



Attendance Policy

2024-25

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1.0 Policy Statement

Kirton Lindsey Primary School is committed to providing a full and exciting education for all pupils. The staff and governors believe that all pupils benefit from the education it provides and therefore from regular school attendance. To this end the school will work with parents to ensure that all pupils achieve maximum possible attendance and that any problems, which may impede full attendance, are acted upon as quickly as possible.

2.0 Policy Aims

We recognise that all pupils of statutory school age have an equal right to access an education in accordance with the National Curriculum regulations.

- No pupil should be deprived of the opportunity to access this education.
- In the first instance, it is the responsibility of the parents to ensure attendance at school as required by law.
- Some parents may need the support of the school in order to meet their attendance obligations.
- Situations beyond the control of the pupils and parents may impact on attendance. We will, with the agreement and support of the parents, work in partnership with external agencies to resolve these.
- Most children want to attend school to learn, socialise and prepare themselves for their future role in society.

We also support parents to perform their legal duty to ensure their children of compulsory school age attend regularly and promote and support punctuality in attending lessons.

At Kirton Lindsey Primary School, we strive to give each child in our care the best possible education, which addresses their individual needs and helps them to reach their full potential. We believe that it is crucial to encourage excellent attendance and we aim to foster a positive relationship with our families to find supportive routes to improve attendance.

Our overriding aim is that every child achieves a 100% attendance rate. This policy is applied fairly and consistently and we always consider the individual needs of pupils and their families who have specific barriers to attendance.

3.0 Statutory Frameworks

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 responsibilities 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 (Learner Registration) (England) Regulations 2006 (and 2010, 2011, 2013, 2016, 2020, 2021 amendments);
- The Education (Penalty Notices) (England) (Amendment) Regulations 2024.

This policy also refers to:

- Keeping Children Safe in Education September 2024;
- Working together to Improve school attendance 2022 (updated August 2024);
- The DfE Children missing in Education 2016;
- The DfE's guidance on the school census, which explains the persistent absence threshold.

This policy operates in conjunction with the following school policies:

- Safeguarding and Child Protection;
- Behaviour;
- E-safety and computing;
- Complaints;
- Medical Needs;
- Data Protection.

4.0 Attendance Expectations

We expect the following from all our pupils:

- That they attend school regularly
- That they arrive on time and appropriately prepared for the day
- That they tell a member of staff about any problem or reason that may prevent them attending school

Parents/carers and pupils can expect the following from the school:

- Regular reports on attendance
- Early contact with parents when a pupil fails to attend school without notification
- Immediate and confidential action on any problem notified to us
- Notification when attendance drops below an acceptable level
- Support to address any issues that may impact on a child's attendance

How parents and carers can help us:

- Ensure that their children attend school regularly and arrive on time - school starts at 9am prompt and the school operates a soft opening, welcoming children from 8:50am.
- Contact the school office on **01652 648792** whenever their child is absent, giving details of the reason for the absence and the length of time the child will be away. Alternatively contact can be made through the Scholarpack App.
- For planned absences, contact the school office in advance for permission. A leave of absence form should be completed and returned in advance of the planned absence.
- Help their child prepare for the school day by ensuring homework is completed and the child has everything needed for the day ahead.
- Attend parent consultation meetings to discuss progress and talk to staff if there are any problems or changes of family circumstances which may affect the child.
- Contact the school if problems arise which may keep their child away from school, so the school can help.

5.0 Attendance Procedures

Attendance register

By law, all schools are required to keep an attendance register and all pupils must be placed on this register. As of August 2024, there are a revised set of codes granting leaves of absence and access to, and sharing of, attendance information introduced through the School Attendance (Pupil Registration) (England) Regulations 2024. Attendance registers record the attendance of children who are present at the start of both the morning and afternoon sessions each day. It will mark whether every pupil is:

- present;
- attending an approved off-site educational activity;

- absent;
- attending a medical appointment;
- unable to attend due to exceptional circumstances.

Pupils have a soft start from 8.50am to 9.00am on each school day. Any children arriving after 9:00am will be marked as late (L code); anyone arriving after 9.30am will be marked as an unauthorised late (U code)

Unplanned absence

Parents must notify the school on the first day of an unplanned absence by 9.00am or as soon as practically possible. A valid reason must be given for this absence, via telephone, Scholarpack App or in person. The answer phone provides a 24-hour service, enabling parents to contact either school at any time.

