Clarendon Federation

Attendance Policy

Members of staff responsible:	Pam Evans (Executive Head) Emma Brown (Senior Attendance Champion and Associate Executive Headteacher)
Governor responsible:	Chantele Adams
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1. Rationale

In February 2024 the DfE published new guidance "Working Together to Improve School attendance: Guidance for maintained schools, academies, independent schools and local authorities". The guidance is statutory and effective from 19 August 2024.

The guidance is clear that improving attendance is everybody's business. It provides a framework that local authorities, schools, governing bodies and trusts must have regard to in order to support and maintain high levels of school attendance.

"Recognise that absence is a symptom and that improving pupil's attendance is part of improving the pupil's overall welfare." *(Working Together to Improve School Attendance, DfE February 2024)*

At Clarendon Federation. We understand that regular school attendance is the key to enabling children to maximise the educational opportunities available to them and to become emotionally resilient, confident adults who are able to realise their full potential and make a positive contribution to their community. School is the foundation for preparing children and young people for life as adults. We are committed to providing an education of the highest quality for all of our pupils and endeavour to provide an environment where all pupils feel valued and welcome.

For our children to gain the greatest benefit from their education it is vital that they attend school regularly and punctually. Parents and the school community share the responsibility for supporting and promoting excellent school attendance and punctuality for all.

This policy represents our commitment to support pupils to achieve 100% attendance. It sets out the principles, procedures and practice the school will undertake. Strategies to improve attendance and rewards and benefits of good attendance. The sanctions and possible legal consequences of poor attendance and punctuality are also detailed. This policy will be reviewed, amended as necessary and published annually in accordance with current legislation and guidance.

2. Aims

At Clarendon Federation, we believe that school attendance is important and that it is essential for pupils to get the most out of their school experience, including their attainment, wellbeing, and wider life chances. Evidence from consecutive years' SATs have shown us that **the pupils with the highest attainment at the end of key stage 2 have higher rates of attendance over the key stage compared with those with the lowest attainment.**

The law is particularly clear about school attendance and entitles every child of compulsory school age to an efficient, full-time education suitable to their age, aptitude and any special educational need they may have. It is the legal responsibility of every parent to make sure their child receives that education either by attendance at a school or by education otherwise than that at a school. Parents of children at Clarendon Federation, have chosen to send their children to school and have a legal duty to ensure their children attend regularly. This means that they must ensure their children attend school every day that it is open, except in a small number of allowable circumstance such as being too ill to attend or being given permission for absence in advance from the school.

We are committed to meeting our obligation with regards to school attendance through our whole-school culture and ethos that values good attendance, including:

- Promoting good attendance through communications with families such as via the school newsletter and website, verbally in parent-teacher consultations, through written reports and letters to parents.

- Reducing absence, including persistent (when a child's attendance is at 90% or lower) and severe absence (when a child's attendance is at 50% or lower).
- 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 ensure pupils have the support in place they need to attend school.

We will also promote and support punctuality in attending lessons.

Successfully treating the root causes of absence and removing barriers to attendance, at home, in school or more broadly requires schools and local partners to work collaboratively with, not against families. Our aim is for all pupils to arrive at school every day on time, ready to learn.

To support us in our work to achieve good levels of attendance for all pupils, we will:

EXPECT

Aspire to high standards of attendance from all pupils and parents and build a culture where all can, and want to, be in school and ready to learn by prioritising attendance improvement across the school.

MONITOR

Rigorously use attendance data to identify patterns of poor attendance (at individual and cohort level) as soon as possible so all parties can work together to resolve them before they become entrenched.

LISTEN AND UNDERSTAND

When a pattern is spotted, discuss with pupils (if appropriate) and parents to listen to understand barriers to attendance and agree how all partners can work together to resolve them.

FACILITATE SUPPORT

Remove barriers in school and help pupils and parents to access the support they need to overcome the barriers outside of school.

