

Parkstone Grammar School



ATTENDANCE POLICY

DATE APPROVED	September 2025
APPROVED BY	Students and Staff Committee
NEXT REVIEW	2026-2027
TYPE OF POLICY	Statutory



ATTENDANCE

SAFEGUARDING

The monitoring of students attendance is central to the safeguarding procedures of Parkstone Grammar School. By promoting and monitoring attendance levels and by taking necessary action as a result of poor attendance we will be supporting the safeguarding work taking place within school to keep our pupils safe.

AIMS

1. To convey a clear message to students and parents that regular sustained attendance is vital as there is a proven link between high attendance and academic success. This policy ensures that we therefore consistently work towards a goal of 100% attendance for all our young people.
2. To ensure all students are fully safeguarded, all attendance procedures will be implemented with rigour and consistency.
3. To establish and sustain effective links with parents, to ensure awareness of their legal responsibilities.
4. To encourage students to acquire good habits of regular attendance and punctuality as a preparation for the world of work.
5. School attendance is subject to various Education Laws and this policy is written to reflect these laws. These requirements are contained in:
 - The Education Act 1996 – sections 434(1)(3)(4)&(6) and 458(4)&(5)
 - The Education (Pupil Registration) (England) Regulations 2023
 - The Education (Pupil Registration) (England) (Amendment) Regulations 2016

RIGHTS AND RESPONSIBILITIES

Promoting positive behaviour and excellent attendance is the responsibility of the whole school community including students, parents, staff and Trustees. Parkstone Grammar School's Attendance Champion is Miss J Clayton, Assistant Headteacher and Designated Safeguarding Lead.

Students will

- Attend school on a regular basis.
- Arrive to their registration class by 8.25am.
- Attend all lessons punctually.

Parents will

- Ensure their child attends school regularly and punctually.
- Contact the school on the first day of absence by 9.30am.
- Provide a written note or email explaining their child's absence on return.
- Arrange medical or dental appointments out of school hours wherever possible.
- Inform the school in advance of any known absence.
- Attend any necessary meetings to discuss their child's attendance and punctuality as appropriate.



The school will

- Write to all parents/carers at the start of the academic year and at termly intervals thereafter to remind parents of the contents of the policy and appropriate school procedures.
- Make attendance and punctuality a priority for all those associated with the school including students, parents, staff and Trustees.
- Monitor attendance and punctuality, interviewing students without delay if there is a problem.
- Complete a CME (Child Missing Education) form after a prolonged absence from school (usually 10 school days) and send this to the Local Authority if no contact has been made with the school.
- Treat as a priority any students who are likely to become Persistent Absentees, where attendance is approaching or below 90%.
- Work with students and their families to ensure each student attend school regularly and punctually.
- Provide support, advice and guidance and regular information to parents and students on issues relating to attendance and punctuality.
- Recognise the needs of the individual student when planning reintegration following significant periods of absence.
- Promote effective partnerships with the School Inclusion Link Worker and other agencies.
- Include attendance data in reporting to parents.
- Provide attendance data to Trustees.

School Procedures

- Students are registered in tutor groups at morning registration at 8.25am.
- Students are registered in period 5 for afternoon registration by 2.15pm.
- Students are registered in all teaching lessons.
- All registrations are completed electronically using the schools SIMS system.

Lateness

Poor punctuality is not acceptable. Good habits are vital for the world of work.

Students should arrive in their tutor rooms by 8.25am in the morning, arriving after 8.25am will mean the student is recorded as Late. The register remains open for the tutor to amend until 8.30am. If a student arrives after this time they must report to reception where they will receive an 'Authorised Late' mark. Any student arriving after 8.55am will receive an 'Unauthorised Late' mark and this would be counted as an absence by law. The only exception to this is when school buses arrive late.

Punctuality to school is monitored by the pastoral year teams and appropriate levels of sanctions and/or support are in place to deal with persistent lateness. Attendance and punctuality to lessons is monitored by the subject teacher with an overview held by the Head of Department.

An absence report will be brought to Leadership group meetings once a fortnight to ensure that Key Stage Managers are kept up to date with attendance levels in their year group which can be discussed as appropriate at line management meetings.

First Day Absence

Parents and carers are expected to contact the school each day of their child's absence and provide a reason for their non-attendance at school, using either the "Notify a Student Absent" phone line (01202 605605, Option 1) or the email Student Absence button 'Report an absence' via the school website.

If no contact is made by the parent/carer a member of the Attendance Team will contact the child's parent/carers as part of the school's 'First Day Absence Call'. The information received will then be transferred to the telephone messages record held by the Attendance Team and also recorded electronically



in the comment box in the appropriate register on SIMS. If the reason for absence is one the school is not allowed to accept by law it will be recorded as 'Unauthorised'.

