Attendance Policy

Howden Junior School

Approved by:	The Education Alliance Trust Board and accepted by Howden Junior School LGB	**Date:** May 2024
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1. Aims

Howden Junior School is committed to ensuring all its pupils receive a full-time education which maximises opportunities and achievement for all. For pupils to gain the most from their time at **Howden Junior School**, it is vital that they maintain excellent attendance and punctuality and we are committed to supporting pupils and their parents and carers in sustaining this throughout their time at school. In doing so, we will:

- Ensure that all students access full-time education which meets their needs and allows them to reach their potential.
- Strive to provide a welcoming, caring and safe environment where each pupil can engage in all opportunities offered
- Promote good attendance and punctuality and discourage unjustified absence
- Act early to address patterns of absence
- Commit to building strong relationships with families to ensure pupils have the support in place to attend school
- Continue to emphasise that it is everyone's responsibility to improve attendance and punctuality

2. Legislation and guidance

This policy meets the requirements of the working together to improve school attendance from the Department for Education (DfE), and refers to the DfE's statutory guidance on school attendance parental responsibility measures. These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

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

It also refers to:

- Keeping Children Safe in Education
- Mental health issues affecting a pupil's attendance: guidance for schools

This policy also complies with our trust's funding agreement and articles of association.

3. Expectations

3.1 What you can expect from our school

Our school will:

- Promote good attendance and punctuality and investigate any unexplained and/or unjustified absence
- Encourage pupils to attend school regularly through the provision of engaging learning opportunities that are appropriate to their needs
- Support pupils to secure good attendance and punctuality
- Work hard to build supportive relationships with pupils and their parents/carers
- Provide parents/carers with a clear statement of attendance on pupil's reports
- Work closely with parents/carers where pupil absence is a cause for concern
- Support pupils returning to school following prolonged absence
- Work closely with the LA Education Welfare Service and relevant external agencies
- Only remove a pupil from the school roll when they have legally left
- Inform the Governing Body of attendance levels as part of each KPI report
- Where required, provide information for the prosecution of parents/carers whose children do not attend school and who do not have a substantive reason

3.2 What we expect of our pupils

Pupils are expected to:

- Attend school every day on time

3.3 What we expect of our Parents/Carers

Where this policy refers to a parent/carer, it refers to the adult the school and/or local authority decides is most appropriate to work with, including:

- All natural parents, whether they are married or not
- All those who have parental responsibility for a child or young person
- Those who have day-to-day responsibility for the child (i.e. lives with and looks after them)

Parents/carers are expected to:

- Make sure their child attends every day on time
- Call the school to report their child's absence **before 9.30am** on the day of the absence (and each subsequent day of absence), and advise when they are expected to return
- Provide the school with more than 1 emergency contact number for their children
- Ensure that, where possible, appointments for their child are made outside of the school day
- Work with the school where support to improve their child's attendance is being offered

4. Specific roles and responsibilities

4.1 Class teachers

All class teachers are responsible for:

- Recording accurate details of attendance by 8.50am and 1.00pm
- Marking pupils who arrive after 8.50am but before 9.30am as L (late) and add the number of minutes late.
- Passing information regarding absence to the office if this is in Home-School Link books or parents/carers have passed information on at drop off.
- Report any IT difficulties to IT systems managers.

4.2 School Attendance Officer

The school Attendance Officer is responsible for:

- Monitoring attendance levels of all students
- Meeting on a regular basis with Head of School and the Senior Leadership Team to discuss students with under 95% attendance, including reporting on persistent absence patterns and Student Premium attendance
- Sharing information with wider school staff as appropriate
- Liaising with parents or carers to identify any problems which may be affecting attendance and offer support if appropriate to parents or carers and students
- Supporting students with difficulties in school
- Making home visits if appropriate to meet with parents or carers
- Informing parents or carers of legal responsibility for regular attendance and possible sanctions – via standardised letters where attendance has become a concern, penalty fines and prosecution
- Following up with the EWO's line manager where a decision is made to take action against parents/careers for the non-attendance of a student
- Monitoring attendance and implement Fast Track Procedure if appropriate
- Providing attendance data to the SLT (weekly)

