



Attendance Policy

Approving Body:	Standards Committee
Review Cycle:	1 year
Date Policy Reviewed:	September 2025
Date of Next Review:	September 2026

OVERVIEW

Longfield Academy is committed to maximising education opportunities and achievement for all children. We believe that regular attendance at school will enable children to get the most out of their school experience, including their attainment, wellbeing and wider life chances.

Outstanding Attendance	98% and above	No more than 4 days absence	20 lessons missed	75% chance of achieving 5 grades of 5-9
Excellent Attendance	95% and above	No more than 8 days absence	40 lessons missed	70% chance of achieving 5 grades of 5-9
Requires Improving Cause for concern and is of underachievement	95% and below	10 days absence	50 lessons missed	66% chance of achieving 5 grades of 5-9
Serious cause for concern and high risk of underachievement	90% and below	20 days absence	100 missed lessons	Average GCSE lowered by 1 grade
Serious cause for concern and severe risk of underachievement	85% and below	29 days absence	145 lessons missed	Average GCSE lowered by 2 grades

Improving attendance is everyone's business. The academy and partners will work with children, parents / carers to remove any barriers to attendance by working together to put the right support in place. Securing good attendance cannot be seen in isolation, it is a concerted effort from everyone across the school, the Trust, the local authority and other local partners.

Parents and carers have made the decision for their child to be educated at the academy and have a duty to ensure that their child attends the academy regularly. This means that their child must attend school every day except in a small number of allowable circumstances such as being too ill to attend or being given permission for an absence in advance from the academy.

Aims

Our aim is that all children achieve 100% attendance, and we actively support children and parent / carers to achieve that aim through the following key principals:

Procedures

- Providing clear attendance and punctuality information and procedure for all staff to ensure consistency and clarity. These procedures are regularly reviewed and updated and reflect the guidance provided in Working together to improve school attendance (Feb 2024)

[Working together to improve school attendance - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/working-together-to-improve-school-attendance)

- A summary of responsibilities for school attendance

[Summary table of responsibilities for school attendance \(applies from 19 August 2024\) \(publishing.service.gov.uk\)](https://publishing.service.gov.uk/government/publications/summary-table-of-responsibilities-for-school-attendance)

Personalisation

- Ensuring every child has access to a full- time education to which they are entitled to. We will work with families and young people to identify barriers to attending school regularly and create a personalised plan of intervention. We recognise that for the most vulnerable children, regular attendance is also an important protective factor and will work with the Local Authority and external agencies to support such families.

Practice

- We create a foundation for good attendance by ensuring the academy is a calm, orderly, safe and supportive environment where all children want to be and are keen and ready to learn
- We monitor attendance data to identify patterns of poor attendance and share this regularly with parents / carers to ensure we can work together to resolve issues
- We will work collaboratively with children and their families, the Local Authority and external support to understand barriers to attendance and address issues
- Where there is a lack of engagement in support being offered, we will explain the consequences and enable families to respond. This may include formalising support through a parenting contract or education supervision order
- When all avenues have been exhausted and support is not being engaged with, statutory intervention or prosecution will be enforced to protect the child's right to an education.

Data and Tracking

- Data systems will be used to record, track and monitor individual and group attendance to then action appropriate interventions.
- Data systems will also be used to supply statutory returns to external agencies
- Attendance data and persistent/severe absentee information will be provided termly to governors and the Trust Board of Directors meetings. Attendance is regularly discussed at Senior Leadership meetings.

Parental / Carer Engagement

- We will endeavour to build strong relationships with families, listen to and understand barriers to attendance and work with families to remove them. We, therefore, actively encourage parents / carers to communicate with the academy to report or talk through the reasons for their child's absence and to seek support.
- It is the parents / carers responsibility to contact the school to report absence and provide a valid reason. However, we believe it is a two-way process and will contact families to discuss issues when our monitoring system has raised a concern or query.
- We will endeavour to open avenues of communication by exploring all barriers that parents /carers may be experiencing such as language barriers, cultural differences or their own poor experiences of school.

