

## Attendance Policy

Designation	Name	Date	Signature
CEO:	Mr Martin Hughes		
Chair of Trust Board:	Ms Antonia Noble		

<b>Monitoring and Evaluation</b>	
Original implementation date:	October 2020
Date last reviewed:	October 2024
Review frequency:	2 years
Date of next Review:	October 2026
Review delegated to:	Quality of Education committee

### **Document Version control**

<b>Version</b>	<b>Changes made</b>	<b>Date</b>
1.0	Initial set up of Trust-wide policy	October 2020
2.0	Revised in-line with The Key model policy	October 2022
3.0	Revised in-line with model policy	September 2023
4.0	Revised in line with updated guidance 24	October 2024

## **1. Aims and objectives**

- 1.1. At SAND Academies Trust we believe that improving attendance is everyone's business and that providing a calm, orderly, safe and supportive environment where all pupils want to be and are keen and ready to learn is the foundation of securing good attendance.
- 1.2. Working together to put the right support in place at the right time, in conjunction with all staff in school, parents/carers, pupils, relevant local authorities and other local partners, we aim to remove any barriers to attendance by building strong and trusting relationships.
- 1.3. Regular attendance is fundamental to the future success of children. We expect children to be in school for every session of the school day and for every day that the school is open.
- 1.4. Our objectives are to promote good attendance, ensuring every pupil has access to the full-time education to which they are entitled. By acting early to address patterns of absence, we aim to reduce absence, including persistent and severe absence.

## **2. Legislation and guidance**

- 2.1. This policy meets the requirements of the [working together to improve school attendance \(2024\)](#) from the Department for Education (DfE), and refers to the DfE's statutory guidance [for parents on school attendance](#). These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:
  - 2.1.1. Part 6 of [The Education Act 1996](#)
  - 2.1.2. Part 3 of [The Education Act 2002](#)
  - 2.1.3. Part 7 of [The Education and Inspections Act 2006](#)
  - 2.1.4. [The Education \(Pupil Registration\) \(England\) Regulations 2006 \(and 2010, 2011, 2013, 2016 amendments\)](#)
  - 2.1.5. [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)
- 2.2. This policy also refers to the DfE's guidance on the school census, which explains the persistent absence threshold.

## **3. Legal Duty of parents to secure regular school attendance**

- 3.1. The parent of any child of compulsory school age has a legal duty to secure the regular attendance of that child at the school where he or she is registered. Failure to secure the regular attendance of a registered pupil is a criminal offence which can lead to prosecution of the parent(s) in a magistrate's court. In Education Law, (section 576 of Education Act 1996), parent means:
  - 3.1.1. All natural parents, whether they are married or not.
  - 3.1.2. Any person who has parental responsibility for a child or pupil.
  - 3.1.3. Any person who has care of a child or pupil ie: lives with or looks after the child.
- 3.2. The local authority and individual school will need to decide who comes within the definition of parent in respect of a particular pupil when using the legal measures, but generally parents include all those with day-to-day responsibility for a child.

#### **4. Roles and Responsibilities**

##### **4.1. Parents/carers** are expected to:

- 4.1.1. Make sure their child attends every day on time.
- 4.1.2. Call the school to report their child's absence before the register closes at on the day of the absence and each subsequent day of absence, and advise when they are expected to return,
- 4.1.3. Provide the school with more than one emergency contact number for their child.
- 4.1.4. Ensure that, where possible, appointments for their child are made outside of the school day.
- 4.1.5. Proactively engage with support offered informally or formally to help your child overcome any barriers to attendance.

##### **4.2. Pupils** are expected to:

- 4.2.1. Attend school every day on time.

##### **4.3. The Local Advisory Board (LAB) / Trust Board** are expected to:

- 4.3.1. Recognise the importance of school attendance and promote it across the school and trust ethos and policies.
- 4.3.2. Ensure school leaders fulfil expectations and statutory duties.
- 4.3.3. Regularly review attendance data, discussing and challenging trends, and helping school leaders to focus efforts on the individual pupils or cohorts who need it most.
- 4.3.4. Ensure school staff receive adequate training on attendance.
- 4.3.5. Hold the Headteacher to account for the implementation of this policy.
- 4.3.6. Share effective practice on attendance management and improvement across the Trust's schools.

