

# **South Shore Academy**

## **Attendance Policy**



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| <b>Approved by:</b>        | <b>N Kay</b>    |
| <b>Last reviewed on:</b>   | <b>1/9/2026</b> |
| <b>Next Review due by:</b> | <b>1/9/2027</b> |

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## **1. Aims**

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

- Promoting good attendance
- Reducing absence, including persistent and severe 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 ensure pupils have the support in place to attend school
- We will also promote and support punctuality in attending lessons.

## 2. Legislation and guidance

This policy meets the requirements of **Working together to improve school attendance** (Department for Education, September 2024), and refers to the DfE's statutory guidance on **school attendance parental responsibility measures** (August 2024). 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) Regulations 2024

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

### **3. Roles and responsibilities**

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

#### **The headteacher**

The headteacher 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

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

The designated senior leader is responsible for:

- Leading attendance across the school
- 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
- The designated senior leader responsible for attendance is Andrew Monk and can be contacted via [ssa.admin@cidari.co.uk](mailto:ssa.admin@cidari.co.uk)

## **The attendance lead**

The school attendance lead 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 Pupil welfare officers to tackle persistent absence
- Advising the headteacher/Designated Lead/PWO (authorised by the headteacher) when to issue fixed-penalty notices
- The attendance lead is Nikki Harwood and can be contacted via [ssa.admin@cidari.co.uk](mailto:ssa.admin@cidari.co.uk)

## **Class teachers/form tutors**

Class teachers/form tutors are responsible for:

- Recording attendance accurately at the start of the morning registration period and for every lesson throughout the school day, using the correct attendance codes. Attendance registers are legal documents, and teachers are responsible for ensuring that every register they complete is accurate and reflects the pupils present at the time of registration.
- Completing and submitting the attendance register promptly within the first ten minutes, when possible. Registers must not be left incomplete or completed retrospectively unless authorised.
- Checking the attendance mark recorded for each pupil in the previous lesson/session to identify any unexpected absences or missing marks.
- Using the Attendance Check function on ClassCharts for every lesson to identify any pupils who appear to be missing, have inconsistent attendance marks, or where there are missing marks or other anomalies.

## **School admin/office staff**

School admin/office staff will:

- Take calls from parents/carers about absence on a day-to-day basis and record it on the school system, including using the Voicemail tracker.
- Monitor and update absence information received from parents/carers, ensuring records are accurate and up to date.
- Transfer calls from parents/carers to the FSW lead and PWO in order to provide them with more detailed support on attendance

## **Parents/carers**

Parents/carers are expected to:

- Make sure their child attends every timetabled session on time
- Call the school to report their child's absence before 8:30am 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 1 emergency contact number for their child
- Ensure that, where possible, appointments for their child are made outside of the school day

## **Pupils**

Pupils are expected to:

- Attend every timetabled session on time

## **4. Recording attendance**

### **Attendance register**

We will keep an 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 whether every pupil is:

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

See appendix 1 for the DfE attendance codes.

We will also record:

- Whether the absence is authorised or not.
- The nature of the activity if a pupil is attending an approved educational activity.
- The nature of circumstances where a pupil is unable to attend due to exceptional circumstances.

### **The school day**

- The Morning Meeting session takes place at 8.30 – 8.45am. All pupils should be on the school site by 8.25am for a prompt start.
- School hours run from 8.30am to 3.15pm Monday to Wednesday, and 8.30am to 2.20pm on Thursdays and Fridays.
- The register for AM sessions will be taken during the Morning Meeting at 8.30am. After this, students will be marked late. AM registration closes at 9.00am.
- The registers will also be taken during Period 1, Period 2, Period 3, Period 4, Period 5 and Period 6.
- The register for the PM session will be taken at 12.15pm.
- Morning and afternoon registration is a statutory requirement and these duties are carried out on a daily basis by the teaching staff

## **Unplanned absence**

The pupil's parent/carer must notify the school of the reason for the absence on the first day of an unplanned absence by 8.30am, and each subsequent day of absence, by calling the school admin/office staff (see also section 7).

### **Illness-related absences**

We may mark absence due to illness as authorised where the school is satisfied with the authenticity and severity of the illness based on the parent/carer's explanation.

