

# Attendance policy

Ashford Park Primary School



**Approved by:**

Draft written by Mr. Boulton

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## 1. Aims

This policy aims to show our commitment to meeting our obligations with regards to school attendance, including those laid out in the Department for Education’s (DfE’s) statutory guidance on working together to improve school attendance (applies from 19 August 2024), through our whole-school culture and ethos that values good attendance, including:

- o Setting high expectations for the attendance and punctuality of all pupils
- o Promoting good attendance and the benefits of good attendance
- o Reducing absence, including persistent and severe absence
- o Ensuring every pupil has access to the full-time education to which they are entitled
- o Acting early to address patterns of absence
- o Building strong relationships with families to make sure pupils have the support in place to attend school

We will also promote and support punctuality by ensuring children attend school on time.

## 2. Legislation and guidance

This policy is based on the Department for Education’s (DfE’s) statutory guidance on working together to improve school attendance (applies from 19 August 2024) and school attendance parental responsibility measures. The guidance is based on the following pieces of legislation, which set out the legal powers and duties that govern school attendance:

- o Part 6 of the Education Act 1996
- o Part 3 of the Education Act 2002
- o Part 7 of the Education and Inspections Act 2006
- o The Education (Pupil Registration) (England) Regulations 2006 (and 2010, 2011, 2013, and 2016 amendments)
- o The School Attendance (Pupil Registration) (England) Regulations 2024
- o The Education (Penalty Notices) (England) (Amendment) Regulations 2013 and the 2024 amendment

It also refers to:

- o School census guidance
- o Keeping Children Safe in Education
- o Mental health issues affecting a pupil's attendance: guidance for schools

## 3. Roles and responsibilities

### 3.1 The governing board

The governing board is responsible for:

- Setting high expectations of all school leaders, staff, pupils and parents
- Making sure school leaders fulfil expectations and statutory duties, including:
  - Making sure the school records attendance accurately in the register, and shares the required information with the DfE and local authority
  - Making sure the school works effectively with local partners to help remove barriers to attendance, and keeps them informed regarding specific pupils, where appropriate
- Recognising and promoting the importance of school attendance across the school's policies and ethos
- Making sure the school's attendance management processes are delivered effectively, and that consistent support is provided for pupils who need it most by prioritising staff and resources
- Making sure the school has high aspirations for all pupils, but adapts processes and support to pupils' individual needs
- Regularly reviewing and challenging attendance data and helping school leaders focus improvement efforts on individual pupils or cohorts who need it most
- Working with school leaders to set goals or areas of focus for attendance and providing support and challenge
- Monitoring attendance figures for the whole school and repeatedly evaluating the effectiveness of the school's processes and improvement efforts to make sure they are meeting pupils needs
- Where the school is struggling with attendance, working with school leaders to develop a comprehensive action plan to improve attendance
- Making sure all staff receive adequate training on attendance as part of the regular continued professional development offer, so that staff understand:
  - The importance of good attendance
  - That absence is almost always a symptom of wider issues
  - The school's legal requirements for keeping registers
  - The school's strategies and procedures for tracking, following up on and improving attendance, including working with partners and keeping them informed regarding specific pupils, where appropriate
- Making sure dedicated training is provided to staff with a specific attendance function in their role, including in interpreting and analysing attendance data
- Holding the Head Teacher to account for the implementation of this policy

Ashford Park's link governor for attendance is Mr. Goulden. Our link governor meets with the Head Teacher, Home School Link Worker (HSLW) and Attendance Officer half termly to review attendance data and the support and actions taken.