##### **4.4. The Headteacher** is responsible for:

- 4.4.1. Implementation of this policy at the school.
- 4.4.2. Monitoring school-level absence data and reporting it to the LAB / Trust Board.
- 4.4.3. Supporting staff with monitoring the attendance of individual pupils
- 4.4.4. Monitoring the impact of any implemented attendance strategies.
- 4.4.5. Requesting the issue of fixed-penalty notices, where necessary.

##### **4.5. The designated senior leader** is responsible for:

- 4.5.1. Championing and improving attendance across the school.
- 4.5.2. Offering a clear vision for attendance improvement.
- 4.5.3. Evaluating and monitoring expectations and processes.
- 4.5.4. Having an oversight of data analysis.
- 4.5.5. Communicating messages to pupils and parents.
- 4.5.6. Delivering targeted intervention and support to pupils and families.

- 4.5.7. Where there is a lack of engagement, holding more formal conversations with parents and raising the issue of the potential need for legal intervention.
- 4.6. **Class teachers** are responsible for:
  - 4.6.1. Recording attendance on a daily basis, using the correct codes and submitting this information to the school office.
- 4.7. **Administration staff** are:
  - 4.7.1. Expected to take calls from parents about absence and record it on the school system.
  - 4.7.2. Transfer calls from parents to the appropriate member of staff in order to provide them with more detailed support on attendance.
  - 4.7.3. Keeping accurate and up to date records of calls and communication with parents.

## **5. Recording attendance**

### **5.1. Attendance register**

- 5.1.1. We will keep an attendance register and place all pupils onto this register.
- 5.1.2. We will take our attendance register at the start of the first session of each school day and once during the second session. It will mark attendance or absence in line with the attendance codes (as outlined in appendix 1)
- 5.1.3. Any amendment to the attendance register will include:
  - 5.1.3.1. The original entry.
  - 5.1.3.2. The amended entry.
  - 5.1.3.3. The reason for the amendment.
  - 5.1.3.4. The date on which the amendment was made.
  - 5.1.3.5. The name and position of the person who made the amendment.
- 5.1.4. Appendix 1 provides details on the DfE attendance codes.
- 5.1.5. We will keep every entry on the attendance register for 3 years after the date on which the entry was made
- 5.1.6. Pupils must arrive in school by 8.45am on each day
- 5.1.7. The register for the morning session will be taken by 8.50am and will be kept open until 9.00am.
- 5.1.8. The register for the afternoon session will be taken by 1.00pm and will be kept open until 1.10pm.

### **5.2. Unplanned absence**

- 5.2.1. The pupil's parent/carer must notify the school on the first day of any unplanned absence by 9.00am or as soon as practically possible.
- 5.2.2. Parents are to telephone the school and leave an attendance answerphone message or speak to the school administrator directly.
- 5.2.3. We will mark absence due to illness as authorised unless the school has a genuine concern about the authenticity of the illness.

- 5.2.4. If the authenticity of the 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.
- 5.2.5. 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 advance.

### **5.3. Planned absence.**

- 5.3.1. Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent/carer notifies the school in advance of the appointment.
- 5.3.2. The school should be notified in writing or by showing a copy of the appointment immediately (the school may take a copy for the child's file)
- 5.3.3. Parents/carers are encouraged to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary.
- 5.3.4. The pupil's parent/carer must also apply for other types of term-time absence as far in advance as possible of the requested absence. Section 6 details the types of term-time absence which will be authorised.

### **5.4. Lateness and punctuality**

- 5.4.1. A pupil who arrives late:
  - 5.4.1.1. Before the register has closed will be marked as late using the appropriate code.
  - 5.4.1.2. After the register has closed will be marked as late using the appropriate code.
- 5.4.2. Parents are to telephone the school and leave an attendance answerphone message or speak to the school administrator directly.
- 5.4.3. The school will monitor lateness of pupils and share any concern with parents initially verbally. If lateness continues, then the concern will be in writing and if it persists, then a meeting will be arranged.

### **5.5. Following up absence**

- 5.5.1. Where any child expected to attend school does not attend, or stops attending, the school will:
  - 5.5.1.1. Call the pupil's parent/carer on the morning of the first day of unexplained absence to ascertain the reason. If the school cannot reach any of the pupil's emergency contacts the school will ensure proper safeguarding action is taken.
  - 5.5.1.2. Identify whether the absence is approved or not.