Subsequent Absences

Each subsequent day of absence will be treated the same as the first day of absence with a call to parents/carer if no contact has been made with the school. If no contact has been made after two days discussions will take place with the appropriate Head of Year, Key Stage Manager and School Inclusion Link Worker to determine the next course of action.

Frequent Absence

Attendance is monitored regularly by the school's Attendance Team in conjunction with Heads of Year. Observable patterns include:

- Attendance falling below 95%.
- Developing patterns of absence.
- Numbers of broken weeks.

Where absence begins to cause a concern for students we will intervene as necessary. The following points will be used to trigger letters home to parents.

Stage	Number of days absent
Pre-Stage One	5 (10 sessions)
Stage One	8 (16 sessions)
Stage Two	18 (36 sessions)
Stage Three	20 (40 Sessions)

Actions required for each stage:

Pre-Stage One – 5 whole days or 10 sessions

Student spoken to by Assistant Head of Year. Notes are recorded.

Stage One – 8 whole days or 16 sessions accumulatively

Tutor, Assistant Head of Year or Head of Year to meet with students to discuss absence

Student placed on Amber List – compiled by Assistant Head of Year and discussed with Head of Year, who raises with Line manager in their fortnightly meeting

Stage one letter sent home

Stage Two – 18 whole days or 36 sessions

Weekly monitoring by year team – further absence to trigger meeting with Head of Year

Stage two letter sent home

Phone call to parents or invite parents to a meeting to discuss possibility of voluntary contract

Student placed on Red List – raised at Line Management and then at Leadership Group

Discussion with pastoral team and tutor to review grade card or round robin (if the grade card is more than one month old or yet to be published)

Implement other strategies as necessary (i.e. medical note/evidence required for medical appointments. This is dependent on the features of the child's absence)

Stage Three – 20 Whole days or 40 sessions

Stage three letter

Meeting with Parents, School Inclusion Link Worker, Head of Year, and Key Stage Manager

Specific targets to be set by School Inclusion Link Worker and monitored weekly

Referral to SEN – 'Prolonged absence.'



The school also works with the School Inclusion Link Worker where there are attendance issues. They will audit the school's attendance statistics on a termly basis identifying students of particular concern. Attendance surgeries or home visits are then arranged with the families. The School Inclusion Link Worker will also engage in meetings held by Heads of Year where issues have already been identified by the school.

MEDICAL CONCERNS

If any student is absent from school due to illness, a letter or email must be provided by their parent/carers. Prolonged absence due to medical reasons will require medical evidence such as a doctor's note, hospital appointment letter or prescription.

Any student with no long-term medical needs that will affect attendance will be supported by the school, but parent/carers will be asked to meet with the appropriate pastoral team. The aim of the meeting is to ensure that the school is doing everything it can to support the student (see also: Supporting Students with Medical Needs Policy on the school website).

AUTHORISED AND UNAUTHORISED ABSENCES

Authorised Absences

Authorised absence is where the school has either given approval in advance for a student to be out of school, or has accepted an explanation offered afterwards as satisfactory justification for absence. All absences will be treated as unauthorised until the school has agreed on a satisfactory explanation.

Categories of Authorised Absence

- **Illness, Medical and Dental Appointments**

Where the school believes that a student is genuinely unwell the absence will be authorised. When attending a medical or dental appointment it is important that such appointments be made outside school hours unless in extreme unavoidable cases. Students must return after or before such appointments to obtain a present mark for that session.

- **Days of Religious Observance**

The school will be sensitive to such requests and parents are encouraged to give advance notice to the Headteacher/Governing Body for leave of absence.

- **Exclusions**

A student excluded for a fixed period remains on roll and the absence will be treated as authorised as it results from a decision taken by the school.

- **Other**

The school will follow the latest guidance from the Government regarding attendance during extraordinary circumstances for example Covid-19.

Unauthorised Absence

Unauthorised absences are those which the school does not consider reasonable and for which no "leave" has been given. This could include:

- Parents keeping children off school unnecessarily
- Truancy through the school day
- Absences which have never been properly explained



- Children who arrive at school too late to get a mark (after registration has closed)
- Day trips and holidays in term time

Unauthorised absence can/will lead to school sanctions being imposed on a student and where appropriate the school will refer to the School Inclusion Link Worker. This action could lead to sanctions and/or legal proceedings.

Leave of Absence During Term Time

The Department for Education made amendments to the 2006 Education Act (Pupil Registration) (England) (Amendment) Regulations 2013 which came into force on 1 September 2013. The amendments remove previous references to the allowance of family holiday and extended leave.

This new law means that the Headteacher may not grant any leave of absence during term time unless there are exceptional circumstances. Requesting leave of absence can only be made by the parent/carer the child resides with and must be done in writing, in advance, to the Head of Year/Headteacher, but will only be considered under exceptional circumstances.

