

# Mawsley Community Primary School



## ATTENDANCE POLICY

Policy Ownership	FGB
Adopted by Full Governing Board	13 <sup>th</sup> October 2025
Formal Review	Autumn term 2026-27

## 1. Aims and ethos

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

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

It also refers to:

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

Our school aims to meet its obligations with regards to school attendance by:

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

We will also 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.

We expect all children on roll to attend every day, when the school is in session, if they are fit and healthy enough to do so. We do all we can to encourage the children to attend. We believe that the most important factor in promoting good attendance is to develop a positive attitude towards school and to this end we strive to make our school a happy and rewarding place in which to learn.

A high level of attendance at school is essential for any child to reach their full educational potential. Every suitable opportunity will be used to convey to pupils and their parents or carers the importance of regular and punctual attendance. Please refer to section 6, 'Attendance monitoring', for details of these steps.

We will also make the best possible provision we reasonably can for those children who, for whatever reason, are prevented from coming to school. Identified pupils with specific medical, therapy or Special Educational Needs or disability, who have a high level of absence, will be supported by strategies such as:

- Weekly monitoring of attendance and absence
- Working with the local authority to record such absences as authorised to reflect attendance as good as can be expected for these pupils and the school
- Providing home visits where appropriate
- Recognising that some pupils are not 'available for learning' and working with the local authority and other agencies to allocate provision which may not be within our school.

## **Roel and Responsibilities**

### **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 headteacher to account for the implementation of this policy

### **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 Attendance Officer to be able to do so
- Working with the parents of pupils with special educational needs and/or disabilities (SEND) to develop

specific support approaches for attendance for pupils with SEND, including where school transport is regularly being missed, and where pupils with SEND face in-school barriers

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

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

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

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

The designated senior leader responsible for attendance is Michelle Harris and can be contacted via 01536 799182 and [michelle.harris@mawsley.org.uk](mailto:michelle.harris@mawsley.org.uk).

### **The school attendance team is responsible for:**

- Monitoring and analysing attendance data (see section 7)
- Benchmarking attendance data to identify areas of focus for improvement
- Providing regular attendance reports to school staff and reporting concerns about attendance to the designated senior leader responsible for attendance, and the headteacher
- Working with education welfare officers to tackle persistent absence
- Advising the headteacher when to issue fixed-penalty notices

The attendance officer is Jo Beattie and can be contacted via phone 01536 799182 or email on [jo.beattie@mawsley.org.uk](mailto:jo.beattie@mawsley.org.uk).

### **Class teachers**

Class teachers are responsible for recording attendance for both morning and afternoon sessions on a daily basis, using the correct codes (see Appendix 1), and submitting this information to the school office.

### **School Office staff**

School office staff will:

- Take calls from parents/carers about absence on a day-to-day basis and record it on the school system
- Transfer calls from parents/carers to the other staff members where appropriate, in order to provide them with more detailed support on attendance

### **Pupils**

Pupils are expected to:

- Attend school every day, on time

**Parents:**

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

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

Parents are expected to:

- Make sure their child attends every [day/timetabled session] on time
- Call the school to report their child's absence before 8.50am on the day of the absence and each subsequent day of absence, and advise when they are expected to return
- Provide the school with at least 2 emergency contact numbers for their child
- Ensure that, where possible, appointments for their child are made outside of the school day
- Keep to any attendance contracts that they make with the school and/or local authority
- Seek support, where necessary, for maintaining good attendance, by contacting [name/role, e.g. head of year, pastoral lead or family liaison officer], who can be contacted via [telephone number and/or email address]

**Welcome Back**

It is important that on return from an absence that all pupils are made to feel welcome. This should include ensuring that the pupil is helped to adjust to school's daily routine and catch up on missed work and is brought up to date on any information that has been passed to the other pupils.

## **What is an acceptable attendance rate?**

We set an attendance target every year. At Mawsley School, we expect our pupils to attend regularly, with an expectation of 97% attendance for each child. This is what we expect as minimum attendance percentage. If children are in school, they are learning. If they are learning they will make more progress and will not get left behind.

## **2. School procedures**

### **Attendance register**

We are required by law to keep an attendance register, and all pupils must be placed on this register. Our Governing Board is therefore responsible for making sure the school keeps an attendance register that records which pupils are present at the start of both the morning and the afternoon sessions of the school day. This register will also indicate whether an absence is authorised or unauthorised.

**Schools have a responsibility for safeguarding the children in their care and it is vital that the register information we have is as accurate as possible.**

At Mawsley School, mainstream pupils must arrive by 8:50am, when the register will be taken. If a pupil arrives between 8:50 and 9:20 a.m. they will be recorded as arriving late. The register closes at 9:20am. Pupils arriving after that time will be marked as absent and attendance procedures will be followed. Pupils arriving after 8:50 a.m. should go directly to the school office. The afternoon register is taken at 13.00 In Reception, Phase 2 (Years 1 and 2 and Phase 3 (Years 3 and 4) and 13:15 in Phase 4 (Years 5 and 6).