### 3.2 The Head Teacher

The headteacher is responsible for:

- The implementation of this policy at the school
- Monitoring school-level absence data and reporting it to governors
- Supporting staff with monitoring the attendance of individual pupils
- Monitoring the impact of any implemented attendance strategies
- Issuing fixed-penalty notices, where necessary, and/or authorising the Deputy Head to be able to do so
- Working with the parents of pupils with special educational needs and/or disabilities (SEND) to develop specific support approaches for attendance for pupils with SEND, including where school transport is regularly being missed, and where pupils with SEND face in-school barriers
- Communicating with the local authority when a pupil with an education, health and care (EHC) plan has falling attendance, or where there are barriers to attendance that relate to the pupil's needs

- o Communicating the school's high expectations for attendance and punctuality regularly to pupils and parents through all available channels

### **3.3 The designated senior leader responsible for attendance**

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

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

At Ashford Park, our Home School Link Worker (HSLW) is our designated senior leader responsible for attendance.

Mrs. Sam Girvan can be contacted via telephone: 01784 250305 and her school mobile: 07711 172737 or by email: [attendance@ashford-park.surrey.sch.uk](mailto:attendance@ashford-park.surrey.sch.uk)

### **3.4 The attendance officer**

The school attendance officer is responsible for:

- o Monitoring and analysing attendance data (see section 7)
- o Benchmarking attendance data to identify areas of focus for improvement
- o Providing regular attendance reports to school staff and reporting concerns about attendance to the designated senior leader responsible for attendance, and the headteacher
- o Working with the Surrey Attendance Service (SAS) to tackle persistent absence
- o Advising the Head Teacher/Deputy Head (authorised by the headteacher) when to issue fixed-penalty notices

The attendance officer is Mrs. Chloe Little and can be contacted by phone: 01784 250305 and by email: [attendance@ashford-park.surrey.sch.uk](mailto:attendance@ashford-park.surrey.sch.uk)

### **3.5 Registering children in the classroom**

Class teachers are responsible for ensuring the accurate recording attendance for both morning and afternoon sessions daily, using the correct codes (see Appendix 1), and submitting this information to the school office no later than 9:15am for morning sessions and 1:00pm (EYFS and KS1) and 1:25pm (KS2) for afternoon sessions.

### **3.6 School admin/office staff**

School admin/office staff will:

- o Take calls from parents/carers about absence on a day-to-day basis and record it on the school system
- o Transfer calls from parents/carers to the Attendance Officer or Home School Link Worker where appropriate, to provide them with more detailed support on attendance, when needed.

### **3.7 Parents**

Where this policy refers to a parent, it refers to the adult the school and/or local authority decides is most appropriate to work with, including:

- o All natural parents, whether they are married or not
- o All those who have parental responsibility for a child or young person
- o Those who have day-to-day responsibility for the child (i.e., lives with and looks after them)

Parents are expected to:

- o Make sure their child attends every day on time
- o Call the school to report their child's absence before 8:45am on the day of the absence and each subsequent day of absence, and advise when they are expected to return
- o Provide the school with more than 1 emergency contact number for their child
- o Ensure that, where possible, appointments for their child are made outside of the school day
- o Keep to any attendance contracts that they make with the school and/or local authority
- o Seek support, where necessary, for maintaining good attendance, by contacting:  
Mrs. Sam Girvan (HSLW) via telephone: 01784 250305 and her school mobile: 07711 172737 or by email:  
[attendance@ashford-park.surrey.sch.uk](mailto:attendance@ashford-park.surrey.sch.uk)

### **3.8 Pupils**

Pupils are expected to:

- o Attend school every day, on time

## **4. Recording attendance**

### **4.1 Attendance register**

We will keep an electronic attendance register and place all pupils onto this register.

We will take our attendance register at the start of the first session of each school day and once during the second session. It will mark, using the appropriate national attendance and absence codes from the School Attendance (Pupil Registration) (England) Regulations 2024, whether every pupil is:

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

Any amendment to the attendance register will include:

- o The original entry
- o The amended entry
- o The reason for the amendment
- o The date on which the amendment was made
- o The name and position of the person who made the amendment

See Appendix 1 for the DfE attendance codes.

We will also record:

- o For pupils of compulsory school age, whether the absence is authorised or not
- o The nature of the activity, where a pupil is attending an approved educational activity
- o The nature of circumstances, where a pupil is unable to attend due to exceptional circumstances

We will keep every entry on the attendance register for 6 years after the date on which the entry was made.