Absence due to a genuine illness will be authorised unless the school has concerns about the authenticity of the illness. If the authenticity of the illness is in doubt, the school will ask parents to provide medical evidence, such as a doctor's note, prescription, appointment confirmation or another appropriate form of evidence. We will not ask for medical evidence unnecessarily. If either school are not satisfied about the authenticity of the illness this absence will be recorded as unauthorised.

Planned medical or dental appointments

We ask that all parents/carers try to make any medical or dental appointments outside of school hours. However, where this is not possible, confirmation of this appointment is required and pupils should only be out of school for the minimum amount of time necessary. Parents/carers should notify either school in advance of a medical or dental appointment.

Lateness and punctuality

If a pupil arrives late (after 9:00am), a staff member will receive the child via the main entrance, and if appropriate, escort them to class. Parents/carers are expected to leave their child at this point and are required to sign their child in to school; a valid reason for being late must be entered in to this system.

We identify and respond to ongoing punctuality issues in different stages, as shown in our attendance strategy. See appendix 2.

Pupils absent from school due to mental or physical health or pupils with SEND

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

School staff play a critical role in communicating this expectation to parents. They should also work alongside families to ensure that such circumstances do not act as a barrier to regular attendance by mitigating anxious feelings in school as much as possible.

Pupils who face a more complex barrier to attendance, which may be pupils who have long term physical or mental health conditions, or who have SEND, have a right to an education the same as any other pupil, so additional support may need to be provided. This will include:

- understanding the individual needs of the pupil and family;
- working in partnership with the pupil and family to put in-school support in place and working with external agencies for support if needed, e.g., school nursing services, child mental health support (CAMHS), GPs, neurodiversity team, behaviour support team / complex behaviour support team or youth offending team;

- regularly review and update this support approach to make sure it continues to meet individual needs;
- making reasonable adjustments as and when needed, such as adjustments for uniform, transport, routines, access to support in school and lunchtime arrangements. Any formal reasonable adjustments under section 20 of the Equality Act 2010 (where a pupil has a disability) should be agreed by and regularly reviewed with the pupil and their parents/carers;
- ensuring pastoral care is in place where needed and consider whether a time limited phase return to school would be appropriate;
- making a sickness return to the local authority if a pupil is recorded as absent using code I (unable to attend due to sickness) and there are reasonable grounds to believe the pupil will have to miss 15 consecutive school days or more for illness (e.g., in hospital for more than 15 school days). In addition, if the pupil's total number of school days missed during the current school year because of illness (whether consecutive or cumulative) will reach or exceed 15 school days a sickness return will be made.

If a pupil has an Education Health and Care Plan (EHCP), school staff:

- communicate with the local authority where a pupil's attendance falls or they become aware of barriers to attendance that relate to the pupils needs;
- where possible agree adjustments to policies and procedures that are consistent with the special educational provision set out in the EHCP in collaboration with parents;
- where needed work with the local authority to review and amend the EHCP to incorporate the additional or different attendance support identified.

Children Missing from Education

Safeguards in place to prevent children missing education at school include:

- holding a minimum of two emergency contact numbers for each pupil, unless there is a genuine reason why this is not possible e.g., parent fleeing domestic violence;
- any child missing from education will always get immediate attention from the Attendance Lead / Attendance Officer, Designated Safeguarding Lead (DSL) and/or Deputy Designated Safeguarding Lead (DDSL). Staff are trained to be alert to signs to look out for and the individual triggers to be aware of when considering the risks of potential safeguarding concerns such as travelling to conflict zones, FGM and forced marriage;
- when a pupil is absent without notification, the absence is recorded and the attendance officer endeavours to contact the parents/carers and other emergency contacts in order to determine the reason for the absence. This happens for every day of non-attendance where no call has been received informing the school of absence and reasons why;
- any unexplained absence of a pupil with a Child Protection Plan is reported to the pupil's social worker within one day;
- where a pupil does not present for school as expected, we endeavour to ascertain that pupil's whereabouts and well-being without delay, using all available contact details. Where no contact can be made with either the pupil or any named emergency contacts, two members of school staff attend the pupil's home address. If the pupil or a named contact still cannot be contacted, we report this to the Education Inclusion Service and, where deemed necessary, the police;
- staff always contact parents/carers of any child who has been newly registered to attend school but does not arrive on the expected day. If no contact can be made, we telephone the previous school to confirm the child has not arrived there. If still unsuccessful the Education Inclusion Service is contacted;
- the Attendance Lead or Attendance Officer reports to the Education Inclusion Service the continued absence of a child known or thought to have been taken overseas if the child does not return to school on the expected return date;
- the school maintains accurate attendance and admissions registers (all pupils are on both), in line with statutory requirements;