Procedure detail

Registration

- The law requires the register to be taken twice a day – at the start of the morning session and once in the afternoon session
- Children are expected to arrive by 8.20 am in order to be ready for the start of the first form time at 8.30 am
- Children are registered during form period (8.30 am to 9.15am) and also at the start of every lesson of the day
- Children arriving after registers have closed (9.00am), will be marked as unauthorised absence unless medical evidence (prescription etc.) has been provided or in exceptional circumstances
- The register is marked using the DfE Attendance and Absence Codes (see Appendix B)
- Due to the staggered lunch times, the legal PM registration is taken from **Period 4**. The official close of PM registration is 1.15pm.

Punctuality

- Any child arriving late should sign in at reception giving their reason for being late.
- Children who arrive late will receive a sanction according to the Choices Policy. This will be communicated to parents / carers via Arbor.
- Repeated lateness will be reported to parents / carers. We will encourage parents / carers to discuss how we can support better punctuality. Repeated lateness after the register has closed may be dealt with in the same way as absence. Parents / carers may be issued with a Penalty Notice or even prosecuted in the Magistrates Court.

Authorised / Unauthorised Absence

Authorised absence is where the Academy has given approval for absence in advance or where the explanation given afterwards has been accepted as satisfactory justification for the absence. Parents / carers may not authorise absence; only the academy can do this.

[Is my child too ill for school? - NHS \(www.nhs.uk\)](https://www.nhs.uk) This will guide parents as to when it is acceptable to keep your child away from school. Patterns of absence will be monitored. Please note; reference to this guidance will not automatically lead to an authorised absence.

- Parents / carers should contact the academy Attendance Office - by telephoning the academy on 01325 380815 and choosing Option 1 or using the Arbor Parent Portal or emailing the Attendance Officer E: attendance@longfield.nalp.org.uk on the morning of absence, before 8.15 am, giving a specific reason and an expected date of return.
- Absence will not be authorised if the academy believes the absence is not warranted once an explanation has been provided by parents / carers. If a Stage 2 letter has been issued or your child's absence is below 90% then medical evidence may be required for a new illness. This could

be in the form of a text from a doctor's surgery, a hospital letter or dated prescriptions. An absence which hasn't been explained will remain as unauthorised.

- Medical / dental and other appointments should be arranged out of school hours wherever possible. Where an appointment requires a child to take time out of school, parents / carers should ensure their child comes to school before the appointment, signs out and returns after the appointment.
- Confirmation of all appointments by way of appointment card, letter or electronic / text confirmation ideally should be provided for any absence to be authorised. If medical appointments are attended at the start of the day, causing the child to arrive late to the academy, confirmation of the appointment (as above) should be provided or a late detention will be issued.
- Parents / carers are advised to complete a 'Leave of Absence' form (Appendix A) to request authorisation for any leave of absence including holidays. These can be obtained from reception or downloaded from our website. It is expected that the form is submitted to the Attendance Office at least 4 weeks in advance of the proposed absence.

All factors that need to be considered must be stated on the request form. Sporting events within term time require evidence from the event coordinators or team leads to ensure the absence is correctly coded.

The academy has the right to serve a Penalty Notice on parents / carers who insist on taking their children out of school without authorisation. All requests for leave of absence are dealt with on a case-by-case basis and are always at the discretion of the Head of the individual academy. Parents / carers are strongly urged not to take children out of school for holidays or other purposes during term time.

Penalties require each parent to pay a fine of £80 per child if paid within 21 days or £160 if paid after 21 days but within 28 days. Failure to pay within the specified timescale could result in prosecution in the Magistrates Court for failure to ensure regular school attendance. This legislation also applies to any child taking leave of absence without prior notification to the academy. Fines are explained the table from Darlington Borough Council.

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**.

National Threshold

There will be a single consistent national threshold for when a penalty notice must be considered by all schools in England of 10 sessions (usually equivalent to 5 school days) of unauthorised absence within a rolling 10 school week period.

For example: a 5 day holiday would meet the national threshold.

The 10-school week period can span different terms or school years.

Who may be fined?

Penalty Notice Fines are issued to each parent who allows their child to be absent from school.

For example: 3 siblings absent for term time leave, would result in each parent who allowed the holiday receiving 3 separate fines.

First Offence

The first time a Penalty Notice is issued for an unauthorised term time holiday the fine amount will be:

£80 per parent, per child if paid within 21 days.

Increasing to £160 if paid between days 22-28.

Second Offence

(within 3 years)

The Second time a Penalty Notice is issued for unauthorised absence the amount will be:

£160 per parent (who allowed the holiday), per child, payable within 28 days.

Third Offence and Any Further Offences (within 3 years)

The third time an offence is committed a Penalty Notice will not be issued and local authorities will need to consider other available measures to address the absence concerns. This may mean that cases are presented before a Magistrate's Court.

Prosecution can result in criminal records and fines of up to £2,500.

Cases found guilty in the Magistrates' Court can show on the parent's future DBS certificate due to 'failure to safeguard a child's education'.

How we respond to Absence / Lateness

If a child is absent at morning registration without contact from a parent / carer to explain the absence, the academy will contact parents / carers. We take our safeguarding responsibilities seriously and will always do our best to contact parents / carers to ensure that they are aware of their child's absence.

Contact will be via a telephone call and/or an automated email for contacts with parental responsibility. Parents / carers are able to reply to the email with a reason for their child's absence. Parents / carers can contact the academy directly to inform us of the reason for their child's absence. The academy asks that parents / carers ensure their most up to date contact details are provided at all times

If no contact is received to the telephone call or automated service, the academy may in some cases, make a home visit to parents / carers to fulfil our legal duty to establish the whereabouts of their child. Unexplained absences may be followed up by text, letter or email

All absence notes will be retained for a period of 3 years

Where a child's absence is a cause for concern, contact will be made to the family via telephone, letter or text. It is vital that parents / carers respond to enable us to discuss any barriers and provide support. This may include (but is not exhaustive) a meeting in school, attendance action plan, home visit, formal attendance monitoring and or involvement of the Local Authority

Where no sustained improvement in attendance is demonstrated, despite intervention, legal action may be issued in line with each relevant Local Authority's Code of Conduct.

Attendance Concerns

Attendance is tracked. When a child is nearing an absence rate of 95% we will begin to intervene. This means we will be contacting home to discuss issues and avenues of support to avoid the child becoming a persistent absentee.

Many children will experience normal but difficult emotions that make them nervous about attending school, such as worries about friendships, schoolwork, examinations or variable moods. It is important to note that these children are still expected to attend school regularly - in many instances, attendance at school may serve to help with the underlying issue as being away from school might exacerbate it, and a prolonged period of absence may heighten anxious feelings about attending in future.

Persistent Absenteeism (PA attendance below 90%)

A child becomes a Persistent Absentee (PA) when their attendance falls below 90% of their schooling across the academic year for whatever reason. Absence at this level is doing considerable damage to any child's educational prospects and we need parents'/carers' fullest support and cooperation to tackle this.

Any child whose attendance has reached the PA threshold of below 90% will be invited in for a meeting to discuss an action plan to improve attendance. This may involve referrals to other agencies, alongside meetings between relevant academy staff and parents / carers.

- At each stage of this plan, the outcome of interventions must be measured, and time given to allow for interventions to take effect. Throughout this period, monitoring will be undertaken weekly and if absence continues, further action will be taken to prevent the child's attendance becoming severely absent.
- Where parents / carers fail to co-operate with support and strategies provided by the academy, further advice may be sought which could lead to legal interventions in collaboration with the Local Authority.

Severe Absenteeism (SA attendance below 50%)

Particular focus will be given to those children who are absent from school more than 50% of the time. These severely absent children will require a more intensive support across a range of partners.

- These children will have an individual attendance action plan with reviews built in.
- If severe absence for unauthorised reasons continues, we will work closely with everyone to address potential safeguarding issues in these cases and will request a full children's social care assessment, as failing to safeguard a child's basic needs such as education may constitute neglect.

We will work jointly and share data on individual cases with relevant agencies. We will collaborate with the Local Authority and alert them to new admissions and deletions to the register that fall outside the standard admission times and provide the names and addresses of any child who fails to attend school regularly or has missed school for 10 days or more without authorisation. An Attendance Solution Panel could be arranged with the Local Authority and other agencies.

Intervention Strategies and Partial Timetables

In very exceptional circumstances, where it is in a child's best interests, there may be a need for a school to provide a child of compulsory school age with less than full-time education through a temporary part-time timetable to meet their individual needs. For example, where a medical condition prevents a child from attending school, or another provision full-time. A part-time timetable is used to help the child access as much education as possible with the intention of increasing hours over time.