The school day starts at 8:45am and ends at 3:15pm.

Pupils must arrive in school by 8:45am on each school day.

The register for the first session will be taken at 8:45am and will be kept open until 9:15am. The register for the afternoon session will be taken by 1:00pm (EYFS and KS1) and 1:25pm (KS2) for afternoon sessions and will be kept open until 1:15pm (EYFS and KS1) and 1:45pm (KS2).

## 4.2 Unplanned absence

The pupil's parent must notify the school of the reason for the absence on the first day of an unplanned absence by 8:45am, or as soon as practically possible, by calling the school office staff, who can be contacted by phone: 01784 250305 and by email: [attendance@ashford-park.surrey.sch.uk](mailto:attendance@ashford-park.surrey.sch.uk)

Parents who call should leave a message using option 1 or email the address above and must explain the reason. All explanations/reasons will be added to the child's attendance record.

**We request that you call each day with an update on your child's attendance and well-being.**

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

Where the absence is longer than 5 days, or there are doubts about the authenticity of the illness, the school will ask for medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

If the school is not satisfied with the authenticity of the illness, the absence will be recorded as unauthorised and parents will be notified of this in advance.

## 4.3 Planned absence

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

However, we encourage parents 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.

Parents should request planned leaves of absence using the following: [Exceptional Leave Form](#)

A pupil's parent must also apply for other types of term-time absence as far in advance as possible of the requested absence, using the link above. Go to section 5 to find out which term-time absences the school can authorise.

## 4.4 Lateness and punctuality

A pupil who arrives late:

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

Late minutes will be monitored closely. Staff will report and share concerns about any ongoing punctuality issues with the Home School Link Worker, who will then contact parents to help identify the agreed improvements needed.

## 4.5 Following up unexplained absence

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

Day 1	Call the pupil's parent on the morning of the first day of unexplained absence to ascertain the reason. If the school cannot reach any of the pupils' emergency contacts, the school will send an email asking that the parent contacts the school immediately.
Day 2	If the pupil is still not accounted for the school will phone and email all contacts each day that the absence continues without explanation, to make sure proper safeguarding action is taken where necessary. If absence continues, the school will seek further support from the Surrey Attendance Service (SAS).
Day 3	
Day 4	If a pupil is still not accounted for, the school will phone and email all contacts again. If there is no adequate response then a DSL, accompanied by another member of staff, will visit the home by lunchtime. They will deliver a letter stating the school has concerns and has endeavored to contact parents. This letter will also be emailed to all contacts. The letter will state that if the school does not hear from parents by 4pm then the school will inform the Surrey Attendance Service (SAS) and Police, asking for a welfare check, and make a referral to Surrey Children's Services alerting them to our concerns.
Day 5	Phone all contacts and liaise with SAS, Police and Surrey Children's Services.

In addition, the school will:

- o Identify whether the absence is approved or not
- o Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than 5 working days after the session(s) for which the pupil was absent
- o Where relevant, report the unexplained absence to the agency lead supporting the family e.g., social worker
- o Where appropriate, offer support to the pupil and/or their parents to improve attendance
- o Identify whether the pupil needs support from wider partners, as quickly as possible, and make the necessary referrals
- o Where support is not appropriate, not successful, or not engaged with, the school will consider issuing parents a Notice to Improve letter and seek further advice from the Surrey Attendance Service (SAS).
- o If attendance does not improve, the school will consider requesting a penalty notice (see section 5.2 below).

## 4.6 Reporting to parents

All parents at Ashford Park are expected to have access to the Arbor Parent App. The Arbor App allows parents to see all the attendance statistics for their child. Attendance is expected to remain 95%+, should attendance fall below this we want parents to be aware at an early stage that attendance is falling below an average level, and to ensure we are putting support in place should it be needed.