**Mild illnesses** such as colds, coughs, or sore throats will not normally be authorised, as pupils are expected to attend school unless they are genuinely too unwell to do so.

### **When we may request medical evidence**

The school may request medical evidence to support an absence in the following circumstances:

- Where absence is frequent or patterns of absence are emerging (for example, repeated absences on particular days of the week)
- Where absence is prolonged (typically more than 5 consecutive school days)
- Where the school has genuine and reasonable doubt about the authenticity of the illness
- Where a pupil's attendance has fallen below 90%

### **Acceptable forms of medical evidence include:**

- A copy of a prescription or prescription label
- A pharmacy receipt showing purchase of prescribed medication
- An appointment card or letter from a GP, hospital, or other medical professional
- A note or letter from a GP, hospital, or other medical professional confirming the illness and expected recovery time

### **Please note:**

- General over-the-counter medications (such as paracetamol or cough medicine) do not constitute medical evidence
- Photographs of medication packaging will not be accepted as evidence
- Parents/carers should not feel they need to take their child to the GP solely to obtain evidence for school – we will only request evidence where we have genuine concerns

**If medical evidence is not provided when requested**, or if the school is not satisfied about the authenticity or severity of the illness, the absence will be recorded as unauthorised and parents/carers will be notified in writing.

### **Supporting pupils with ongoing medical conditions**

For pupils with known ongoing medical conditions or disabilities that affect attendance, we will work with families and, where appropriate, medical professionals to put supportive arrangements in place. This may include an Individual Healthcare Plan or adjustments to our medical evidence requirements.

### **Planned absence**

- Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent/carer notifies the school in advance of the appointment and provides an appointment card or note to the main office.
- Parents/carers are expected 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. Pupils are expected to attend school before and after the appointment to secure their registration marks where practical.
- If leaving mid-day, pupils must be signed out and collected by an adult listed on the pupil's record. Upon return, they must report to the Main Office.
- The pupil's parent/carer must apply for other types of term-time absence as far in advance as possible of the requested absence. Go to section 5 to find out which term-time absences the school can authorise.

### **Lateness and punctuality**

A pupil who arrives late:

- Before the register has closed will be marked as late, using the appropriate code (L)
- After the register has closed will be marked as absent, using the appropriate code (U)
- Any pupil who arrives late to school or lessons will receive an appropriate same-day sanction in line with the school's behaviour policy. Persistent lateness will be monitored and may result in further intervention and support from the school to improve punctuality.
- Any pupil who arrives after Morning Meeting after 8.45am without an authorised reason for doing so will be placed in the school's reflection area for a period of time.

## Following up unexplained absence

Where any pupil we expect to attend school does not attend, or stops attending, without reason, the school will initiate the **Universal Contact Offer** and safeguarding procedures:

- **Morning Check-in:** The school will call the pupil's parent/carer between 8:45am and 9.30am on the morning of the first day of unexplained absence to ascertain the reason.
- **Afternoon Confirmation:** The school will conduct a second follow-up call between 2.20pm and 3.15pm to confirm the child's recovery status and expected return for the following day.
- This daily two-call protocol will continue for each day the absence remains unexplained.
- 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.
- **Critical Safeguarding Trigger:** If a student is absent and the school has had no parental contact for **48 hours**, this will automatically trigger an unannounced Home Visit from either our Pupil Welfare Officer (PWO) or a Family Support Worker. If emergency contacts cannot be reached, the school may also contact the police to request a welfare visit.

## Reporting to parents/carers

The school will formally report your child's attendance and absence levels twice per academic year via the Mid-Year Assessment and End-of-Year progress reports.

In addition to these scheduled written updates, parents and carers can securely monitor live, real-time attendance tracking and lesson punctuality data at any time via the Class Charts platform.