FORMALISE SUPPORT

Where absence persists and voluntary support is not working or not being engaged with, partners should work together to explain the consequences clearly and ensure support is also in place to enable families to respond. Depending on the circumstances this may include formalising support through a parenting contract or education supervision order.

ENFORCE
Where all other avenues have been exhausted and support is not working or not being engaged with, enforce attendance through statutory intervention or prosecution to protect the pupil's right to an education.

3. Attendance: The Legal Framework – roles and responsibilities

The law says that ensuring a child receives education is a parent/carer's legal responsibility (Section 444 of the 1996 Education Act). For most parents this means registering their child at a school. Permitting absence from school that is not authorised by the school creates an offence in law and parents/carers who do not secure their child's regular attendance at school may be referred to the Wiltshire Education Welfare Service for a formal legal intervention.

To avoid this happening we will work with parents and carers to address irregular or poor attendance to ensure full-time attendance.

Authorised absences are those that have been agreed by the Executive Headteacher and Associate Executive Headteacher.

Unauthorised absences are those where no valid reason has been provided for absence or those absences which the Executive Head and Associate Executive Headteacher have not agreed.

This policy meets the requirements of the working together to improve school attendance 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:

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

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

4. Partnership Working- Roles and responsibilities

Research from the Department for Education (DfE) suggests that a pupil who misses 17 days of school a year will drop 1 GCSE grade in attainment.

95% attendance equates to half a day off every two weeks in a school year.
90% attendance equates to a day off every two weeks in a school year.

85% attendance equates to one and a half days off every two weeks in a school year.
80% attendance equates to one whole day off every week in a school year.
A secondary age pupil whose attendance is 80% will have missed ONE WHOLE YEAR of education by the time they leave school.

"Better attendance at school by pupils improves their educational achievements and, in turn, their lives and prospects. Even a small reduction in absence would result in many pupils receiving greater benefit from their education." *(The National Audit Office)*

At Clarendon Federation, attendance is the business of everyone in our school community.
The governors and all staff are committed to supporting all pupils to achieve excellent attendance and regularly review school procedures and strategies to support this.

4.1 The Governing Board

The governing board is responsible for:

- Promoting the importance of school attendance across the school's policies and ethos
- Making sure school leaders fulfil expectations and statutory duties
- Regularly reviewing and challenging attendance data
- Monitoring attendance figures for the whole school
- Making sure staff receive adequate training on attendance
- Holding the Executive head to account for the implementation of this policy

4.2 The Executive Head and Associate Executive Headteacher

The Executive Team is responsible for:

- 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

4.3 The Senior Attendance Champion (Associate Executive Headteacher)

The senior attendance champion is responsible for:

- Leading attendance across both schools
- Offering a clear vision for attendance improvement
- Evaluating and monitoring expectations and processes
- Having an oversight of data analysis

- Devising specific strategies to address areas of poor attendance identified through data
- Arranging calls and meetings with parents to discuss attendance issues
- Delivering targeted intervention and support to pupils and families

Heads of school can be contacted via the school office: admin@clarendon-inf.wilts.sch.uk or admin@clarendon-jun.wilts.sch.uk+

4.4 Class Teachers

- Class teachers are responsible for recording attendance on a daily basis, using the correct codes, and submitting this information to the school office through SIMS.

4.5 School Office Staff

School office staff will:

- Take calls from parents about absence on a day-to-day basis and record it on the school system.
- Call the parents of children who have not attended school and whose whereabouts is unknown.
- Complete a 'sense check' on each class register twice daily, liaising with class teachers where necessary.

4.6 Parents/carers

Parents/carers are expected to:

- Make sure their child attends school every day on time (before the register closes).
- Ensure their child is appropriately dresses and in a 'condition to learn' (i.e. not too tired or too hungry) and with the right equipment for the school day.
- 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.
- Provide the school with more than one emergency contact number for their child.
- Ensure that, where possible, appointments for their child are made outside of the school day.
- Working in partnership with school to help their child(ren) gain an appreciation of the importance of attending school regularly.
- Working in partnership with school to take an active interest in their child's education.
- Working in partnership with school and other agencies (as appropriate) to resolve problems relating to non-attendance or which may have a negative impact on their child's attendance.