In support of this, the school will monitor whole school attendance every six weeks. Reporting the following regularly to parents:

- The amount of time missed and the impact on a pupil's learning
- Pupils dropping below 95%
- Pupils at risk of becoming persistently absent (between 92% and 90%)
- Pupils who have become a 'persistent absentee' (PA), when attendance drops below 90%

It is hoped that regular reporting and early identification will provide families with the support they need at the earliest possible point and resolve any barriers.

## 5. Authorised and unauthorised absence

### 5.1 Approval for term-time absence

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

The headteacher will only grant a **leave of absence** to a pupil during term time if the request meets the specific circumstances set out in the 2024 school attendance regulations. These circumstances are:

- o Taking part in a regulated performance, or regulated employment abroad
- o Attending an interview
- o Study leave
- o A temporary, time-limited part-time timetable
- o Exceptional circumstances

A leave of absence is granted at the headteacher's discretion, including the length of time the pupil is authorised to be absent for.

**The fundamental principles for defining 'exceptional circumstances' are that they are 'rare, significant, unavoidable and short'.**

**This document should be read in conjunction with this policy to help clarify the meaning of 'exceptional circumstances' and outline some guiding principles to aid the head teacher's decision-making process while giving parents a consistent and fair approach to requests for any term-time absence.**

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

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

**There are 175 non-school days per year and therefore all holidays should be booked during this time. Legislation does not give any entitlement to parents to take their child on holiday during term time. If you take your child out of school during term time you could be fined as per the information in section 5.2.**

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

Any request should be submitted as soon as it is anticipated and, where possible, at least four weeks before the absence, and in accordance with any leave of absence request form, accessible via the [Forms page](#) within the school website. The headteacher may require evidence to support any request for leave of absence.

Other valid reasons for **authorised absence** include (but are not limited to):

- o Illness (including mental-health illness) and medical/dental appointments (see sections 4.2 and 4.3 for more detail)
- o Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parent(s) belong(s). If necessary, the school will seek advice from the parent's religious body to confirm whether the day is set apart
- o Parent(s) travelling for occupational purposes – this covers Roma, English and Welsh gypsies, Irish and Scottish Travellers, showmen (fairground people) and circus people, bargees (occupational boat dwellers) and new travellers. Absence may be authorised only when a traveller family is known to be travelling for occupational purposes and has agreed this with the school, but it is not known whether the pupil is attending educational provision
- o If the pupil is currently suspended or excluded from school (and no alternative provision has been made)

Other reasons the school may allow a pupil to be absent from the school site, which are not classified as absences, include (but are not limited to):

- o Attending an offsite approved educational activity, sporting activity or visit or trip arranged by the school
- o Attending another school at which the pupil is also registered (dual registration)
- o Attending provision arranged by the local authority
- o Attending work experience
- o If there is any other unavoidable cause for the pupil not to attend school, such as disruption to travel caused by an emergency, a lack of access arrangements, or because the school premises are closed

## 5.2 Sanctions

Our school will make use of the full range of potential sanctions – including, but not limited to, those listed below – to tackle poor attendance. Decisions will be made on an individual, case-by-case basis.



## Penalty notices

The headteacher (or someone authorised by them), local authority or the police can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age, by issuing a penalty notice.

If the school issues a penalty notice, it will check with the local authority before doing so and send it a copy of any penalty notice issued.

Before issuing a penalty notice, the school will consider the individual case, including:

- Whether the national threshold for considering a penalty notice has been met (10 sessions of unauthorised absence in a rolling period of 10 school weeks). One session is a morning or afternoon.
- Whether a penalty notice is the best available tool to improve attendance for that pupil
- Whether further support, a notice to improve or another legal intervention would be a more appropriate solution
- Whether any obligations that the school has under the Equality Act 2010 make issuing a penalty notice inappropriate
  
- Each parent who is liable for the pupil's offence(s) can be issued with a penalty notice, but this will usually only be the parent/parents who allowed the absence.
- The payment must be made directly to the local authority, regardless of who issues the notice. If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.
- If issued with a **first** penalty notice, the parent must pay £80 within 21 days, or £160 within 28 days.
- If a **second** penalty notice is issued to the same parent in respect of the same pupil, the parent must pay £160 if paid within 28 days.
- A **third** penalty notice cannot be issued to the same parent in respect of the same child within 3 years of the date of the issue of the first penalty notice. In a case where the national threshold is met for a third time within those 3 years, alternative action will be taken instead.