The attendance officer and can be contacted via the school office on howden.juniors@eastriding.gov.uk

4.3 School administrative staff

School administrative staff will:

- Ensure registers are being completed and inform School Leaders (where there are persistent concerns)
- Clear and enter absence notes, (ensuring correct codes are used) absence emails and phone calls re absence
- Update and maintain pupils' personal data/contact details
- Make necessary amendments to Arbor data
- Provide data to class teachers as required
- Provide data for Local Governing Body reports
- Provide data for the LA and DfE returns

- Provide individual attendance reports
- Provide data to the Headteacher as required
- Report any IT difficulties to IT systems manager
- Provide tracking data for attendance and punctuality as required

4.4 Headteacher

The headteacher is responsible for:

- Implementation of this policy at the school
- Monitoring school-level absence data and reporting it to governors
- Supporting staff with monitoring the attendance of individual pupils
- Monitoring the impact of any implemented attendance strategies
- Where necessary, issuing fixed-penalty notices

4.5 The local governing body

The local governing body is responsible for:

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

To support this, governors receive information about school attendance and absence rates at each local governing body meeting

5. Recording attendance

5.1 Attendance register

We will keep an attendance register, and place all pupils onto this register.

We will take our attendance register at the start of the first session of each school day and once during the second session. It will mark whether every pupil is:

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

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

See appendix 2 for the DfE attendance codes.

We will also record:

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

We will keep every entry on the attendance register for 3 years after the date on which the entry was made.

Pupils must arrive in school by 8.50am on each school day.

The register for the first session will be taken at 8.50am. The register for the second session will be taken at 1pm.

5.2 Unplanned absence

The pupil's parent/carer must notify the school of the reason for the absence on the first day of an unplanned absence by 9.30am or as soon as practically possible by calling the school on 01430 430385.

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

Where the absence is longer than 5 days or there are doubts about the authenticity of the illness, the school will ask for medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parent/carer will be notified of this in advance.

5.3 Planned absence

Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent/carer notifies the school in advance of the appointment. Parents/carers should also provide the school with a copy of the appointment confirmation.

However, we encourage parents/carers to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary.

The pupil's parent/carer must also apply for other types of term-time absence as far in advance as possible of the requested absence. Go to section 6 to find out which term-time absences the school can authorise.

5.4 Lateness and punctuality

A pupil who arrives late:

- Before the register has closed will be marked as late, using the appropriate code (L)
- After the register has closed will be marked as absent, using the appropriate code (U).

We define (L) as pupils who arrive after 8.50am/1pm but before 9.30am/1.30pm.

We define (U) as pupils who arrive after 9.30am/1.30pm

5.5 Following up unexplained absence

Where any pupil we expect to attend school does not attend, or stops attending, without reason, we will:

- Call the pupil's parent/carer on the morning of the first day of unexplained absence to ascertain the reason. If we cannot reach any of the pupil's emergency contacts, we may contact police and other relevant local authority agencies
- Identify whether the absence is approved or not
- Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than 5 working days after the session
- Call the parent/carer on each day that the absence continues without explanation to ensure proper safeguarding action is taken where necessary. If absence continues, the school will consider involving an education welfare officer

5.6 Reporting to parents/carers

The school will regularly inform parents/carers about their child's attendance and absence levels. The school will contact a parent by letter in order to make them aware of the attendance level and offer support to improve attendance.

6. Authorised and unauthorised absence

6.1 Approval for term-time absence

The headteacher will only grant a leave of absence to pupils during term time if they consider there to be 'exceptional circumstances'. A leave of absence is granted at the headteacher's discretion, including the length of time the pupil is authorised to be absent for.

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request.

Any request should be submitted as soon as it is anticipated and, where possible, at least two weeks before the absence. An 'Exceptional Absence Request Form' should be completed which is accessible via the school office or website. The headteacher may require evidence to support any request for leave of absence.