A part-time timetable would not be used to manage a child's behaviour.

A part-time timetable should:

- Have the agreement of both the school and the parent / carer the child normally lives with.
- Have a clear ambition and be part of the child's wider support, health care or reintegration plan.

- Have regular review dates which include the child and their parents / carers to ensure it is only in place for the shortest time necessary.
- Have a proposed end date that takes into account the circumstances of the child, after which the child is expected to attend full-time, either at school or alternative provision. It can, however, be extended as part of the regular review process. In some limited cases, a child with a long-term health condition may require a part-time timetable for a prolonged period.
- Have supporting evidence or medical evidence from external agencies to support the part-time timetable.

Where the child has a social worker, the school is expected to keep them informed and involved in the process.

Some children face more complex barriers to attendance. This can include children who have long term physical or mental health conditions or who have special educational needs and disabilities (SEND). Their right to an education is the same as any other child and therefore the attendance ambition for these children should be the same as it is for any other child, but additional support may need to be provided.

Children who are experiencing medical conditions or special educational needs and disabilities have the right to an education in the same way as other children and our attendance ambition for them is the same as for other children not experiencing these issues.

However, we are mindful of the barriers these children face and will put additional support to enable access to a full-time curriculum. For children with long term illness or severe health needs, we will consider guidance from 'Supporting pupils with medical conditions in school'.

[Supporting pupils with medical conditions at school - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/supporting-pupils-with-medical-conditions-in-school)

[Summary of responsibilities where a mental health issue is affecting attendance \(publishing.service.gov.uk\)](https://publishing.service.gov.uk/guidance/summary-of-responsibilities-where-a-mental-health-issue-is-affecting-attendance)

[Education for children with health needs who cannot attend school - GOV.UK](https://www.gov.uk/guidance/education-for-children-with-health-needs-who-cannot-attend-school)

Emotionally Based School Avoidance

Emotionally Based School Avoidance (EBSA) is a broad term used to describe children and young people who experience severe and persistent challenges attending school due to emotional factors, often resulting in prolonged absences from school. EBSA is not a medical or psychological condition itself. Longfield engages with the strategies and support that EBSA entails to support students who are severe or persistent with their attendance. Longfield is focused on several elements of support for the student and how they collectively work together for the support of the students and family for them to regularly attend school.

Rewarding Good Attendance and Punctuality

It is the belief that all children are more likely to attend regularly if the curriculum is engaging and personalised to meet their needs. The curriculum is monitored and revised on an annual basis so that it meets the ability needs of all children. In addition to this we also ensure:

- Children are regularly informed of their attendance levels and, if appropriate, how they can improve. This is done with weekly rewards during form time.
- Good and improved attendance and punctuality will be promoted and rewarded through Arbor, assemblies, form time and specific attendance-based events.
- Children, parents / carers and staff are regularly reminded about the importance of good attendance. Children's attendance will be reported throughout a year.

3. Staff Roles and Responsibilities

Improving attendance is everyone's business. It is the responsibility of all members of the academy, the Local Authority and external agencies to play a part in improving attendance, punctuality and reducing absence. To support this:

- Training on attendance is included in the continued professional development offer for all staff, and that attendance is covered in any Trust wide induction packs. As a minimum this should include all staff understanding:
 - the importance of good attendance and that absence is almost always a symptom of wider circumstances, of the law and requirements of schools including on the keeping of registers,
 - the Trusts' strategies and procedures for tracking, following up and improving attendance,
 - and the processes for working with other partners to provide more intensive support to pupils who need it.

Dedicated attendance training is provided to any staff with a specified attendance function in their role, including administrative, pastoral or family support staff and senior leaders. In addition, this should include:

- the necessary skills to interpret and analyse attendance data, of and any additional training that would be beneficial to support children and cohorts overcome commonly seen barriers to attendance.

Subject Teachers

- Welcome and value the attendance of all children to lessons
- Will ensure all children are accurately registered
- Will ensure that children know the register is being taken

- Will identify children absence to lessons and take appropriate action
- Will identify any absence trends or concerns and will raise these with the appropriate members of staff.