At Mawsley School, unit pupils must arrive by 9.00am, when the register will be taken. If a pupil arrives between 9.00 and 9:30 a.m. they will be recorded as arriving late. The register closes at 9:30am. Pupils arriving after that time will be marked as absent and attendance procedures will be followed. Pupils arriving after 9.00 a.m. should go directly to the school office. The afternoon register is taken at 13.00.

The attendance register will mark whether every pupil is:

- Present
- Attending an approved off-site educational activity (such as field trips and educational visits)
- Absent
- Unable to attend due to exceptional circumstances

**Any amendments to the attendance register will include:**

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

See appendix 1 for the Department for Education attendance codes, which we are required to use.

Every entry in the attendance register will be preserved for three years after the date on which the entry was

made.

We will also record:

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

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

## **Unplanned absence**

A parents or carer must notify the school on the first day if their child is absent from school for any reason that has not been planned and approved by the school in advance. An example of an unplanned absence is where a child is unable to attend due to ill health.

Notification is made by telephoning the school, pressing 1 when prompted by the recorded information and leaving a message on the absence reporting line, by 8:50 or as soon as practically possible (see also section 5). Alternatively, parents or carers can speak directly to the child's class teacher or a member of the office staff (e.g. if they are in school to drop off another child). Absence due to illness will be authorised unless the school has a genuine concern about the authenticity of the illness.

If the authenticity of the illness is in doubt, the school may ask parents to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unless we think it is necessary to do so.

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

## **Planned absence**

Absence for a medical or dental appointment is counted as an authorised absence; advance notice, by email, letter or phone call, is required for authorising these absences.

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 may notify the class teacher / office in advance of a medical or dental appointment, verbally or through a letter, text / email notification of an appointment.

Applications for other types of absence in term time must also be made in advance. Information relating to whether the school can authorise such absences can be found in section 3.

## **Lateness and punctuality**

A pupil who arrives late but before the register has closed will be marked as late, using the appropriate code.

A pupil who arrives after the register has closed will be marked as absent, using the appropriate code. If a child is persistently late, the school will work with the family to determine why and help towards finding a solution. Persistent lateness is defined as being late on more than three occasions within a half term.

Parents will be informed of this by the class teacher or attendance officer. Should lateness continue, a letter will be sent home to parents, followed by a meeting with a senior leader if there is no improvement, with lateness leading to lost learning time as the focus of the meeting.

## **Following up absence**

The school will follow up any absences to ascertain the reason, ensure proper safeguarding action is taken where necessary, identify whether the absence is approved or not and identify the correct attendance code to use.

If a child is absent unexpectedly, and no notification is received from the child's parent or carer as set out above, the class teacher will record the absence in the register and will inform the school office staff who will endeavour to contact a parent or guardian by text or phone as soon as possible in order to check on the safety of the child. If

there is a concern around a child's absence, a member of the safeguarding team will be contacted immediately. If a child is absent for 10 days or more consecutively without permission, we will inform the local authority, in accordance with our school's safeguarding policy. If a child is absent for 10 sessions within a 6 week period without permission, we will inform the local authority.

When the child returns to school after an unexpected absence, the parent or carer must confirm the reason for the child's absence, in a written note, to be handed to the school office or the class teacher or one that is sent via email. See Section 3 regarding procedures for authorised and unauthorised attendance.

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

- Call the pupil's parent on the morning of the first day of unexplained absence to ascertain the reason. If the school cannot reach any of the pupil's emergency contacts, the school will ascertain perceived risk and implement safeguarding procedures where needed.
- Identify whether the absence is approved or not
- Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than 5 working days after the session(s) for which the pupil was absent
- Call the parent on each day that the absence continues without explanation, to make sure proper safeguarding action is taken where necessary. If absence continues, the school will consider involving an education welfare officer
- Where relevant, report the unexplained absence to the pupil's youth offending team officer
- Where appropriate, offer support to the pupil and/or their parents to improve attendance
- Identify whether the pupil needs support from wider partners, as quickly as possible, and make the necessary referrals
- Where support is not appropriate, not successful, or not engaged with the school will consider appropriate sanctions.

### **Reporting to parents**

An annual attendance report is sent to parents, as part of each child's end of year report. Information is also provided within the Autumn and Spring data sheets. A year group attendance average is provided alongside this to enable parents to benchmark.

### **3. Authorised and unauthorised absence**

#### **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:

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

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

be absent for.

