



Telford Junior School

Attendance and Punctuality Policy

January 2026

Approval and Review

This policy is reviewed in discussion with staff and governors.

Effective from: January 2026

Approved by: TJS Governing Body

Review Date: January 2027

Review Leader: Head Teacher

Contents

- Aims
- Legislation and Guidance
- Roles and Responsibilities
- Recording Attendance
- Authorised and Unauthorised Absence
- Strategies for Promoting Attendance
- Supporting Pupils Who are Absent or Returning to School
- Attendance Monitoring
- Monitoring Arrangements
- Links with Other Policies
- Appendix 1: Attendance Codes

Aims

This policy aims to show our commitment to meeting our obligations with regards to school attendance, including those laid out in the Department for Education's (DfE's) statutory guidance on [working together to improve school attendance \(applies from 19 August 2024\)](#), through our whole-school culture and ethos that values good attendance, including:

- Setting high expectations for the attendance and punctuality of all pupils.
- Promoting good attendance and the benefits of good attendance.
- Reducing absence, including persistent and severe absence.
- Ensuring every pupil has access to the full-time education to which they are entitled.
- Acting early to address patterns of absence.
- Building strong relationships with families to make sure pupils have the support in place to attend school.
- We will also promote and support punctuality in attending lessons.

Legislation and Guidance

This policy is based on the Department for Education's (DfE's) statutory guidance on [working together to improve school attendance \(applies from 19 August 2024\)](#) and [school attendance parental responsibility measures](#). The guidance is based on the following pieces of legislation, which set out the legal powers and duties that govern school attendance:

Part 6 of the [Education Act 1996](#)

Part 3 of the [Education Act 2002](#)

Part 7 of the [Education and Inspections Act 2006](#)

[The Education \(Pupil Registration\) \(England\) Regulations 2006 \(and 2010, 2011, 2013, and 2016 amendments\)](#)

[The School Attendance \(Pupil Registration\) \(England\) Regulations 2024](#)

[The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013 and the 2024 amendment](#)

It also refers to:

[School census guidance](#)

[Keeping Children Safe in Education](#)

[Mental health issues affecting a pupil's attendance: guidance for schools](#)

Roles and Responsibilities

The Local Governing Board

The local governing board is responsible for:

- Setting high expectations of all school leaders, staff, pupils and parents.
- Making sure school leaders fulfil expectations and statutory duties, including:
 - Making sure the school records attendance accurately in the register and shares the required information with the DfE and local authority.
 - Making sure the school works effectively with local partners to help remove barriers to attendance, and keeps them informed regarding specific pupils, where appropriate.
- Recognising and promoting the importance of school attendance across the school's policies and ethos.
- Making sure the school's attendance management processes are delivered effectively, and that consistent support is provided for pupils who need it most, by prioritising staff and resources.
- Making sure the school has high aspirations for all pupils, but adapts processes and support to pupils' individual needs.
- Regularly reviewing and challenging attendance data and helping school leaders focus improvement efforts on individual pupils, or cohorts who need it most.
- Working with school leaders to set goals or areas of focus for attendance and providing support and challenge.
- Monitoring attendance figures for the whole school and repeatedly evaluating the effectiveness of the school's processes and improvement efforts to make sure they are meeting pupils needs.
- Where the school is struggling with attendance, working with school leaders to develop a comprehensive action plan to improve attendance.
- Making sure all staff receive adequate training on attendance, as part of the regular continued professional development offer, so that staff understand:
 - The importance of good attendance.
 - That absence is almost always a symptom of wider issues.
 - The school's legal requirements for keeping registers.
 - The school's strategies and procedures for tracking, following up on and improving attendance, including working with partners and keeping them informed regarding specific pupils, where appropriate.
- Making sure dedicated training is provided to staff with a specific attendance function in their role, including in interpreting and analysing attendance data.
- Holding the head teacher to account for the implementation of this policy.

The Head Teacher

The head teacher is responsible for:

- The implementation of this policy at the school.
- Monitoring school-level absence data and reporting it to governors.