- 5.5.1.3. Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than 5 working days after the session.
- 5.5.1.4. Call the parent/carer on each day that the absence continues without explanation to ensure proper safeguarding action is taken where necessary.
- 5.5.1.5. For a pupil who is part of a child protection or child in need plan or who is a child in care, the named Social Worker may be informed as appropriate.

## **5.6. Reporting to parents**

- 5.6.1. Attendance is reported to parents each time a written report goes home and will be informed through a written school report.
- 5.6.2. Parents will also be informed through parents' evenings.
- 5.6.3. Parents will also be written to throughout the academic year if attendance is a concern.

## **6. Authorised and unauthorised absence**

### **6.1. Approval for term-time absence**

- 6.1.1. The Headteacher will only grant a leave of absence to pupils during term time if they consider there to be "exceptional circumstances".
- 6.1.2. A leave of absence is granted at the Headteacher's discretion. A meeting with the Headteacher or Deputy Headteacher will take place for any holiday requests.
- 6.1.3. Exceptional circumstances are defined as:
  - 6.1.3.1. If a parent is service personnel and is returning from a tour of duty abroad where it is evidenced the individual will not be in receipt of any leave in the near future that coincides with school holidays.
  - 6.1.3.2. Where an absence from school is recommended by a health professional as part of a parent/carer's rehabilitation from a medical or emotional issue.
  - 6.1.3.3. The death or terminal illness of a close relative, only if the Headteacher is satisfied that the circumstances are exceptional.
  - 6.1.3.4. Out of school programmes such as music, arts or sport operating at a high standard of achievement. Documentary evidence of this event will be required.
  - 6.1.3.5. Religious observance – the Education Act 1996 S444(3), states "on any day exclusively set apart for religious observance by the religious body to which a parent belongs".
  - 6.1.3.6. To attend a wedding or funeral of a close relative if the Headteacher is satisfied that the circumstances are truly exceptional. Leave should only be authorised for this purpose when a Headteacher is satisfied that there is a persuasive reason for holding the wedding during term time and there WILL be an onus on the parents to show clear evidence that this absence is absolutely an exceptional circumstance. In difficult family situations, the Headteacher may use their discretion in granting leave and each case should

be addressed on its individual merits, taking into account the overall welfare of the child.

- 6.1.4. Where there are exceptional and unforeseen circumstances that fall outside of the above, the Headteacher will consult with the CEO/LAB prior to any authorisation being given to the parent.
- 6.1.5. Valid reasons for authorised absence include:
  - 6.1.5.1. Illness and medical/dental appointments
  - 6.1.5.2. Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil’s parents belong. If necessary, the school will seek advice from the parent’s religious body to confirm whether the day is set apart.
  - 6.1.5.3. Traveller pupils travelling for occupational purposes – this covers Roma, English and Welsh Gypsies, Irish and Scottish Travellers, Showmen (fairground people) and Circus people, Bargees (occupational boat dwellers) and New Travellers. Absence may be authorised only when a Traveller family is known to be travelling for occupational purposes and has agreed this with the school, but it is not known whether the pupil is attending educational provision.
  - 6.1.5.4. Flexi-schooling – parents who request flexible attendance are asking for a pattern of provision which will involve both attendance at school as well as times when the child will receive educational provision at home. Flexi-schooling is not the same as Elective Home Education and is also different to children below compulsory school age attending school part-time.
- 6.1.6. Parents must complete the appropriate form to request absence. Should this be for holiday purposes, parents should be reminded that they put themselves at risk if a Penalty Notice from the local authority.

## **6.2. Reducing persistent and severe absence**

- 6.2.1. The attendance officer monitors pupil absence on a daily basis and makes daily calls/texts if no contact has been made by the parent.
- 6.2.2. Parents are expected to call the school in the morning if their child is going to be absent due to ill health.
- 6.2.3. Attendance data is monitored regularly, and each term’s attendance data is analysed and shared with the CEO, LAB members and Trustees.
- 6.2.4. If a pupil’s absence goes above 5 days, we will contact the parents and discuss the reasons for this.
- 6.2.5. If after contacting parents, a pupil’s absence continues to rise, the school will consider involving other agencies/support strategies.
- 6.2.6. 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.
- 6.2.7. Pupil-level absence data is collected each term and published at national and local authority level through the DfE’s school absence national statistics releases. The



underlying school-level absence data is published alongside the national statistics. Schools will compare their attendance data to the national average.

### 6.3. Legal sanctions

6.3.1. The school will make use of the full range of potential sanctions – including, but not limited to, those listed below to tackle poor attendance. Decisions will be made on an individual, case by case basis.