Leave of absence will not be granted for a pupil to take part in protest activity during school hours. As a leave of absence will only be granted in exceptional circumstances, it is unlikely a leave of absence will be granted for the purposes of a family holiday.

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

If you wish to make an application for term-time absence for your children, you must complete and send in to the headteacher a request form for leave of absence in term time (available from the school office) in good time before the proposed absence. We expect the application to be made not less than seven days before the start of the proposed absence unless there are urgent reasons that mean you cannot do so. The headteacher will consider the application based upon the relevant legal guidelines. 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):

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

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

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

An absence is classified as authorised when a child has been away from school for one of these legitimate reasons and the school has received notification from a parent or guardian. For example, if a child has been unwell and the parent has properly notified the school to explain the absence.

We strongly discourage holidays being taken in term time as learning is disrupted and the lost time is detrimental to the educational progress of the child.

DfE guidance makes it clear that the legislation regarding pupil attendance gives no entitlement to parents to take their children on holiday during term time. Any application for leave must only be in exceptional circumstances. The headteacher must be satisfied that the circumstances are exceptional and warrant the granting of leave.

Where the headteacher authorises a child's absence from school, the headteacher may specify that the absence is approved for a specified period of time, determined by the headteacher.

Please note that if the headteacher does not authorise a leave of absence 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.

Only the school can classify an absence authorised. Parents do not have this authority. Consequently, not all absences supported by parents will be classified as authorised. Exceptional circumstances for absence will be at the Headteacher's discretion and will be determined on an individual basis.

### **Repeated unauthorised absence**

Attendance monitoring is detailed in Section 5.

The school will contact the parent or guardian of any child who has an unauthorised absence. If a child has a repeated number of unauthorised absences, the parents or guardians will be asked to visit the school to discuss the problem. If the situation does not improve, the school will then contact the Local Authority Education Inclusion Partnership Team who will investigate the circumstances of the home situation.

## **4. Sanctions**

Please note that schools can provide evidence for the County Council to use to fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age.

If the school refers a parent for a penalty notice, the school will consider the individual case, including:

- Whether the national threshold for considering a penalty notice has been met (10 sessions of unauthorised absence in a rolling period of 10 school weeks)
- Whether a penalty notice is the best available tool to improve attendance for that pupil
- Whether further support, a notice to improve or another legal intervention would be a more appropriate solution
- Whether any obligations that the school has under the Equality Act 2010 make issuing a penalty notice inappropriate

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 doesn't improve within the improvement period, along with details of what sufficient improvement looks like, which will be decided on a case-by-case basis
- A clear timeframe of between 3 and 6 weeks for the improvement period
- The grounds on which a penalty notice may be issued before the end of the improvement period

## **5. Strategies for promoting attendance**

We aim to help all parents, guardians and children understand the importance of regular attendance to ensure progress in learning and as an expectation for the world of work. Any early warning signs of low attendance will be identified and followed up by the class teacher with the parent. At the end of every week, cumulative

attendance will be analysed.

The school considers carefully the following groups of pupils:

- Pupils absent due to complex barriers to attendance.
- Pupils absent due to mental or physical ill health or SEND
- Pupils returning to school after a lengthy or unavoidable period of absence.

Support plans will be put into place to support with the skill set of the wider team being utilised such as Family Worker, ELSA and SENDCO.

## **6. Attendance monitoring**

It is the responsibility of the governors to monitor overall attendance and to review and agree annually, the school's Attendance Policy. Governors will examine the information provided for them and seek to ensure that our attendance figures are as high as they should be.

Pupils' attendance is monitored on a weekly basis.

Parents are expected to call the school in the morning of each day that their child is going to be absent due to ill health (see section 3.2), unless they are able to inform the school that the child is likely to be off for a determined period of time.

If, after contacting parents, a pupil's absence continues to rise, some or all of the following steps may be taken, depending on the level of non-attendance and length of time attendance has been falling:

- A letter home to highlight the level of attendance and concern
- A request to attend a meeting with the Family Worker, Assistant Headteacher or Deputy Headteacher
- A request to attend a meeting with the Headteacher
- A request to attend a meeting with the Chair of Governors
- A referral to the Education Entitlement Team

The persistent absence threshold is 10% (this is set by the government). If a pupil's individual overall absence rate is greater than or equal to 10% at any time, the pupil will be classified as a persistent absentee. If no attempt is being made to improve attendance and the attendance has been unauthorised, a referral will be made to the Education Entitlement Team.

Pupil-level absence data is 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. We compare our attendance data to the national average and share this with governors.

### **Internal Monitoring of Absence Data**

The internal monitoring of absence data will be in accordance with GDPR guidelines. Attendance data will be recorded via SIMS and tracked using an internal document to which staff will have access. The purpose of this is to identify individuals at risk of losing learning time through absence, as well as identifying key trends / contextual

groups that may also be at risk. The evaluations of this will enable the school to support the children and families whose absence presents a concern so that we can positively raise their attendance and maximise exposure to learning time in the future.