- Supporting staff with monitoring the attendance of individual pupils.
- Monitoring the impact of any implemented attendance strategies.
- Issuing fixed-penalty notices, where it is considered necessary, and/or authorising the deputy head teacher to be able to do so.
- Working with the parents/carers of pupils with special educational needs and/or disabilities (SEND), to develop specific support approaches for attendance for pupils with SEND, including where school transport is regularly being missed, and where pupils with SEND face in-school barriers.
- Communicating with the local authority when a pupil with an Education, Health and Care Plan (EHCP) has falling attendance, or where there are barriers to attendance that relate to the pupil's needs.
- Communicating the school's high expectations for attendance and punctuality regularly to pupils and parents/carers, through all available channels.

The Designated Senior Leader Responsible for Attendance

The designated senior leader (also known as the 'senior attendance champion' or attendance lead) is responsible for:

- Leading, championing and improving attendance across the school.
- Setting a clear vision for improving and maintaining good attendance.
- Evaluating and monitoring expectations and processes.
- Having a strong grasp of absence data and oversight of absence data analysis.
- Regularly monitoring and evaluating progress in attendance.
- Establishing and maintaining effective systems for tackling absence and making sure they are followed by all staff.
- Liaising with pupils, parents/carers and external agencies, where needed.
- Building close and productive relationships with parents/carers, to discuss and tackle attendance issues.
- Creating intervention or reintegration plans in partnership with pupils and their parents/carers.
- Delivering targeted intervention and support to pupils and families.
- The designated senior leader responsible for attendance is Sarah Powell, Deputy Head Teacher, who can be contacted via the school office admin@telfordjunior.co.uk

The School's Attendance Administrator:

The school's attendance administrator is responsible for supporting school leaders in:

- Monitoring attendance data.
- Providing attendance reports to school leaders and class teachers.
- Reporting concerns about attendance to the attendance lead / head teacher.
- Providing attendance data and liaising with the Warwickshire Attendance Service, particularly in relation to persistent absence.

The School Office will:

- Take calls from parents/carers about absence on a day-to-day basis and record it on the school system.
- Refer calls from parents/carers to the class teachers, attendance lead or head teacher where appropriate, in order to provide them with more detailed support on attendance.

Class Teachers

- Class teachers are responsible for recording attendance for both morning and afternoon sessions on a daily basis, using the correct codes (see Appendix 1), and submitting this information to the school office.
- Liaising with families around attendance and punctuality issues of pupils in their class, as part of the class teacher's pastoral role.

Parents

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

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

Parents are expected to:

- Make sure their child attends school on time.
- Call the school to report their child's absence between 8.30 and 9.30 am on the day of the absence and each subsequent day of absence and advise when they are expected to return.
- Provide the school with more than one emergency contact number for their child.
- Ensure that, where possible, appointments for their child are made outside of the school day.
- Seek support, where necessary, for maintaining good attendance, discussing initially with the class teacher and involving the attendance lead / head teacher if appropriate. The latter can signpost or liaise with other agencies, as required.

Pupils

Pupils are expected to attend school every day, on time.

Recording Attendance

Attendance Register

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

We will take our attendance register at the start of the first session of each school day and once during the second session. It will mark, using the appropriate national attendance and absence codes from the School Attendance (Pupil Registration) (England) Regulations 2024, whether every pupil is:

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

Any amendment to the attendance register will include:

- The original entry.
- The amended entry
- The reason for the amendment.
- The date on which the amendment was made.
- The name and position of the person who made the amendment.

See Appendix 1 for the DfE attendance codes.

We will also record:

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

We will keep every entry on the attendance register for 6 years after the date on which the entry was made.

The school day starts at 8.45 am and ends at 3.20 pm.

Pupils must arrive in school by 8.55 am on each school day.

The register for the first session will be taken at 8.55 am and will be kept open until 9.25 am. The register for the second session will be taken at the start of the afternoon session (varies according to year groups, due to staggered lunchbreaks). It will be kept open until 1.45 pm.

Unplanned Absence

The pupil's parent/carer must notify the school of the reason for the absence on the first day of an unplanned absence by 9.30 am, or as soon as practically possible, by calling the school office on Tel: 01926 424664, or by email: admin@telfordjunior.co.uk

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

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

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

Planned Absence

Attending a medical or dental appointment will be counted as authorised, as long as the pupil's parent/carer notifies the school in advance of the appointment. This can be done via the school office (telephone call or email).