6.3.2. **Penalty Notices:** the 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 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 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.

6.3.3. 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.

6.3.4. 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.

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

6.3.6. 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.

6.3.7. A **third** penalty notice cannot be issued to the same parent in respect of the same pupil 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.

6.3.8. 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 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.

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

## **7. Notices to Improve**

- 7.1. 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.
- 7.2. 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.
- 7.3. 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.

## **8. Strategies for promoting attendance**

- 8.1. Positive praise for good attendance and punctuality may be carried out by a combination of strategies and may include:
  - 8.1.1. Verbal praise to child and parent
  - 8.1.2. Weekly class rewards
  - 8.1.3. Attendance prize raffle
  - 8.1.4. Certificates
  - 8.1.5. Stickers
  - 8.1.6. End of year 100% attendance prizes

## **9. Attendance data monitoring, reporting and analysing**

- 9.1. The school will:
  - 9.1.1. Regularly inform parents/carers of their child's attendance levels.
  - 9.1.2. Regularly monitor attendance and absence data across the school and at an individual pupil level.
  - 9.1.3. Identify whether there are particular groups of children whose absences may be a cause for concern.
- 9.2. Pupil level absence data will be collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying

- school-level absence data is published alongside the national statistics. The school will compare attendance data to the national average and share this with the LAB/Trust Board.
- 9.2.1. Analyse attendance and absence data regularly to identify pupils or cohorts that need additional support with their attendance and use this analysis to provide targeted support to these pupils and their families.
  - 9.2.2. Look at historic and emerging patterns of attendance and absence and then develop strategies to address these patterns.
  - 9.2.3. Provide regular attendance reports to relevant school and trust staff to facilitate discussions with pupils and families.
  - 9.2.4. Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies.
- 9.3. A pupil's parent/carer is expected to call the school in the morning if their child is going to be absent due to ill health. Telephone the school and leave an answerphone message if needed.
  - 9.4. The pupil's parent/carer is expected to call the school on the first day of their child's absence, and on every subsequent day of absence, give the reason for the absence and, where appropriate, supply a medical certificate or other evidential paperwork as requested.
  - 9.5. If a pupil's absence goes above 4 days, the school will contact the parent/carer of the pupil to discuss the reasons for this. If a pupil's absence continues to rise after contacting their parent/carer, the school will consider involving the LAB member for attendance, the senior leaders in school or the Local Authority.
  - 9.6. The attendance officer will:
    - 9.6.1. Monitor and update registers along with the Headteacher as necessary when they have been completed by teachers.
    - 9.6.2. Ensure codes are recorded accurately.
    - 9.6.3. Monitor, prepare, analyse and share relevant data with the Headteacher.
    - 9.6.4. Liaise with the Headteacher and relevant staff to benchmark data and identify causes for concern and decide appropriate levels of intervention and focus areas for improvement.
    - 9.6.5. Follow indicative action protocol with pupils and families giving cause for concern.
    - 9.6.6. Review weekly and termly attendance data and ensure an appropriate level of response to attendance concerns.
    - 9.6.7. Pupils who are persistently absent from school for whatever reason will be monitored on a week-by-week basis. These pupils are known as PA students – this is someone who has a 90% attendance or lower at any given time during the academic year.
    - 9.6.8. Advise the Headteacher when to issue a fixed penalty notice.
  - 9.7. Non-attendance is an important issue that is treated seriously. However, each case is different and the school acknowledges that no one standard response will be appropriate in every case. Consideration is given to all factors affecting attendance before deciding what intervention strategies to apply.

Attendance 97% +	An excellent level of attendance. This will help all aspects of their progress and life in school. This will give children a good start in life and supports a positive work ethic
Attendance 95% to 97%	A good level of attendance but there is scope to make it better
Attendance 90% to 95%	Absence might be now affecting attainment and progress at school (letter can be issued)
Attendance 90% and below	Absence is causing serious concern. It is affecting attainment and progress and is disrupting a child's learning. A meeting will be held to discuss attendance. The school will work with the local authority and parents/carers to improve a child's attendance. Permitting absence from school without a good reason is an offence by the parent/carer.