Valid reasons for **authorised absence** include:

- Physical or mental illness and medical/dental appointments (see sections 5.2 and 5.3 for more detail)
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents/carers belong. If necessary, the school will seek advice from the parents'/carers' religious body to confirm whether the day is set apart
- Traveller pupils travelling for occupational purposes – this covers Roma, English and Welsh gypsies, Irish and Scottish travellers, showmen (fairground people) and circus people, bargees (occupational boat dwellers) and new travellers. Absence may be authorised only when a traveller family is known to be travelling for occupational purposes and has agreed this with the school, but it is not known whether the pupil is attending educational provision

Exceptional circumstances could include:

- Service personnel returning from a tour of duty abroad where it is evidenced the individual will not be in receipt of any leave in the near future that coincides with school holidays.
- Where an absence from school is recommended by a health professional as part of a parent or child's rehabilitation from a medical or emotional issue.
- The death or terminal illness of a person close to the family.
- To attend a wedding or funeral of a person close to the family.

- Where there are exceptional and unforeseen circumstances that fall outside of 1 to 4 above, the headteacher agrees to consult with the principal education welfare officer prior to any authorisation being given to the parent. The principal education welfare officer will discuss each case with an independent Headteacher and will make a recommendation to the referring school.

Please note: Evidence would be required in each case.

If a request meets the above exceptional circumstances but falls within the following times, the headteacher must be convinced that absence from school is the only option:

1. The first half-term of any academic year (applies to all pupils)
2. Year six transition day (for pupils in year six)
3. Year six SATs week (for pupils in year six)
4. Year nine options time (for pupils in year nine)
5. At any time during years 10 and 11 (for all pupils in these year groups)
6. At any time specified by the school (this will be communicated to parents by each school).

6.2 Legal action to enforce school attendance

Local authorities and schools can fine parents/carers for the unauthorised absence of their child from school, where the child is of compulsory school age.

If issued with a fine, or penalty notice, each parent/carer must pay the local authority £80 within 21 days or £160 within 28 days. The payment must be made directly to the local authority. If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

In line with statutory guidance (working together to improve school attendance) headteachers will decide whether it is appropriate to issue a penalty notice for any student where their attendance meets the national threshold for issuing a penalty notice

The decision on whether or not to issue a penalty notice may take into account:

- The number of unauthorised absences occurring within a rolling academic year
- One-off instances of irregular attendance, such as holidays taken in term time without permission
- Where an excluded pupil is found in a public place during school hours without a justifiable reason

As stated at the start of this policy, The Education Alliance Board of Trustees is committed to building strong relationships with families to ensure pupils have the support in place to attend school. With this in mind, they have agreed that headteachers will not issue penalty notices where they are of the view that:

- The parent/carer is working proactively with the school to improve their child's attendance
- Issuing a fine would be counterproductive.

7. Strategies for promoting attendance

To support high levels of attendance, the school will continually monitor and act to improve attendance. Attendance data will be analysed weekly by the Attendance Team). Where action is required this will follow a staged approach as outlined below.

Stage 1 - refers to the approaches taken to promote high attendance for all pupils across school. This involves continued monitoring of attendance to identify and intervene with attendance concerns early. Parents / carers of all

pupils who are absent without reason, will be contacted on the first day of absence. Spotlight on Attendance - where a pupil's attendance falls below 97% parents/guardians will be sent a Spotlight on Attendance letter.

Stage 2 - parents/guardians will be sent a Stage 2 letter where a pupil's attendance falls below 93%, inviting them to a meeting with the school Attendance Lead / Headteacher. This meeting will be to discuss ways to support sustained improved attendance for the pupil.

Stage 3 – where a pupil's attendance does not improve and falls below 90%, a Stage 3 letter will be sent out. An Attendance Action Plan will be put in place with targets for improvement. The Local Authority Education Welfare Officer may be contacted at this point, depending on the circumstances of absence.