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

The pupil's parent/carer must also apply for other types of term-time absence as far in advance as possible of the requested absence. Go to section 5 to find out which term-time absences the school can authorise.

Lateness and Punctuality

A pupil who arrives late:

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

Persistent lateness will trigger the class teacher to have an initial conversation with the pupil's parent/carer, to see if any supports can be offered by the school, or to consider how the situation can be improved outside of school (e.g. considering morning routines, etc.). If lateness continues the attendance lead or head teacher will become involved to explore how improvements can be achieved.

Following up Unexplained Absence

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

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 may decide to contact the Police or Warwickshire Children Service's Front Door.

Identify whether the absence is approved or not.

Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than 5 working days after the session(s) for which the pupil was absent.

Call the parent on each day that the absence continues without explanation, to make sure proper safeguarding action is taken where necessary. If absence continues, the school will consider involving Warwickshire Attendance Service or Children's Services.

Where appropriate, offer support to the pupil and/or their parents to improve attendance.

Identify whether the pupil needs support from wider partners, as quickly as possible, and make the necessary referrals.

Where support is not appropriate, has not been successful, or has not been engaged with, the school may consider issuing a notice to improve, penalty notice or other legal intervention (see section 5.2). This will be determined through consultation with Warwickshire Attendance Service.

Reporting to Parents/Carers

The school will inform parents/carers about their child's attendance and absence levels each term, through learning reviews and the end of year school report.

Authorised and Unauthorised Absence

Approval for Term-Time Absence

The head teacher will allow pupils to be absent from the school site for certain educational activities, or to attend other schools or settings.

The head teacher will only grant a **leave of absence** to a pupil during term time, if the request meets the specific circumstances set out in the [2024 school attendance regulations](#). These circumstances are:

- Taking part in a regulated performance, or regulated employment abroad.
- Attending an interview.
- Study leave.
- A temporary, time-limited part-time timetable.
- Exceptional circumstances.

A leave of absence is granted at the head teacher's discretion, including the length of time the pupil is authorised to be absent for.

Leave of absence will not be granted for a pupil to take part in protest activity during school hours.

As a leave of absence will only be granted in exceptional circumstances, it leave of absence will not be granted for the purposes of a family holiday.

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

Any request should be submitted as soon as it is anticipated in accordance with the school's leave of absence request form, accessible via the school website. A paper copy can be collected from the school office. The head teacher may require evidence to support any request for leave of absence.

Other valid reasons for **authorised absence** include (but are not limited to):

- Illness (including mental-health illness) and medical/dental appointments (see sections 4.2 and 4.3 for more detail).
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parent(s) belong(s). If necessary, the school will seek advice from the parent's religious body to confirm whether the day is set apart.
- Parent(s) 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.
- If the pupil is currently suspended or excluded from school (and no alternative provision has been made).

Other reasons the school may allow a pupil to be absent from the school site, which are not classified as absences, include (but are not limited to):

- Attending an offsite approved educational activity, sporting activity or visit or trip arranged by the school.
- Attending another school at which the pupil is also registered (dual registration).
- Attending provision arranged by the local authority.
- Attending work experience.
- If there is any other unavoidable cause for the pupil not to attend school, such as disruption to travel caused by an emergency, a lack of access arrangements, or because the school premises are closed

Sanctions

Our school will consider the full range of potential sanctions, including (but not limited to, those listed below) to tackle poor attendance, however, it should be stressed that decisions will be made on an individual, case-by-case basis and in accordance with DfE guidance, 'Attendance Matters'.

Penalty Notices

The head teacher, 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.

Strategies for Promoting Attendance

Helping to create a pattern of regular attendance is everyone's responsibility – parents/carers, children and all members of the school staff.

To help focus on this:

- The school will provide attendance information to parents/carers in the end of year reports and at learning reviews in November and March (a copy of the child's attendance register, showing attendance and the pattern of attendance over the school year).

- We will report on school attendance levels through school newsletters.
- The school will offer parents/carers support to encourage an improvement in attendance and/or signpost to external agencies (including Early Help), as appropriate.
- The school will contact parents/carers when a pupil's attendance falls below the school's attendance target.
- There is a staged approach to support parents/carers with their child's attendance.
- This Attendance & Punctuality Policy will be shared with parents/carers.