The school operates a structured **Intervention Pathway** to notify parents of declining attendance and formalise targeted support:

- **When a pupil's attendance first falls below 96%:** Parents/carers will be contacted to raise awareness of the concern, discuss any barriers to attendance and provide early support to prevent further decline.
- **Drop Below 95%:** A formal "Attendance Concern **Green Letter**" is issued to the household.
- **90% – 95% (Deterioration Framework):** Cases within this band are managed by Family Support Workers (FSWs) and undergo a tiered escalation protocol if attendance continues to decline:
  - *Step 1:* Issuance of a formal **Amber Letter** and the potential implementation of a monitored action plan or strict medical evidence requirement.
  - *Step 2 (Further Decline):* Mandated **Face-to-Face Meeting** with the assigned Family Support Worker to establish targeted interventions.
  - *Step 3 (Continued Decline):* Issuance of a formal **Red Letter** home, serving as a final warning prior to statutory persistent absence procedures.
- **Under 90% (Persistent Absentee):** Escalation to the Lead Family Support Worker, Assistant Headteacher, and Pupil Welfare Officer (PWO), triggering formal school attendance review meetings and unannounced home visits.
- **Final Escalation:** Referral to an Attendance Panel Meeting with the Headteacher and Governing Board, moving toward formal local authority legal referrals and legal sanctions.

## 5. Authorised and unauthorised absence

### Approval for term-time absence

- The headteacher 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 headteacher's discretion, including the length of time the pupil is authorised to be absent for. The Headteacher does not have the discretion to authorise family holidays of any length during term time.
- The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request.
- Any request should be submitted as soon as it is anticipated and, where possible, at least 4 weeks before the absence, and in accordance with any leave of absence request form, accessible via office/admin. The headteacher may require evidence to support any request for leave of absence.

Valid reasons for **authorised absence** include:

- 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 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), circus people, barges (occupational boat dwellers) and New Travellers. Absence may only be authorised where the school is satisfied that the family is travelling for occupational purposes and this has been agreed with the school. This applies where it is not known whether the pupil is attending educational provision while travelling.

Unacceptable reasons that will **not be authorised** include:

- Mild illnesses (colds, coughs, sore throats) without clinical medical justification
- Looking after siblings or family members
- Family holidays, day trips, or attending weddings

## Legal sanctions

The school or local authority can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age.

### **Penalty notice amounts (from August 2024):**

Penalty notices are issued per parent, per child.

#### **First penalty notice within a 3-year period:**

- £80 if paid within 21 days, or
- £160 if paid within 28 days

#### **Second penalty notice for the same child within a 3-year period:**

- £160 (no reduction for early payment)
- Must be paid within 28 days

**Third penalty notice and beyond:** If a parent receives a third penalty notice for the same child within a 3-year period, the local authority will not issue another penalty notice and will instead consider prosecution under Section 444 of the Education Act 1996.

**Non-payment:** If a penalty notice is not paid within 28 days, the local authority will decide whether to prosecute the parent under Section 444 of the Education Act 1996 or withdraw the notice.

**Who can issue penalty notices:** Penalty notices can be issued by a headteacher, local authority officer or the police.

#### **When penalty notices may be issued:**

The decision on whether to issue a penalty notice may take into account:

- A pupil's unauthorised absence during term time, including:
  - At least 10 sessions (5 school days) of unauthorised absence during the current or previous academic year, which may be consecutive or non-consecutive
  - Unauthorised holiday taken during term time
- One-off instances of irregular attendance, such as holidays taken in term time without permission

- Where an excluded pupil is found in a public place during school hours without a justifiable reason

**Our approach to penalty notices:**

Before requesting a penalty notice, the school will have:

- Made reasonable efforts to work with the family to improve attendance through supportive interventions
- Clearly communicated attendance expectations and concerns to parents/carers
- Provided opportunities for parents/carers to engage with school support

However, in cases of blatant disregard for school attendance requirements (such as unauthorised holidays), a penalty notice may be requested without prior warnings.

## 6. Strategies for promoting attendance

### Whole-school culture and ethos

South Shore Academy celebrates high and improving attendance by creating a safe, warm, and supportive environment that pupils enjoy attending. Central to ensuring every child fulfills their potential is the explicit recognition that students who attend school regularly make the best academic and social progress. National research consistently demonstrates that children with poor attendance tend to underachieve academically and experience greater social and emotional disaffection compared to those who attend regularly.

### Celebrating success

Full attendance is constantly encouraged, with its rationale and benefits explained and celebrated regularly across the school community. Specific celebration strategies include:

- **Morning Meeting Celebrations:** High and significantly improved individual and cohort attendance figures are publicly acknowledged and celebrated during morning meetings.
- **Core Rewards Framework:** The academy utilises formal reward structures, including certificates, badges, and targeted "Pupil of the Week" recognitions, to champion consistent attendance.
- **Attendance Assemblies:** Dedicated half-termly Attendance Celebration Assemblies are held to honour students achieving full attendance or demonstrating exceptional improvement.