4.7 Pupils

Pupils are expected to:

› Attend school every day on time.

5. Procedures- recording attendance

Our school attendance target is: 96%.

This means that we are expecting each pupil to have 100% attendance. Pupils who miss just 3 days of school in a school year will contribute to the school not achieving the attendance target set by the Governing Board.

Legally the school register must be taken twice a day.

At Clarendon Federation the register is taken at 8.45 am (morning registration time) and once during the afternoon session at 1 pm. The registers will remain open for 10 minutes. Pupils arriving before registers close will be marked as late (L). Pupils arriving after the registers have closed will be coded U (Late after registers close) which counts as an unauthorised absence for the whole session.

Absence is recorded as unauthorised until a satisfactory reason is provided. If the reason given is not satisfactory and/or evidence of the reason cannot be provided, the absence will be coded as unauthorised. Ongoing and repeated lateness after the close of registration is considered as unauthorised absence and may be taken into account if any legal action is taken.
We will contact parents to address and improve attendance where:

- A pupil's attendance falls below 95%.
- A pupil has more than 3 weeks where they haven't achieved full attendance in a term (In Wiltshire there are 6 terms in an academic year).
- A pupil has 4 or more recorded lates in a term.
- A pupil has a regular pattern of absence.

Parents are asked to:

Notify the school when their child is unable to attend, with a reason, on the first and subsequent days of absence. Parents should make contact with school before the start of the school day, 08:45. Please phone the school office on 01980 01980 607007 (Juniors) 01980 843381 (Infants)

Arrange medical or dental appointments outside of school hours unless there is urgent need for an appointment.

Tell the school if their child is going to be late, the reason why and expected time of arrival.

Only request leave of absence if it is for an exceptional circumstance.
The process for requesting leave of absence is explained further in this policy.

Examples of types of absence that are not considered reasonable and which will not be authorised under any circumstances are:

→ Going shopping with parents
→ Birthdays
→ Minding other younger children in the family
→ Staying at home because other members in the family are unwell
→ Day trips and holidays in term time
→ Arriving at school too late to get a present mark (After the close of registration)
→ Truancy

→ Death of a pet

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

If the authenticity of the illness is in doubt, the school may ask the pupil's parent/carer 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 unnecessarily.

If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents/carers will be notified of this in advance. The decision whether or not to authorise an absence will always remain with the Executive head.

We will contact the parent/carer if a child is absent and the parent/carer has not advised that the child will not be in school. Parents can expect contact on every occasion of an un-notified absence. The admin team will initially phone parents within 30 minutes of registers closing. If we cannot speak directly with parents/carers then we will make contact with nominated emergency contacts to establish the reason for absence; this is in line with school safeguarding procedures. If the school cannot reach any of the pupil's emergency contacts, the school may contact the police or the Wiltshire Multi Agency Safeguarding Hub in the interests of the child's welfare.

If after 3 days of absence, your child has not been seen and no contact has been made with the school, a home visit may be made by school staff, to ascertain the safety and well-being of your child and establish the reason for absence from school.

After 10 days of unexplained absence and no contact with the school, we are obliged to notify the local authority. The local authority will follow their procedures for Children Missing from Education (CME) and parents may expect contact and visits from an Education Welfare Officer to ascertain the well-being and safety of your child.

Collecting your child from school

We ask that all parents/carers ensure that they are able to collect their children from school on time. School finishes at 3:15pm in EYFS and Key Stage 1 and 3:15pm in Key Stage 2. The Resource Base children finish at 3 pm.
If parents are unable to collect their child as usual then they will need to communicate the alternative arrangements they have made with the school.
We will not release children in these circumstances to anyone who we have not been advised of.
If children remain uncollected from school the protocol is to contact the parents/carer by phone soon after the collection time. If contact cannot be made directly with the parent/carer then we will contact nominated emergency contacts to establish the reason for absence; this is in line with school safeguarding procedures.
If a child has not been collected 10 minutes after the arranged time, we will use the Wiltshire Council Protocol for Children not collected at the end of the day, including contacting the Wiltshire Safeguarding team.