#### 9.8. Attendance concern process:

- 9.8.1. Initial attendance concern will result in a meeting with the Family Support Worker and Designated Safeguarding Lead. At this meeting, the pupil's attendance and punctuality will be discussed and if relevant their academic levels which are being hindered. A plan going forward will be devised between school and home. This may include talking with the pupil and an offer of Early Help may be in place at this stage. For a child in care, or part of a child protection or child in need plan, the Attendance Officer will refer to guidance provided by the Virtual School Attendance Policy at each stage of intervention.
- 9.8.2. If attendance continues to be of concern, this will be stepped up and an official Attendance Improvement Meeting will be held. This will identify any further support / external referrals that may be required and plans in place.
- 9.8.3. If attendance continues to be of concern, a meeting will be held with the Headteacher or Deputy Headteacher.
- 9.8.4. Legal proceedings or external referrals may be considered.

#### 10. Reducing persistent and severe absence

- 10.1. Persistent absence is where a pupil misses 10% or more of school and severe absence is where a child misses 50% or more of school.
- 10.2. The school will:
  - 10.2.1. Use attendance data to find trends and patterns of persistent and severe absence.
  - 10.2.2. Hold regular meetings with the parents of pupils who the school (and/or local authority) considers to be vulnerable or are persistently or severely absent, to discuss attendance and engagement at school.
  - 10.2.3. Provide access to wider support services to remove the barriers to attendance.
  - 10.2.4. Using the graduated pathway to identify targets, what are the trigger points etc.
  - 10.2.5. Formalise support or use legal sanctions, in conjunction with the local authority, for example through using a parenting contract, engagement with social services,

Education Supervision Order or consideration of attendance prosecution in the Magistrates Court.

## **11. Part-time timetables**

- 11.1. All pupils of compulsory school age are entitled to a full-time education. In very exceptional circumstances there may be a need for a temporary part-time timetable to meet a pupil's individual needs. For example, where a medical condition prevents a pupil from attending full time education and a part-time timetable is considered as part of the re-integration package.
- 11.2. A part-time timetable must not be treated as a long-term solution. Any pastoral programme or other agreement must have a time limit by which point the pupil is expected to attend full time or be provided with alternative provision. Any decision about a part-time timetable needs to have due and full consideration of any safeguarding and welfare risks, plus steps to prevent these; any vulnerabilities and risks must be fully regarded as part of the school's duties to safeguard and promote the welfare of children.
- 11.3. Not being in school full time can put children at significant risk, including risk of harm, neglect, abuse, exploitation and radicalisation, for example, as well as risks of underachieving, poor outcomes and becoming NEET. Full consultation with, and agreement of, the children's social worker should be sought where the child is a Child in Need (CIN) or has a Child Protection Plan (CPP) and, in such cases, notification of the part-time timetable should also be sent to the Gloucestershire Safeguarding Children's Board.
- 11.4. A reduced timetable is not considered an appropriate method of managing poor behaviour, or pupils at risk of exclusion, in the longer term. This intervention should only be considered after other strategies have been exhausted and they should be for the benefit of the pupil. Such arrangements must be made with the agreement of the parent/carer.
- 11.5. Any pupil on a part-time timetable is expected to have a MyPlan+ with a My Assessment in place to ensure needs are identified and SMART targets set in conjunction with parents. This will enable pupils to work towards attending school full time with appropriate support in place. The school should record these absences as code C in the attendance register. It is important that the local authority have a central record of all children not accessing full-time education in the usual way, including those accessing alternative provision full time away from their normal school.

## **12. Children Missing Education (CME)**

- 12.1. Anyone concerned that a child is missing education (CME) can make a referral to the CME Officer at the local authority. CME refers to any child of compulsory school age who is not registered at any formally approved education activity eg: school, alternative provision, elective home education, and has been out of education provision for at least 4 weeks.
- 12.2. CME also includes those children who are missing (family whereabouts unknown) and are usually children who are either registered on a school roll / alternative provision. This might be a child who is not at their last known address and either:
  - 12.2.1. Has not taken up an allocated school place as expected
  - 12.2.2. Has 10 or more days of continuous absence from school without explanation
  - 12.2.3. Left school suddenly and the destination is unknown.