- pupils are not deleted from the admissions register until advised by the Education Inclusion Service or we have confirmation that they are on roll at another school;
- the attendance officer contacts the Education Inclusion Service immediately if a pupil has been taken out of school by their parents/carers and is being educated outside the school system e.g., home education, the pupil has ceased to attend school, the pupil has been certified as medically unfit to attend school or is in custody.

In the circumstances of a child missing in Education who is not known to any other agencies, and there are no immediate safeguarding concerns, the Attendance Officer informs the Education Inclusion Service, and a CME form is completed for any child who has not attended any educational setting for 10 consecutive school days without provision of reasonable explanation.

Part-time timetables

All pupils of compulsory school age are entitled to a full-time education suitable to their age, aptitude and any special educational needs they may have. In some circumstances their education may be provided partially at school and partially at another educational setting or through education otherwise than at a school, in line with section 19 of the Education Act 1996 or section 42 or 61 of the Children and Families Act 2014. Time away from school to receive education in other ways must be recorded in the attendance register using the appropriate codes.

In very exceptional circumstances where it is in the pupil's best interest, there may be a need for the school to provide a pupil 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 pupil from attending school a part time timetable is used to help the pupil access as much education as possible. A part time timetable will not be used to manage a pupil's behaviour.

A part time table should:

- have the agreement of both the school and the parent/carers that the pupil normally lives with;
- have a clear ambition and be part of the pupil's wider support, health care or re-integration plan;
- have regular review dates which include the parent/carers to ensure it is only in place for the shortest time necessary;
- have a proposed end date that takes in to account the circumstance of the pupil after which, the pupil is expected to attend full time, either at school or in an alternative provision. It can, however, be extended as part of the regular review process, e.g., a pupil with a long-term health condition.

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

If the pupil has an EHCP the part-time timetable should be discussed with the local authority so that any support package in place can be reviewed as swiftly as possible.

In agreeing to a part-time timetable, the school has agreed to a pupil being absent from school for part of the week or day and therefore must record the absence accordingly (normally using the code X or C2).

Following up absence

The school will follow up all absences that have no valid reason or indeed that we have concerns about, to ascertain the reason for absence, ensure proper safeguarding action is taken where necessary, identify whether the absence is approved or not and identify the correct attendance code to use.

Families who experience attendance difficulties are offered support from our Attendance Lead or Attendance Officer or in her absence, from another member of the school leadership team. However, if there has been no improvement, further guidance of support/strategies are sought from the Education Inclusion Service.

All staff are aware that pupils absent from school, particularly repeatedly and/or for prolonged periods and children missing in education can act as a vital warning sign of a range of safeguarding possibilities. This may include abuse and neglect such as sexual exploitation, exploitation, criminal exploitation including involvement in County Lines (refer to the school safeguarding and child protection policy). It may indicate mental health problems, risk of parental substance abuse, Female genital mutilation and so called, 'honour-based abuse' and the risk of forced marriage. Early intervention is essential to identify the existence of any underlying safeguarding risk and help prevent risk of a child going missing in the future. Staff are aware of the school's unauthorised absence procedure and children missing in education procedure.

6.0 Encouraging Good Attendance

At the school, class attendance is rewarded every week during the achievement assembly with a podium for Gold, Silver and Bronze attendance. The class with the highest attendance (in Gold) is awarded the attendance cup for the following week. Weekly class attendance and overall attendance percentages are displayed in the school hall.

Attendance information is available to parents/carers via the Scholarpack App or by request. We inform parents/carers of their child's attendance in the written end-of-year report as well as during a child's parents evening meeting. If we have concerns about a child's attendance then the school attendance flowchart is followed to monitor attendance. See Appendix 2.

The school works with parents to support regular attendance. Attendance data is monitored regularly to ensure any issues are addressed as early as possible. We acknowledge positive improvements in attendance.