Monitoring attendance

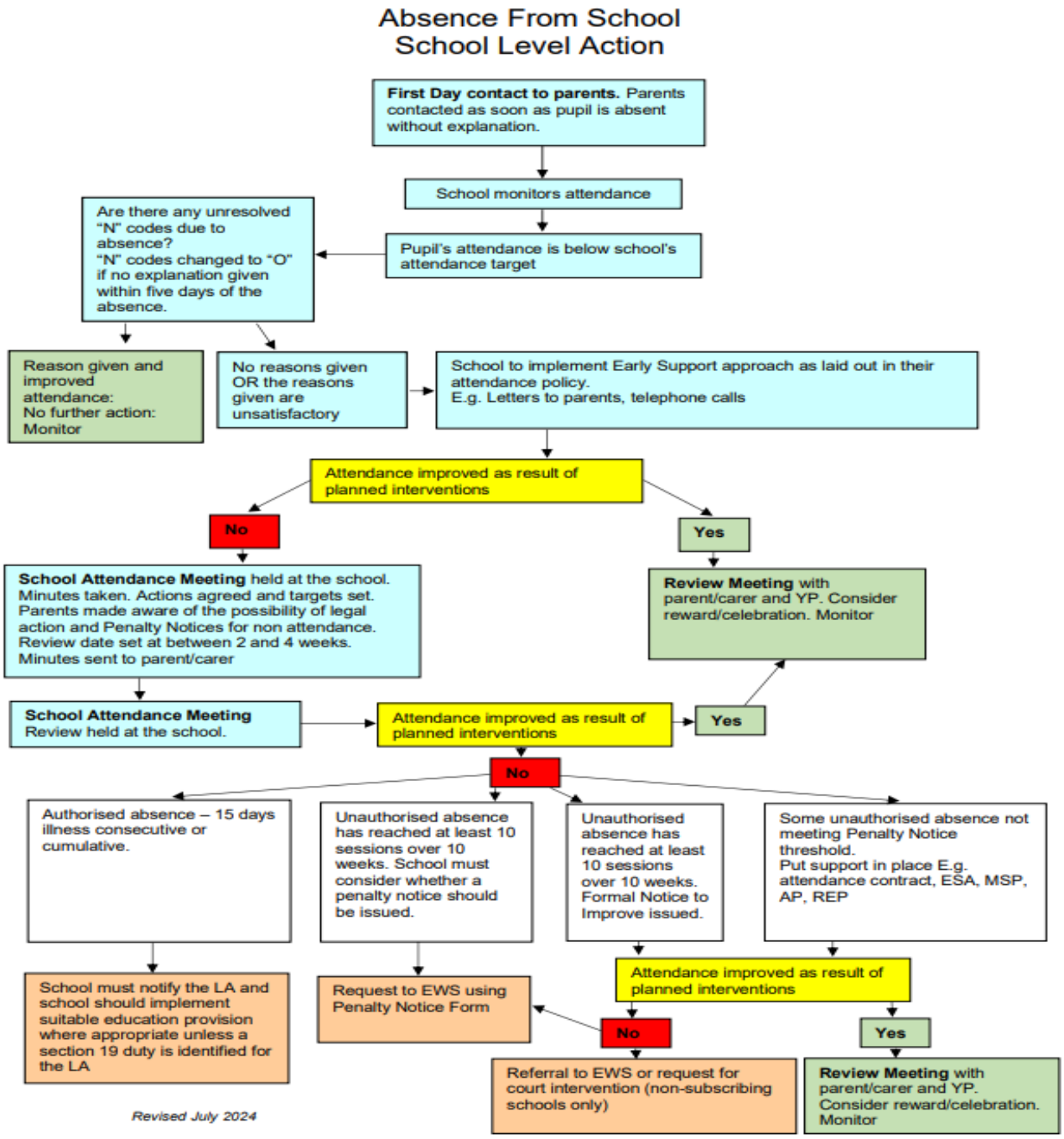
Weekly monitoring of the registers will be made by the Senior Attendance Champion, to analyse overall absence for each pupil and identify pupils with low attendance, a pattern of absences that may lead to Persistent Absence (PA), Severe Absence (SA) patterns and levels of broken weeks, lateness, authorised absence and unauthorised absence and reasons for absence.