A penalty notice may also be issued where parents allow their child to be present in a public place during school hours without reasonable justification, during the first 5 days of a suspension or exclusion (where the school has notified the parents that the pupil must not be present in a public place on that day). These penalty notices are not included in the National Framework, not subject to the same considerations about support being provided, and do not count towards the limit as part of the escalation process.

In these cases, the parent must pay £60 within 21 days, or £120.

## Notices to improve

If the national threshold has been met and support is appropriate, but parents do not engage with offers of support, the school may offer a notice to improve to give parents a final chance to engage with support.

Notices to improve will be issued in line with processes set out in the local code of conduct for the local authority area in which the pupil attends school.

They will include:

- Details of the pupil's attendance record and of the offences
- The benefits of regular attendance and the duty of parents under [section 7 of the Education Act 1996](#)
- Details of the support provided so far
- Opportunities for further support, or to access previously provided support that was not engaged with
- A clear warning that a penalty notice may be issued if attendance does not improve within the improvement period, along with details of what sufficient improvement looks like, which will be decided on a case-by-case basis
- A clear timeframe of between 3 and 6 weeks for the improvement period
- The grounds on which a penalty notice may be issued before the end of the improvement period

## 6. Strategies for promoting attendance

Ashford Park strives to form **Positive Relationships** with all parents and pupils. Mutually respectful and positive relationships enable us to understand, support and improve attendance. Our pupils need to feel ready and safe in school. The curriculum must be engaging and purposeful for all.

We constantly strive to build a whole school culture where **good attendance is everyone's responsibility**. It is about raising the profile throughout the school community so that there is a shared understanding and ownership of the school, class and individual attendance data. It is also about encouraging conversations, developing a shared, consistent language, **explicitly linking attendance to learning**. We raise the profile through planned whole school and class activities, encouraging everyone to lead and model the importance of good attendance. Good attendance is promoted in our weekly newsletter.

**Attendance Contracts/Agreements will be drawn up to address irregular attendance, where no improvements remain. Attendance Contracts/Agreements will always be offered, it is hoped that all parents would welcome this to formalise the actions needed, avoiding the need to issue a Penalty notice.**

## 7. Supporting pupils who are absent or returning to school

### 7.1 Pupils absent due to complex barriers, mental or physical ill health, medical conditions or Special Educational Needs and Disabilities (SEND)

Some pupils face greater barriers to attendance than their peers. These can include pupils who suffer from long-term medical conditions or who have special educational needs and disabilities.

Their right to an education is the same as any other pupil, so the attendance ambition for these pupils should be the same as for any other pupil.

That said, in working with their parents to improve attendance, our school will be mindful of the barriers these pupils face and put additional support in place where necessary to help them access their full-time education.

Where a pupil has an education health and care (EHC) plan and their attendance falls, or the school becomes aware of barriers to attendance that related to the pupil's needs, the school will inform the local authority.

At Ashford Park we will when needed:

- Head Teacher, parents, class teacher and SENCO will meet to identify the barriers to good school attendance. If appropriate, the child's views will also be gathered.
- If appropriate, the attendance policy will be implemented alongside the Children with Health Needs who cannot attend School and Children with Medical Conditions policies.
- An attendance contract may be put in place to support progress towards improved attendance.
- School-based interventions may be offered: ELSA, Thrive, a consultation with Primary Behaviour Support, soft starts, protected play, a time-limited part-time timetable so the child can build success, Emotionally based School Avoidance resources, animal-assisted education sessions
- External Interventions may be offered: referrals to Primary Behaviour Support, Educational Psychologist, CAMHS, Early Help/Family Support Services

- A home-school book will be established to maintain clear communication between the parents and the class staff
- Friendly Face: a pupil will be appointed as their friendly face, in addition to a staff champion. Both will support the child through the day with academic and social interactions.