Parents are informed about the importance of good attendance through:

- new parent/carer meetings;
- school attendance leaflet;
- school website;
- parents evenings;
- annual report;
- verbal communication.

If parents/carers have any concerns they should initially contact the attendance officer, Mrs Harris. In her absence, Mrs Beale can be contacted.

7.0 Responding to Non-Attendance, Poor Attendance and Lateness

Attendance monitoring

The school Attendance Lead and Attendance Officer monitors pupil absence on a daily basis in addition to weekly analysis of overall attendance data, in line with the schools attendance flowchart, see appendix 2.

Persistent Absence

The persistent absence threshold is 10%. If a pupil's individual overall absence rate is greater than or equal to 10%, the pupil will be classified as a persistent absentee.

Pupil-level absence data is collected each term and published at national and local authority level through the DfE's school absence national statistic releases. Relevant school staff also access national and local pupil-level absence data via fisher family trust (fft). We compare our attendance data to the national average and share this with governors.

The school digitally stores attendance data. It is used to track the attendance of individual pupils, whose absences may be a cause for concern, and monitor and evaluate those children identified as being in need of intervention and support.

The parents/carers of any child whose attendance falls within 'the risk of persistent absence' at <93% category or within 'persistent absence' at <90% category they will be notified in writing of the school's concern. An attendance report will also be included for information. The Attendance Lead and Attendance Officer will invite the parent/carer into school for a discussion around their child/ren's attendance and complete an Attendance Support Plan (ASP). The school follow the 'Attend Framework' to support higher attendance. The ASP will be agreed to help the parents/carers and pupil improve attendance, which may include support from the Local Authority Education Inclusion Officer.

A follow-up meeting will be held to review progress and monitor the actions / targets set in the ASP.

8.0 Attendance Organisation, Roles and Responsibilities

All members of staff can be contacted through the school office on 01652 648792

In order for the attendance policy to be successful, every member of the staff must make attendance a high priority and should convey to pupils the importance and value of education. In addition, specific responsibilities are allocated to individual members of staff as follows:

The Governing Body

The governing board is responsible for:

- monitoring attendance figures for the school on at least a termly basis;
- holding the Headteacher to account for the implementation of this policy.

The Headteacher

The Headteacher is responsible for:

- promoting good attendance;
- ensuring the policy is implemented consistently across the school;
- monitoring school-level absence data and reporting it to governors within the termly report;
- supporting other staff in monitoring the attendance of individual pupils and issuing fixed penalty notices, where necessary;
- set challenging but achievable targets to reduce levels of absence.

The Attendance Lead and Attendance Officer

It is the responsibility of the Attendance Lead and Attendance Officer to facilitate and monitor the aims of this attendance policy and are responsible for:

- promoting good attendance;
- monitoring attendance data at the school and individual pupil level;
- reporting attendance concerns to the Headteacher or Deputy Headteacher;
- working with the Education Inclusion Service to tackle persistent absence;
- sending appropriate attendance letters in a timely manner;
- making calls and arranging meetings with parents/carers to discuss attendance issues, as well as supporting parents/carers with the best course of action for improving attendance, such as implementing attendance contracts, issuing notices to improve and face to face meetings which may include completing the Attend Framework;

- advising the Headteacher when to issue a fixed-penalty notice;
- keeping up to date with any changes in legislation and guidance regarding attendance;
- attending all relevant training and network meetings.

Class Teachers

Class teachers are responsible for:

- promoting good attendance;
- recording attendance electronically on a daily basis, using the correct codes and submitting this information via Scholarpack to the school office;
- informing parents/carers about a child's absence at parent's evenings as well as in the child's annual report;
- speaking to parents/carers regarding attendance issues or celebrating improvement in attendance; this can be done at the school gate, over the telephone or by email;
- informing the attendance officer should any concerns continue after the initial conversation with parents/carers.

Teaching Assistants

- promoting good attendance;
- supporting the class teachers in their responsibilities;
- inform the attendance officer of any attendance concerns.

Administration staff

- promoting good attendance;
- taking calls from parents/carers regarding absence and recording this on Scholarpack (and CPOMS if necessary)

Data Sharing

Kirton Lindsey Primary School works collaboratively, and when appropriate, shares information with other schools in the area, local authorities and other agencies when absence is at risk of becoming persistent or severe. We share attendance information on a daily basis with the DfE through the school attendance monitoring tool and termly school census.