The following would be counted as Exceptional Circumstances:

(You may be asked to provide written evidence in certain circumstances)

- Return of parent from active service (Forces)
- Death or terminal illness of a parent, step-parent or sibling
- Young Carers
- Disability or respite leave

The following are examples which may not be counted as exceptional circumstances and may lead to requests not being granted:

- Cheaper holiday dates
- Attendance at a wedding or christening
- Visiting relatives either abroad or in the UK
- Limitations on parents leave' entitlement or dates (unless supported by a contract of employment)

If leave of absence is taken without authorisation it will be considered as an unauthorised absence and that, as such, may lead to a request to the Local Authority for the issuing of a Penalty Notice. From August 2024, the fine for school absences across the country will be £80 if paid within 21 days, or £160 if paid within 28 days. In the case of repeated fines, if a parent receives a second fine for the same child within any three-year period, this will be charged at the higher rate of £160. Fines per parent will be capped to two fines within any three-year period. Once this limit has been reached, other action like a parenting order or prosecution will be considered. If you're prosecuted and attend court because your child hasn't been attending school, you could get a fine of up to £2,500. Parents may also be fined for each child that they take out of school on unauthorised leave within term time.

SUMMARY

Continuity of attendance is vital for academic success. Absence can lead to a lack of progress within a student's curriculum but it can also affect a young person's integration amongst the peers. This can lead to more severe problems of social acceptance. This policy is therefore of vital importance to the whole school community and will be revised on a regular basis by the Governing Body.



APPENDIX 1

LETTERS HOME

STAGE ONE LETTER

Dear [Parent/Carer's name]

Re Absence from School

[Child's Name] has now had _____ days absence this academic year which would be [percentage] over the year if no other absences occur.

As I am sure you are aware high levels of school attendance are crucial in terms of academic success for our students and there is no substitute for attending regularly and participating in school lessons.

If the attendance of [Child's Name] does not increase throughout the year then we are sure that, at this stage, the impact of the absence on [Child's Name] school work can be minimised and we will have no further concerns. However, we thought it wise to write to explain that continued higher rates of absence may start to adversely affect progress and attainment throughout the year.

If there is anything that we can do to help or further support you then please do not hesitate to ask and we are always happy to discuss any issues which may begin to impact attendance. Our experience shows us that regular communication with home and early discussion of these matters can really help support our students in the development of excellent attendance habits for later in life.

Thank you for all your help in supporting [child's name]'s work at Parkstone Grammar, please do not hesitate to contact us if you would like to discuss anything further.

Yours sincerely

A handwritten signature in black ink, enclosed in a blue rectangular box. The signature appears to be 'J Clayton'.

Miss J Clayton
Assistant Headteacher and Attendance Champion



STAGE TWO LETTER

Dear [Parent/Carer's name]

Re Absence from School

[Child's Name] has now had _____ days absence this academic year,

This falls below the School expected minimum attendance of 96%. As I am sure you are aware high levels of school attendance are crucial in terms of academic success for our students and there is no substitute for attending regularly and participating in school lessons.

[Child's Name]'s absence is now approaching the stage where statistics show that it can make up to a grade's difference in their outcomes for the year. It is also important that, as far as is possible, further absences are avoided this year. If [Child's Names]'s absence continues to increase we will hold a meeting between yourselves and the year team to discuss how we can ensure approved attendance.

There are always some instances where this might be inevitable, for instance if a period of illness was to prevent a child attending school. As we are now at the point where outcomes are affected by absence it is important that we discuss if any gaps in [child's name]'s learning need to be addressed through some further support.

Please contact us if you have concerns regarding work missed.

Yours sincerely

A handwritten signature in black ink, enclosed in a blue rectangular box. The signature appears to be 'J Clayton'.

Miss J Clayton
Assistant Headteacher and Attendance Champion



STAGE THREE LETTER

Dear [Parent/Carer's name]

Re Absence from School

[Child's Name] has now had _____ days absence this academic year, equating to _____ weeks and _____ day(s). This would be [percentage] over the year if no other absences occur. This falls below the School expected minimum attendance of 96%.

As you are aware high levels of school attendance are crucial in terms of academic success for our students and there is no substitute for attending regularly and participating in school lessons.

We are now very concerned that [Child's Name]'s achievement is being impacted. A student whose absence is at such levels will underperform by at least a grade in relation to expectations and we are keen to ensure this does not happen. We would like to meet to discuss the issues with attendance.

At this meeting we will discuss how attendance will be monitored for the foreseeable future, the impact that attendance is having on current performance, a review of any issues which may be preventing good attendance and to offer support in the process of sustaining better attendance from this point onwards.