## **7.2 Improving pupil attendance, including pupils returning to school after a lengthy or unavoidable period of absence**

As soon as parents have informed the school of the expected date of return:

- The class teacher will organise a welcome pack back for the child to receive before they return. It may include: messages from the class, timetable for their first day back, a reading book, pre learning activities
- Headteacher will meet with the parents (and child if appropriate) in advance of the first day to discuss expectations, reasonable adjustments and individual health care/support plans that may be in place
- Soft start: parents/child will be given the option to arrive through the school office, where the child will be welcomed by an adult known to them.
- Friendly Face: a pupil will be appointed as their friendly face, in addition to a staff champion. Both will support the child through the day with academic and social interactions.

## **8. Attendance monitoring**

### **8.1 Monitoring attendance**

The school will monitor attendance and absence data (including punctuality) half-termly, termly and yearly across the school and at an individual pupil, year group and cohort level.

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

The school has granted the DfE access to its management information system so the data can be accessed regularly and securely.

Data will be collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics.

The school will benchmark its attendance data at whole school, year group and cohort level against local, regional, and national levels to identify areas of focus for improvement and share this with the governing board.

### **8.2 Analysing attendance**

The school will:

- Analyse attendance and absence data regularly to identify pupils, groups or cohorts that need additional support with their attendance, and
- Identify pupils whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severe absence
- Conduct thorough analysis of half-termly, termly, and full-year data to identify patterns and trends
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns

### **8.3 Using data to improve attendance**

The school will:

- Develop targeted actions to address patterns of absence (of all severities) of individual pupils, groups or cohorts that it has identified via data analysis

- o Provide targeted support to the pupils it has identified whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severed absence, and their families (see section 8.4 below)
- o Provide regular attendance reports to class teachers, to facilitate discussions with pupils and families, and to the governing board and school leaders (including special educational needs co-ordinators, designated safeguarding leads and pupil premium leads)
- o Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies
- o Share information and work collaboratively with other schools in the area, local authorities and other partners where a pupil's absence is at risk of becoming persistent or severe, including keeping them informed regarding specific pupils, where appropriate

## **8.4 Reducing persistent and severe absence**

Persistent absence is where a pupil misses 10% or more of school, and severe absence is where a pupil misses 50% or more of school. Reducing persistent and severe absence is central to the school's strategy for improving attendance.

The school will:

- o Use attendance data to find patterns and trends of persistent and severe absence
- o Consider potential safeguarding issues and, where suspected or present, address them in line with Keeping Children Safe in Education
- o Hold regular meetings with the parents of pupils who the school (and/or local authority) considers to be vulnerable or at risk of persistent or severe absence, or who are persistently or severely absent, to:
  - o Discuss attendance and engagement at school
  - o Listen, and understand barriers to attendance
  - o Explain the help that is available
  - o Explain the potential consequences of, and sanctions for, persistent and severe absence
  - o Review any existing actions or interventions
- o Provide access to wider support services to remove the barriers to attendance, in conjunction with the local authority, where relevant
- o Consider alternative support to remove any attendance barriers and re-engage these pupils. In doing so, the school will sensitively consider some of the reasons for absence
- o Implement sanctions, where necessary (see section 5.2, above)

## **9. Monitoring arrangements**

This policy will be reviewed as guidance from the local authority and/or DfE is updated, and as a minimum annually by Mr. Boulton – Head Teacher. At every review, the policy will be approved by the full governing board.

## **10. Links with other policies**

This policy links to the following policies:

- o Child protection and safeguarding policy
- o Behaviour policy

## Appendix 1: attendance codes

The following codes are taken from the DfE's [guidance on school attendance](#).