Stage 4 – where a pupil's attendance does not improve and continues to fall below 85% and the targets set in the Attendance Action Plan have not been attained, a Stage 4 letter will be sent out. This will invite parents/guardians to an Attendance Panel Meeting with the Assistant Headteacher or senior member of school staff and the Local Authority Education Welfare Office (EWO) to review the action plan and ascertain next steps under the guidance of the Local Authority.

8. Attendance monitoring

8.1 Monitoring attendance

The school will:

- Monitor attendance and absence data half-termly, termly and yearly across the school and at an individual pupil level
- Identify whether or not there are particular groups of children whose absences may be a cause for concern

Pupil-level absence data will be collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics. The school will compare attendance data to the national average, and share this with the local governing body

8.2 Analysing attendance

The school will:

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

8.3 Using data to improve attendance

The school will:

- Provide regular attendance reports to class teachers and other school leaders, to facilitate discussions with pupils and families
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies

8.4 Reducing persistent and severe absence

Persistent absence is where a pupil misses 10% or more of school, and severe absence is where a pupil misses 50% or more of school.

The school will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Hold regular meetings with the parents/carers of pupils who the school considers to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement at school
- Provide access to wider support services to remove the barriers to attendance

9. Monitoring arrangements

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

10. Links with other policies

This policy links to the following policies:

- Child protection and safeguarding policy
- Behaviour policy
- SEND policy

Appendix 1: Key School Contacts

Name	Role	Email
Mrs Claire Isitt	Headteacher	
Mrs Kate Barber	Pastoral Lead/Attendance Support	
Mrs Beverley Howarth	Administration Officer	

Appendix 2: Attendance Codes

The following codes are taken from the DfE's guidance on school attendance.

Register Code Updates from 19 August 204 onwards.

Register Changes from 19 August 2024

Codes with no changes

**/ **	Present	Present at the school / = morning session \ = afternoon session
B	Attending any other approved educational activity *Statistical authorised absence	The pupil is attending a place for an approved educational acti work experience. The educational activity must take place duri A pupil can only be recorded as attending a place for an appro • the place is somewhere other than the school, anothe or a place where educational provision has been arranged for • the activity is of an educational nature; • the school has approved the pupil's attendance at the • the activity is supervised by a person considered by th training, experience and knowledge to ensure that the activity educational purpose for which the pupil's attendance has bee Schools have responsibilities for the safeguarding and welfare educational activity. The school will need to be satisfied that a to safeguard the pupil. Schools should ensure that they have in provider of the educational activity notifies the school of any record the pupil's absence using the relevant absence code. As set out in the DfE's guidance on 'Providing remote educatio and receiving remote education still need to be recorded as ab absence code. Schools should keep a record of, and monitor p education, but this is not formally tracked in the attendance re
C	Leave of absence for a compulsory school age pupil subject to a part-time timetable *Statistical authorised absence	All schools are able to grant a leave of absence at their discret and from school maintained by a local authority or a special sc authority, must not be granted unless there are exceptional cir

		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. Schools maintained by a local authority and special schools not maintained by a local authority can only grant such a leave of absence under regulation 11(11), where an application is made in advance by a parent the pupil normally lives with (or the pupil if they will be over compulsory school age by the time of the absence). Generally, a need or desire for a holiday or other absence for the purpose of leisure and recreation would not constitute an exceptional circumstance. Schools that are not required to follow regulation 11, must still use this code to record where a pupil is absent with leave for a reason that is not covered by another leave of absence code. **Pregnant pupils** 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. Ultimately, it is at the school's discretion how much leave to grant.
D	Dual Registered at another school *Statistical authorised absence	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. 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. 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.

E	Suspended or permanently excluded and no alternative provision made (prior to 6th day provision) *Statistical authorised absence	The pupil is suspended from school or permanently excluded from school, but their name is still entered in the admission register, and no alternative provision has been made for the pupil to continue their education. When a pupil of compulsory school age is suspended or permanently excluded on disciplinary grounds from a maintained school, pupil referral unit, academy, city technology college, or city college for the technology of the arts, alternative provision must be arranged from the sixth consecutive school day of any suspension or permanent exclusion. Where alternative provision is made for the session in question and the pupil is attending it, schools should record this using the appropriate attendance code in regulation 10(3) Table 2 or if the pupil is attending another school at which they are a registered pupil, schools should record this using code D (dual registered at another school).
G	Holiday not granted by the school *Statistical unauthorised absence	The school has not granted a leave of absence and the pupil is absent for the purpose of a holiday. A school cannot grant a leave of absence retrospectively. If the parent did not apply in advance, leave of absence should not be granted.
I	Illness (not medical Appointment) *Statistical authorised absence	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. 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 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. 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. Where medical evidence is deemed necessary, school 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 87 pupil, if appropriate, which may in itself serve as the necessary evidence to record the absence.
L	Late *Statistical authorised absence	The pupil was absent when the register started being taken but arrives before the register is closed. All schools are expected to set out in their attendance policy the length of time the register will be open, after which a pupil will be marked as absent. This should be the same for every session and not longer than 30 minutes.
M	Leave of absence for the purpose of attending a medical or dental appointment *Statistical authorised absence	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 for the minimum amount of time necessary for the appointment. Schools maintained by a local authority and special schools not maintained by a local authority can only grant leave of absence for this under regulation 11(11), where an application is made in advance by a parent the pupil normally lives with (or the pupil if they will be over compulsory school age by the time of the absence), and the school is satisfied 82 that, based on the individual facts of the case, there are exceptional circumstances which justify the leave. Schools that are not required to follow regulation 11, must still use this code to record a leave of absence has been granted for the purpose of attending a medical or

		dental appointment. 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
N	Reason for absence not yet established *Statistical unauthorised absence	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. 90 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 (regulation 10(7) to (9)). 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.

O	Absent in other or unknown circumstances *Statistical unauthorised absence	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	Participating in a Sporting Activity *Statistical authorised absence	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: • 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. • 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. If schools have concerns about the appropriateness of an activity, they can seek advice from the sports' national governing body. The final decision on approving the activity, however, rests with the school and they should take the effect on the pupil's general education into account. Schools have responsibilities for the safeguarding and welfare of pupils attending an approved educational activity. The school will need to be satisfied that appropriate measures have been taken to safeguard the pupil. Schools should ensure that they have in place arrangements whereby the provider of the sporting activity notifies the school of any absence by the pupil. The school must record the pupil's absence using the relevant absence code.
R	Religious observance *Statistical authorised absence	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). 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 mark the occasion. If in doubt, schools should 86 seek advice from the parent's religious body about whether it has set the day apart for religious observance. 358. 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. Schools and local authorities may seek to minimise the adverse effects of religious observance on a pupil's attendance and attainment by considering approaches such as: • Setting term dates around days for religious observance; • Working with local faith groups to develop guidance on absence for religious observance; • Taking INSET days that coincide with religious observance days; and • Providing individual support for pupils who miss sessions on days exclusively set apart for religious observance.
S	Leave of absence for the purpose of studying for a public examination *Statistical authorised absence	Schools maintained by a local authority and special schools not maintained by a local authority can grant leave of absence, under regulation 11(5), for a pupil to study for a public examination and 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
T	Parent travelling for occupational purposes *Statistical authorised absence	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. Schools should not unnecessarily ask for proof that the parent is travelling for occupational purposes, this should only happen when there are 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. 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

U	Arrived in school after registration closed *Statistical uauthorised absence	Where a pupil has arrived late after the register has closed but before the end of session. 399. 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 marked as absent. This should be the same for every session and not longer **than 30 minutes.**
V	Educational Visit of Trip *Statistical authorised absence	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. If the pupil does not attend the visit or trip the school must record the pupil's absence using the relevant absence code.
W	Attending work Experience *Statistical authorised absence	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.

