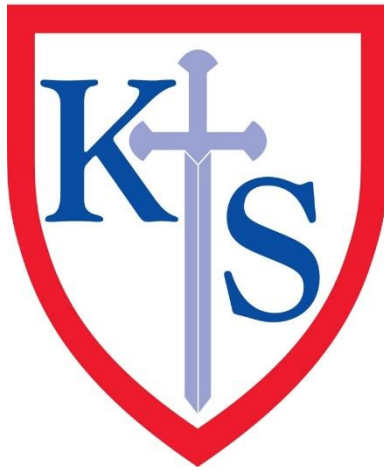


Kingsland CE Primary School



Attendance Policy

Let your light shine

“Let your light shine before others that they may see your good deeds and glorify your Father in heaven.” Matthew 5:16

Let your light shine on our vision:

As God's children, overflowing with His light, we will shine before others to inspire, nurture and bring joy so all may embrace life in its fullness to the glory of God.

September 2026

Kingsland CE Primary School

Attendance Policy

Established: September 2026
Next Review: September 2029



Philosophy

Kingsland CE Primary School promotes a culture in which children enjoy coming to school. We are committed to providing a full and efficient education to all pupils and embrace the concept of equal opportunities for all. We will endeavour to provide an environment where all pupils feel valued and welcome.

For a child to reach their full potential, a high level of school attendance is essential. We consistently aim for maximum attendance for all children. Every opportunity will be used to convey to pupils and their parents or carers the importance of regular and punctual attendance. We aim to provide sensitive and appropriate guidance to parents and carers concerning pupil attendance, taking into account guidance from the Department for Education.

Kingsland CE Primary School has high expectations for attendance. **Every child should attend every day that they are required to attend. Good attendance for each child means 'attending school for every session of every day the school is open to them'.** We are committed to providing an education of the highest standard for all pupils and recognise this can only be achieved by supporting and promoting excellent school attendance. This is based on the belief that only by attending school regularly and punctually will pupils be able to take full advantage of the educational opportunities available to them. High attainment and good progress depend on good attendance.

Good attendance is essential for pupils to get the most out of their school experience, including their attainment, wellbeing, and wider life chances. For the most vulnerable pupils, regular attendance is also an important protective factor and the best opportunity for needs to be identified and support provided. We believe that good attendance is important in establishing patterns of work, responsibility and commitment that benefit a child for the future. Poor attendance has a detrimental effect on a child's learning and progress because important steps of understanding and learning will be missed.

Herefordshire LA has established that there shall be 195 school days, 5 of which may be used for staff training and on which children should not be on the premises.

The staff will encourage good attendance and will liaise with families and other agencies when this is appropriate. It is important to remember that only the school can approve absence – within the constraints of the law – not parents.

The attendance policy is based on the premise of equal opportunities for all.

Statutory Duty of Schools

This policy is informed by the Department for Education [Working Together to Improve School Attendance 2026](#).

The Education Act 1996 requires parents and carers to ensure their children receive efficient, full-time education, either by regular attendance at school or otherwise. Schools are responsible for recording pupil attendance twice a day: once at the start of the morning session and once during the afternoon session.

The Government expects that:

- Schools will promote good attendance and reduce absence, including persistent absence.
- Schools will ensure every pupil has access to full-time education to which they are entitled and act early to address patterns of absence, by working in partnership with parents.
- Parents and carers will perform their legal duty by ensuring their children of compulsory school age who are registered at school attend regularly in accordance with the school's home/school agreement.
- All pupils will be punctual for their lessons.

