



## Pupil Attendance Policy

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“Learning together, to be the best we can be”

# 1. Scope

- 1.1. This policy relates to all schools and settings across Nexus MAT. It may be augmented by local policies in each school that reflect their specific approach and processes in managing attendance.

# 2. Aim

- 2.1. Nexus Multi Academy Trust aims for all of its academies to have an environment which enables and encourages all members of school communities to fulfil the Trust vision of "learning together; to be the best we can be".
- 2.2. For children and young people to reach their full potential it is vital that they attend and be on time every day the school is open, unless the reason for the absence is unavoidable. Any absence affects the pattern of a child or young person's schooling and regular absence will seriously affect their learning.
- 2.3. We recognise that for some of our children and young people with significant medical needs, it can be very challenging to secure attendance rates above 90%. However, our target is to achieve better than this because we know that good attendance is the key to successful learning.
- 2.4. Through the year, school leaders and governors monitor absences and punctuality to show us where improvements need and can be made. We work very closely with families whose child has complex medical needs to ensure that learning continues, as appropriate. Children with complex medical needs will be reported by exception in order to acknowledge their attempts to comply with regular attendance.

# 3. Legal

- 3.1. Part 6 of the 1996 Education Act states that parents/carers must ensure that children and young people of compulsory school age receive efficient full-time education suitable to their age, ability and aptitude to any special needs they may have, either by regular attendance at school or otherwise.
- 3.2. For pupils registered at a school, this means that pupils must attend regularly and punctually; failure to do so may result in their parents/carers committing a criminal offence.
- 3.3. A child is of compulsory school age at the beginning of the term following their 5th birthday. A child or young person is no longer compulsory school age on the last Friday in June of the school year in which they reach the age of 16. Although children and young people in Early Years Foundation Stage and

Sixth Form are not compulsory school age, Nexus MAT places a high value on the need for good attendance throughout school so will therefore treat absences in these phases the same as compulsory age pupils in terms of register marks and follow up procedures.

- 3.4. Under the Education Act 1996 the Local Authority has a statutory responsibility to ensure that parents/carers secure education for children and young people of compulsory school age and where necessary, use legal enforcement.
- 3.5. The Education (Pupil Registration) (England) Regulations 2006, require schools to take an attendance register twice a day, once at the start of the morning session and then again during the afternoon session.
- 3.6. The register must record whether the pupil was:
  - present;
  - absent;
  - present at approved educational activity; or
  - unable to attend due to exceptional circumstances

## 4. Types of Absence

- 4.1. Every half-day absence from school has to be classified by the school as either 'Authorised' or 'Unauthorised'. This is why information about the cause of any absence is always required.
- 4.2. Authorised absences are mornings or afternoons away from school for a good reason like illness, medical/dental appointments which unavoidably fall in school time, emergencies or other unavoidable cause. Absence can only be authorised by the school **not** by parents/carers.
- 4.3. Unauthorised absences are those which the school does not consider reasonable and for which no 'leave' has been given. This type of absence can lead to the Local Authority using sanctions and/or legal proceedings. This includes:
  - Parents/carers keeping their child off school unnecessarily;
  - truancy before or during the school day;
  - absences which have never properly been explained;
  - pupils who arrive at school too late to get a mark;
  - shopping, looking after other children or birthdays;
  - day trips and holidays in term time which have not been agreed;
  - holidays that exceed the amount agreed by the Headteacher.
- 4.4. For those children and young people who are struggling to attend school full time due to their complex medical needs, school and the parents/carers may discuss flexible hours. When a parent/carer seeks a reduction in hours or days, the school and health professionals will look at the individual child or young person and their needs and work with the parents/carers to provide

appropriate education for their child. Local school procedures will be outlined in the school- level policy.

## 5. Registration

- 5.1. The school day will be published by each academy and include details of when the morning and afternoon sessions start and end and when registers will be taken. Registers are taken by class and monitored by the senior leadership team.

## 6. Absence Procedures

- 6.1. Parents/carers should advise school that their child will be absent by contacting the school office no later than the scheduled start of the school day. It is the responsibility of the parents/carers to inform school directly. Messages via transport staff, other parents/carers or social media will not be accepted and will be followed up by a phone call. Office staff will then inform class teams that the pupil is absent.
- 6.2. Nexus academies use a first day response policy therefore if a pupil does not attend school and no adequate reason has been provided then a telephone call will be made to the parent/carer by office staff. The member of staff making the first day response call will update the school register as necessary. Any amendment to the attendance register will include:
  - The original entry
  - The amended entry
  - The reason for the amendment
  - The date on which the amendment was made
  - The name and position of the person who made the amendment.
- 6.3. Parents/carers are expected to keep in contact with school when a pupil is absent for a long period to keep school informed of the situation and any expected return date.
- 6.4. Parents/carers are requested to make medical and dental appointments outside of the school day wherever possible. Where this is not possible, pupils should attend for part of the day. Parents/carers should contact the office to inform school of such appointments as early as possible. Pupils may only leave school premises if they are accompanied by a parent/carer. Proof of the appointment may be requested, this could be an appointment card or a letter from hospital.
- 6.5. Valid reasons for Authorised absence include:
  - Illness and medical/dental appointments
  - 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) 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
- Other possible 'exceptional circumstances' where the [headteacher/head of school] may grant term-time holiday
- Study leave
- Flexi-schooling requests

## 7. Holiday in term time

- 7.1. As of 1 September 2013 The Education (Pupil Registration) (England) Regulations 2006 removed the option for Headteachers to grant leave of absence during the term time in 'special circumstances' of up to ten days in a year. Leave of absence in term time is strongly discouraged. Parents are not automatically allowed to take their child out of school on holiday. Headteachers are now only allowed to authorise any leave of absence when an application has been made in advance and it is felt to be for an exceptional circumstance; the annual family holiday would not be deemed an "exceptional circumstance".
- 7.2. In-line with Government guidelines, Nexus MAT academies will not authorise absences for holidays in term-time unless there are exceptional reasons. All requests will be considered individually by the Headteacher.
- 7.3. Parents/carers will be required to submit any request for absence in term-time at least 4 weeks before the proposed absence using the 'Request for Leave of Absence' form included in the school's supplementary attendance policy.
- 7.4. Parents/carers will be expected to give a full explanation of why the holiday request is exceptional. A child or young person's previous absence will be considered before a decision is made. School will respond to all requests in writing, however, parents/carers should not automatically expect the request to be authorised. All Nexus academies will usually comply with their local authority procedures for enabling good attendance unless this is stated to be otherwise on the school website.
- 7.5. All requests for holidays and the responses will be kept on the pupil's record. If permission to take leave is not granted and a pupil still goes on holiday then the absence will be unauthorised. The school may make a request to the Local Authority to apply a fixed penalty notice which could incur a fine of £60 per parent/carer per child rising to £120 per parent/carer per child if unpaid after 28 days.

- 7.6. Nexus MAT acknowledges the multi-faith nature of the community and recognises that on some occasions religious festivals may fall outside of school holiday periods or weekends and this necessitates a consideration of authorised absence or special leave for religious observance.
- 7.7. If a pupil arrives after the registers closes with no prior explanation, then they will receive a late mark. If a pupil has a persistent late record, parents/carers will be asked to meet with the Headteacher and/or a member of the Senior Leadership Team to resolve the problem, but can approach school at any time if there are problems getting pupils to school.
- 7.8. If a child goes on holiday in term time or takes leave of absence for other reasons without permission from the school or without good cause or reason the absences will be marked in the school register as unauthorised absences. **This may result in referral to the Local Authority for them to consider issuing a Fixed Penalty Notice of £60 (rising to £120) per parent per child.** In some cases, parents may be prosecuted for the offence of failure to ensure regular attendance at school. Each Local Authority must set the criteria for issuing a Fixed Penalty Notice. No academy receives any form of financial payment or benefit as a result of a Fixed Penalty Notice being incurred.
- 7.9. The Local Authority can only issue a Penalty Notice in cases of unauthorised absence or where a child - who has been excluded from school - is seen in a public place in the first five days of exclusion.
- 7.10. There will be no limit on the times a Penalty Notice for unauthorised absence can be used in an academic year.

## 8. Persistently Absent Pupils

- 8.1. Local Authorities publish their own local procedures for dealing with persistently absent pupils, as well as their local definition of "persistent absence" and when/how to refer for a Fixed Penalty Notice (FPN). Some Local Authorities continue to have an Education Welfare Service whereas other Local Authorities have integrated this function into a wider Early Help offer.
- 8.2. Headteachers will work within the parameters of the local procedures for responding to persistent absence and will keep local governing bodies informed of any barriers to effective multi agency working to address these issues.
- 8.3. When a child or young person stops attending school for 10 days and no contact can be made to establish the child or young person's whereabouts school will complete a (CME) 'Child Missing Education' and submit this to the Local Authority. Prior to this point, the school will take the necessary actions to assure themselves that a child is safe and secure if they have not attended school, and this may involve referring to children's social care.

## 9. Roles and responsibilities

### 9.1. Parents/carers should:

- Ensure their child attends school regularly and punctually;
- Contact the school office on 1st day of absence to give a full reason for their child not attending;
- Contact school regularly during a pupils absence to keep staff updated;
- Do not pass on messages to school via transport staff;
- Avoid holidays in term time wherever possible and apply in advance by completing the relevant form;
- Avoid medical and dental appointments in school hours wherever possible;
- Attend meetings in school;
- Ensure their child goes to bed at a reasonable time;
- Ensure their child is ready for transport in a morning;
- Ensure their child comes in to school ready to learn;
- Discuss any issues affecting absence or lateness with school via Senior Leadership Team or keyworkers.

### 9.2. Pupils should:

- Acknowledge behaviour needed out of school e.g. early bedtime;
- Attend school punctually;
- Speak to parents/carers/teacher if issues arise that may have an effect on their school attendance.
- Co-operate and participate in interventions and support offered by the school or other agencies.

### 9.3. Headteachers should:

- Take the lead in ensuring attendance is promoted and has a high profile within the school;
- Ensure there are designated staff with day-to-day responsibility for attendance matters;
- Ensure adequate protected time is allocated to discharge these responsibilities;
- Take overall responsibility for ensuring the school conforms to all statutory requirements in respect of attendance;
- Ensure there are designated staff to oversee educational provision for children and young people who are too poorly to attend school (class teacher and Senior Leadership Team).

### 9.4. Designated Staff should:

- First day response: Contact parents/carers if an adequate reason for absence has not been provided;
- Input and update the attendance registers;
- Regularly identify and monitor school attendance and punctuality levels;
- Work with children and young people and parents/carers to remove barriers to regular and punctual attendance;

- Ensure, if appropriate, children and young people who are unable to attend school due to medical reasons have opportunities to access educational activities.

#### 9.5. All staff should:

- Provide a welcoming atmosphere for children and young people and provide a safe learning environment;
- Ensure an appropriate and responsive curriculum;
- Provide a sympathetic response to any pupils' concerns;
- Be aware of factors that can contribute to non-attendance;
- See pupil' attendance as the responsibility of all school staff;
- Participate in training regarding school systems and procedures;
- Be pro-active in providing learning opportunities for children and young people who cannot attend school due to significant medical needs.



## **Absence and Attendance Codes Guidance for Schools**

### **REGISTRATION CODE: / \**

Brief Description	Present / = am \ = pm	<b>Additional useful information:</b>
Statistical Meaning	Present	<p>Pupils should not be marked present if they were not in school during registration.</p> <p>If a pupil were to leave the school premises after registration they would still be counted as present for statistical purposes.</p> <p>For safeguarding and educational reasons, schools must follow up all unexplained and unexpected absence in a timely manner, such as through "First Day Calling" procedures.</p>
Legal Meaning	Present	
Physical Meaning	In for whole session	
DCSF Definition	Present in school during registration	

### **REGISTRATION CODE: B**

Brief Description	Educated off site	<b>Additional useful information</b>
Statistical Meaning	Approved Educational Activity	<p>Examples of when this code would be used are:</p> <ul style="list-style-type: none"> <li>• attending taster days at other schools</li> <li>• pupils attending another school as 'guest pupils'</li> <li>• pupils attending vocational courses at college</li> <li>• pupils attending alternative provision arranged and or agreed by the school;</li> <li>• pupils undertaking work experience as part of an alternative curriculum or alternative provision</li> <li>• Schools should <b>not</b> use this code when pupils are attending provision on a premises owned/rented by the school e.g. Bridge, View etc</li> <li>• Schools should <b>not</b> use this code if a pupil has an agreed reduced timetable as part of reintegration or transition.</li> <li>• This code should <b>not</b> be used for any unsupervised educational activity or where a pupil is at home doing school work</li> </ul>
Legal Meaning	Attending approved educational activity	
Physical Meaning	Out for whole session	
DCSF Definition	Where a registered pupil on roll is currently being educated off-site at a supervised activity approved by the school.	

### **REGISTRATION CODE: C**

Brief Description	Other authorised circumstances	<b>Additional useful information:</b>
Statistical Meaning	Authorised Absence	Only exceptional occasions warrant leave of absence
Legal Meaning	Absent	<p>Examples may include:</p> <ul style="list-style-type: none"> <li>• Special occasions such as attending the wedding of a family member, family bereavement, prison visits</li> </ul>
Physical Meaning	Out for whole session	

DCSF Definition	Special occasions at the discretion of the school	<ul style="list-style-type: none"> <li>• Public performance</li> <li>• Young carers who needs to care for a relative</li> <li>• Birth of a pupil's child for no more than 18 weeks to cover the time before and after the birth</li> <li>• An agreed reduced timetable e.g. as part of a staggered intake or reintegration package.</li> </ul>
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#### REGISTRATION CODE: D

Brief Description	Dual registration	<b>Additional useful information:</b>
Statistical Meaning	Approved Educational Activity	<p>This code is to be used when a pupil is dually registered at two schools and, for the session in question, they are not required to attend your school. Each school should only record the pupil's attendance and absence for those sessions that the pupil is scheduled to attend their school. The school where the child is expected to attend is responsible for accurately recording the pupil's attendance and chasing up non-attendance.</p> <p>Pupils who are dually registered at two schools should be registered as such in both schools' information management systems (MIS) under "pupil enrolment status". For example - A student who is on roll at school A but attending school B (which could be the PRU or a special school).</p> <ul style="list-style-type: none"> <li>• School A - record M (Main – dual registration)</li> <li>• School B – record S (Subsidiary – dual registration)</li> </ul> <p>This code can be used for Traveller children when it is known that they are attending another school and are dually registered at both schools. It should NOT be used unless these two conditions are met. Both institutions share responsibility for the child. Failure to attend either institution at the proper time without good reason is unauthorised absence.</p>
Legal Meaning	Attending approved educational activity	
Physical Meaning	Out for whole session	
DCSF Definition	The law allows for dual registration of pupils at more than one school.	

#### REGISTRATION CODE: E

Brief Description	Excluded (No alternative provision made)	<b>Additional useful information:</b>
Statistical Meaning	Authorised Absence	<p>This code is used to record pupils' absence because:</p> <ul style="list-style-type: none"> <li>• they have been excluded; and</li> <li>• no provision has yet been made for them to continue their education whilst suspended/excluded.</li> </ul>
Legal Meaning	Absent	
Physical Meaning	Out for whole session	

DCSF Definition	A pupil who is excluded for a fixed period remains on the school roll but cannot attend the school.	<p>The school is responsible for making alternative arrangements for an excluded pupil who remains on the school roll either directly or in conjunction with an agreed provider of alternative provision until Day 6 The provision in place from the sixth day of a pupil's permanent exclusion is the responsibility of the LA and to the sixth day of suspension is the school responsibility.</p> <p>If alternative provision made is attendance at a PRU or a shared exclusion unit at another school, the pupil should be recorded under attendance Code D as the pupil is dually registered at both institutions. In these circumstances, the pupil's registration status as recorded in the school Management Information System (MIS) will need to be changed from Current single registration (C) to Current main (Dual registration) (M).</p> <p>If alternative provision made is attendance at any other provider (agreed with the local authority*), the pupil should be recorded under Code B as the pupil is being educated off site.</p> <p>In all cases where alternative provision is made and the pupil is absent, the absence should be recorded using the appropriate code for that activity and not Code E which should only be linked to suspension or exclusion up to Day 6.</p>
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#### REGISTRATION CODE: F

Brief Description	Extended Family Holiday (agreed)	<b>Additional useful information:</b>
Statistical Meaning	Authorised Absence	<p>This category is for the whole of an extended holiday where the head teacher has agreed there are <b>exceptional circumstances</b>.</p> <p>If the school considers that there are exceptional circumstances why the pupil should be granted approval for a holiday of <b>more than 10 days</b>, this approval can be given and the absence would be authorised and recorded under Code F. Examples include: parent working abroad for a fixed, medium term period; and returning to country of origin.</p>
Legal Meaning	Absent	
Physical Meaning	Out for whole session	

#### REGISTRATION CODE: G

Brief Description	Family Holiday NOT agreed	<b>Additional useful information:</b>
Statistical Meaning	Unauthorised Absence	<p>If the parents do not apply for the leave of absence in advance of taking it the pupil must be recorded as unauthorised absence using code G, as the regulations do not allow schools to give retrospective approval. If a school does not agree absence and the pupil goes on holiday, absence is unauthorised (Code G).</p> <p>If parents keep a child away for longer than was agreed, any extra time is recorded as unauthorised (Code G).</p>
Legal Meaning	Absent	
Physical Meaning	Out for whole session	

#### REGISTRATION CODE: H

Brief Description	Family Holiday (agreed)	<b>Additional useful information:</b>
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Statistical Meaning	Authorised Absence	Schools can only agree to absence for a family holiday if they believe there are special circumstances which warrant it. If a school agrees absence and the pupil goes on holiday for <b>10 days or less</b> , absence is authorised (use Code H). If the parents do not apply for the leave of absence in advance of taking it the pupil must be recorded as unauthorised absence using code G, as schools cannot approve family holidays retrospectively.
Legal Meaning	Absent	
Physical Meaning	Out for whole session	

#### REGISTRATION CODE: I

Brief Description	Illness (NOT medical or dental etc. appointments)	<b>Additional useful information:</b>
Statistical Meaning	Authorised Absence	This code is to be used when parents phone to say that their child is ill. Parents should always be advised to notify the school as soon as possible when a child is ill. It could also be used when parents send a letter after the period of illness to explain the child's absence.  If the authenticity of illness is in doubt, schools can record the absence as unauthorised absence (Code O) but <b>should advise parents of the school's intention</b> . Schools are advised not to request medical evidence unnecessarily. Medical evidence can take the form of prescriptions, appointment cards, etc. rather than doctors' notes.  A pupil receiving medical treatment on site should be marked 'present'.
Legal Meaning	Absent	
Physical Meaning	Out for whole session	
DCSF Definition	Missing registration through illness is an authorised absence.	

#### REGISTRATION CODE: J

Brief Description	Interview	<b>Additional useful information</b>
Statistical Meaning	Approved Educational Activity	This code should be used to record time spent in interviews with prospective employers or for a place at a further or higher education establishment ( <b>Yr 11 only</b> ). Schools should be satisfied that the interview is linked to employment prospects, further education or transfer to another educational establishment
Legal Meaning	Attending approved educational activity	
Physical Meaning	Out for whole session	
DCSF Definition	Interviews with prospective employers, or another educational establishment.	

#### REGISTRATION CODE: L

Brief Description	Late (before registers closed)	<b>Additional useful information:</b>
Statistical Meaning	Present	<b>Schools should close the register to pupils 30 minutes after the start of the session.</b> Under the School Day and School Year regulations, schools can set different session times for different pupils such as during public examinations and setting different lesson times for pupils in exclusions
Legal Meaning	Present	

Physical Meaning	Late for session	units. However, they must have regard to the Department's advice on the minimum taught time for pupils and the requirement to offer 380 sessions. Where schools set different session times, they should close the register 30 minutes after the register was taken for that group of pupils. For safeguarding and educational reasons, schools must follow up all unexplained and unexpected absence in a timely manner, such as through "First Day Calling" procedures
DCSF Definition	Schools should actively discourage late arrival and be alert to patterns of late arrival, which could provide grounds for prosecution.	

#### REGISTRATION CODE: M

Brief Description	Medical/Dental appointments	<b>Additional useful information:</b>
Statistical Meaning	Authorised Absence	Schools should, encourage parents to make appointments out of school hours. Where this is not possible, the pupil should only be out of school for the minimum amount of time necessary for the appointment. Medical appointments include: <ul style="list-style-type: none"> <li>• Attendance at a GP's surgery;</li> <li>• Attendance at a dentist's surgery; and</li> <li>• Hospital appointments (not a stay in hospital, for which Code I should be used).</li> <li>• A pupil receiving medical treatment on site should be marked 'present'</li> </ul>
Legal Meaning	Absent	
Physical Meaning	Out for whole session	
DCSF Definition	Missing registration for a medical or dental appointment is authorised absence.	

#### REGISTRATION CODE: N

Brief Description	No reason yet provided for absence	<b>Additional useful information:</b>
Statistical Meaning	Unauthorised Absence	Every endeavor should be made to establish the reason for a pupil's absence from school. Until a reason is obtained, the absence must be coded using Code N. If no reason for absence is provided after a reasonable amount of time, Code N should be replaced with Code O.  <b>Code N should not be left showing on a pupil's attendance record indefinitely.</b> Where a pupil is recorded initially as Code N and this is subsequently amended with a reason for the absence of the pupil, the new information is regarded as the first entry in the register and does not require that the change from Code N is associated with who made the change, when or why.
Legal Meaning	Absent	
Physical Meaning	Out for whole session	
DCSF Definition	No reason for absence	

#### REGISTRATION CODE: O

Brief Description	Unauthorised Absence	<b>Additional useful information:</b>
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Statistical Meaning	Unauthorised Absence	<p>Examples:</p> <ul style="list-style-type: none"> <li>• pupil's/parent's/sibling's/relative's birthday;</li> <li>• shopping;</li> <li>• having their hair cut;</li> <li>• special treat;</li> <li>• market day;</li> <li>• "Couldn't get up"; and</li> <li>• closure of a sibling's school for INSET (or other) purposes.</li> </ul>
Legal Meaning	Absent	
Physical Meaning	Out for whole session	
DCSF Definition	Unauthorised Absence	

#### REGISTRATION CODE: P

Brief Description	Approved sporting activity	<b>Additional useful information:</b>
Statistical Meaning	Approved Educational Activity	<p>The activity must be supervised by a person authorised in that behalf by the Headteacher of the school.</p> <p>The pupil must be <b>taking part</b> in the activity. Spectating at events such as following the local football club and sporting victory parades must not be treated as approved educational activity.</p> <p>If schools have concerns about the appropriateness of an activity they can seek advice from the sports' national governing body. However, the final decision rests with the school and they should take the effect on the pupil's general education into account.</p>
Legal Meaning	Attending approved educational activity	
Physical Meaning	Out for whole session	
DCSF Definition	The pupil is participating in or attending an approved sporting activity.	

#### REGISTRATION CODE: R

Brief Description	Religious observance	<b>Additional useful information:</b>
Statistical Meaning	Authorised Absence	<p>This is interpreted to mean that if the parent's religious organisation sets the day as a religious festival then the school must authorise the absence. Where necessary, schools should seek advice from the parent's religious body about whether it has set the day apart for religious observance.</p> <p>If the religious body <b>has not</b> set the day apart there is no requirement for the school to approve the absence or grant a leave absence. Additional holidays and days off linked to the religious festival but not "exclusively set aside for religious observance" by the religious body are not marked using Code R.</p>
Physical Meaning	Out for whole session	
Legal Meaning	Absent	
DCSF Definition	Absence to take part in any day set aside exclusively for religious observance by the religious body to which the parents belong, including religious festivals. Parents should be encouraged to give advance notice.	

#### REGISTRATION CODE: S

Brief Description	Study leave	<b>Additional useful information:</b>
Statistical Meaning	Authorised Absence	<p>Study leave <b>should be used sparingly and only granted to Year 11 pupils during public examinations.</b> Provision should still be made available for those pupils who want to continue to come into school to revise.</p> <p>Schools should bear in mind that any session given to pupils as study leave has a statistical meaning of authorised absence and should be recorded and reported on by the school as such. When calculating the use of study leave, and therefore authorised absence, schools must bear in mind that <b>pupils cannot leave school until the last Friday in June.</b></p> <p>Pupils who are present at examinations should not be marked using this code.</p>
Legal Meaning	Absent	
Physical Meaning	Out for whole session	
DCSF Definition	Study leave should be used sparingly and only for Year 11 pupils during mock and public examinations.	

#### REGISTRATION CODE: T

Brief Description	Traveller absence	<b>Additional useful information:</b>
Statistical Meaning	Authorised Absence	<p>A number of different groups are covered by the generic term Traveller - Roma, English and Welsh Gypsies, Irish and Scottish Travellers, Showmen (Fairground people) and Circus people, Bargees (occupational boat dwellers) and New Travellers.</p> <p>To help ensure continuity of learning for Traveller children, dual registration is allowed. A school cannot remove a Traveller child from the school roll while they are travelling if it is the base school. If the pupil's family are known to be travelling but it is not known whether the pupil is attending educational provision (at a school or other provider), the absence should be authorised and recorded using code T.</p> <p>If the pupil is known to be dual registered and present at another school during the session in question, the attendance should be recorded using code D.</p>
Legal Meaning	Absent	
Physical Meaning	Out for whole session	
DCSF Definition	Traveller child when the family is travelling	

#### REGISTRATION CODE: U

Brief Description	Late (after registration closed)	<b>Additional useful information:</b>
Statistical Meaning	Unauthorised Absence	<p>This code should be used when a pupil has arrived after the close of registration with no relevant reason to code it otherwise.</p> <p>Example: If a pupil arrives late (after registers have been closed) because they couldn't find their</p>
Legal Meaning	Absent	
Physical Meaning	Late for session	

DCSF Definition	<p>Schools should actively discourage late arrival and be alert to patterns of late arrival, which could provide grounds for prosecution. Schools should have a policy on how long registers should be kept open.</p> <p>In circumstances such as bad weather or public transport difficulties, schools may keep the register open for a longer period.</p>	<p>shoes/their school uniform was drying in the tumble dryer/their younger sibling was playing up etc, the code U would be used.</p> <p>For safeguarding and educational reasons, schools must follow up all unexplained and unexpected absence in a timely manner, such as through "First Day Calling" procedures.</p>
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**REGISTRATION CODE: V**

Brief Description	Educational visit or trip	<b>Additional useful information:</b>
Statistical Meaning	Approved Educational Activity	This code should be used for attendance at an organised trip or visit, including residential trips organised by the school, or attendance at a supervised trip of a strictly educational nature arranged by an organisation approved by the school.
Legal Meaning	Attending approved educational activity	
Physical Meaning	Out for whole session	
DCSF Definition	School organised trips and visits, including residential trips. Can also be used for other trips of a strictly educational nature, which are arranged by other organisations, provided they are supervised.	

**REGISTRATION CODE: W**

Brief Description	Work experience	<b>Additional useful information:</b>
Statistical Meaning	Approved Educational Activity	Work experience is for pupils <b>in the last two years of compulsory schooling</b> . A child shall be taken to be in their last year of compulsory schooling from the beginning of the term at their school which precedes the beginning of the school year in which he/she would cease to be of compulsory school age. Work experience undertaken as part of an alternative curriculum or alternative provision <b>should not</b> be recorded using this code. Schools should ensure that they have in place arrangements whereby the work experience placement provider notifies the school of any absences by individual pupils. Any absence should be recorded using the relevant code.
Legal Meaning	Attending approved educational activity	
Physical Meaning	Out for whole session	
DCSF Definition	Work experience under section 560 of the Education Act 1996. Schools must ensure that they check on the attendance of the pupil at the work experience placement and mark the register accordingly.	

**REGISTRATION CODE: X**

Brief Description	Untimetabled sessions for <b>non-compulsory school-age</b> pupils	<b>Additional useful information:</b>
Statistical Meaning	Not counted in possible attendances	<p>We recommend that this code is used to record sessions that non- compulsory school-age children are not expected to attend and use the standard codes to record other absence.</p> <p>If a school places a compulsory school age pupil on a part time timetable, for example as part of re-integration, then the school is authorising the pupil's absence from the sessions not in the timetable. That absence should be recorded under Code C. Schools should not place pupils on part-time timetables for an indefinite period and should monitor it and the pupil.</p> <p>If a pupil is registered at more than one school, attendance at other school(s) should be recorded under code D with absence from them all recorded in the normal way.</p> <p>Under the 2006 Pupil Registration regulations, schools cannot delete Year 11 pupils who intend to remain at the school and enter the Sixth Form (Year 12) from the school registers. Once the pupils have reached the end of their compulsory school-age, which is on the last Friday in June, they can be recorded using this code if the school has not asked them to attend.</p>
Legal Meaning	Absent	
Physical Meaning	Not required to be in school	
DCSF Definition	Pupils who have not attained the age of 5 years at the start of the term in which the session takes place or were 16 years before the start of the school year in which it takes place.	

#### REGISTRATION CODE: Y

Brief Description	Forced and Partial Closure	<b>Additional useful information:</b>
Statistical Meaning	Not counted in possible attendances	<p>For the purposes of recording attendance and absence, "official transport" is that arranged and funded by the school or local authority such as dedicated buses, taxis and public transport passes.</p> <p>Examples include:</p> <ul style="list-style-type: none"> <li>• road conditions make some roads impassable with the result that the school bus or taxi can only collect some of the pupils;</li> <li>• public transport not available to those issued with passes due to major incident;</li> <li>• burst boiler;</li> <li>• floods; and damage</li> </ul> <p>This mark should be used where the official transport is withdrawn by the school or local authority (or with its agreement).</p> <p>It should <u>not</u> be used:</p> <ul style="list-style-type: none"> <li>• for pupils who "miss the bus" and could use a later service thereby arriving late;</li> <li>• when pupils' normal mode of transport is unavailable, such as a being driven their by parents, but alternatives are available; or</li> <li>• for pupils' who normally walk to school.</li> </ul>
Legal Meaning	Unable to attend due to exceptional circumstances or not attending because the pupils have a different school year to other pupils in the school.	
Physical Meaning	Not required to be in school	
DCSF Definition	Where the school site, or part of it, is closed due to unavoidable cause or the transport provided by the school or local authority for pupils (who do not live with walking distance) is not available. Or where the school has different term dates for different groups of pupils.	

**REGISTRATION CODE: Z**

Brief Description	Pupil not on roll	<b>Additional useful information:</b>
Statistical Meaning	Not counted in possible attendances	<p>This code is available to enable schools to set up registers before pupils are due to join and ease administration. School MIS systems store details of pupils who are to be admitted in a <b>“pre admission group”</b> which is then “rolled forward” at the start of term. This helps schools to have details on new pupils in their MIS system as soon as possible. However, some pupils do not turn up (because they have started somewhere else) but they are still “on roll” as far as the computer is concerned until they are made a “leaver”. While “on roll” in this way, they will be shown as “unauthorised” absent unless they can be marked as “not yet on roll” in the computer.</p> <p>Under the 2006 Regulations (Regulation 5), schools must now put pupils on the admissions register on the first day that the school expects them to attend <b>not</b>, as previously, when they first attend. Schools should also remember that all pupils on the admissions register must also be entered on the attendance register and their attendance recorded.</p> <p>If a pupil is expected to arrive at a school i.e. in a “pre admission group”, but does not, in fact, arrive to attend the school, the school should advise the LA immediately and mark the pupil using Code N. When the school and LA locate the pupil, they should mark the pupil accordingly. For example, if it is found that the pupil is at another school, the pupil can be treated as dual registered (see Code D) and then removed from the school roll.</p>
Legal Meaning	Pupil not registered at the school	
Physical Meaning	Not required to be in school	
DCSF Definition	None	

**REGISTRATION CODE: #**

Brief Description	School closed to pupils	<b>Additional useful information:</b>
Statistical Meaning	Not counted in possible attendances	<p>This code should be used for whole school planned closures. Examples are</p> <ul style="list-style-type: none"> <li>• between terms;</li> <li>• half terms;</li> <li>• occasional days when the whole school (including staff) are on holiday;</li> <li>• weekends (if required by the system);</li> <li>• up to 5 no-contact days when teachers are at work but not teaching and when pupils are not required to attend;</li> <li>• any additional no contact days defined by regulation to be used for curriculum planning/training; and</li> <li>• use of schools as polling stations.</li> </ul>
Legal Meaning	No session held	
Physical Meaning	Not required to be in school	
DCSF Definition	None	