance on Infection Control in Schools and other childcare settings' (September 2014) as it provides useful guidance on whether an illness necessitates students taking time off school.

6. UNAUTHORISED ABSENCE FROM SCHOOL

Unauthorised absence is where a school is not satisfied with the reasons given for the absence. Such circumstances may include:

- A student leaving the school premises without permission
- A student not attending school to go shopping.
- A student not attending school as it is their birthday or the birthday of a family member.
- A student not attending school as the family have gone to the airport to meet a visiting relative.
- A student not attending school due to attending a hospital appointment for another family member.

- A student not attending school due to the fact the family returned late in the previous evening from a family holiday.
- A student not attending school as they are looking after younger siblings.
- A student attends a medical appointment in the morning but then fails to return to school for afternoon lessons.

Our school will request penalty charge notices to address unauthorised absence. A minimum evidential requirement of ten (10) school sessions lost to unauthorised absence by any pupil in the current term **and/or** eighteen (18) sessions lost to unauthorised absence over two consecutive terms will be required to trigger the process.

The Local Authority will:

- Issue a formal written warning to the parent/carer of the possibility of a penalty notice being issued.
- In the same letter, set a period of 15 school days within which the pupil must have no unauthorised absence.
- Issue a penalty charge notice through the post at the end of the 15-day period if the required level of improvement has not been achieved.

7. SCHOOL ATTENDANCE, SAFEGUARDING AND CHILDREN MISSING EDUCATION.

A child going missing from education is a potential indicator of abuse or neglect. School staff will follow the school's procedures for dealing with children that go missing from education, particularly on repeat occasions, to help identify the risk of abuse and neglect, including sexual exploitation, and to help prevent the risks of their going missing in future, (Keeping Children Safe in Education (updated September 2021) and Children Missing in Education Nov 2013, updated Sept 2016).

Notifying the Local Authority

Our school notify the Local Authority of any pupil/student who fails to attend school regularly after making reasonable enquiries or has been absent without the school's permission for a continuous period of 10 days or more. (Pupil Registration) (England) Regulations 2006 regulation 12.

The school (regardless of designation) must also notify the Local Authority of any pupil/student who is to be deleted from the admission register.

Our school will demonstrate that we have taken reasonable enquiries to ascertain the whereabouts of children that would be considered 'missing'.

Where a child leaves our school without a destination or another school is not identified, our school follow Sefton Council Children Missing Education Procedures and they can be found at [https://www.sefton.gov.uk/schools-learning/attendance-and-welfare/children-missing-education-\(cme\).aspx](https://www.sefton.gov.uk/schools-learning/attendance-and-welfare/children-missing-education-(cme).aspx). The school will liaise with Clare Johanson the Children Missing Education Co-ordinator who can be contacted on 0151 934 3181 or CME@sefton.gov.uk clare.johanson@sefton.gov.uk

8. DEALING WITH PUPILS WHO GO MISSING AND LEAVE THE SCHOOL PREMISES WITHOUT PERMISSION

If a child leaves the premises without permission:

They will be followed at a safe distance by a member of staff.

The headteacher will be informed.

The parents will be informed.

The police will be contacted.

9. RELUCTANCE TO GO TO SCHOOL

Sometimes students seem anxious about leaving home to go to school. They may tell you that they feel unwell or give another reason to not attend. You may notice that they are worried from things that they say e.g. that they do not want to do particular subjects, feel that they have no friends or are being bullied. If this is the case, please contact the school as soon as possible to speak to **Helen Melia - Pastoral Officer**.

10. LEAVE OF ABSENCE IN TERM TIME

Under the DFE 'Advice on School Attendance', parents* can **no longer** expect schools to authorise leave of absence for the purpose of a family holiday for up to 10 school days per year. The Headteacher may not grant leave of absence during term time unless there are '**exceptional circumstances**'.

The Headteacher will also determine the number of school days a child can be away from school if the leave is granted. **From this perspective, leave of absence in term time is no longer a parental right and will only be authorised at the Headteacher's discretion.**

Under DFE guidelines the school will notify the Local Authority if a parent/s takes leave of absence **without** the Headteacher's permission. In these cases, the **G code** will be used on the register to show this absence is **unauthorised**.

Under these circumstances, the school will apply to the **Local Authority** for a **Penalty Charge Notice Fine (£60-£120)** to be issued by the Local Authority. The £60 Penalty Charge Notice will need to be paid in full separately by both parents within 21 days and will rise to £120 if paid between 22 and 28 days. If the Penalty Charge Notice is not paid within 28 days, parents can be prosecuted under section 444, the Education Act 1996.