Roles and Responsibilities

THE FAMILY IS RESPONSIBLE FOR:

- Parents and carers are legally responsible for ensuring that a child of compulsory school age attends school regularly.
- Making sure your child attends school regularly and punctually.
- Ensuring that your child arrives when the school gates open at 8.45am. Any child arriving late after the registers have closed will be recorded as absent for that half-day session.
- Ensuring your child is collected on time at the end of the school day.
- Contacting the office as soon as possible and at the latest by 9.15am on every day of absence if your child is unable to attend school giving the reason for absence.
- Not planning family holidays during term time. Any holidays taken in term time will be recorded as unauthorised.
- Arranging medical, dental and any other appointments to be outside of school hours, whenever possible.
- Writing directly to the Headteacher for special consideration absence e.g. for a family wedding / funeral, off-site tuition, off-site exams. Please use the Leave of Absence template letter which can be found on the school website [here](#).
- Caring for your child in the case of illness and respecting school health guidelines if they have potentially contagious infections by keeping your child at home for the agreed length of time.
- Applying values of commitment, honesty and respect concerning attendance.
- Providing the school with more than one emergency contact number for their child. School requests that parents keep school updated with any change of address and contact numbers (home and work) and names of other family members/friends we may contact if necessary.

THE SCHOOL WILL:

- Aim to provide a safe, secure, stimulating environment in which to learn and encourage the development of positive relationships between adults and children, promoting a climate of enjoyment and support.
- Send a clear message that if a pupil is absent the reason for the absence will be pursued

- Work with all members of the school community, the school's support staff and the Local Authority in developing and maintaining the whole school attendance policy
- Encourage parents and carers to be actively involved in promoting their child's attendance.
- Apply values of commitment, honesty, transparency and fairness to decisions made about absence.
- Register pupils between 8.45am and 9.05am each morning and between 1pm and 1.10pm in the afternoon using established attendance / absence codes.
- Apply rigorous safeguarding procedures by telephoning to ask why a child is absent if notification and an explanation has not been received before 9.15am on the day of absence.
- Provide support for parents and pupils who are experiencing difficulties with attendance / punctuality.
- Understand if there are genuine medical or other mitigating circumstances that are affecting attendance.
- Inform parents of their child's attendance each year or as requested.
- Send a letter of concern to parents if a child's attendance is below 95% each term.
- Record any holiday absence taken during term time as unauthorised.
- Provide term and holiday dates as soon as possible.
- Request a confidential meeting with parents if there is a concern about a child's absence.
- Establish a pattern of monitoring attendance and report termly to the Governing Body.

THE GOVERNING BODY WILL:

- Monitor and scrutinise attendance data termly.
- Discuss, implement and review the school attendance policy.
- Analyse correlation between improved attendance and successful outcomes for children.
- Hold the headteacher to account for the implementation of this policy.

PUPILS' RESPONSIBILITIES:

- All pupils should be aware of the importance of regular school attendance. If they are having difficulties that may prevent them from attending school regularly, they should speak to their class teacher or support staff.
- Pupils should attend all their lessons on time, ready to learn. Parents have a responsibility to escort Pupils into school to report to the school office if they arrive late. A reason for the late arrival will be requested.

Recording Attendance

Registration

The school day begins at 8.45am - all pupils are expected to be in school at this time. The school day finishes at 3.15pm.

There are two sessions per school day. The register is taken twice a day – between 8.45 and 9.05am, and between 1.00pm and 1.10pm.

Lateness/punctuality

It is important to be on time at the start of the morning and afternoon school sessions and to lessons. The start of school/lessons is used to give out instructions or organise work. If your child is late, they can miss work time with their class teacher and miss getting vital information, cause disruption to the lesson for others, and it can be embarrassing, leading to possible further absence.

The school day begins at 8.45am - all pupils are expected to be in school at this time.

All lateness is recorded daily. This information will be required by the courts, should a prosecution for non-attendance or lateness be necessary. If a child arrives late, after 8.55am and before 9.05am, they will be marked in the register as L code. Arrival after the close of registration (9.05am) will be marked as unauthorised absence and coded U. This mark shows them to be on site but is legally recorded as an unauthorised absence. If a pupil is late due to a medical appointment, they will receive an authorised absence, coded M if proof of an appointment is provided. Please be advised that, where possible, doctors and dentist's appointments are to be made outside of school hours or during school holidays. Pupils who are consistently late are disrupting not only their own education but also that of the other pupils. Ongoing and repeated lateness is considered as unauthorised absence and will be subject to legal action.