A pupil is classed as a persistent absentee when they miss 10% or more schooling across the school year and as a severe absentee if they miss more than 50% of schooling for whatever reason, whether it be authorised or unauthorised, or a mixture of both. Absence at this level is doing considerable damage to a child's educational prospects and we need parents' full support and encouragement to tackle it.

PA and SA pupils are tracked and monitored carefully through our MIS system SIMS, and we combine this with tracking academic progress during pupil progress meetings to assess the effect on the pupil's attainment. Absence for whatever reason disadvantages a pupil by creating gaps in his or her learning.

The Associate Executive Headteacher will be responsible for putting in place actions for each pupil of concern. Initially we will try to resolve the problem with parents/carers through telephone calls and letters to keep them informed. It may involve requesting medical evidence in order for the school to authorise any further absence due to ill health and/or an attendance meeting with a member of school staff where we can discuss the barriers to attendance and provide help and support to address that. We may ask parents to agree to an Attendance Contract which details how we will work together to improve attendance. However, if absence continues and the support we have offered is not working we may make a referral to the Local Authority for additional intervention.

The flowchart below demonstrates the actions and interventions school have in place to address poor attendance.



Requesting leave of absence in exceptional circumstances

In accordance with Department for Education statutory guidance, leave of absence from school may only be authorised in exceptional circumstances.
Absence for the purpose of a holiday is not considered to be an exceptional circumstance.
The Executive head will only grant a leave of absence to a pupil during term time if they consider there to be 'exceptional circumstances'. A leave of absence is granted at the Executive head's discretion, including the length of time the pupil is authorised to be absent for.

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request. Parents will be asked to provide evidence so that careful consideration can be made for these requests.

Please be aware that refusal may offend and that all decisions regarding authorised absence are at the discretion of the Executive Headteacher and Associate Executive Headteacher.

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 a leave of absence request form, accessible via the school office or website.

The Executive Headteacher and Associate Executive Headteacher will require evidence to support any request for leave of absence.

Valid reasons for **authorised absence** include, but are not limited to:

- Illness and medical/dental appointments
- Religious observance – a day is permitted where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents belong. If necessary, the school will seek advice from the parents' religious body to confirm whether the day is set apart
- Traveller pupils travelling for occupational purposes – this covers Roma, English and Welsh gypsies, Irish and Scottish travellers, showmen (fairground people) and circus people, bargees (occupational boat dwellers) and new travellers. Absence may be authorised only when a traveller family is known to be travelling for occupational purposes and has agreed this with the school, but it is not known whether the pupil is attending educational provision
- If a parent is scheduled for a deployment during the school holidays and the only possibility of a family holiday is during term time.
- We know that many of our families are originally from countries within the Commonwealth and that it is unrealistic that family visits can take place within the normal school holiday periods. If a family is originally from a country outside of the UK, is currently working in the armed forces and is entitled to domicile leave, absence may well be authorised, however this is still at the discretion of the Executive head. Requests must be accompanied with a supporting letter from the serving family member's commanding officer. Current attendance levels of pupils and any safeguarding concerns will be taken into account when making the decision to authorise absence.

We do not give retrospective agreement for leave of absence so any absence not advised to the school in advance will be unauthorised.
Requests will be considered by the Executive head and parents and carers will be advised if their request is agreed.
Any pupil who has taken a term time holiday will be required to provide medical evidence if they are ill in the period directly before or after the dates advised to school or if the absence is immediately before or after a designated school holiday period.
Parents/carers will be asked to provide evidence if a pupil does not return to school on the agreed date following a holiday as a result of delayed or cancelled flights or other travel arrangements.

Consequences of persistent and severe absence

At Clarendon Federation we will always work with parents to address any attendance concerns.
If we have been unable to resolve the issue, despite a number of interventions, then we may have to refer the parents to the local authority, where possible actions include:

1) The National Framework for Penalty Notices

The Department for Education has issued a national framework and the Education (Penalty Notices) (England) (Amendment) Regulations 2024 which govern how and when penalty notices may be used.

All local authorities and schools must work within the new framework.

This means that whenever a pupil accrues 10 sessions (half days) of unauthorised absence in a 10 week period a school must consider whether a penalty notice should be issued. The unauthorised absence can relate to unexplained absence, absence that the school has not agreed to including for a holiday in term time or a pupil being late after the register closes.

Where a pupil has accrued 10 sessions of unauthorised absence in 10 weeks that is NOT related to a holiday in term time we may issue you with a Notice to Improve. This will provide you with an opportunity to engage with support to improve your child's attendance. If support is not working then we will refer the matter to the local authority who may decide to issue a penalty notice to you.

Where there are 10 sessions of unauthorised absence in a 10 week period as a result of a holiday taken in term time the absence will be notified to the local authority who may issue a penalty notice without further warning.

Each parent can receive a penalty notice for each child that has unauthorised absence. For example 2 parents with 2 children who take a holiday in term time can expect to receive 4 penalty notices.

The new framework allows for parents to receive a maximum of 2 penalty notices for each of their children in a 3 year period.

The first penalty notice issued in respect of an individual child will be in the sum of £160 to be paid within 28 days, reduced to £80 if paid within 21 days.

The second penalty notice issued in respect of the same child within 3 years shall be in the sum of £160.

If the national threshold is met on a third or subsequent occasion in 3 years then the local authority may present the matter to the magistrates' court.

or

2) The local authority may initiate court action under Section 444 of the Education Act 1996, which could lead to fines of up to £2,500, imposition of orders such as Parenting Orders or even imprisonment.

or

3) In some cases, action may be taken under the Children Act 1989 to protect the welfare and development of the child.

Reporting to parents/carers

The school will help parents to stay informed by reporting on their children's attendance regularly. A report on overall attendance will be shared three times a year and parents will be informed when a child's attendance is starting to cause concern. The trigger for this point will be when absence from school rises to 5% or above. At

this point, parents will receive an amber warning letter to let them know that we are concerned about the level of absence and that we will be monitoring the situation.

The school will regularly inform parents about their child's attendance and absence levels termly. Parent will receive an email that shows their child's attendance as a percentage of the total number of possible sessions. We use a traffic light system to explain attendance figures as outlined below.

Note: Attendance levels vary over the course of the year. During the first term, a day of absence will count for a higher percentage of the total attendance than a day in the summer term will.

Percentage of attendance	Traffic light letter	Action taken
100% - 96%	Green	No action needs to be taken as attendance is in line with expectations from the Department of Education.
95% - 90%	Amber	Cases will be considered individually. Families will be notified of attendance. Some families may be asked to work with the school on an improving attendance plan.
Below 90%	Red	All cases will be considered individually and action may include the Educational Welfare Officer being informed. Some form of external agency support. Families will be expected to work with the school on an improving attendance plan. Targets for improvement set and reviewed within an agreed timeframe.

6. Strategies for improving and maintaining good attendance

At Clarendon Federation, we take opportunities to promote excellent attendance for all pupils. We celebrate attendance through celebration assemblies.

We are a caring school community where the needs of all pupils are carefully considered. Clarendon Federation provides and promotes a welcoming and positive atmosphere so that pupils feel safe, and know that their presence is valued.

If there are specific issues which might impact on your child's attendance it is important that you talk to us so that we can support you and your child. You can speak to Mrs Brown (Senior Attendance Champion), your child's class teacher, Mrs Allen, Mrs Kay, Mrs Riordan (Senco) or Mrs Westall (Senco). Or you can email the office.