### Academy expectations

As part of our commitment to raising achievement levels, expanding the aspirations of all students, and enabling children to be successful, the academy sets out three clear expectations for all pupils:

- **Aim for 100% Attendance:** Pupils are expected to attend school every day, actively aligning with our "100% School" ethos.
- **Maintain On-Time Site Arrival:** All pupils should be on the school site and in position by **8:25 a.m.** to ensure a prompt start to the statutory morning session.
- **Lesson Punctuality:** Pupils must demonstrate strict punctuality to every individual timetabled lesson throughout the school day.

## **6.4 Supporting Pupils with Special Educational Needs and Disabilities (SEND)**

We recognise that some pupils with SEND may face additional barriers to attending school regularly. We are committed to identifying and addressing these barriers through a supportive, individualised approach.

### **Identifying and removing barriers**

For pupils with SEND who have attendance difficulties, we will:

- Work with the pupil, parents/carers, and SENCO to identify specific barriers to attendance
- Make reasonable adjustments under the Equality Act 2010 (e.g., environmental modifications, timetable adjustments, pastoral support)
- Develop or update Individual Support Plans (ISPs) or Individual Education Plans (Pupil Passports) to include attendance targets and support strategies
- Work with external professionals (e.g., educational psychologists, CAMHS, occupational therapists) where appropriate
- Review the effectiveness of support regularly and adjust our approach as needed

### **Medical evidence and SEND**

For pupils with known ongoing medical conditions or disabilities that affect attendance, we will:

- Work with families to understand the pattern and nature of medical needs
- Request evidence of ongoing conditions (e.g., a letter from a consultant or GP) to inform our support
- Not routinely request evidence for each absence related to an established condition, unless we have concerns
- Recognise that mental health conditions are legitimate medical reasons for absence, while working proactively to support pupils to return to school

In exceptional circumstances, and with parental agreement, we may implement a temporary reduced timetable to support a pupil's individual needs. Any such arrangement will be time-limited, regularly reviewed, and recorded using code C2. Balancing support with expectations.

While we provide comprehensive support for pupils with SEND, we maintain high expectations for attendance. Regular school attendance is crucial for all pupils' academic progress and social development. If supportive interventions are not successful in improving attendance, we will follow our safeguarding procedures and may involve external agencies such as Early Help or social care services with the aim of providing more intensive support for pupils and their families.

## **7. Attendance monitoring**

### **Monitoring attendance**

South Shore Academy will:

- Monitor attendance and absence data daily, weekly, 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 with a key focus on pupil premium attendance.
- Pupil-level absence 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 compare attendance data to the local average, national average, and share this with the governing board.

### **Analysing attendance**

South Shore Academy will

- Analyse attendance and absence data daily and weekly 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. See also section 4.6
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns

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

South Shore Academy will:

- Provide regular attendance reports to FSW's, other relevant staff, 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 through the attendance team weekly meetings.

## Reducing Persistent and Severe Absence

South Shore Academy will:

- **Analyse attendance data:** Monitor daily and weekly attendance information to identify patterns of persistent and severe absence, with a particular focus on vulnerable groups, including Pupil Premium and SEND pupils.
- **Maintain regular communication:** Work proactively with parents/carers of pupils experiencing attendance difficulties to understand barriers, provide support and promote improved attendance.
- **Coordinate with external partners:** Work alongside local authority attendance teams, healthcare professionals, social care and other relevant agencies to provide coordinated support for pupils facing complex barriers to attendance.
- **Provide targeted interventions:** Implement a range of school-led and external interventions designed to remove barriers to attendance, including:
  - Allocation of a linked Family Support Worker (FSW).
  - Creation of an Individual Support Plan (ISP).
  - Monitored, time-limited part-time timetables to support phased reintegration where appropriate.
  - Referrals to external agencies, such as Early Help and mental health services.
  - Active Pupil Welfare Officer (PWO) casework.
  - Structured attendance monitoring through Green, Amber and Red Monitoring Group letters.
  - Placement into localised Fast Track and Target Group cohorts.
  - Consideration of a Fixed Penalty Notice referral where appropriate, following the exhaustion or failure of supportive interventions and in line with statutory guidance.