Parents, guardians or carers of pupils who have patterns of lateness will be contacted to discuss the importance of good time keeping and how this might be achieved. If lateness persists, parents, guardians or carers will be invited to attend the school and discuss the problem and support offered. If support is not appropriate or is declined, a referral may be submitted to Herefordshire Council who may initiate legal proceedings.

Absence

A child not attending school is considered a safeguarding matter. This is why information about the cause of any absence is always required.

At Kingsland CE Primary School we recognise the clear links between attendance and progress and attendance and safeguarding children. Pupil's attendance rates will be monitored.

If there is a problem with a pupil's attendance, the parents or carers will be informed of the school's concerns and will be encouraged to keep absences to a minimum. The school will always work with parents and carers and pupils to try to remedy the problem.

At registration each morning and afternoon, any child who is not present will be marked as an "unauthorised absence", unless leave has been granted by the school in advance or the reason for absence is already known and accepted by the school as legitimate. The decision about whether the absence should be authorised or unauthorised rests with the Headteacher.

Illness

In cases of recurring absences through illness, parents may be asked to produce supporting evidence. If the authenticity of illness is in doubt, the school can request that parents provide medical evidence to support illness. The school can record the absence as unauthorised if it is not satisfied of the authenticity of the illness. Medical evidence can take the form of prescriptions or appointment cards. The school promotes the NHS guidance to parents: [Is My Child Too Ill For School?](#)

Requesting a Leave of Absence

If absence is required in exceptional circumstances, parents or carers must apply using the Leave of Absence Request Form (found on the school's website [here](#)) to the Head teacher for permission for that absence. This must be done at least four weeks in advance of the planned absence and include the reasons for absence. The Head teacher will inform the parents or carers of the decision in writing.

Authorised absence will only be granted where the correct procedures have been followed and the permission given. It will be at the discretion of the Headteacher. Requests for absence for religious festivals / observances will be considered on a case-by-case basis by the Headteacher.

Holidays

Holidays should not be taken in term time. Absence for leave in term time may only be authorised in very exceptional circumstances. The application for leave must be made four weeks in advance and the Head teacher must be satisfied that there are truly exceptional circumstances based on the individual facts and circumstances of the case. Where a leave of absence is granted, the Head teacher will determine the number of days a pupil can be away from school. Any absences incurred prior to and following the request dates will be coded as unauthorised unless supported by evidence.

A leave of absence is granted entirely at the Head teacher's discretion. If the Head teacher does not authorise the absence and parents or carers still choose to go on holiday this will then be deemed unauthorised absence. As a result, a referral may be submitted to Herefordshire Council, who may initiate legal proceedings.

A welcome back

At Kingsland CE Primary School, we promote positive staff attitudes to pupils returning after absence. It is important that on return from an absence that all pupils are made to feel welcome. This should include ensuring that the pupil is helped to catch up on missed work and brought up to date on any information that has been passed to the other pupils.

Unauthorised absence

In cases where a pupil begins to develop a pattern of absences, the school will try to resolve the problem with the parents or carers to agree strategies to help overcome attendance and late issues.

If there continues to be unauthorised absences a referral may be made to Herefordshire Council, who may initiate legal proceedings.

Reporting Absence

If your child is absent, you must contact the school as soon as possible on the first morning of absence before 9.15am on the day of the absence, and each subsequent day of absence, and advise when they are expected to return. An answerphone message can be left by phoning 01568 708436 or an email can be sent to admin@kingslandengland.hereford.sch.uk. In both instances, a clear explanation of why your child is absent should be given.