X	Non-compulsory school age pupil not required to attend school *Statistical authorised absence	Schools maintained by a local authority and special schools not maintained by a local authority 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. **Under compulsory school age** In cases where a parent wishes their child to begin school on a part-time basis in line with the school admissions code, schools maintained by a local authority and special schools not maintained by a local authority may give leave of absence for sessions the pupil is not expected to attend. This must be agreed between the school and the parent they normally live with and must end at the point at which the pupil reaches compulsory school age. The times and dates when the pupil is expected to attend the school must be agreed by the school and the parent with whom the pupil normally lives with. **Over compulsory school age** Where a sixth form pupil's timetable does not require them to be on site for every session of the week, a school maintained by a local authority or a special school not maintained by a local authority may give leave of absence The times and dates when the pupil is expected to attend the school must be agreed with the parent with whom the pupil normally lives with or the pupil.
Z	Prospective pupil not on admission register *Statistical authorised absence	To enable schools to set up registers in advance of pupils joining the school to ease administration burdens.

Changes

L	All schools are expected to set out in their attendance policy the length of time the register will be open, after which a pupil will be marked as absent. This should be the same for every session and not longer **than 30 minutes.**
H	Authorised holiday has been removed from the list. The C code should be considered in cases where the H mark would have previously been used.

New

Absent	Leave of absence	

C1	Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad. *Statistical authorised absence	All schools can grant leaves of absence for pupils to undertake employment (paid or unpaid) during school hours. Schools maintained by a local authority and special schools not maintained by a local authority 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 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.

C2	Leave of absence for a compulsory school age pupil subject to a part-time timetable *Statistical authorised absence	. 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 in line with paragraphs 67 – 70. Schools maintained by a local authority and special schools not maintained by a local authority 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 84 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. Schools that are not required to follow regulation 11, must still 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 pupil should temporarily be educated part-time. 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.
Absent	Unable to attend school because of unavoidable cause	
Q	Unable to attend the school because of a lack of access arrangements *Statistical authorised absence	The pupil is unable to attend the school because a local authority has a duty set out in regulation 10, 12 or 13 to make access arrangements to enable the pupil's attendance at school and have failed to do so.
Y1	Unable to attend due to transport normally provided not being available *Statistical authorised absence	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 under the age of 8, means 2 miles, and for a child of 8 or above, means 3 miles. In each case measured by the nearest available route

Y2	Unable to attend due to widespread disruption to travel *Statistical authorised absence	The pupil is unable to attend the school because of widespread disruption to travel caused by a local, national, or international emergency.
Y3	Unable to attend due to part of the school premises being closed *Statistical authorised absence	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.

Y4	Unable to attend due to the whole school site being unexpectedly closed *Statistical authorised absence	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 marked 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.
Y5	Unable to attend as pupil is in criminal justice detention *Statistical authorised absence	The pupil is unable to attend the school because they are: • 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. A pupil's absence should be recorded under code Y7 (Unable to attend because of any other unavoidable cause) if they are unable to attend because they are serving a community based (i.e. non-detained) part of a sentence of detention, referral order, or youth rehabilitation order that requires them to be absent during the school day. 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 their release where appropriate. Education is a key part of effective resettlement, therefore it is important that 89 schools maintain contact with the Youth Offending Team throughout the sentence to support the child's resettlement where appropriate.
Y6	Unable to attend in accordance with public health guidance or law *Statistical authorised absence	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 (or the equivalent in Scotland, Wales and Northern Ireland), or • prohibited by any legislation relating to the incidence or transmission of infection or disease

Y7	Unable to attend because of any other unavoidable cause *Statistical authorised absence	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. 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.
J1	Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution *Statistical authorised absence	Schools maintained by a local authority and special schools not maintained by a local authority 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.
K	Attending a Provision arranged by the Local Authority ie Alternative Provision Placement *Statistical present mark	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 under section 19(1) of the Education Act 1996 (exceptional provision of education), section 42(2), or 61(1) of the Children and Families Act 2014 (special educational provision off site). A pupil attending provision arranged by the school rather than the local authority must be recorded using Codes P or B instead.