We will also be discussing the absence with the School Inclusion Link Worker as future absence will put [Child's Name] in danger of reaching an attendance rate of 90%. This level of absence is defined by the Government as persistent absenteeism and may require us to trigger a greater level of support, including discussions with the School Inclusion Link Worker to improve attendance rates.

As a school we are clear in our commitment in helping parents to support good levels of attendance and we are keen to ensure our communication is such that enables all students to achieve their potential. We look forward to meeting with you and will be in touch to arrange a meeting as soon as possible to ensure that [child's name]'s attendance improves and that all learning that has been missed can be addressed to ensure the impact on achievement this year is minimised.

Yours sincerely

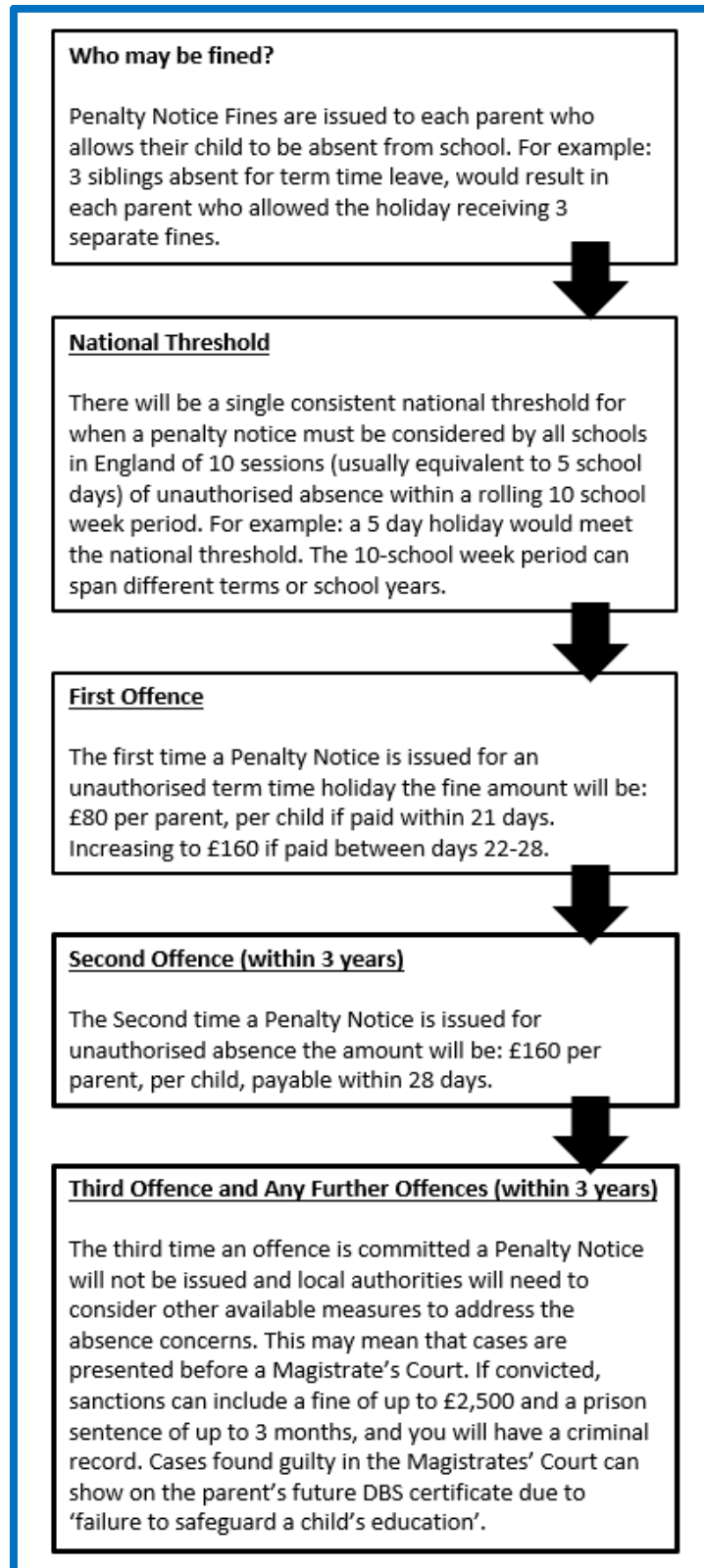
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Miss J Clayton
Assistant Headteacher and Attendance Champion

APPENDIX 2

Helping parents to understand the changes to fines for term time holidays

With the introduction of the new National Framework for Penalty Notices, the following changes will come into force for Penalty Notice Fines issued for unauthorised holidays recorded by schools after 19th August 2024:





APPENDIX 3

The following Attendance Codes will be used to record and monitor all student attendance and absence at Parkstone Grammar School:

Attendance Code	Explanation of code	Further Detail
Code / \: Present at the school / = morning session \ = afternoon session	Pupils must not be recorded as present if they are not in school during registration. If a pupil were to leave the school premises after registration, they will still be counted as attending for statistical purposes.	This code is classified for statistical purposes as attending.
Code L: Late arrival before the register is closed	The pupil was absent when the register started being taken but arrives before the register is closed.	<i>Note: If a pupil is recorded with code N but arrives later in the session after the register has closed, the attendance register must be amended to record them as absent using code U or another absence code that is more appropriate.</i>
Code K: Attending education provision arranged by the local authority	The pupil is attending a place, other than the school or any other school at which they are a registered pupil, for educational provision arranged by a local authority.	<i>Note: A pupil attending provision arranged by the school rather than the local authority must be recorded using Codes P or B instead. Schools should ensure that arrangements are in place whereby the education provider notifies the school of any absence by the pupil.</i>
Code V: Attending an educational visit or trip	The pupil is attending a place, other than the school or any other school at which they are a registered pupil, for an educational visit or trip arranged by or on behalf of the school and supervised by a member of school staff. The visit or trip must take place during the session for which it is recorded.	<i>Note: If the pupil does not attend the visit or trip the school must record the pupil's absence using the relevant absence code.</i>
Code P: Participating in a sporting activity	The pupil is attending a place for an approved educational activity that is a sporting activity. The sporting activity must take place during the session for which it is recorded.	A pupil can only be recorded as attending a place for an approved educational activity if: <ul style="list-style-type: none">• the place is somewhere other than the school, another school where the pupil is registered, or a place where educational provision has been arranged for the pupil by a local authority under section 19(1) of the Education Act 1996 or sections 42(2) or 61(1) of the Children and Families Act 2014;• the activity is of an educational nature;



Attendance Code	Explanation of code	Further Detail
		<ul style="list-style-type: none"> • the school has approved the pupil’s attendance at the place for the activity; and • the activity is supervised by a person considered by the school to have the appropriate skills, training, experience and knowledge to ensure that the activity takes place safely and fulfils the educational purpose for which the pupil’s attendance has been approved. Supervision means the pupil is physically supervised by someone who meets this definition.
<p>Code W: Attending work experience</p>	<p>The pupil is attending a place for an approved educational activity that is work experience provided under arrangements made by a local authority or the school as part of the pupil’s education. The work experience must take place during the session for which it is recorded.</p>	<p>A pupil can only be recorded as attending a place for an approved educational activity if:</p> <ul style="list-style-type: none"> • the place is somewhere other than the school, another school where the pupil is registered, or a place where educational provision has been arranged for the pupil by a local authority under section 19(1) of the Education Act 1996 or sections 42(2) or 61(1) of the Children and Families Act 2014; • the activity is of an educational nature; • the school has approved the pupil’s attendance at the place for the activity; and • the activity is supervised by a person considered by the school to have the appropriate skills, training, experience and knowledge to ensure that the activity takes place safely and fulfils the educational purpose for which the pupil’s attendance has been approved. Supervision means the pupil is physically supervised by someone who meets this definition.
<p>Code B: Attending any other approved educational activity</p>	<p>The pupil is attending a place for an approved educational activity that is not a sporting activity or work experience. The educational activity must take place during the session for which it is recorded.</p>	<p>A pupil can only be recorded as attending a place for an approved educational activity if:</p> <ul style="list-style-type: none"> • the place is somewhere other than the school, another school where the pupil is registered, or a place where educational provision has been arranged for the pupil by a local authority under section 19(1) of the Education Act 1996 or sections 42(2) or 61(1) of the Children and Families Act 2014;



Attendance Code	Explanation of code	Further Detail
		<ul style="list-style-type: none"> • the activity is of an educational nature; • the school has approved the pupil's attendance at the place for the activity; and • the activity is supervised by a person considered by the school to have the appropriate skills, training, experience and knowledge to ensure that the activity takes place safely and fulfils the educational purpose for which the pupil's attendance has been approved. Supervision means the pupil is physically supervised by someone who meets this definition. <p>Schools must also record the nature of the approved educational activity, examples are:</p> <ul style="list-style-type: none"> • attending transition days at other schools; • attending courses at college; • attending unregistered alternative provision arranged by the school.
<p>Code C1: Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad.</p>	<p>All schools can grant leaves of absence for pupils to undertake employment (paid or unpaid) during school hours.</p> <p><i>"Schools should be sympathetic to requests for leave of absence that are supported by a licence issued by a local authority or a BOPA; as long as the school remains satisfied that this will not have a negative effect on a pupil's education. Where a local authority licence specifies the dates that a pupil is to be away from school to perform, the school should record the absence for those days as if a leave of absence had been applied for and granted."</i></p>	<p>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.</p> <ul style="list-style-type: none"> • Where a pupil does not need a licence for such a performance because an exception applies under section 37(3) of the Children and Young Persons Act 1963, including where a Body of Persons Approval (BOPA) covering the pupil has been issued by the local authority in whose area the performance will take place or the Secretary of State. • 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.
<p>Code M: Leave of absence for the purpose of attending a medical or dental appointment</p>	<p>Schools should encourage parents to make appointments out of school hours. Where this is not possible, they should get the school's agreement in advance and the pupil should only be out of school</p>	<p>If a pupil is present at registration but then leaves the school to attend a medical or dental appointment during the session in question, no absence needs be recorded for that session.</p>



Attendance Code	Explanation of code	Further Detail
	for the minimum amount of time necessary for the appointment	
Code J1: Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution	Schools can grant leave of absence, under regulation 11(4), where an application has been made in advance by the parent who the pupil normally lives with (or the pupil if they will be over compulsory school age by the time of the absence) and the leave is to enable the pupil to attend an interview for employment or admission to another educational institution.	This interview must take place during the session for which it is recorded.
Code S: Leave of absence for the purpose of studying for a public examination	Schools can grant leave of absence, under regulation 11(5), for a pupil to study for a public examination where the leave has been agreed in advance with a parent who the pupil normally lives with (or the pupil if they will be over compulsory school age by the time of the absence).	Study leave should not be granted by default once tuition of the exam syllabus is complete and should be used sparingly. If schools do decide to grant study leave, provision must still be made available for those pupils who want to continue to come into school to revise.
Code X: Non-compulsory school age pupil not required to attend school	Schools can grant a leave of absence, under regulation 11(7) or (8) for a pupil not of compulsory school age to attend school part-time.	<p>Schools must still use this code to record when a pupil is absent with leave because their timetable does not require them to attend.</p> <p>Where the pupil is absent when timetabled to attend the school, the absence must be recorded using the appropriate absence code not code X.</p>
Code C2: Leave of absence for a compulsory school age pupil subject to a part-time timetable	All pupils of compulsory school age are entitled to a full-time education. In very exceptional circumstances, where it is in a pupil's best interests, there may be a need for a temporary part-time timetable to meet their individual needs.	<p>Schools can grant a leave of absence, under regulation 11(6) to temporarily reduce the timetable of a pupil of compulsory school age to part-time, if the school and a parent who the pupil normally lives with have agreed that, exceptionally, the pupil should temporarily be educated only part-time and have agreed the times and dates when the pupil will, during the period of temporary part-time education, be expected to attend the school.</p> <p>Schools use this code to record when a pupil is absent with leave because they are subject to a part-time timetable in line with an agreement between the school and a parent the pupil normally lives with that the</p>



Attendance Code	Explanation of code	Further Detail
		<p>pupil should temporarily be educated part-time.</p> <p>Where a pupil is receiving a full-time education, but only part-time at the school in question (e.g. dual registration, part-time unregistered alternative provision or flexischooling) this code must not be used and the appropriate code for why the pupil is not in school for that session should be used.</p>
<p>Code D: Dual registered at another school</p>	<p>The law allows a pupil to be registered at more than one school. This code is used to indicate that the pupil is absent with leave to attend the other school at which they are registered.</p> <p>The main examples of dual registration are pupils who are attending a pupil referral unit, a hospital school or a special school on a temporary basis.</p>	<p>The school at which the pupil is scheduled to attend must record the pupil's attendance and absence with the relevant code. Code D may only be used by either school for a session where the pupil is scheduled to attend the other school at which they are registered. Schools should ensure that they have in place arrangements whereby all unexpected and unexplained absences are promptly followed up.</p>
<p>Code C: Leave of absence for exceptional circumstance</p>	<p>All schools are able to grant a leave of absence at their discretion. A leave of absence should not, and from a school maintained by a local authority or a special school not maintained by a local authority, must not be granted unless there are exceptional circumstances.</p>	<p>Schools must judge each application individually considering the specific facts and circumstances and relevant background context behind each request. Where a leave of absence is granted, the school will determine the number of days a pupil can be absent from school. A leave of absence is granted entirely at the school's discretion.</p> <p>Note: Generally, a need or desire for a holiday or other absence for the purpose of leisure and recreation would not constitute an exceptional circumstance.</p> <p>Pregnant pupils</p> <p>Leave for maternity is treated like any other leave of absence in exceptional circumstances. Schools are expected to act reasonably and grant a sufficient period of leave from school, taking into consideration the specific facts and circumstances of each case.</p>



Attendance Code	Explanation of code	Further Detail
<p>Code T: Parent travelling for occupational purposes</p>	<p>The pupil is a mobile child and their parent(s) is travelling in the course of their trade or business and the pupil is travelling with them. A mobile child is a child of compulsory school age who has no fixed abode and whose parent(s) is engaged in a trade or business of such a nature as to require them to travel from place to place.</p>	<p>Ultimately, it is at the school's discretion how much leave to grant.</p> <p>Schools should not unnecessarily ask for proof that the parent is travelling for occupational purposes, this should only happen when there is genuine and reasonable doubt about the authenticity of the reason for absence given. If there is doubt over the reason given, the school may ask for proof that the family are required to travel for occupational purposes during the period of absence.</p> <p>To help ensure continuity of education for pupils, when their parent(s) is travelling for occupational purposes in England, it is expected that the pupil should attend a school where their parent(s) is travelling and be dual registered at that school and their main school.</p>
<p>Code R: Religious observance</p>	<p>The pupil is absent on a day that is exclusively set apart for religious observance by the religious body the parent(s) belong to (not the parents themselves).</p>	<p>As a general rule, 'a day exclusively set apart for religious observance' is a day when the pupil's parents would be expected by the religious body to which they belong to stay away from their employment in order to record the occasion. If in doubt, schools should seek advice from the parent's religious body about whether it has set the day apart for religious observance.</p> <p>If a religious body sets apart a single day for a religious observance and the parent applies for more than one day, the school may only record one day using this code; the rest of the time would need a leave of absence, and this is granted at the school's discretion as set out under Code C.</p>
<p>Code I: Illness (not medical or dental appointment)</p>	<p>The pupil is unable to attend due to illness (both physical and mental health related). Schools should advise parents to notify them on the first day the child is unable to attend due to illness.</p>	<p>Schools are not expected to routinely request that parents provide medical evidence to support illness absences. Schools should only request reasonable medical evidence in cases where they need clarification to accurately record</p>



Attendance Code	Explanation of code	Further Detail
		<p>absence in the attendance register – i.e. making a decision that code I is the absence code that accurately describes the reason the pupil is not in school for the session in question.</p> <p>In the majority of cases a parent’s notification that their child is too ill to attend school will be that evidence and can be accepted without question or concern. Only where the school has genuine and reasonable doubt about the authenticity of the illness should medical evidence be requested to support the absence.</p> <p>Where medical evidence is deemed necessary, schools should not be rigid about the form of evidence requested and should speak to the family about what evidence is available. Schools should be mindful that requesting additional medical evidence unnecessarily places pressure on health professionals, their staff and their appointment system, particularly if the illness is one that does not require treatment by a health professional. Where a parent cannot provide evidence in the form requested but can provide other evidence, schools should take this into account. Where a parent cannot provide any written evidence, the school should have a conversation with the parent and pupil, if appropriate, which may in itself serve as the necessary evidence to record the absence.</p>
<p>Code E: Suspended or permanently excluded</p>	<p>The pupil is suspended from school or permanently excluded from school on disciplinary grounds, but their name is still entered in the admission register, and no alternative provision has been made for the pupil to continue their education.</p>	<p>When a pupil of compulsory school age is suspended or permanently excluded on disciplinary grounds from a school, alternative provision must be arranged from the sixth consecutive school day of any suspension or permanent exclusion. Where the pupil is attending alternative provision, for the session in question, schools should record</p>



Attendance Code	Explanation of code	Further Detail
		this using the appropriate attendance code.
Code Q: Unable to attend the school because of a lack of access arrangements	Code Q is only used where a pupil is absent because the local authority has a legal duty to arrange home-to-school travel for the pupil and they have not done so, or because the pupil has no choice but to attend a school that does not qualify for such travel arrangements and is more than walking distance from where they live.	These circumstances are set out in law but in summary are where: <ul style="list-style-type: none"> • the local authority has a duty to arrange the pupil’s home to school travel and has not; or • the pupil is registered at a private school that is beyond walking distance from the pupil’s home and the local authority has not arranged boarding for them or enabled them to go to a state school nearer to their home
Code Y1: Unable to attend due to transport normally provided not being available	The pupil is unable to attend because the school is not within walking distance of their home and the transport to and from the school that is normally provided for the pupil by the school or local authority is not available.	Walking distance in relation to a child of 8 or above, means 3 miles. In each case measured by the nearest available route.
Code Y2: Unable to attend due to widespread disruption to travel	The pupil is unable to attend the school because of widespread disruption to travel caused by a local, national, or international emergency.	
Code Y3: Unable to attend due to part of the school premises being closed	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 remain in use.	
Code Y4: Unable to attend due to the whole school site being unexpectedly closed	Where a school was planned to be open for a session, but 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. Instead, every pupil listed in the admission register at the time must be recorded with code Y4 to record the fact that the school is closed.	This code may not be used for any planned closure such as weekends or holidays.
Code Y5: Unable to attend as pupil is in criminal justice detention	The pupil is unable to attend the school because they are: <ul style="list-style-type: none"> • in police detention, • remanded to youth detention, awaiting trial or sentencing, or • detained under a sentence of detention. 	If a pupil is remanded to local authority accommodation, they should attend school as normal where possible and where it is not possible any absence should be recorded using the appropriate code. Schools are expected to communicate with the pupil’s Youth Offending Team worker while the pupil is in custody and remains on