## Elective Home Education (EHE)

Parents have the right to educate their child at home instead of sending them to school. However, **elective home education is a significant commitment and is not a solution to attendance difficulties or a way to avoid addressing underlying issues.**

### Our approach to EHE requests

If a parent indicates they are considering elective home education, we will:

**Arrange a meeting** with the parent/carers to:

- Understand their reasons for considering EHE
- Explore whether the school can address any concerns or barriers they have raised
- Explain the **full legal responsibilities** of home education, including:
  - The parent's duty to provide a **full-time, suitable education** that prepares the child for life in modern Britain
  - That there is **no financial support** from the local authority for home education
  - That the parent will be responsible for **all costs** including resources, materials, and any tutoring or external provision
  - That the local authority may make enquiries to ensure the education being provided is suitable
  - That **re-entry to school is not guaranteed** – if the parent later wishes their child to return to school, they will need to apply for a place and there may not be one available
  - That home-educated children **do not automatically have access to exam centres** – parents must arrange and pay for any public examinations independently

**Identify and address barriers:** If the parent's concerns relate to issues at school (e.g., bullying, SEND support, behaviour), we will work proactively to resolve these before any decision about EHE is made.

**Consider safeguarding:** If we have any concerns about the child's welfare, or if we believe the EHE request is being made to avoid the school's attendance procedures or to conceal a safeguarding issue, we will:

- Share our concerns with the parent/carers

- Make a referral to children's social care if appropriate
- Inform the local authority before removing the child from roll

### **Extended absences and travel**

**Elective home education is not an appropriate solution for families who wish to travel abroad for extended periods during term time.**

If a parent requests EHE because they plan to travel for a significant period:

- We will explain that removing a child from school for travel purposes does not require EHE – it requires a leave of absence request, which will be considered in line with our policy (Section 5.1)
- We will make clear that **extended unauthorised absence may result in legal action**, including penalty notices or prosecution
- We will explain that if the child is removed from roll for EHE and the parent later wishes them to return, **a school place is not guaranteed**

**We will not remove a pupil from roll for EHE if we believe the request is being made primarily to facilitate extended travel or to avoid attendance enforcement procedures.**

### **Removing a pupil from roll for EHE**

We will only remove a pupil from roll for EHE when:

- We have received **written notification** from the parent that they are electing to home educate
- We have held a meeting with the parent (unless they refuse to attend) to ensure they understand their responsibilities
- We are satisfied that the request is genuine and in the child's best interests
- We have notified the local authority in writing

If we have safeguarding concerns, we will inform the local authority and children's social care **before** removing the child from the roll.

### **Our concerns about inappropriate use of EHE**

We recognise that, in some cases, parents may consider EHE because:

- They are struggling to get their child to school due to the child's behaviour or anxiety
- They face barriers in supporting their child's education within the school system
- They wish to travel abroad for extended periods
- They wish to avoid attendance enforcement action

**In these cases, EHE is not the appropriate solution.** We will work intensively with families to address these issues and ensure the child remains in school, where they can access:

- A broad and balanced curriculum delivered by qualified teachers
- Social interaction with peers
- Pastoral and SEND support
- Safeguarding oversight
- Access to public examinations

Parents who are considering EHE due to any of the above reasons should contact our Family Support Workers or Pupil Welfare Officer to discuss alternative support **before making a decision to home educate.**

## **8. Monitoring arrangements**

This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum every 12 months by At every review, the policy will be approved by the full governing board.