If your child is absent, we will:

- telephone or text you on the first day of absence, by 9.30am, if we have not heard from you – this is because we have a duty to ensure your child's safety as well as their regular school attendance
- invite you in to discuss the situation with a member of the attendance team
- Where a child is on a Child In Need Plan or is Looked After, contact will be made with the relevant social worker on day 1.

We have a legal duty to report the absence of any pupil who is absent without an explanation for 10 consecutive days. If the child is not seen and contact has not been established with the named parent/carer then the local authority is notified that the child is at risk of missing. Children's Services staff will become involved and alert key services to locate the child.

Continued or ongoing absence

If your child has attendance less than 90%, for whatever reason, they are defined as persistent absentees. Absence for whatever reason disadvantages a child by creating gaps in his or her learning. Research shows these gaps affect attainment when attendance falls below 95%. As such, we monitor all absence thoroughly and all attendance data is shared with the local authority and the Department for Education.

Any pupil who is persistently absent will be monitored and put on an action plan, if required. A member of the Senior Leadership Team will meet with pupils, and their families whose attendance cause concern. Where necessary, home visits are made to discuss ways attendance could be improved and the barriers that may need removing. This could include:

- Agreeing an attendance support plan
- Signposting to outside agencies

In situations of persistent truanting, a parent / carer may be referred to Herefordshire Council.

Children Missing in Education

When pupils leave the school and no information has been received by the school regarding their new placement and parents/carers are unable to be contacted, the school has a duty of care regarding safeguarding and must contact the Local Authority. The child will be considered to be a Child Missing in Education. This means that the Local Authority has a legal duty to investigate, which will include liaising with Social Services, the Police and other agencies, to try to track and locate the child. By giving the school details of the child's new school and location, unnecessary investigations can be avoided.

Understanding Types of Absence

Pupils are expected to attend school every day for the entire duration of the academic year, unless there is an exceptional reason for the absence. There are two main categories of absences:

- **authorised absence:** is when the school has accepted the explanation offered as satisfactory justification for the absence or given approval in advance for such an absence. If no explanation is received, absences cannot be authorised.
- **unauthorised absence:** is when the school has not received a reason for absence or has not approved a child's leave absence from school after a parent's request. This includes:
 - parents giving their children permission to be off school unnecessarily, such as for shopping, birthdays, to look after siblings
 - truancy before or during the school day
 - absences which have not been explained.

A school can, if needed, change an authorised absence to an unauthorised absence and vice versa if new information is presented. Any changes will be communicated to parents/carers. An example of this would be where a parent states a child is unwell but on return to school there is evidence they have been on holiday. Parents will be notified in writing. If the authenticity of an illness is in doubt, the school may ask the pupil's parent/carer 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. If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised, and parents/carers will be notified of this in writing.

Supporting Attendance

Promoting good attendance

The foundation for good attendance is a strong partnership between the school, parents and the child. The school will:

- provide information on all matters related to attendance on our website
- report to you 3 times a year on how your child is performing in school
- report attendance and punctuality rates and how this relates to their attainments
- celebrate good attendance with individuals
- reward good or improving attendance through year groups
- set targets for the school

My child is trying to avoid coming to school. What should I do?

Children are sometimes reluctant to attend school. Any problems with regular attendance are best sorted out between the school, the parents/carers and the child. If a child is reluctant to attend, it is never better to cover up their absence or to give in to pressure to excuse them from attending. This gives the impression that attendance does not matter and may make things worse.

Contact your child's teacher immediately and openly discuss your worries. Your child could be avoiding school for a number of reasons – difficulties with school work, bullying, friendship problems, family difficulties. It is important that we identify the reason for your child's reluctance to attend school and work together to tackle the problem. In some cases, you may find it helpful to discuss the circumstances of your child's difficulties with another professional.

What can I do to encourage my child to attend school?

Make sure your child gets enough sleep and gets up in plenty of time each morning. Ensure that he/she leaves home in the correct clothes and is properly equipped. Show your child, by your interest, that you value his/her education.

School strategies for supporting attendance

As a school we encourage good attendance through a range of strategies including:

- Listening to parents and pupils, building positive relationships
- Ensuring that good attendance is high profile in school through sharing daily/weekly data

- Sending letters to parents to stress the importance of good attendance
- Encourage positive engagement with support services
- Ensuring that good attendance is high profile in school through sharing daily/weekly data
- Newsletter for parents

When attendance falls below expected levels for the school the following early interventions will take place:

When attendance drops below 95% working closely with our families is vital for us to understand the context and reasons for absences. The steps of intervention that have been outlined below are implemented when a child has repeat absences. If you are at all concerned about your child's attendance, please do make an appointment with Mr Debenham.

Step 1 Attendance drops below 95%: Attendance lead may give the family a call to chat about the reasons for the attendance percentage. In this phone call, the Attendance lead will offer support and advice, reminding families of why attendance in school is so important.

Step 2 Attendance continues to drop below 93%: When a child's attendance has dipped below 93%, parents and carers will be sent an Absence letter each half term, including a breakdown of their child's attendance record.

Step 3 Attendance continues to drop below 90%: If attendance of a child continues to drop below 90%, parents / carers will be contacted and invited to a meeting with the Attendance lead to discuss absences. Absence periods will be fully discussed with support plans offered to those families who are struggling to get children in school on a daily basis. This action plan aims to give parents and carers smaller more manageable targets to help support children with their attendance in school, to offer further support in an individualised action plan.

Please see the school website Attendance webpage for further information:

<https://www.kingslandceprimary.com/attendance/>

Legal Measures for Tackling Poor Attendance

Referrals to Herefordshire Council

In education law, parents/carers are committing an offence if they fail to ensure the regular attendance of their child of compulsory school age at the school at which the child is registered, unless the absence has been authorised by the school. Referrals to Herefordshire Council will be considered if 10 sessions or more of unauthorised absences in 10 week period are incurred. Reference will be made to the Herefordshire Council Advice and Guidance.

Legal measures for tackling persistent absence or lateness

We will use the full range of legal measures to secure good attendance. The decision on whether to refer to Herefordshire Council ultimately rests with the Headteacher. This may take into account:

- a number of unauthorised absences occurring within a rolling academic year
- Irregular attendance, such as holidays taken in term time without permission
- where an excluded child is found in a public place during school hours without a justifiable reason

Penalty notices

The Executive Headteacher (or someone authorised by them), local authority or the police can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age, by issuing a penalty notice.

If the school issues a penalty notice, it will check with the local authority before doing so, and send it a copy of any penalty notice issued.

Before issuing a penalty notice, the school will consider the individual case, including:

- Whether the national threshold for considering a penalty notice has been met (10 sessions of unauthorised absence in a rolling period of 10 school weeks)
- Whether a penalty notice is the best available tool to improve attendance for that pupil
- Whether further support, a notice to improve or another legal intervention would be a more appropriate solution
- Whether any obligations that the school has under the Equality Act 2010 make issuing a penalty notice inappropriate

Each parent who is liable for the pupil's offence(s) can be issued with a penalty notice, but this will usually only be the parent/parents who allowed the absence.

The payment must be made directly to the local authority, regardless of who issues the notice. If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

If issued with a first penalty notice, the parent must pay £80 within 21 days, or £160 within 28 days.

If a second penalty notice is issued to the same parent in respect of the same pupil, the parent must pay £160 if paid within 28 days.

A third penalty notice cannot be issued to the same parent in respect of the same child within 3 years of the date of the issue of the first penalty notice. In a case where the national threshold is met for a third time within those 3 years, alternative action will be taken instead.