We know that some children find it more challenging than others to attend school. Therefore we can offer different types of support to promote good attendance when necessary. The support that we can provide will be determined on a case by case basis but can include work with our Parent Support Advisor, ELSAs, additional enrichment tuition or individual reward systems. We are committed to working in partnership to ensure all children maintain good levels of attendance so that they receive their full entitlement to a quality education.

There may be times when we ask other agencies to become involved to help us understand and work with you to encourage regular school attendance. (eg Wiltshire Council, school health, Ethnic Minority and Traveller Achievement Service, Medical Needs Education and Reintegration Service). If we feel

that this would be helpful we will discuss with you first. If attendance falls below 90%, the school may contact the Educational Welfare Officer to seek further advice and involve external agencies where necessary.

We are very keen to listen to the views of children and parents with regard to attendance matters and we welcome any feedback which helps us to shape how we work with families to address attendance issues and reward excellent attendance.

7. Attendance monitoring and Evaluation

The attendance policy will be reviewed annually and as necessary by governors and school staff to ensure that it continues to meet the needs of the school community.
We will ensure that the policy reflects current DfE and Local Authority guidance so that parents may be assured of the standards that we strive to achieve.

We monitor attendance on a regular basis at Clarendon Federation so that we can direct support to families who may be in need of it. We carry out attendance monitoring for all of our children every term and will work more closely with families to improve attendance where levels have dropped below 95%.

7.1 Monitoring attendance

We will:

- Monitor attendance and absence data half-termly, termly and yearly across the school and at an individual pupil level
- Identify whether or not there are particular groups of children whose absences may be a cause for concern
- Pupil-level absence data will be collected daily 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 comparison statistics. The school will compare attendance data to the national statistics, and share this with the governing board.

7.2 Analysing attendance

The school will:

- Analyse attendance and absence data regularly to identify pupils or cohorts that need additional support with their attendance, and use this analysis to provide targeted support to these pupils and their families
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns

7.3 Using data to improve attendance

The school will:

- Provide regular attendance reports to class teachers, and other school leaders, to facilitate discussions with pupils and families

- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies

7.4 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.

The school will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Hold regular meetings with the parents of pupils who the school (and/or local authority) considers to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement at school
- Provide access to wider support services to remove the barriers to attendance
- No longer authorise any absence for children who are persistently or severely absent without accompanying medical evidence.
- Where necessary, issue fixed penalty notices in line with DfE guidance and the law.

This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum annually by the Full Governing Body. At every review, the policy will be approved by the full governing board.

8. Communicating the contents of the attendance policy

All new parents are introduced to the policy. It is also accessible on the school website.

School attendance features in the school newsletter and we advise parents of any changes to policy and procedures.

Our policy can be made available in other languages if required.

9. Links with other policies

This policy links to the following policies:

- Child protection and safeguarding policy
- Behaviour policy

APPENDIX A:

ATTENDANCE REGISTERS: NATIONAL ABSENCE AND ATTENDANCE CODES PRESENT

**Code / **: Present in school / = am \ = pm
Pupils must not be recorded as present if they are not in school during registration. If a pupil were to leave the school premises after registration, they will still be counted as present for statistical purposes.

Code L: Late arrival before the register is closed. Schools should actively discourage late arrival and be alert to patterns of late arrival. All schools are expected to set out in their attendance policy the length of time the register will be open, after which a pupil will be marked as absent. This should be the same for every session and not longer than 30 minutes. A pupil arriving after the register has closed should be recorded as absent using code U, or another absence code that it is more appropriate

AUTHORISED ABSENCE

The national absence codes must be used. Schools cannot add to the list of codes or use their own local codes. In order to be useful to schools in helping them identify patterns of absence, it is essential that there is consistency of use by staff within each school.