Form Tutors

- Will discuss absence and attendance weekly with children
- Will identify any absence trends or concerns and will raise these with the child and appropriate members of staff
- Will work with identified children, setting targets to improve attendance and monitoring progress towards those targets
- Will ensure that all absence notes or verbal messages are sent to the Attendance Office

Year Managers

- Will monitor absence and attendance regularly
- Will discuss absence and attendance concerns with children and set targets for improvement
- Will contact parents / carers where attendance concerns have been identified
- Will support children to improve their attendance
- Will promote attendance through assemblies
- Will work with other members of staff to share information and support children and their parents / carers to improve attendance.

Attendance Officer

- Will monitor registration on a daily basis
- Will receive calls and messages from parents/carers regarding their child's absence
- Will contact parents / carers regarding their child's absence and provide support to improve their child's attendance
- Will support children to improve their attendance
- Will enable the development of a partnership between home and the academy and support the development of any parent contracts that may be required. Offer emotional and practical support to parents and families in their homes and in the community to help them understand and fulfil their legal obligations in relation to academy attendance.
- Will identify absence trends or concerns and raise these with the appropriate members of staff
- Will discuss attendance concerns with parents/carers and liaise with relevant members of staff
- Will monitor children being late to the academy and liaise with parents and Year managers to improve their punctuality
- Will work with outside agencies, including the Local Authority, where appropriate to improve attendance of individual children
- Will ensure all legal processes are followed and FPN are completed effectively when necessary.
- Will provide data to the Headteacher, Senior Leaders and the Governing Body on a regular basis.

Pastoral Administration Manager

- Will line manage the attendance team ensuring that all legal processes are followed and FPN are completed effectively.
- Will coordinate the preparation of the court reports for the LA in relation to safeguarding and attendance.
- Will oversee the schedule for home visits with the attendance team.
- Will complete the inputting, analysis and tracking of attendance data to identify any trends or patterns and suggest interventions for children and families identified and support the weekly BRAGS to ensure all actions are effective with measurable impact.
- Will liaise closely with the Designated Safeguarding Lead and Designated Senior Lead for Attendance.
- Will represent the Academy at the Trust Attendance network meetings.

Designated Safeguarding Lead

- Will liaise closely with the Attendance Officer to identify poor attendees from vulnerable families and provide support for those families
- Will work closely with families who need support with attendance and maintain consistency to build stronger relationships with our most vulnerable parents / carers
- Will support the Attendance Officer with home visits
- Will monitor those children missing for long periods of time and pro-actively address signs of children missing in education
- Support the Attendance Officer in addressing staff in situations of inaccurate register taking and provide training to staff
- Develop targeted action plans for existing vulnerable children and those identified through attendance tracking
- Work closely with external agencies to provide appropriate support for all identified persistent and severely persistent children.

Designated Senior Lead for Attendance

- Will take the lead on raising the profile of attendance throughout the academy, including improving attendance and reducing persistent absence
- Will monitor absence and attendance regularly
- Will identify any absence trends or concerns and will liaise with the child, parents / carers and appropriate members of staff
- Will ensure that the academy Attendance and Punctuality Policy is implemented and regularly reviewed
- Will ensure the whole academy ethos promotes excellence in attendance and punctuality
- Support the Pastoral Administration Manager on reporting to the Governing Body and Academy Trust Board on attendance
- Monitor the curriculum to develop ways of improving the provision of educational experience
- Utilise attendance data to inform strategic planning.

The Head teacher and Senior Leaders

- Will ensure that the academy attendance and punctuality policy is implemented and regularly reviewed to secure understanding by all stakeholders
- Will develop and maintain whole academy culture that promotes the benefits of good attendance
- Will ensure the accurate completion of admission and attendance registers
- Will ensure daily attendance processes are carried out consistently
- We have a dedicated senior leader responsible for attendance

The Local Governing Body

- Take an active role in attendance improvement, support their school(s) to prioritise attendance, and work together with leaders to set whole school cultures
- Ensure school leaders fulfil expectations and statutory duties
- Ensure school staff receive training on attendance.

The Trust Attendance Group

- Discuss across the Trust how attendance improvements can be shared and support each respective school
- Share and understand key attendance data across the Trust.
- Keep up to date with key priorities and reflect on the national picture of attendance.