## **9. Links with other policies**

This policy links to the following policies:

- Child protection and safeguarding policy
- Behaviour policy

## Appendix 1: attendance codes

| Attending the school |                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|----------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| / \                  | Present at the school / = morning session \ = afternoon session                                                                                                                                                                                                                                                                                                                                                                                     |
| L                    | Late arrival before the register is closed                                                                                                                                                                                                                                                                                                                                                                                                          |
| K                    | <p>Attending education provision arranged by the <b>local authority</b> the <b>nature of the educational provision</b> is also to be recorded in the attendance register.</p> <p><i>The pupil is attending a place, other than the school or another school at which they are a registered pupil, for educational provision arranged by a local authority under section 19(1) of the 1996 Act(a) or section 42(2) or 61(1) of the 2014 Act.</i></p> |
| V                    | <p>Attending an educational visit or trip</p> <p><i>The pupil is attending a place, other than the school or another school at which they are a registered pupil, for an educational visit or trip arranged by or on behalf of the proprietor and supervised by a member of school staff.</i></p>                                                                                                                                                   |
| P                    | <p>Participating in a sporting activity</p> <p><i>The pupil is attending a place for an approved educational activity within paragraph (11) that is a sporting activity.</i></p>                                                                                                                                                                                                                                                                    |
| W                    | <p>Attending work experience</p> <p><i>The pupil is attending a place for an approved educational activity within paragraph (11) that is work experience provided under arrangements made by a local authority or the proprietor as part of the pupil's education.</i></p>                                                                                                                                                                          |
| B                    | <p>Attending any other approved educational activity <b>the nature of the educational activity</b> is also to be recorded in the attendance register</p> <p><i>The pupil is attending a place for any other approved educational activity within paragraph (11).</i></p>                                                                                                                                                                            |

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|----------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| D                                | <p>Dual registered at another school</p> <p><i>The pupil is absent with leave for the purpose of attending another school at which they are registered.</i></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Absent – Leave of absence</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| C1                               | <p>Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad.</p> <p><i>The pupil is absent with leave for the purpose of participating in a regulated performance or undertaking regulated employment abroad. “regulated performance”, in relation to a registered pupil, means a performance that section 37(2) of the Children and Young Persons Act 1963<b>(b)</b> applies to and which—</i></p> <p><i>(a) the pupil is authorised to take part in by a licence granted by a local authority under section 37(1) of that Act; or</i></p> <p><i>(b) the pupil does not need a licence for because of section 37(3) of that Act;</i></p> <p><i>“sentence</i></p> |
| M                                | <p>Leave of absence for the purpose of attending a medical or dental appointment</p> <p><i>The pupil is absent with leave for the purpose of attending a medical or dental appointment.</i></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| J1                               | <p>Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution</p> <p><i>The pupil is absent with leave for the purpose of attending an interview for employment or for admission to another educational institution. This paragraph applies if—</i></p> <p><i>(a) the leave is to enable the pupil to attend an interview for employment or for admission</i></p> <p><i>to another educational institution; and</i></p>                                                                                                                                                                                                                                       |

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|------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                          | <i>(b) an appropriate person has asked for the leave in advance.</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| S                                        | <p>Leave of absence for the purpose of studying for a public examination</p> <p><i>The pupil is absent with leave for the purpose of studying for a public examination.</i></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| X                                        | <p><b>Non-compulsory school age</b> pupil not required to attend school</p> <p><i>The pupil is <b>not of compulsory school age</b> and is absent with leave because their timetable does not require them to attend.</i></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| C2                                       | <p>Leave of absence for a compulsory school age pupil subject to a part-time timetable, agreed with the parent, clear, best interests, temporary and reviewed</p> <p><i>The pupil is of compulsory school age and is absent with leave because, in accordance with <b>an agreement between a parent</b> who they normally live with and the proprietor that the pupil should temporarily be educated on a part-time basis, their timetable does not require them to attend. 8) This paragraph applies if–</i></p> <p><i>(a) the pupil will be over compulsory school age at all times that the leave relates to; (b) the authorised person thinks that the pupil need only attend the school on a part-time basis; (c) the authorised person and the pupil or a parent who the pupil normally lives with have <b>agreed the times and dates</b> when the pupil will be expected to attend the school; and (d) the leave is to enable the pupil to be absent in accordance with that agreement.</i></p> |
| C                                        | <p>Leave of absence for exceptional circumstance</p> <p><i>The pupil is absent with leave for any other purpose</i></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Absent – other authorised reasons</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| T                                        | <p>Parent travelling for occupational purposes</p> <p><i>The pupil is a mobile child, their parent is travelling in the course of their trade or business and the pupil is travelling with that parent.</i></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |

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|-----------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| R                                                                     | <p>Religious observance</p> <p><i>The day is exclusively set apart for religious observance by the religious body to which a parent of the pupil belongs</i></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| I                                                                     | <p>Illness (not medical or dental appointment)</p> <p><i>The pupil is unable to attend because of sickness.</i></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| E                                                                     | Suspended or permanently excluded and no alternative provision made                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Absent – unable to attend school because of unavoidable causes</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Q                                                                     | <p>The pupil is unable to attend because of a lack of access arrangements for them within paragraph (12) or (13).</p> <p><i>The pupil is unable to attend because of a lack of access arrangements for them within paragraph (12) or (13).</i></p> <p><i>There is a lack of access arrangements for a pupil whose home is in England if—</i></p> <p><i>(a) a local authority have a duty to make travel arrangements in relation to the pupil under section 508B(1) of the 1996 Act(a) for the purpose of facilitating the pupil's attendance at the school and have failed to discharge that duty;</i></p> <p><i>(b) a local authority have a duty to make travel arrangements in relation to the pupil because of section 508E(2)(c) of the 1996 Act(b) for the purpose of facilitating the pupil's attendance at the school and have failed to discharge that duty; or</i></p> <p><i>(c) the school is an independent school that is not a qualifying school and—</i></p> <p><i>(i) the school is not within walking distance of the pupil's home;</i></p> <p><i>(ii) no suitable arrangements have been made by a local authority for boarding accommodation for the pupil at or near the school; and</i></p> <p><i>(iii) no suitable arrangements have been made by a local authority for enabling the pupil to become a registered pupil at a qualifying school nearer to their home.</i></p> |

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| Y1 | <p>The pupil is unable to attend because the school is not within walking distance of the pupil's home and the transport to and from school that is normally provided for the pupil by the proprietor or a local authority is not available.</p> <p><i>The pupil is unable to attend because the school is not within walking distance of the pupil's home and the transport to and from school that is normally provided for the pupil by the <b>proprietor or a local authority is not</b> available.</i></p> |
| Y2 | <p>The pupil is unable to attend because of widespread disruption to travel caused by a local, national or international emergency</p> <p><i>The pupil is unable to attend because of widespread disruption to travel caused by a local, national or international emergency.</i></p>                                                                                                                                                                                                                           |
| Y3 | <p>Part of the school premises is unavoidably out of use and the pupil is one of those who the proprietor thinks cannot practicably be accommodated in those parts of the premises that remain in use.</p> <p><i>Part of the school premises is unavoidably out of use and the pupil is one of those who the proprietor thinks cannot practicably be accommodated in those parts of the premises that remain in use.</i></p>                                                                                    |
| Y4 | Unable to attend due to the whole school site being unexpectedly closed                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Y5 | <p>Unable to attend as pupil is in criminal justice detention</p> <p><i>(a) in police detention within the meaning given in section 118(2) and (2A) of the Police and Criminal Evidence Act 1984<b>(b)</b>;</i></p> <p><i>(b) remanded to youth detention accommodation under section 102 of the Legal Aid, Sentencing and Punishment of Offenders Act 2012<b>(c)</b>; or</i></p> <p><i>(c) detained under a sentence of detention. A pupil is in criminal justice detention if they are</i></p>                |

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| Y6                                   | <p>Unable to attend in accordance with public health guidance or law</p> <p><i>The pupil's travel to or attendance at the school would be</i></p> <p><i>(a) contrary to any guidance relating to the incidence or transmission of infection or disease published by the Secretary of State for Health and Social Care or any body or authority exercising equivalent functions in relation to Scotland, Wales or Northern Ireland; or</i></p> <p><i>(b) prohibited by any enactment relating to the incidence or transmission of infection or disease or any instrument made under such an enactment.</i></p> |
| Y7                                   | <p>Unable to attend because of any other unavoidable cause the</p> <p><b>nature of the unavoidable</b> cause is also to be recorded in the attendance register.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Absent – unauthorised absence</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| G                                    | <p>Holiday not granted by the school</p> <p><i>code G (absent without leave for the purpose of a holiday);</i></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| N                                    | Reason for absence not yet established, needs to be amended in 5 school days                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| O                                    | Absent in other or unknown circumstances                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| U                                    | Arrived in school after registration closed                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Administrative Codes</b>          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Z                                    | Prospective pupil not on admission register                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| #                                    | Planned whole school closure                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |