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. Promoting good school attendance is everyone's business and the foundation of securing good attendance is intertwined with establishing a strong curriculum, culture of positive behavior and support for mental health and wellbeing. The culture within all Nexus schools should be one where children want to be included, and are keen and ready to learn and good attendance is an integral part of this ethos.

2.3. 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.

2.4. All children have a right to an education but fulfilling this right for children with SEND may be more complex. The attendance ambition for children with SEND must be the same for any other child but additional support and reasonable adjustments may be needed to ensure good attendance is achieved.

2.5. 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. 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.

2.6. As a continuous cycle, school leaders and governors monitor absences and punctuality to show where improvements need and can be made.

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. Data regarding the codes that have been recorded against each pupil's name in the school's attendance register must be shared with the DfE in line with the Education (Information about Individual Pupils) (England) (Amendment) Regulations 2024.

3.7. The register must record whether the pupil was:

- present;
- absent;
- present at approved educational activity; or
- unable to attend due to exceptional circumstances

4. Promoting Good Attendance

4.1. All schools within the Nexus MAT have a responsibility to proactively manage and improve school attendance. This includes working in partnership with parents/carers to remove any barriers which may cause poor attendance.

4.2. Key strategies that schools use include:

- Promoting the importance of good attendance as part of the school's culture and ethos so that children feel a sense of belonging and want to come to school.
- Communicating expectations to parents/carers, making it clear to that they are responsible for ensuring that their child attends school every day.
- Communicating expectations to children through building positive relationships so children feel safe and want to come to school.
- Working with parents/carers and children to identify what the barriers are to attending school and being flexible in the support offered.
- Rigourously monitor patterns and trends in attendance so that poor attendance can be addressed through early intervention.
- Having the 'right people' in place to support children to attend school regularly and ensure that these people receive training to be able to be effective in their role.

4.3. Each school within the Nexus MAT has a named Senior Attendance Champion who takes the lead in promoting the culture of good attendance.

5. Types of Absence

5.1. 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.

5.2. 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.

5.3. 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;

5.4. If a parent feels their child is too ill to attend school, they can be signposted to the NHS guidance to support them in making the decision to keep their child off school. Is my child too ill for school? - NHS (www.nhs.uk)

5.5. 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 reduced 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. Where required, the information will be included in the child's EHCP.

6. Registration

6.1. 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.

6.2. The register should only be amended where, at the time of registration, the reason for non-attendance was not established. 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. A child can only be deleted from the register as set out in regulation 9 of the School Attendance (Pupil Registration) (England) Regulations 2024. If a child is removed for any other reason, this can be defined as 'off-rolling'.

6.4. When a child is registered a one of the Nexus MAT special schools, they cannot be removed from the register without the consent of the local authority or if refused, without a direction from the Secretary of State.

7. Absence Procedures

7.1. 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.

7.2. Nexus MAT schools 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.

7.3. 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.

7.4. 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.

7.5. 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
- Mobile 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 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'
- Study leave

7.6. 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.

8. Reduced Timetables

8.1 Children of compulsory school age are entitled to a full-time education and reduced timetables are only used in exceptional circumstances such as if:

- It's in the child's best interest to support the reintegration into full time provision.
- There is a specific need of the child, such as a medical condition, which prevents them from attending full-time, and a reduced timetable is part of a reintegration plan.

8.2 Within each Nexus MAT school, Headteachers are responsible for the decision why a reduced timetable is in place and must be able to explain their decision. Any child who is accessing education in a reduced capacity must have a plan which outlines the reasons for the reduction, which also includes any actions to be taken during the period to increase attendance and the dates of the review period. Review periods must be no longer than every two weeks during the period of reduced provision and include a proposed end date.

8.3 Making the decision to put a child on a reduced timetable must be discussed and agreed with their parent/carer. During the decision-making process, it needs to be clear what are the school and the parent/carer responsibilities are to support the child and what support the child will receive when in school and what they will be expected to do when they are at home.

8.4 Reduced timetables should not be used to manage behaviour or used as a pre-requisite to exclusion or off-rolling.

8.5 Reduced timetables should not be used if being on reduced provision will have a significant impact on the child, potentially increasing their risk of harm.

8.6 When the child is not in school at the agreed time, their absence should be marked on the register as 'C2', authorised absence.

9. Leave of Absence Taken in Term Time (Holidays)

9.1. As of 1st 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".

9.2. 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.

9.3. In-line with Government guidelines, Nexus MAT schools will not authorise absences for holidays in term-time unless there are exceptional reasons. All requests will be considered individually by the Headteacher.

9.4. 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.

9.5. Parents/carers will be expected to give a full explanation as to why the leave of absence 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 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.

9.6. All requests for leave of absence 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. **This may result in referral to the Local Authority for them to consider issuing a Fixed Penalty Notice fine, 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 Nexus school receives any form of financial payment or benefit as a result of a Fixed Penalty Notice being incurred.

9.7. Nexus MAT schools recognise that the issuing of FPNs are to be a deterrent to

prevent children being taken out of school for holiday's / family trips / special occasions repeatedly in their school career. However, in line with The Education (Penalty Notices) (England) (Amendment) Regulations 2024 guidance, **only two penalty notices can be issued to the same parent in respect of the same child within a three-year rolling period and the second penalty notice will be charged at the rate of £160.** A third penalty notice cannot be issued in the same period but alternative action may be taken by the local authority, which may include prosecution.

9.8. 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.

10. Persistent and Severe Absent Pupils

10.1. Where a child misses 10% or more of school, they will be defined as "persistent absence" and schools must identify any barriers to attendance and put in place additional targeted support. Some Local Authorities continue to have an Education Welfare Service whereas other Local Authorities have integrated this function into a wider Early Help offer.

10.2. Severely absent pupils, missing 50% or more of school, are likely to need more intensive support and where severe absence is unauthorised, this may be an indicator of neglect and potential safeguarding issues.

10.3. Headteachers will work within the parameters of the local procedures for responding to persistent and severe absence and will keep local governing bodies informed of any barriers to effective multi agency working to address these issues.

10.4. When are child is identified as persistent or severely absent, an 'Attendance Contract' may be appropriate to target support and expectations to improve attendance; however, a contract may not be appropriate in some instances. The Attendance Contract should be developed with the parent/carer and child (where appropriate) and include their views and outline the support/interventions to be taken. If a parent/carer does not adhere to the 'Attendance Contract' then the school may take further action and refer to the local authority, which may include steps towards prosecution.

10.5. 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. The child will not be removed from roll until confirmation has been received and the child's information will be added to the Lost Pupil Database.

11. Emotional Based School Avoidance

11.1. Nexus MAT recognises that the Education Act 1996 places a legal duty on all parents/carers to ensure that their child has an education and attends school regularly. If a parent/carer deems that their child is not attending school due to 'ill health', the parent/carer must provide medical evidence to prove this to be the case if the illness is prolonged or the child is persistently absent.

11.2. Emotionally Based School Avoidance (EBSA), also known as School Refusal, School Avoidance or School Reluctance, is a term used to categorise children who do not attend school due to emotional factors or experiences. Increased anxiety can be displayed as significant distress causing extended periods of absence from school, thus impacting on a child's attendance.

11.3. Nexus MAT schools aim to work with families whose children are displaying symptoms of EBSA, as opposed to truancy, so that progress can be made towards the child's successful integration back into school. It is essential that key staff within the school understand the causes of the EBSA through gaining the views of the child, parents and associated professionals and that the feelings and anxieties of the child are acknowledged and any worries expressed are not dismissed.

12. Flexi-schooling

12.1. Flexi-schooling is when a child receives their education through a combination of school attendance and home education - it is not children accessing reduced timetabling. For Nexus MAT schools to consider parent/carers requests for flexi-schooling, if a child has an EHCP, they will need permission at an EHCP review and consider why flexi-schooling is in the best interests of the pupil.

12.2. When considering parent/carer requests for flexi-schooling, the Headteacher must consider fully any existing safeguarding concerns and if accessing flexi-schooling will cause the child to be at risk of harm. The Headteacher and parents/carers must agree the pattern of attendance and who is responsible for the child's safety at all times. Arrangements also need to be

made for how the parents/carers and school will keep in contact.

12.3. If a child accesses flexi-schooling, then the Nexus MAT school remains responsible for the child's attendance, progress and attainment, including making arrangements for assessments and entrance for public exams. An agreement will need to be discussed with the parent as to who will meet the cost of exam entries. The Nexus MAT school will be held to account for the performance of any child who is accessing flexi-schooling in the same way they are accountable for children who attend full time.

12.4. When pupils are educated at home you should mark the time as an authorised absence (absence code C) in the usual way. The mark of 'approved off-site activity' should not be used as the school has no supervisory role of the child and is not responsible for the welfare of the child when they are being educated at home.

13. Roles and responsibilities

13.1 All Nexus MAT schools work in partnership with parents/carers to promote good attendance and it is important that causes of absence and removing barriers to attendance. On occasion, this may require wider agency support to work in collaboration with the school and parents/carers.

13.2 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 pupil's 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 (where applicable);
- Ensure their child comes in to school ready to learn;
- Discuss any issues affecting absence or lateness with school via Senior Leadership Team or Senior Attendance Champion or keyworkers.

13.3. 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.

13.4. Headteachers should:

- Take the lead in ensuring good 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).

13.5. Designated Staff, including the Senior Attendance Champion 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, monitor and analyse 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.

13.6. 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.

13.7. Nexus MAT Board of Trustees should:

- Recognise the importance of school attendance and promote it across the ethos and culture of all schools within the MAT;
- Ensure school leaders fulfil expectations and statutory duties;
- Set high expectations for school leaders when promoting the importance of attendance for all pupils;
- Regularly review attendance data, discuss, and challenge trends, and help school leaders to focus on improvement.

Appendix 1

Attendance Codes Summary

As stated in the DfE guidance – 'Working Together to Improve School Attendance - 2024'

Code	Attending the School
/ \	Present at the school / present for the morning session \ present for the afternoon session
L	Late arrival before the register is closed
Code	**Attending the School**
B	Attending any other approved educational activity
D	Dual registered at another school
K	*Attending education provision arranged by the local authority*
P	Participating in a sporting activity
V	Attending an educational visit or trip
W	Attending work experience
Code	**Absent – Leave of absence (authorised)**
C	Leave of absence for exceptional circumstances
C1	*Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad*
C2	*Leave of absence for the compulsory school age pupil subject to a part-time timetable*
J1	Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution
M	Leave of absence for the purpose of attending a medical or dental appointment
S	Leave of absence for the purpose of studying for a public examination
X	Non-compulsory school age pupil not required to attend school
Code	**Absent – other authorised reasons**
E	Suspended or permanently excluded and no alternative provision made
I	Illness (not medical or dental appointment)
R	Religious observance
T	Parent travelling for occupational purposes
Code	**Absent – unable to attend school because of unavoidable cause**
Q	*Unable to attend the school because of a lack of access arrangements*
Y1	*Unable to attend due to transport normally provided not being available*
Y2	*Unable to attend due to widespread disruption to travel*
Y3	*Unable to attend due to part of the school premises being closed*
Y4	*Unable to attend due to the whole school site being unexpectedly closed*
Y5	*Unable to attend as pupil is in criminal justice detention*
Y6	*Unable to attend in accordance with public health guidance or law*
Y7	*Unable to attend because of any other unavoidable cause*
Code	**Absent – Unauthorised absence**
G	Holiday not granted by the school
N	Reason for absence not yet established
O	Absent in other or unknown circumstances
U	Arrived after the register closed
Code	**Administrative Codes**
Z	Prospective pupil not on admission register
#	Planned whole school closure

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Appendix 2 - Absence and Attendance Codes Guidance for Schools

Referenced from "Working Together to Improve School Attendance – August 2024

**REGISTRATION CODE: / **

Brief Description	Present / = am \ = pm	**Additional useful information:**
Statistical Meaning	Present	Pupils should not be marked present if they were not in school during registration. If a pupil were to leave the school premises after registration they would still be counted as present for statistical purposes. 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.
Legal Meaning	Present	
Physical Meaning	In for whole session	
DfE Definition	Present in school during registration	

REGISTRATION CODE: B

Brief Description	Educated off site	**Additional useful information**
Statistical Meaning	Approved Educational Activity	Attending an off-site educational activity that has been approved by the school and supervised by someone authorised by the school, considered to have the appropriate skills and training. Schools should ensure that they have in place arrangements whereby the provider of the educational activity notifies the school of any absences by the pupil. Examples of when this code would be used are: • pupils attending another school as 'guest pupils' • pupils attending vocational courses at college • pupils attending alternative provision arranged and or agreed by the school; • pupils undertaking work experience as part of an alternative curriculum or alternative provision • Schools should **not** use this code when pupils are attending provision on a premises owned/rented by the school e.g. Bridge, View etc • Schools should **not** use this code if a pupil has an agreed reduced timetable as part of reintegration or transition. • This code should **not** be used for any unsupervised educational activity or where a pupil is at home doing school work
Legal Meaning	Attending approved educational activity	
Physical Meaning	Out for whole session	
DfE Definition	Where a registered pupil on roll is currently being educated off-site at a supervised activity approved by the school.	

REGISTRATION CODE: C1

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Appendix 2 - Absence and Attendance Codes Guidance for Schools

Brief Description	Leave of Absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad.	**Additional useful information:**
Statistical Meaning	Authorised Absence	All schools can grant leave of absence for pupils to undertake employment (paid or unpaid) during school houses. But can only do so in the following circumstances:- • Where the local authority have granted a licence for the pupil to take part in a performance regulated by section 37(2) of the Children and Young Persons Act 1963. • Where the pupil does not need a licence for such a performance because an exception applies. • Where a Justice of the Peace has given the pupil a licence to go abroad for a performance or other regulated purpose under section 25(2) of the Children and Young Persons Act 1933.
Legal Meaning	Absent	
Physical Meaning	Out for whole session	
DfE Definition	Where a pupil is participating in a regulated performance or undertaking employment (paid or unpaid)	

REGISTRATION CODE: C2

Brief Description	Leave of Absence for a compulsory school age pupil subject to a reduced time table.	**Additional useful information:**
Statistical Meaning	Authorised Absence	Granted leave of absence under regulation 11(6) to temporarily reduce the timetable of a pupil of compulsory school age. This agreement should only be in place if the school and parent whom the pupil usually lives with, agree to the reduced provision on a temporary basis, with a view to increasing to full-time provision. The code should not be used if the pupil is being flexi-schooled, dual registered or attending AP provision.
Legal Meaning	Absent	
Physical Meaning	Out for whole session	
DfE Definition	Absence as part of a reduced time table provision	

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Appendix 2 - Absence and Attendance Codes Guidance for Schools

REGISTRATION CODE: C

Brief Description	Other authorised circumstances	**Additional useful information:**
Statistical Meaning	Authorised Absence	Only exceptional occasions warrant leave of absence and must not be, granted unless it has been applied for in advance by the parent who the pupil normally lives with and the headteacher believes the circumstances to be exceptional and is at their discretion. The school will determine the number of days granted unless there are exceptional circumstances. Examples may include: • Special occasions such as attending the wedding of a family member, family bereavement, prison visits • Public performance • Young carers who needs to care for a relative • Leave for maternity reasons should be granted; taking into consideration the specific facts and circumstances of each case.
Legal Meaning	Absent	
Physical Meaning	Out for whole session	
DfE Definition	Special occasions at the discretion of the school	

REGISTRATION CODE: D

Brief Description	Dual registration	**Additional useful information:**
Statistical Meaning	Approved Educational Activity	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. 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). • School A - record M (Main – dual registration) • School B – record S (Subsidiary – dual registration)
Legal Meaning	Attending approved educational activity	
Physical Meaning	Out for whole session	
DfE Definition	The law allows for dual registration of pupils at more than one school.	

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Appendix 2 - Absence and Attendance Codes Guidance for Schools

REGISTRATION CODE: E

Brief Description	Suspended or permanently excluded and no alternative provision made	**Additional useful information:**
Statistical Meaning	Authorised Absence	This code is used to record pupils' absence because: • they have been suspended or excluded; and • no provision has yet been made for them to continue their education whilst suspended or excluded. 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. 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). 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. 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.
Legal Meaning	Absent	
Physical Meaning	Out for whole session	
DfE Definition	A pupil who is suspended or excluded for a fixed period remains on the school roll but cannot attend the school.	

REGISTRATION CODE: G

Brief Description	Family Holiday NOT granted	**Additional useful information:**
Statistical Meaning	Unauthorised Absence	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).
Legal Meaning	Absent	
Physical Meaning	Out for whole session	
DfE Definition	Holiday not granted by the school	

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REGISTRATION CODE: I

Brief Description	Illness (NOT medical or dental etc. appointment)	**Additional useful information:**
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. Only where the school has genuine and reasonable doubt about the authenticity of the illness, should medical evidence be requested. If the authenticity of illness is in doubt, schools can record the absence as unauthorised absence (Code O) but **should advise parents of the school's intention**. 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	
DfE Definition	Missing registration through illness is an authorised absence.	

REGISTRATION CODE: J1

Brief Description	Interview	**Additional useful information**
Statistical Meaning	Approved Educational Activity	An application must be made in advance by the parent stating that the leave is to enable the pupil to attend an interview for employment or admission to another educational institution. 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	
DfE Definition	Interviews with prospective employers, or another educational establishment.	

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Appendix 2 - Absence and Attendance Codes Guidance for Schools

REGISTRATION CODE: K

Brief Description	Attending education provision by the LA	**Additional useful information:**
Statistical Meaning	Approved Educational Activity	Used when the pupil is attending a place, other than school or any other school at which they are a registered pupil, for educational provision arranged by a local authority under section 19(1) of the Education Act 1996 and section 42(2) of the Children and Families Act 2014. Schools must also record the nature of the provision such as:- • Attending courses at college • Attending unregistered alternative provision such as, home tutoring. Schools should ensure that the arrangements in place include the provider informing the school if the child does not attend.
Legal Meaning	Attending approved educational activity	
Physical Meaning	Out for whole session	
DfE Definition	Attending education provision as organised by the LA – may be part of an EHCP.	

REGISTRATION CODE: L

Brief Description	Late (before registers closed)	**Additional useful information:**
Statistical Meaning	Present	**Schools should close the register to pupils 30 minutes after the start of the session**. 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 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 A pupil arriving after the register has closed should be recorded as absent using code U, or another absence code that it is more appropriate
Legal Meaning	Present	
Physical Meaning	Late for session	
DfE Definition	Schools should actively discourage late arrival and be alert to patterns of late arrival, which could provide grounds for prosecution.	

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Appendix 2 - Absence and Attendance Codes Guidance for Schools

REGISTRATION CODE: M

Brief Description	Medical/Dental appointments	**Additional useful information:**
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: • Attendance at a GP's surgery; • Attendance at a dentist's surgery; and • Hospital appointments (not a stay in hospital, for which Code I should be used). • A pupil receiving medical treatment on site should be marked 'present'. If a pupil is present at registration but has a medical appointment during the session in question, no absence needs be recorded for that session.
Legal Meaning	Absent	
Physical Meaning	Out for whole session	
DfE Definition	Missing registration for a medical or dental appointment is authorised absence.	

REGISTRATION CODE: N

Brief Description	No reason yet provided for absence	**Additional useful information:**
Statistical Meaning	Unauthorised Absence	Every endeavor should be made to establish the reason for a pupil's absence from school in a timely manner. Until a reason is obtained, the absence must be coded using Code N. The correct code for absence should be entered as soon as possible but no more than 5 days after the session. **Code N should not be left showing on a pupil's attendance record indefinitely.** If no reason for absence is provided within 5 schools days, Code N should be replaced with Code O.
Legal Meaning	Absent	
Physical Meaning	Out for whole session	
DfE Definition	Reason for absence not yet provided	

REGISTRATION CODE: O

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Appendix 2 - Absence and Attendance Codes Guidance for Schools

Brief Description	Unauthorised Absence	**Additional useful information:**
Statistical Meaning	Unauthorised Absence	Where no reason for absence is established or the school is not satisfied that the reason given is an authorised absence. Examples: • pupil's/parent's/sibling's/relative's birthday; • shopping/ special treat/having their hair cut; • "Couldn't get up"; • closure of a sibling's school for INSET (or other) purposes.
Legal Meaning	Absent	
Physical Meaning	Out for whole session	
DfE Definition	Unauthorised Absence	

REGISTRATION CODE: P

Brief Description	Approved sporting activity	**Additional useful information:**
Statistical Meaning	Approved Educational Activity	The activity must be supervised by a person authorised in that behalf by the Headteacher of the school. The pupil must be **taking part** 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. 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.
Legal Meaning	Attending approved educational activity	
Physical Meaning	Out for whole session	
DfE Definition	Pupil is participating in or attending an approved sporting activity.	

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Appendix 2 - Absence and Attendance Codes Guidance for Schools

REGISTRATION CODE: Q

Brief Description	Unable to attend due to lack of access arrangements	**Additional useful information:**
Statistical Meaning	Not a possible attendance	Pupil is unable to attend the school because the local authority has a duty to make access arrangements to enable the pupil's attendance at school and have failed to do so.
Legal Meaning	Unable to attend school because of unavoidable cause	
Physical Meaning	Out for whole session	
DfE Definition	Unable to attend due to lack of access arrangements	

REGISTRATION CODE: R

Brief Description	Religious observance	**Additional useful information:**
Statistical Meaning	Authorised Absence	This is interpreted to mean that if the parent's religious organisation sets the '**day exclusively 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. If the religious body **has not** 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 and can be granted at the school's discretion as set out under Code C. Parents should be encouraged to give advance notice but schools may seek to minimize adverse effects by setting term dates around days for religious observance or taking INSET days.
Physical Meaning	Out for whole session	
Legal Meaning	Absent	
DfE 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.	

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Appendix 2 - Absence and Attendance Codes Guidance for Schools

REGISTRATION CODE: S

Brief Description	Study leave	**Additional useful information:**
Statistical Meaning	Authorised Absence	Study leave **should be used sparingly and only granted to Year 11 pupils during public examinations.** Provision should still be made available for those pupils who want to continue to come into school to revise. 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 **pupils cannot leave school until the last Friday in June**. Pupils who are present at examinations should not be marked using this code. If schools grant study leave, they must still make available provision for pupils who want to attend school to revise.
Legal Meaning	Absent	
Physical Meaning	Out for whole session	
DfE 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	**Additional useful information:**
Statistical Meaning	Authorised Absence	The pupil is classed as a 'mobile child' and is compulsory school age with no fixed abode. Schools should not generally ask for proof that the parent is travelling for occupational purposes, and should only ask where there is genuine doubt about the authenticity of the reason for absence. If the pupil's family are known to be travelling for occupational reasons 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. 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. 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.
Legal Meaning	Absent	
Physical Meaning	Out for whole session	
DfE Definition	Traveller child when the family is travelling for occupation purposes.	

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Appendix 2 - Absence and Attendance Codes Guidance for Schools

REGISTRATION CODE: U

Brief Description	Late (after registration closed)	**Additional useful information:**
Statistical Meaning	Unauthorised Absence	This code should be used when a pupil has arrived after the close of registration with no relevant reason to code it otherwise. 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. In circumstances such as bad weather or public transport difficulties, schools may keep the register open for a longer period. Example: If a pupil arrives late (after registers have been closed) because they couldn't find their shoes/their school uniform was drying in the tumble dryer/their younger sibling was playing up etc, the code U would be used. 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.
Legal Meaning	Absent	
Physical Meaning	Late for session	
DfE Definition	Arrived in school after registration closed	

REGISTRATION CODE: V

Brief Description	Educational visit or trip	**Additional useful information:**
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. Approved educational activity must be supervised by a person authorised by the school. Schools should ensure that they have in place arrangements whereby the organiser of the visit or trip notifies the school of any absence by the pupil.
Legal Meaning	Attending approved educational activity	
Physical Meaning	Out for whole session	
DfE Definition	School organised trips and visits, including residential trips.	

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Appendix 2 - Absence and Attendance Codes Guidance for Schools

REGISTRATION CODE: W

Brief Description	Work experience	**Additional useful information:**
Statistical Meaning	Approved Educational Activity	Work experience is for pupils **in the last two years of compulsory schooling**. 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 **should <u>not</u>** be recorded using this code. Schools must ensure that they check on the attendance of the pupil at the work experience placement and mark the register and 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	
DfE Definition	Work experience under section 560 of the Education Act 1996.	

REGISTRATION CODE: X

Brief Description	Untimetabled sessions for **non-compulsory school-age** pupils	**Additional useful information:**
Statistical Meaning	Not counted in possible attendances	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. 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. 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. 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.
Legal Meaning	Absent	
Physical Meaning	Not required to be in school	
DfE 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.	

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Appendix 2 - Absence and Attendance Codes Guidance for Schools

REGISTRATION CODE: Y1

Brief Description	Unable to attend due to lack of transport	**Additional useful information:**
Statistical Meaning	Not counted in possible attendances	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. This mark should be used where the official transport is withdrawn by the school or local authority (or with its agreement). It should not be used: • for pupils who "miss the bus" and could use a later service thereby arriving late; • when pupils' normal mode of transport is unavailable, such as a being driven their by parents, but alternatives are available; or • for pupils' who normally walk to school. Walking distance in relation to a child under the age of 8, means 2 miles and for a child of 8 or above, means 3 miles.
Legal Meaning	Unable to attend due to exceptional circumstances	
Physical Meaning	Not required to be in school	
DfE Definition	Unable to attend due to transport normally provided not being available.	

REGISTRATION CODE: Y2

Brief Description	Unable to attend due to widespread disruption to travel	**Additional useful information:**
Statistical Meaning	Not counted in possible attendances	The pupil is unable to attend the school because of widespread disruption to travel caused by a local, national or international emergency. Examples include: • road conditions make some roads impassable • public transport not available to those issued with passes due to major incident; • floods; and damage It should not be used: • for pupils' who normally walk to school. Walking distance in relation to a child under the age of 8, means 2 miles and for a child of 8 or above, means 3 miles.
Legal Meaning	Unable to attend due to exceptional circumstances	
Physical Meaning	Not required to be in school	
DfE Definition	Unable to attend due to widespread disruption to travel	

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Appendix 2 - Absence and Attendance Codes Guidance for Schools

REGISTRATION CODE: Y3

Brief Description	Unable to attend due to part of the school premises being closed	**Additional useful information:**
Statistical Meaning	Not counted in possible attendances	Pupil unable to attend due to part of the school premises is unavoidably out of use and the pupil is one of those that the school considers cannot practicably be accommodated in those part of the premises that remains in use. Closure may include: • burst boiler so inadequate heating; • floods; • snow; • damage caused by other reasons.
Legal Meaning	Unable to attend due to exceptional circumstances	
Physical Meaning	Not required to be in school	
DfE Definition	Unable to attend due to part of the school premises being closed due to exceptional circumstances.	

REGISTRATION CODE: Y4

Brief Description	Unable to attend due to the whole school site being unexpectedly closed.	**Additional useful information:**
Statistical Meaning	Not counted in possible attendances	Used when the school is closed unexpectedly (e.g. due to adverse weather), the attendance register is not taken as usual because there is no school session. Closure may include: • burst boiler so inadequate heating; • floods; • snow; • damage caused by other reasons. The code may not be used for any planned closure such as weekends and holidays.
Legal Meaning	Unable to attend due to exceptional circumstances	
Physical Meaning	Not required to be in school	
DfE Definition	Unable to attend due to the whole school site being unexpectedly closed due to exceptional circumstances.	

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Appendix 2 - Absence and Attendance Codes Guidance for Schools

REGISTRATION CODE: Y5

Brief Description	Unable to attend a pupil is in criminal justice system	**Additional useful information:**
Statistical Meaning	Not counted in possible attendances	The pupil is unable to attend the school because they are: • in police detention; • remanded to youth detention, awaiting trial or sentencing; • detained under a sentence of detention. If the pupil is remanded in local authority accommodation, they should return to school as normal and the appropriate code used. Schools are expected to communicate with the pupil's Youth Offending Team worker while the pupil is in custody and remains on the school roll to discuss the pupil's educational needs, progress and return to the school upon release where appropriate.
Legal Meaning	Unable to attend due to exceptional circumstances	
Physical Meaning	Not required to be in school	
DfE Definition	Unable to attend due to the pupil being detained or been remanded.	

REGISTRATION CODE: Y6

Brief Description	Unable to attend in accordance with public health guidance or law	**Additional useful information:**
Statistical Meaning	Not counted in possible attendances	The pupil's travel to or attendance at the school would be: • 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. • Prohibited by any legislation relating to the incidence or transmission of infection or disease.
Legal Meaning	Unable to attend due to exceptional circumstances	
Physical Meaning	Not required to be in school	
DfE Definition	Unable to attend in accordance with public health guidance or law	

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Appendix 2 - Absence and Attendance Codes Guidance for Schools

REGISTRATION CODE: Y7

Brief Description	Unable to attend because of any other unavoidable cause	**Additional useful information:**
Statistical Meaning	Not counted in possible attendances	An 'unavoidable cause' that is not covered by one of the other 'unable to attend' codes. The code is only used when the pupil, not the parent, is affected by the nature of the emergency. It does not include reasons that the parent has done all that is reasonably expected to secure The fact that a parent has done all they can to secure attendance of the pupil at school does not, in itself, mean the pupil has been prevented by unavoidable cause. For example, the parent being called out on an emergency is not an unavoidable cause for the child.
Legal Meaning	Unable to attend due to exceptional circumstances	
Physical Meaning	Not required to be in school	
DfE Definition	Unable to attend because of any other unavoidable cause which is classed as exceptional.	

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Appendix 2 - Absence and Attendance Codes Guidance for Schools

REGISTRATION CODE: Z

Brief Description	Pupil not on roll	**Additional useful information:**
Statistical Meaning	Not counted in possible attendances	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 "**pre admission group**" 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. 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 **not**, 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. 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.
Legal Meaning	Pupil not registered at the school	
Physical Meaning	Not required to be in school	
DfE Definition	None	

REGISTRATION CODE: #

Brief Description	School closed to pupils	**Additional useful information:**
Statistical Meaning	Not counted in possible attendances	This code should be used for whole school planned closures. Examples are • days between terms; • half terms; • occasional days when the whole school (including staff) are on holiday (e.g. Bank Holidays) • weekends (if required by the system); • up to 5 no-contact days when teachers are at work but not teaching and when pupils are not required to attend; • any additional no contact days defined by regulation to be used for curriculum planning/training; and • use of schools as polling stations.
Legal Meaning	No session held	
Physical Meaning	Not required to be in school	
DfE Definition	Planned whole or partial school closure	

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