C Leave of absence for exceptional circumstances (not holiday) *(eg bereavement, maternity leave)*
C1 Participating in a regulated performance or regulated employment abroad
C2 Absence when a pupil is subject to a part-time timetable
E Suspended or permanently excluded but no alternative provision made
I Illness (NOT medical or dental etc appointments)
J1 Interview (with a prospective employer or another educational establishment)
M Medical / Dental appointments
R Religious observance
S Study leave
T Parent travelling for occupational purposes

APPROVED EDUCATION ACTIVITY

K Attending education provision arranged by the local authority
B Educated off site *(NOT dual registration and not for a pupil participating in remote learning.)*

D Dual registration *(ie pupil attending other establishment)*
P Approved sporting activity *(arranged by school)*
V Educational visit or trip *(arranged by school)*
W Work experience (Yr 10 and Yr 11)

UNAUTHORISED ABSENCE

G Holiday not granted by the school
N Reason for absence not yet established
O Absent in other/unknown circumstances
U Arrived in school after registration closed

UNABLE TO ATTEND DUE TO UNAVOIDABLE CAUSE

Q Unable to attend because of a lack of access arrangements (local authority duty)

Y1 Unable to attend due to transport normally provided not being available
Y2 Unable to attend due to widespread disruption to travel
Y3 Unable to attend due to part of the school premises being closed
Y4 Unable to attend due to the whole school site being unexpectedly closed
Y5 Unable to attend as pupil is in criminal justice detention
Y6 Unable to attend in accordance with public health guidance or law
Y7 Unable to attend because of any other unavoidable cause

ADMINISTRATIVE CODES

X Pupil not of compulsory school age not required to be in school

Z Prospective pupil not on the admission register (to set up registers in advance of pupils joining school

Planned or partial school closure (eg school holidays, teacher training, school used as polling station, staggered starts for different year groups

APPENDIX B

The School Attendance (Pupil Registration) (England) Regulations 2024 places duties on all schools in England, including **academies** and **independent schools**.

These duties include providing the local authority (LA) with information about **pupils both leaving and joining the school** at non-standard transition points, i.e. in-year moves or when a pupil leaves before the end of that school's final year of education e.g. a pupil leaving at the end of Y8 so not going into Y9 at that school.

GROUNDS FOR DELETING REGISTERED PUPILS FROM SCHOOL ADMISSION REGISTERS (Regulation 9 of the School Attendance (Pupil Registration) (England) Regulations 2024)

A The pupil has been registered at another school

B The pupil has not continued at the school following completion of nursery education

C The pupil is registered at one or more schools and the other schools at which the pupil is registered have agreed the deletion

D The pupil has a school attendance order which has been changed to name another school

E The pupil had a school attendance order which has been revoked

F The parent of a pupil has notified the school in writing that the pupil will be leaving the school to be educated otherwise than at school

G The pupil no longer normally lives a reasonable distance from the school

H The pupil has not returned following a leave of absence

The pupil has been continually absent from school for 20 school days

I The pupil is detained under a sentence of detention

J The pupil has died

K The pupil will be over compulsory school age and will not continue into the sixth form

L The pupil is a boarder at a school maintained by a local authority or academy and their boarding fees have not been paid

M The pupil has ceased to be a pupil at an independent or non-maintained special school

N The pupil has been permanently excluded from the school

Pupils not of compulsory school age (Regulation 9 (3))

The following are prescribed as the grounds on which the name of a pupil not of compulsory school age is to be deleted from the admission register:

3 (a) The pupil is a boarder and will not attend the school again

b) The pupil is a boarder and has ceased to be a pupil at the school

c) The pupil has been continually absent from school for 20 school days

d) The pupil has died

e) The pupil has been permanently excluded from the school.

APPENDIX C

CHILDREN MISSING FROM EDUCATION OR WHO MAY OTHERWISE BE AT RISK

https://assets.publishing.service.gov.uk/media/68add931969253904d155860/Keeping_children_safe_in_education_from_1_September_2025.pdf

Aspects of Safeguarding and preventing Children Missing Education contained within the Education (Pupil Registration) (England) Regulations 2006:

https://www.legislation.gov.uk/uksi/2006/1751/contents