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

The School will:

- Develop targeted actions to address patterns of absence (of all severities) of individual pupils, groups or cohorts that it has identified via data analysis
- Provide targeted support to the pupils it has identified whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severed absence, and their families (see section 8.4 below)
- Provide regular attendance reports to Phase Leaders, 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)
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies
- Share information and work collaboratively with other schools in the area, local authorities and other partners where a pupil's absence is at risk of becoming persistent or severe, including keeping them informed regarding specific pupils, where appropriate

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

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

The school will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Consider potential safeguarding issues and, where suspected or present, address them in line with Keeping Children Safe in Education
- Make regular contact with the parents of pupils who the school (and/or local authority) considers to be vulnerable or at risk of persistent or severe absence, or who are persistently or severely absent, to:
  - Discuss attendance and engagement at school
  - Listen, and understand barriers to attendance
  - Explain the help that is available
  - Explain the potential consequences of, and sanctions for, persistent and severe absence
  - Review any existing actions or interventions

## **6. Policy review arrangements**

This policy will be reviewed annually in September by the Headteacher and agreed by the Governing Board.

## **7. Links with other policies**

This policy is linked to our child protection and safeguarding policy and the Medical Needs Policy.

## 8. Legislation and guidance

This policy meets the requirements of the [school attendance guidance](#) from the Department for 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:

- ☐ [The Education Act 1996](#)
- ☐ [The Education Act 2002](#)
- ☐ [The Education and Inspections Act 2006](#)
- ☐ [The Education \(Pupil Registration\) \(England\) Regulations 2006](#)
- ☐ [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2010](#)
- ☐ [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2011](#)
- ☐ [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2013](#)
- ☐ [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2016](#)
- ☐ [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.

**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>		
C1	Participating in a regulated performance or undertaking regulated employment abroad	Pupil is undertaking employment (paid or unpaid) during school hours, approved by the school
M	Medical/dental appointment	Pupil is at a medical or dental appointment
J1	Interview	Pupil has an interview with a prospective employer/educational establishment
S	Study leave	Pupil has been granted leave of absence to study for a public examination

X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
C2	Part-time timetable	Pupil is not in school due to having a part-time timetable
C	Exceptional circumstances	Pupil has been granted a leave of absence due to exceptional circumstances
<b>Absent – other authorised reasons</b>		
T	Parent travelling for occupational purposes	Pupil is a ‘mobile child’ who is travelling with their parent(s) who are travelling for occupational purposes
R	Religious observance	Pupil is taking part in a day of religious observance
I	Illness (not medical or dental appointment)	Pupil is unable to attend due to illness (either related to physical or mental health)
E	Suspended or excluded	Pupil has been suspended or excluded from school and no alternative provision has been made
<b>Absent – unable to attend school because of unavoidable cause</b>		
Q	Lack of access arrangements	Pupil is unable to attend school because the local authority has failed to make access arrangements to enable attendance at school
Y1	Transport not available	Pupil is unable to attend because school is not within walking distance of their home and the transport normally provided is not available
Y2	Widespread disruption to travel	Pupil is unable to attend because of widespread disruption to travel caused by a local, national or international emergency
Y3	Part of school premises closed	Pupil is unable to attend because they cannot practicably be accommodated in the part of the premises that remains open
Y4	Whole school site unexpectedly closed	Every pupil absent as the school is closed unexpectedly (e.g. due to adverse weather)
Y5	Criminal justice detention	Pupil is unable to attend as they are: <ul style="list-style-type: none"> <li>• In police detention</li> </ul>

		<ul style="list-style-type: none"> <li>• Remanded to youth detention, awaiting trial or sentencing, or</li> <li>• Detained under a sentence of detention</li> </ul>
Y6	Public health guidance or law	Pupil's travel to or attendance at the school would be prohibited under public health guidance or law
Y7	Any other unavoidable cause	To be used where an unavoidable cause is not covered by the other codes
<b>Absent – unauthorised absence</b>		
G	Holiday not granted by the school	Pupil is absent for the purpose of a holiday, not approved by the school
N	Reason for absence not yet established	Reason for absence has not been established before the register closes
O	Absent in other or unknown circumstances	No reason for absence has been established, or the school isn't satisfied that the reason given would be recorded using one of the codes for authorised absence
U	Arrived in school after registration closed	Pupil has arrived late, after the register has closed but before the end of session
<b>Administrative codes</b>		
Z	Prospective pupil not on admission register	Pupil has not joined school yet but has been registered
#	Planned whole-school closure	Whole-school closures that are known and planned in advance, including school holidays