Children attending Sefton schools, including Thomas Gray Primary School, are not allowed absence for holidays. Any absence, other than for illness or emergency medical attention, will be coded as Unauthorised, (G) – Family holiday not agreed or (O) Unauthorised absence.

Parents may choose to complete an 'Exceptional Circumstances Form' stating why they are removing their child during term time. This is given to the Head teacher. Only exceptional circumstances will be authorised.

If an 'exceptional circumstance form' is rejected, then the absence; should the parent still proceed with the removal of their child during term time; is dealt with under the **Sefton Council Code of Conduct for issuing a Penalty Charge Notice**.

It is important for parents / carers to note that the school will not authorise ANY leave of absence unless the school feels the circumstances are unavoidable.

The school reserves the right to either contact the parents/carers directly or make an immediate referral to social care or the police if the school feels a student is potentially at risk while being taken out of school during term time.

The school will seek advice from the Local Authority if a student fails to return from an extended family holiday during term time and the school have made reasonable enquiries but cannot locate the student or their family. **This applies to leave of absence that are both authorised and unauthorised by the school.** As a result, school will invoke CME procedures. The school may remove the student from roll under such circumstances, in consultation with the Local Authority. However, we will have a conversation with the Local Authority for advice on these matters.

11. PERSISTENT ABSENCE

The school has a responsibility to reduce the number of students whose attendance is below 90% over the school year. **Students with attendance below 90% fall into the 'Persistent Absentee' category.**

According to the DFE guidance 'If a child of compulsory school age fails to attend regularly at a school at which they are registered or at a place where alternative provision is provided for them, the parents may be guilty of an offence and can be prosecuted by the Local Authority'. In addition, 'Local Authorities have the power to prosecute parents who fail to comply with a school attendance order (section 443 of the Education Act 1996) or fail to ensure their child's regular attendance at a school (section 444 of the Education Act 1996).

When a student's attendance falls below 90% (at any stage of the year) Mrs Melia - Pastoral Officer will contact their parents to discuss the attendance concerns and formalise an **Attendance Action Plan** to secure an improvement in attendance. The school may also consider implementing a **Parenting Contract** if the student continues to be absent from school without authorisation.

This will contain improvement targets with set timescales and an overview of the support provided by the school to support the child and his/her family.

At our school we work in partnership with the Local Authority, to raise attendance. If your child's attendance does not improve despite what support the school has put into place, a referral may be made to the Local Authority School Attendance Panel.

Parental failure to comply with any plan or contract may be used as evidence if the Local Authority decides to prosecute parents.

12. FIRST DAY RESPONSE CHILDREN WITH A SOCIAL WORKER

Our school works in partnership with Sefton Council in delivering a first day response system for children with a social worker. If children who have an allocated social worker are absent from school, we will contact the family to establish the reason why the child is absent from school.

We will complete the first day response form and submit it to Sefton Council, so information is shared in relation to why the child is absent from school. We will also request a home visit if we feel this is appropriate. We will also inform the child's social worker.

13. LOCAL AUTHORITY SCHOOL ATTENDANCE PANEL

What is the purpose of the School Attendance Panel Meeting?

The purpose of the School Attendance Panel meeting is for you and your child to meet with Representatives from the Local Authority to identify the reasons for absence and to work together to improve attendance.

What will happen at the School Attendance Panel Meeting?

The reasons for absence will be identified and different strategies to improve attendance will be considered:

- A supportive action plan in the form of a parenting contract will be agreed.
- An attendance target date for improvement will be set.
- The student's attendance will then be closely monitored for a period of 12 school weeks.

If the parent fails to attend without reasonable justification this could result in a Penalty Charge Notice being issued to parents/carers or court proceedings under the 'Single Justice' process. Under section 444, a **Penalty Charge Notice will be issued for £60 to parents**. This will be issued to both parents even if one of the parents does not live with the student. Each parent will have 21 days to make payment. This will rise to £120 if the initial fine is paid between 22 and 28 days. The payment must be made directly to the Local Authority. **There is no right of appeal by parents against the penalty charge notice**. Failure to pay the Penalty Charge Notice Fine will result in further legal action being taken by the courts, with the maximum fine currently £2,500, a community order or three months in prison.

What happens next?

Whilst the intention of the School Attendance Panel meeting is that the attendance will improve, if the attendance deteriorates by the target review date the Local Authority may recommend legal action is taken. This could include prosecution in the Magistrates' Court, Education Supervision Orders or Parenting Orders.

Issuing Penalty Charge Notices: Each parent receives a penalty charge notice for each child who has unauthorised absence. The penalty is £60 or £120 depending on how soon payment is made. So, if there are two parents and two children the total penalties could be up to £480. Failure to pay the penalty charge notices in Sefton may result in prosecution.

Taking parents to court for unauthorised absence: Education Act 1996 Section 444(1) - court can fine each parent up to £1000 per child, order payment of prosecution costs and/or impose a Parenting Order.

Taking parents to court for persistent unauthorised absence: Education Act 1996 Section 444(1A) - court can fine each parent up to £2,500 per child, order payment of the prosecution costs, impose a Parenting Order and/or sentence you to a period of imprisonment of up to 3 months.

Under the 1989 Children Act the Local Authority has the power to issue an **Education Supervision Order (ESO)** and place a child under their supervision on the grounds that the child is not being 'properly educated' and is in danger of 'significant harm'. The Local Authority can issue an order if the child is persistently absent from school. The Local Authority appointed 'Supervisor' can give 'directions' to the parents on how the child should be educated and work with the parent to ensure the child attends school regularly.

Under the 2003 Anti-Social Behaviour Act, if a student continues to have attendance issues after a parent has been convicted, the courts can also issue a **Parenting Order**. This legally requires the parents to participate in a programme of parenting support and counselling. If the unauthorised absence continues, a new case will be brought against the parent/s but previous parental failure to engage with the school and Local Authority can be cited.

14. PUNCTUALITY

As you may be aware, the law treats some persistent lateness in the same way as irregular attendance and parents may be prosecuted by the Local Authority if late arrival is not resolved.

Poor punctuality can lead to your child:

- Feeling embarrassed in front of their friends.
- Missing the beginning of vital lessons.
- Missing important instructions for the rest of the school day.
- Learning bad habits which could affect their employability in the future.

Minutes late per day during the school year	Equal days' worth of teaching lost in a year
5 minutes	3.4 days
10 minutes	6.9 days
15 minutes	10.3 days
20 minutes	13.8 days
30 minutes	20.7 days

Late Procedures {insert which members of staff will undertake the role or your own procedures}

Children, who arrive late and have gone to the office entrance, must be signed in by their parent/carer or appropriate adult, a reason for the lateness is also requested.

The admin staff will:

- update Studybugs with their mark. Adults of EYFS children will wait with their child until it is convenient for the child to be taken to class.
- Monitor children who frequently arrive late. Parents will be contacted and asked to meet with Helen Melia - Pastoral Officer to try and resolve any issues which may be causing lateness.
- Mrs Rimmer and Mrs Williams will carry out unannounced 'Late Gate' sessions to challenge parents over reasons for poor punctuality.
- Children who arrive late after the registers have closed due to a medical appointment will be marked M.

Any child arriving after 9:00am for any reason other than medical will be marked L (Late)

Any child arriving after 9:30am for any reason other than medical will be marked U (late after registers closed).

Children who have to leave for any reason throughout the day should be signed out at the main office by their parent/carer or appropriate adult. This is strongly discouraged. Parents are requested to make dental or medical appointments outside of school hours.

15. ROLES AND RESPONSIBILITIES

IMPROVING ATTENDANCE – WHAT PARENTS CAN DO:

- Provide **two** emergency contact numbers to the school.
- Notify the school on the first day of absence.
- Try to make all medical appointments (doctors, dentist and hospital) out of school time. Obviously, this is not always possible but, in such cases, try to minimise the disruption to the day by getting an early morning appointment so that your child can attend afterwards OR a late afternoon appointment so that she can complete most of her timetable before leaving.
- Encourage your child to take responsibility for being on time for school ensuring they have a realistic bedtime and will not be too tired to get up in the morning for school. Equipment, uniform and packed lunches should be prepared the night before.
- Discourage your child from staying overnight with friends during the week. This sometimes leads to them both being late the next day.
- **Leave of absence during term time is not a parental right.** If there are special or exceptional circumstances, please contact the Head teacher and a decision will be made if the absence can be authorised or not.
- Talk positively about going to school.
- Monitor your child's internet and social media use to ensure they are not experiencing any difficulties that may prevent them from wanting to attend school.
- Take any worries seriously but do not show that you are unduly concerned. Believe that they will be sorted out. Contact school before the concerns escalate.