- 12.3. It is the responsibility of the local authority:
- 12.3.1. To collate information on all reported cases of CME of statutory school age children in maintained schools, academies, free schools, alternative provision settings.
  - 12.3.2. Liaise with partner agencies and other local authorities and schools across Britain to track pupils who may be missing education
  - 12.3.3. Ensure each child missing education is offered full-time education within 2 weeks of the date on which the local authority was informed.
- 12.4. Any professional should alert the local authority when they suspect that a child might be missing education. Complete form: <http://www.gloucestershire.gov.uk/schoolsnet/your-pupils/childrenmissing-education/> Email it to: [missingpupils@gloucestershire.gov.uk](mailto:missingpupils@gloucestershire.gov.uk)  
Telephone: 01452 328774 or 01452 42601

### **13. Monitoring arrangements**

- 13.1. This policy will be reviewed annually as and when guidance from the local authority or DfE is updated. The policy will be approved by the Board of Trustees.

### **14. Links with other policies**

- 14.1. This policy is linked to the following policies:
- 14.1.1. Safeguarding Policy
  - 14.1.2. Behaviour Principles Statement

## Appendix 1 – Attendance Codes

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

Code	Definition	Scenario
/	Present (am)	Pupil present for morning registration
\	Present (pm)	Pupil present for afternoon registration
L	Late arrival	Pupil arrives late before register has closed
<b>Attending a place other than the school</b>		
K	Attending education provision arranged by the local authority	Pupil is attending a place other than a school at which they are registered, for educational provision arranged by the local authority
V	Attending an educational visit or trip	Pupil is on an educational visit / trip organised or approved by the school
P	Participating in a sporting activity	Pupil is participating in a supervised sporting activity approved by the school
W	Attending work experience	Pupil is on an approved work experience placement
B	Attending any other approved educational activity	Pupil is attending a place for an approved educational activity that is not a sporting activity or work experience
D	Dual registered	Pupil is attending a session at another setting where they are also registered
<b>Absent – Leave of Absence</b>		
C1	Participating in a regulated performance or undertaking regulated employment abroad	Pupil is undertaking employment (paid or unpaid) during school hours, approved by the school
M	Medical / Dental appointment	Pupil is at a medical or dental appointment
J1	Interview	Pupil has an interview with a prospective employer / educational establishment
S	Study leave	Pupil has been granted leave of absence to study for a public examination
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
C2	Part-time timetable	Pupil is not in school due to having a part-time timetable
C	Exceptional circumstances	Pupil has been granted a leave of absence due to exceptional circumstances
<b>Absent – other authorised reasons</b>		
T	Parents travelling for occupational purposes	Pupil is a ‘mobile child’ who is travelling with their parent(s) who are travelling for occupational purposes
R	Religious observance	Pupil is taking part in a day of religious observance
I	Illness (not medical or dental appointment)	Pupil is unable to attend due to illness (either related to physical or mental health)

E	Suspended or excluded	Pupil has been suspended or excluded from school and no alternative provision has been made
<b>Absent – unable to attend school because of unavoidable cause</b>		
Q	Lack of access arrangements	Pupil is unable to attend school because the local authority has failed to make access arrangements to enable attendance at school
Y1	Transport not available	Pupil is unable to attend because school is not within walking distance of their home and the transport normally provided is not available
Y2	Widespread disruption to travel	Pupil is unable to attend because of widespread disruption to travel caused by local, national or international emergency
Y3	Part of school premises closed	Pupil is unable to attend because they cannot practicably be accommodated in the part of the premises that remains open
Y4	Whole school site is unexpectedly closed	Every pupil absent as the school is closed unexpectedly (e.g. due to adverse weather)
Y5	Criminal Justice detention	Pupil is unable to attend as they are: <ul style="list-style-type: none"> <li>- In police detention</li> <li>- Remanded to youth detention, awaiting trial or sentencing, or</li> <li>- Detained under sentence of detention</li> </ul>
Y6	Public health guidance or law	Pupil's travel to or attendance at the school would be prohibited under public health guidance or law
Y7	Any other unavoidable cause	To be used where an unavoidable cause is not covered by the other codes
<b>Absent – unauthorised absence</b>		
G	Holiday not granted by the school	Pupil is absent for the purpose of a holiday, not approved by the school
N	Reason for absence not yet established	Reason for absence has not been established before the register closes
O	Absent in other or unknown circumstances	No reason for absence has been established, or the school isn't satisfied that the reason given would be recorded using one of the codes for authorised absence
U	Arrived in school after registration closed	Pupil has arrived late, after the register has closed but before the end of session
<b>Administrative Codes</b>		
Z	Prospective pupil not on admission register	Pupil has not joined school yet but has been registered
#	Planned whole school closure	Whole school closures that are known and planned in advance, including school holidays