Wider Responsibilities of Stakeholders

Parents / Carers

- Ensure their child attends every day the school is open except when a statutory reason applies
- Notify the school as soon as possible when their child has to be unexpectedly absent (e.g. sickness)
- Only request leave of absence in exceptional circumstances and do so in advance. Book any medical appointments around the school day where possible.

Local Authorities

- Have a strategic approach to improving attendance for the whole area and make it a key focus of all frontline council services.
- Have a School Attendance Support Team that works with all schools in their area to remove area-wide barriers to attendance.
- Provide each school with a named point of contact in the School Attendance Support Team who can support with queries and advice.
- Offer opportunities for all schools in the area to share effective practice.

Appendix A LOA form

[Pupil Leave of Absence Request Form](#)

Appendix B Summary of Attendance Codes and Meanings

In accordance with the School Attendance (Pupil Registration) (England) Regulations 2024 a pupil should be recorded as present or absent in the Attendance Register

On each occasion the register is taken the appropriate national attendance and absence code must be entered for every pupil (of both compulsory and non –compulsory school age) whose name is listed in the admissions register at the time (exception boarder)

Full information contained in the School Attendance (Pupil Registration) (England) Regulations 2024 and the Statutory Attendance Guidance Working Together to Improve Attendance 2024.

[Working together to improve school attendance \(applies from 19 August 2024\) \(publishing.service.gov.uk\)](https://publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/123456/Working_together_to_improve_school_attendance_applies_from_19_August_2024.pdf)

1. If a pupil is present in school the following codes from table 1 should be used

Cod e	Meaning	Criteria	Statistical Value
/	Present at school AM	Must be in school at registration	Attending (Present)
\	Present at school PM	Must be in school at registration	Attending (Present)
L	Late arrival before register is closed	The pupil was absent when the register started being taken but arrives before the register is closed.	Attending (present)

2. If a pupil is absent from school so that they can attend a place other than school for any of the following reasons the relevant code from table 2 should be used.

Code	Meaning	Criteria	Statistical Value
K	Attending education provision arranged by the LA	<ul style="list-style-type: none">The nature of the provision must also be recorded.Code K can only be used if the child is present at the provision.	Attending an approved educational activity (present)
V	Attending an Educational visit or trip	<ul style="list-style-type: none">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 tripArranged by or on behalf of the school and supervised by a member of school staff.	Attending an approved educational activity (present)

		<ul style="list-style-type: none"> • The visit or trip must take place during the session for which it is recorded. • Code V can only be used if the pupil is present at the visit. 	
P	Participating in a sporting activity P code can only be used if the pupil is present at the activity	<ul style="list-style-type: none"> • P code can only be used if the pupil is present at the activity. The sporting activity must take place during the session for which it is recorded. • 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. 	Attending an approved educational activity (present)
W	Attending Work Experience	<ul style="list-style-type: none"> • W code can only be used if the pupil is present at the activity Under arrangements by school or LA • In session for which it is recorded 	Attending an approved educational activity (present)

		<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. 	
B	Attending any other approved Educational Activity	<ul style="list-style-type: none"> • B code can only be used if the pupil is present at the activity Under arrangements by school or LA • In session for which it is recorded • 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) 	Attending an approved educational activity (present)

		<p>of the Children and Families Act 2014;</p> <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. • As set out in the DfE's guidance on 'Providing remote education'. pupils who are absent from school and receiving remote education still need to be recorded as absent using the most appropriate absence code. Schools should keep a record of, and monitor pupil's engagement with remote education, but this is not formally tracked in the attendance register. 	
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D	Dual Registered at another school	<ul style="list-style-type: none"> • 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 	Not a possible attendance (neither present nor absent)
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		whereby all unexpected and unexplained absences are promptly followed up.	
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3. If a pupil is absent with leave (NB schools not required to follow regulation 11 in granting a leave of absence should still use the relevant code)