IMPROVING ATTENDANCE – WHAT SCHOOL DOES:

- Marks the registers in accordance with the law twice a day.
- Carry out robust first-day calling procedures including priority routine for vulnerable children including children with a social worker
- Informs any parents/carers who have not contacted the school, of the absence of their child on a particular day.
- Maintains records and monitors attendance of students on a regular basis.
- Authorises absences in accordance with the government guidelines. Please note that **only** the school can authorise absence.
- Contacts parents / carers when the attendance falls below acceptable levels and/or when particular patterns of absence are causing concerns.
- Encourage parents to accept support through an Early Help Assessment where it is deemed appropriate.
- Monitor pupils who are supported by the In Year Fair Access Panel and those who attend alternative provision including Complementary Education – (Dual registration if placed at JIGSAW)
- Work with external agencies to maintain good attendance contribute to multi-agency meetings to review progress and agree on actions and to support the student/family with any issues that may affect attendance and punctuality to school.
- Provides re – integration support for students returning from absence.
- Maintains a range of strategies to encourage good attendance by means of rewards.
- Inform parents of individual pupil's attendance record each term at Parents' Evening.
- Works with relevant external agencies if a students' attendance becomes a concern, i.e. – Social Care, Early Help Services, Police, YOT, SEND.
- Make referrals to the Local Authority School Attendance Panel where pupils' attendance levels are becoming a cause for concern.

- Make referrals to the School Nurse team where appropriate to seek advice to support the pupil.
- Works in partnership with the Local Authority to improve school attendance and reduce persistent absenteeism sometimes utilising legal interventions.
- Campaign as a means of working with parents to resolve issues affecting levels of attendance

16. REQUEST TO ELECTIVELY HOME EDUCATE A CHILD

Our school work with the Local Authority to ensure that that parents fully understand the demands and responsibilities of elective home education (EHE). We follow up-to- date guidance that is published. If a child has an Education, Health and Care Plan or is open to a social worker we work closely with the Complementary Education Service, SEND and Childrens' Social Care.

17. COMMUNICATION WITH PARENTS

Parents will receive a letter each half term to let them know what percentage attendance their child has and what colour that is on the traffic light system. Parents who do not inform school why their child is absent or send a note on their return will be asked to fill in an absence slip to explain their absence. Children will receive certificates for 100% attendance each half term/term.

18. REWARDS AND INCENTIVES

Each week the class with the highest percentage attendance will receive a treat e.g. Ice lollies. Any class which achieves 100% attendance for the week will receive a reward e.g a bouncy castle or pizza party.

Each week there will also be a raffle for all the children who achieve 100% attendance in that week. The children will choose a small prize from Mrs Melia's treasure chest.

Each half term the children who achieved 100% attendance will receive a certificate and a small prize. They will also be entered into a prize draw.

Each term the children who achieved 100% attendance will receive a certificate, a small prize and a badge. They will be entered into a prize draw.

The 30 children with the best attendance for the year will be invited on a free day-trip in in the summer holidays.

Children who significantly improve their attendance from one school year to the next will be rewarded with a trip or visit.

APPENDIX ONE: National Absence and Attendance Codes including sub-attendance codes COVID- 19

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

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. The school should record the pupil's absence using the relevant absence code.

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.

The main examples of dual registration are pupils who are attending a pupil referral unit, a hospital school or a special school on a temporary basis. It can also be used when the pupil is known to be registered at another school during the session in question.

Each school should only record the pupil's attendance and absence for those sessions that the pupil is scheduled to attend their school. Schools should ensure that they have in place arrangements whereby all unexplained and unexpected absence is followed up in a timely manner.

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

This code should be used to record time spent in interviews with prospective employers or another educational establishment. Schools should be satisfied that the interview is linked to employment prospects, further education or transfer to 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. Any absence should be recorded using the relevant code.

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. Where alternative provision is made they should be marked using the appropriate attendance code.

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.

To help ensure continuity of education for Traveller children it is expected that the child should attend school elsewhere when their family is travelling and be dual registered at that school and the main school. Children from these groups whose families do not travel are expected to register at a school and attend as normal. They are subject to the same rules as other children in terms of the requirement to attend school regularly once registered at a school.

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 the 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: - The following codes are not counted as a possible attendance in the School Census.

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.

- 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.

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

- 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); weekends (where it is required by the management information system); up to five non-educational days to be used for curriculum planning/training; and use of schools as polling stations.