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
<b>Attending a place other than the school</b>		
K	Attending education provision arranged by the local authority	Pupil is attending a place other than a school at which they are registered, for educational provision arranged by the local authority
V	Attending an educational visit or trip	Pupil is on an educational visit/trip organised or approved by the school
P	Participating in a sporting activity	Pupil is participating in a supervised sporting activity approved by the school
W	Attending work experience	Pupil is on an approved work experience placement
B	Attending any other approved educational activity	Pupil is attending a place for an approved educational activity that is not a sporting activity or work experience
D	Dual registered	Pupil is attending a session at another setting where they are also registered
<b>Absent – leave of absence</b>		

<b>C1</b>	Participating in a regulated performance or undertaking regulated employment abroad	Pupil is undertaking employment (paid or unpaid) during school hours, approved by the school
<b>M</b>	Medical/dental appointment	Pupil is at a medical or dental appointment
<b>J1</b>	Interview	Pupil has an interview with a prospective employer/educational establishment
<b>S</b>	Study leave	Pupil has been granted leave of absence to study for a public examination
<b>X</b>	Not required to be in school	Pupil of non-compulsory school age is not required to attend
<b>C2</b>	Part-time timetable	Pupil is not in school due to having a part-time timetable
<b>C</b>	Exceptional circumstances	Pupil has been granted a leave of absence due to exceptional circumstances
<b>Absent – other authorised reasons</b>		
<b>T</b>	Parent travelling for occupational purposes	Pupil is a 'mobile child' who is travelling with their parent(s) who are travelling for occupational purposes
<b>R</b>	Religious observance	Pupil is taking part in a day of religious observance
<b>I</b>	Illness (not medical or dental appointment)	Pupil is unable to attend due to illness (either related to physical or mental health)
<b>E</b>	Suspended or excluded	Pupil has been suspended or excluded from school and no alternative provision has been made
<b>Absent – unable to attend school because of unavoidable cause</b>		
<b>Q</b>	Lack of access arrangements	Pupil is unable to attend school because the local authority has failed to make access arrangements to enable attendance at school

<b>Y1</b>	Transport not available	Pupil is unable to attend because school is not within walking distance of their home and the transport normally provided is not available
<b>Y2</b>	Widespread disruption to travel	Pupil is unable to attend because of widespread disruption to travel caused by a local, national or international emergency
<b>Y3</b>	Part of school premises closed	Pupil is unable to attend because they cannot practicably be accommodated in the part of the premises that remains open
<b>Y4</b>	Whole school site unexpectedly closed	Every pupil absent as the school is closed unexpectedly (e.g., due to adverse weather)
<b>Y5</b>	Criminal justice detention	Pupil is unable to attend as they are: <ul style="list-style-type: none"> <li>• In police detention</li> <li>• Remanded to youth detention, awaiting trial or sentencing, or</li> <li>• Detained under a sentence of detention</li> </ul>
<b>Y6</b>	Public health guidance or law	Pupil's travel to or attendance at the school would be prohibited under public health guidance or law
<b>Y7</b>	Any other unavoidable cause	To be used where an unavoidable cause is not covered by the other codes
<b>Absent – unauthorised absence</b>		
<b>G</b>	Holiday not granted by the school	Pupil is absent for the purpose of a holiday, not approved by the school
<b>N</b>	Reason for absence not yet established	Reason for absence has not been established before the register closes
<b>O</b>	Absent in other or unknown circumstances	No reason for absence has been established, or the school is not satisfied that the reason given would be recorded using one of the codes for authorised absence
<b>U</b>	Arrived in school after registration closed	Pupil has arrived late, after the register has closed but before the end of session
<b>Administrative codes</b>		

<b>Z</b>	Prospective pupil not on admission register	Pupil has not joined school yet but has been registered
<b>#</b>	Planned whole-school closure	Whole-school closures that are known and planned, including school holidays