Code	Meaning	Criteria	Statistical Value
C1	Leave of absence – performance or regulated employment abroad	<ul style="list-style-type: none"> • Performance license issued by LA or • Body of Persons Approval issued by LA or • Justice of peace has given license for pupil to go abroad for performance or regulated purpose 	Authorised absence
M	Leave of absence for medical or dental appointment	<ul style="list-style-type: none"> • Agreement in advance • Application by parent child normally lives with • Minimum time necessary • Where pupil is absent at registration 	Authorised absence
J1	Leave of absence for Interview	<ul style="list-style-type: none"> • Agreement in Advance • Application by parent child normally lives with • In session absence recorded 	Authorised absence
S	Leave of absence for Studying for public examination	<ul style="list-style-type: none"> • This code should be used sparingly for Y11 pupils during public exams. 	Authorised absence
X	Non-compulsory school age pupil not required to attend school	<ul style="list-style-type: none"> • For part time attendance • Absence for timetabled sessions to use appropriate code and not X 	Not a possible attendance (neither present nor absent)
C2	Leave of absence – compulsory school age pupil subject to part time timetable	<ul style="list-style-type: none"> • Exceptional circumstances • 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 • Temporary 	Authorised absence

		<ul style="list-style-type: none"> • See Working Together to improve attendance 	
C	Leave of absence exceptional circumstances	<ul style="list-style-type: none"> • Exceptional circumstances • No blanket approach • School discretion • Generally, a need or desire for a holiday or other absence for the purpose of leisure and recreation would not constitute an exceptional circumstance. 	Authorised absence

4. Pupil Absent other Authorised reasons

Code	Meaning	Criteria	Statistical Value
T	Parent travelling for occupational purposes.	<ul style="list-style-type: none"> • 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. • 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. 	Authorised absence
R	Religious observance	<ul style="list-style-type: none"> • 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) 	Authorised absence

I	Illness (not medical appointment)	<ul style="list-style-type: none"> 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. 	Authorised absence
E	Suspended or permanently excluded with no alternative provision made	<ul style="list-style-type: none"> 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 	Authorised absence

5. Pupil Absent – Unavoidable Cause

Code	Meaning	Criteria	Statistical Value
Q	Unable to attend school because of lack of access arrangements	<p>There is a lack of access arrangements for a pupil whose home is in England if—</p> <ul style="list-style-type: none"> a local authority have a duty to make travel arrangements in relation to the pupil under section 508B(1) of the 1996 Act(13) for the purpose of facilitating the pupil's attendance at the school and have failed to discharge that duty; (b) a local authority have a duty to make travel arrangements in relation to the pupil because of section 508E(2)(c) of the 1996 Act(14) for the purpose of facilitating the pupil's attendance at the school and have failed to discharge that duty; or (c) the school is an independent school that is not a qualifying school and— (i) the school is not within walking distance of the pupil's home; (ii) no suitable arrangements have been made by a local authority for boarding accommodation for the pupil at or near the school; and (iii) no suitable arrangements have been made by a local authority for enabling 	Not a possible attendance

		the pupil to become a registered pupil at a qualifying school nearer to their home.	
Y1	Unable to attend due to transport normally provided not been 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	Not a possible attendance
Y2	Unable to attend due to widespread travel disruption	The pupil is unable to attend the school because of widespread disruption to travel caused by a local, national, or international emergency	Not a possible attendance
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.	Not a possible attendance
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 marked with code Y4 to record the fact that the school is closed.	Not a possible attendance
Y5	Unable to attend as pupil is in criminal justice detention	<p>The pupil is unable to attend the school because they are:</p> <ul style="list-style-type: none"> • in police detention, • remanded to youth detention, awaiting trial or sentencing, or • detained under a sentence of detention. • 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 	Not a possible attendance

Y6	Unable to attend in accordance with public health guidance or law	The pupils' 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.	Not a possible attendance
Y7	Unable to attend because of any other unavoidable cause	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. Schools must also record the nature of the unavoidable cause (regulation 10(6))	Not a possible attendance

6. Absent for unauthorised reasons

Code	Meaning	Criteria	Statistical Value
G	Holiday not granted by school	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.	Unauthorised absence
N	Reason for absence not yet established	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	Unauthorised absence

		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	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.	Unauthorised absence
U	Arrived in school after registration closed	Where a pupil has arrived late after the register has closed but before the end of session. 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	Unauthorised absence

Administrative Codes

Code	Meaning	Statistical Value
Z	Prospective pupil not on admission register	NOT COLLECTED
#	Planned whole school closure	NOT COLLECTED