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		<p>the school roll to discuss the pupil's educational needs, progress and return to the school upon their release where appropriate. Education is a key part of effective resettlement; therefore it is important that schools maintain contact with the Youth Offending Team throughout the sentence to support the child's resettlement where appropriate.</p>
<p>Code Y6: Unable to attend in accordance with public health guidance or law</p>	<p>The pupil is well enough to attend (otherwise Code I would have been recorded) but there are Government rules or guidance to limit the spread of infection or disease which say they should not attend.</p>	<p>Meaning, the pupil's travel to or attendance at the school would be:</p> <ul style="list-style-type: none"> • contrary to any guidance relating to the incidence or transmission of infection or disease published by the Secretary of State for Health and Social Care (or the equivalent in Scotland, Wales or Northern Ireland), or • prohibited by any legislation relating to the incidence or transmission of infection or disease.
<p>Code Y7: Unable to attend because of any other unavoidable cause</p>	<p>An unavoidable cause, that is not covered by one of the other 'unable to attend' codes detailed above, is preventing the pupil from attending the school.</p>	<p>This code should be used only where something in the nature of an emergency has prevented the pupil from attending the session in question. The unavoidable cause must be something that affects the pupil, not the parent. The fact that a parent has done all they can to secure the attendance of the pupil at school does not, in itself, mean the pupil has been prevented by unavoidable cause.</p> <p>Schools must also record the nature of the unavoidable cause - examples are:</p> <ul style="list-style-type: none"> • Bail conditions (that prevent the pupil from attending the school or being present in the area where the school is situated) • Court attendance (where the pupil is legally required to attend Court)
<p>Code G: Holiday not granted by the school</p>	<p>The school has not granted a leave of absence and the pupil is absent for the purpose of a holiday.</p>	<p>A school cannot grant a leave of absence retrospectively. If the parent did not apply in advance, leave of absence should not be granted.</p>



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<p>Code N: Reason for absence not yet established</p>	<p>Schools must follow up all unexplained and unexpected absence in a timely manner. Every effort should be made to establish the reason for a pupil's absence. When the reason for absence has not yet been established before the register closes, the absence must be recorded with code N.</p>	<p>Where absence is recorded as code N (reason not yet established) in the attendance register, the correct absence code should be entered as soon as the reason is ascertained, but no more than 5 school days after the session. Code N must not therefore be left on the pupil's attendance record indefinitely; if a reason for absence cannot be established within 5 school days, schools must amend the pupil's record to Code O.</p>
<p>Code O: Absent in other or unknown circumstances</p>	<p>Where no reason for absence is established or the school is not satisfied that the reason given is one that would be recorded using one of the codes statistically classified as authorised.</p>	
<p>Code U: Arrived in school after registration closed</p>	<p>Where a pupil has arrived late after the register has closed but before the end of session.</p>	<p>Schools should actively discourage late arrival, be alert to patterns of late arrival and seek an explanation from the parent. All schools are expected to set out in their attendance policy the length of time the register will be open, after which a pupil will be recorded as absent. This should be the same for every session and not longer than 30 minutes.</p>
<p>Code Z: Prospective pupil not on admission register</p>	<p>To enable schools to set up registers in advance of pupils joining the school to ease administration burdens.</p>	<p>Most school admissions involve the school or admission authority offering a place to the parent of the prospective pupil (or, in the case of admission to sixth form, the prospective pupil). An offer of a place is not an agreement. Before a pupil can be registered at a school the parent (or prospective pupil) must have accepted the offer, either by agreeing the starting day in advance or by the fact of the pupil attending the school on that day. In the normal admissions round, when parents have accepted the school place and starting day offered, the local authority can communicate that agreement to schools on behalf of the parent. This can also be the case where the local authority coordinate in-year applications for school places.</p>



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		<p>Schools must enter pupils' names on the admission register on the first day that the school and a person with control of the pupil's attendance have agreed that the pupil will attend the school. If no date has been agreed or notified, the pupil's name must be entered on the first day they attend the school. Names must be added before or at the beginning of the first session on that day.</p> <p>If a pupil fails to attend on the agreed starting day, the school must follow this up and try to establish the reason for absence.</p>
Code #: Planned whole school closure	Whole school closures that are known and planned in advance such as: <ul style="list-style-type: none">• days between terms;• half terms;• occasional days (for example, bank holidays);• weekends (where it is required by the management information system);• up to 5 non-educational days; and• use of the whole school as a polling station.	