A penalty notice may also be issued where parents allow their child to be present in a public place during school hours without reasonable justification, during the first 5 days of a suspension or exclusion (where the school has notified the parents that the pupil must not be present in a public place on that day). These penalty notices are not included in the National Framework, not subject to the same considerations about support being provided, and do not count towards the limit as part of the escalation process.

In these cases, the parent must pay £60 within 21 days, or £120.

Notices to improve

If the national threshold has been met and support is appropriate, but parents do not engage with offers of support, the school may offer a notice to improve to give parents a final chance to engage with support.

Notices to improve will be issued in line with processes set out in the local code of conduct for the local authority area in which the pupil attends school.

They will include:

- Details of the pupil's attendance record and of the offences
- The benefits of regular attendance and the duty of parents under section 7 of the Education Act 1996
- Details of the support provided so far
- Opportunities for further support, or to access previously provided support that was not engaged with

- A clear warning that a penalty notice may be issued if attendance doesn't improve within the improvement period, along with details of what sufficient improvement looks like, which will be decided on a case-by- case basis
- A clear timeframe of between 3 and 6 weeks for the improvement period
- The grounds on which a penalty notice may be issued before the end of the improvement period

Use of Data

Pupils' attendance will be monitored and may be shared with Herefordshire Council and other agencies if a pupils' attendance is a cause for concern, in accordance with the General Data Protection Regulation 2018. On a regular basis, the Senior Leader responsibility for attendance will monitor whole school and individual pupils' attendance. The school will use attendance data to target attendance improvement efforts to the pupils or pupil cohorts who need it most.

The school will use data to focus on reducing persistent (<90%) and severe (<50%) absence, signposting parents in how to access wider support services to remove the barriers to attendance.

School registers are legal documents. We will ensure compliance with attendance regulations by keeping attendance records for at least six years. Computer registers will be preserved as electronic back-ups. Pupil's attendance will be monitored and may be shared with Local Authority and other agencies if a pupil's attendance is a cause for concern.

Internal Truancy

Any sudden absences that occur during the day will be reported to the school office / headteacher. If a pupil leaves the school premises, the parents will be contacted and it is their parental responsibility to return their child to school.

Key Contacts

To discuss any aspects of school attendance and absence, please contact Mr Debenham, the Senior Attendance Champion, on 01568 708436 or admin@kingslandengland.hereford.sch.uk

Attendance Codes

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 admission register at the time (with the exception of a pupil who is a boarder).

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

Code	Meaning	Criteria	Statistical value
/	Present at school AM	The session is a morning session and the pupil is present at the school when the attendance register begins to be taken.	Attending (present)
\	Present at school PM	The session is an afternoon session and the pupil is present at the school when the attendance register begins to be taken.	Attending (present)
L	Late arrival before register is closed	The pupil is absent from the school when the attendance register begins to be taken but attends before the taking of the register has ended.	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	The pupil is attending a place, other than the school or another school at which they are a registered pupil, for educational provision arranged by a local authority. • 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	The pupil is attending a place, other than the school or another school at which they are a registered pupil, for an educational visit or trip arranged by or on behalf of the proprietor and supervised by a member of school staff.	Attending an approved educational activity (present)

		• 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	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 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	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. 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 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	Attending an approved educational activity (present)

		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	The pupil is attending a place for an approved educational activity that is not a sporting activity or work experience. The educational activity must take place during the session for which it is recorded. 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 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. 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.	Attending an approved educational activity (present)
D	Dual Registered at another school	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.	Not a possible attendance (neither present or absent)

3. If a pupil is **absent with leave** - if the pupil is absent and none of the circumstances listed in Table 2 applies, their absence is to be recorded as below:

Code	Meaning	Criteria	Statistical value
C1	Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad.	The pupil is absent with leave for the purpose of participating in a regulated performance or undertaking regulated employment abroad. - 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.	Authorised absence
M	Leave of absence for the purpose of attending a medical or dental appointment	The pupil is absent with leave for the purpose of attending a medical or dental appointment. - 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. - An application is made in advance by a parent the pupil normally lives with, and the school is satisfied that, based on the individual facts of the case, there are exceptional circumstances which justify the leave. - 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.	Authorised absence
J1	Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution	The pupil is absent with leave for the purpose of attending an interview for employment or for admission to another educational institution Where an application has been made in advance by the parent who the pupil normally lives with and the leave is to enable the pupil to attend an interview for employment or admission to another educational institution.	Authorised absence

		This interview must take place during the session for which it is recorded.	
S	Leave of absence for the purpose of studying for a public examination	The pupil is absent with leave for the purpose of studying for a public examination. to study for a public examination and the leave has been agreed in advance with a parent who the pupil normally lives with	Authorised absence
X	Non-compulsory school age pupil not required to attend school	The pupil is not of compulsory school age and is absent with leave because their timetable does not require them to attend. - for a pupil not of compulsory school age to attend school part-time. - Where the pupil is absent when timetabled to attend the school, the absence must be recorded using the appropriate absence code not code X.	Not a possible attendance (neither present or absent)
C2	Leave of absence for a compulsory school age pupil subject to a part-time timetable	The pupil is of compulsory school age and is absent with leave because, in accordance with an agreement between a parent who they normally live with and the proprietor that the pupil should temporarily be educated on a part-time basis, their timetable does not require them to attend. to temporarily reduce the timetable of a pupil of compulsory school age to part-time, if the school and a parent who the pupil normally lives with have agreed that, exceptionally, the pupil should temporarily be educated only part-time and have agreed the times and dates when the pupil will, during the period of temporary part-time education, be expected to attend the school.	Authorised absence
C	Leave of absence for exceptional circumstance	- A leave of absence is granted entirely at the school's discretion. - where an application is made in advance by a parent the pupil normally lives with - 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. Pupils are absent - other **authorised** reasons

Code	Meaning	Criteria	Statistical value
T	Parent travelling for occupational purposes	The pupil is a mobile child, their parent is travelling in the course of their trade or business and the pupil is travelling with that parent. 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 Whilst for statistical purposes this is counted as authorised absence, if a pupil's attendance was to fall below an acceptable level consideration may be given to attendance enforcement.
R	Religious observance	The day is exclusively set apart for religious observance by the religious body to which a parent of the pupil belongs. • 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 seek advice from the parent's religious body about whether it has set the day apart for religious observance. • 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.	Authorised absence
I	Illness (not medical or dental appointment)	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 and no alternative provision made	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
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5. Pupil absence - unable to attend school because of **unavoidable cause**

Code	Meaning	Criteria	Statistical value
Q	Unable to attend the school because of a lack of access arrangements	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.	Not a possible attendance
Y1	Unable to attend due to transport normally provided not being available	The pupil is unable to attend because the school is not within walking distance of their home and the transport to and from the school that is normally provided for the pupil by the school or local authority is not available. Walking distance in relation to a child 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.	Not a possible attendance
Y2	Unable to attend due to widespread disruption to travel	The pupil is unable to attend the school because of widespread disruption to travel caused by a local, national, or international emergency.	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	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.	Not a possible attendance

		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.	
Y6	Unable to attend in accordance with public health guidance or law	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.	Not a possible attendance
Y7	Unable to attend because of any other unavoidable cause	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.	Not a possible attendance

6. Unauthorised absence

Code	Meaning	Criteria	Statistical value
G	Holiday not granted by the 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)).	Unauthorised absence

		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	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

7. Administrative codes

Code	Meaning	Criteria	Statistical value
Z	Prospective pupil not on admission register	To enable schools to set up registers in advance of pupils joining the school to ease administration burdens.	Not collected
#	Planned whole school closure	Whole school closures that are known and planned in advance such as: • days between terms; • half terms; • occasional days (for example, bank holidays); • weekends (where it is required by the management information system); • up to 5 non-educational days; and • use of the whole school as a polling station.	Not collected