For further information on data sharing please see the Data Protection Policy or the Education (Information about individual pupils) (England) (Amendment) Regulations 2024.

9.0 Authorised and Unauthorised Absence

Authorised absence is where the school has either given approval in advance for a pupil to be away or has accepted an explanation offered afterwards as a satisfactory reason for absence. For all planned absences, parents should apply using a leave of absence form, available from the school office.

The following may be reasons for authorising absences:

- The pupil was ill or prevented from attending by any unavoidable cause (please note, if the authenticity of illness is in doubt, the school will ask parents to provide 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).

- The absence occurred on a day exclusively set aside for religious observance by the religious body to which the pupil's parent belongs.
- The school at which the child is a registered pupil is not within distance of the child's home, and no suitable arrangements have been made by the LA for any of the following:
 - i.the child's transport to and from school.
 - ii.boarding accommodation for the child at or near the school.
 - iii.enabling the child to become a registered pupil at a school nearer to his/her home.
- The pupil is the child of Traveller parents and the conditions as stated in the Education Act 1996 Section 444 (6) are met.
- There is a family bereavement.
- The pupil is attending an alternative provision
- The pupil is involved in an exceptional special occasion (e.g. if a pupil is attending the graduation of an older sibling).

Note: The absence of pupils taking part in supervised educational activities outside the school is recorded as 'approved educational activity'. This is equivalent to 'present' for performance table purposes. To avoid confusion in an emergency, schools should not record pupils who are off-site as present.

The following activities show when the approved educational activity category can be used:

- Field trips and educational visits, in this country and overseas.
- Participation in or attendance at approved sporting activities.
- Interviews for a place at another school.
- Pupils receiving part of their tuition off-site at another location while remaining under overall supervision of the home school (i.e. a flexible arrangement short of formal dual registration). This can include special tuition for dyslexic children and sick children being taught at home but remaining on roll.

Term time leave of absence

There is no entitlement in legislation to term time holidays. Holidays taken without requesting leave of absence will not be authorised.

The school does not authorise leave for the purpose of a holiday in term time unless there are exceptional circumstances. Parents are expected to take their children on holiday in the 175 days set school holidays each year. Holiday dates are available in advance on the school website www.kirtonlindseyprimary.co.uk.

The Headteacher may not grant any leave of absence to pupils during term time unless they consider there to be an 'exceptional circumstance'. Each application for a term-time absence is considered on an individual basis, taking into account the specific facts, circumstances and relevant context behind the request. A leave of absence is granted entirely at the Headteachers discretion.

Absence should be **unauthorised** if:

- No explanation is forthcoming
- The school is dissatisfied with the explanation (*Please note, if the authenticity of illness is in doubt, the school will ask parents to provide 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*)
- The pupil stays at home to look after the house or to look after siblings (the guidance suggests that absence in such cases should only be granted in exceptional circumstances)
- The pupil is shopping during school hours
- The pupil is absent for unexceptional special occasions (e.g. a birthday)
- The pupil is away from school on a family holiday

- The pupil is on a leave of absence without permission or if the parents have failed to apply for permission in advance of the absence and instead seek retrospective approval on their return
- The pupil's leave of absence extends beyond the length of time applied for and authorised by the headteacher

Where parents/carers request term time leave of absence, a leave of absence request form must be completed and returned to school, even if this request is just for one school session. This form must be received by the school before the first day of the requested leave of absence; these cannot be completed and handed in retrospectively. Following the receipt of a completed application form, the Headteacher notifies the parents/carers of their decision. Where the circumstance is exceptional and authorisation is given, the register will be marked with the appropriate coding for an authorised family holiday. Where the circumstances are not seen as exceptional, the register will be marked as an unauthorised family holiday. Where the leave is greater than 5 days (or 10 sessions), a referral will be made to the Education Inclusion Service.

In-line with guidance provided to schools by North Lincolnshire Council and the Department of Education, the Headteacher's decision on whether to authorise or unauthorise a leave of absence is based on the reason(s) provided and whether the reason(s) meet the following two criteria:

1. That the leave of absence request is made to the Headteacher in advance (as a parent/carer the child normally lives with) and
2. That there are exceptional circumstances. Family holidays, are **“not considered an exceptional circumstance”**. Exceptional circumstances may be considered if they are **“rare, significant, unavoidable and short”** and could not reasonably be scheduled outside of term-time — Supreme Court judgement April 2017

Examples of exceptional circumstances may be:

- For children of parents in the Armed Forces, where a parent has been on an extended tour of duty over the school holiday period. (applications should be accompanied by a letter from the commanding officer)
- Where there are medical reasons for a child or family member to take a holiday at a specific time. (applications should be accompanied by a letter from a doctor or consultant)

Examples of circumstances that would not be considered exceptional are:

- A parent has to work through the long summer break (there are other school holiday periods)
- A family friend is getting married abroad
- The family wish to go on holiday to celebrate a special anniversary or birthday

10.0 Legal Sanctions

Kirton Lindsey Primary School will refer parents/carers for enforcement for the unauthorised absence of their child/ren from school, where the child/ren is of compulsory school age, as stated in the Education (Penalty Notices) (England) (Amendment) Regulations 2024. From September 2024, the new framework for the increased amount of penalty for penalty notices issued under section 444a (1) of the Education Act 1996 are, each parent must pay £80 (early payment discount) for each child, which rises to £160 if not paid within 21 days and £160 without any early payment discount for a second notice issued to the same parent, in respect of the same child within any given three-year period. The payment must be made directly to the local authority.

The decision on whether or not to issue a penalty notice ultimately rests with the Headteacher, following the local authority's code of conduct for issuing penalty notices. This may take in to account:

- a 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.

If the payment has not been made after 28 days, the local authority can decide whether to prosecute the parent or withdraw the notice.

11.0 Appendix 1: Attendance Codes

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

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
B	Off-site educational activity	Pupil is at a supervised off-site educational activity approved by the school
D	Dual registered	Pupil is attending a session at another setting where they are also registered
J	Interview	Pupil has an interview with a prospective employer/educational establishment
P	Sporting activity	Pupil is participating in a supervised sporting activity approved by the school
V	Educational trip or visit	Pupil is on an educational visit/trip organised, or approved, by the school
W	Work experience	Pupil is on a work experience placement
C	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances
C1	Authorised leave of absence	Pupil is participating in a regulated performance where a license is in place
C2	Authorised leave of absence	Temporary part-time timetable to meet the needs of the pupil
E	Excluded	Pupil has been suspended or permanently excluded but no alternative provision has been made
I	Illness, not medical or dental	School has been notified that a pupil will be absent due to illness
M	Medical/dental appointment	Pupil is at a medical or dental appointment; evidence will be asked for
R	Religious observance	Pupil is taking part in a day of religious observance
S	Study leave	Year 11 pupil is on study leave during their public examinations
T	Gypsy, Roma and Traveller absence	Pupil from a Traveller community is travelling for occupational purposes, and the pupil has attended for at least 200 sessions in the proceeding 12 months
G	Unauthorised holiday	Pupil is on a holiday that was not approved by the school
N	Reason not provided	Pupil is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after 5 days)
O	Unauthorised absence	School is not satisfied with reason for pupil's absence
U	Arrival after registration	Pupil arrived at school after the register closed
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
Y	Unable to attend due to exceptional circumstances	School site is closed, there is disruption to travel as a result of a local/national emergency, or pupil is in custody
Y1	Authorised absence	Unable to attend due to transport normally provided by the LA not being available
Y2	Authorised absence	Unable to attend due to widespread disruption to travel

Y3	Authorised absence	Unable to attend due to part of the school premises being closed, e.g. teacher strikes/damage to building etc.
Y4	Authorised absence	Unable to attend due to whole school site being closed, e.g. extreme weather, damage, no hot water or heating etc.
Y5	Authorised absence	Unable to attend as pupil is in criminal justice detention
Y6	Authorised absence	Unable to attend in accordance with public health guidance or law. Contrary to or inhibited by any guidance relating to the incidence or transmission of infection or disease
Y7	Authorised absence	Unable to attend because of an emergency situation only e.g. emergency care due to domestic incident and being moved to another area
Z	Pupil not on admission register	Register set up but pupil has not yet joined the school
#	Planned school closure known in advance	Whole or partial school closure due to half-term/bank holiday/INSET day

12.0 Appendix 2: Attendance Flowchart

The following flowchart outlines the steps taken by the school to support and increase attendance.