Staged Approach

The school monitors the attendance of all the children in its care and uses a staged approach to address any issues:

- The attendance team monitors and reviews the attendance of all children monthly. The attendance team comprises of the attendance lead, the head teacher and the attendance administrator.
- The attendance team investigates reasons for absence alongside the child's class teacher, focusing on children whose attendance has fallen below 95%.
- If necessary, concerns are discussed with the parents/carers.
- If attendance does not improve or declines further, then the parents/carers will be invited to a meeting to discuss their child's attendance and offer support/signposting. A record is kept of this meeting and logged on CPOMS. An appropriate short-term attendance target is agreed.
- If despite previous interventions, the child's attendance level is still not improving and falls below 90% (Persistent Absence), there will be a further meeting, where an attendance action plan will be agreed. The action plan might involve external agencies (e.g. Early Help). A formal individual attendance target is set and parents/carers are advised that any absence during the period will be unauthorised, unless covered by appropriate medical evidence.
- Any children failing to show an appropriate level of improvement will be discussed further with the Warwickshire Attendance Service and a pupil specific strategy will be agreed.

Supporting Pupils Who are Absent or Returning to School

Pupils Absent Due to Complex Barriers to Attendance

A pupil's attendance difficulties are usually symptoms of deeper issues. To deal effectively with persistent or severe absence, the school aims to gain an understanding of the challenges being faced by the pupil and their family and establish a plan to address their specific barriers to attending school.

These barriers could be:

- Pupil specific (e.g. friendship issues, bullying, safeguarding concerns, transport to school).
- Relate to mental health (e.g. attachment, anxiety, low-mood, low self-esteem).
- Social (e.g. parental separation, economic hardship, acting as a carer).
- Physical health.

Low attendance is known to correlate with factors, including:

- Being eligible for free school meals (FSM).
- Having previously been suspended or excluded.
- Having attended alternative provision (AP).
- Being a looked-after child.
- Mental health challenges, like anxiety.
- Difficulties at home (e.g. bereavement or being a young carer).
- Transition and exam years.
- Having a special educational need or disability (SEND).
- Speaking English as an additional language (EAL).

Pupils who have multiple risk factors are more likely to become persistently absent.

Strategies

- The school will gather evidence to understand complex cases (from class teacher, teaching assistants, midday supervisors, breakfast and after school providers, previous class teacher, previous school, school counsellor, SEND Supported, or other agencies involved with the family, siblings' school, etc.).
- The school will invite parents/carers into school to consider how the pupil can best be supported.
- The school will listen to the pupil's own thoughts.
- The school will involve a trusted staff member, to help with building the confidence of the family to work in partnership with the school.
- Conversations will be approached with empathy.
- Professionals will show persistence, while remaining positive in communications with the family.

Pupils Absent Due to Mental or Physical Health Conditions or SEND

Where a pupil has diagnosed mental or physical health issues, the school will seek and follow the advice of the relevant medical professionals and involve the appropriate agencies (e.g. school health team for advice and a health care plan, occupational health, physiotherapy, educational psychologist, CAMHS, etc.).

Reasonable adjustments will be put in place (e.g. reduced timetable, additional resources or adapted facilities). See the school's Supporting Children with Medical Conditions Policy.

It may be appropriate to make an application to SENDAR for an Education Health and Care Plan (EHCP).

Where a pupil has an EHCP and their attendance falls, or the school becomes aware of barriers to attendance that relate to the pupil's needs, the school will inform the local authority.

Pupils Returning to School After a Lengthy or Unavoidable Period of Absence

Before a pupil returns to school after a lengthy period of absence, school professionals should fully understand what makes it difficult for the pupil to attend. There should be a clear identification of the barriers to attendance.

Professionals should then work in partnership with the pupil and their parents/carers to create a reintegration plan. Other professionals/agencies supporting the pupil should be consulted.

The reintegration plan should identify:

1. Barriers to attendance.

2. Agreed strategies to overcome these barriers / support the pupil to return to school.
3. Staff members responsible for implementing these strategies.
4. Review timescales.

Children Missing Education (CME)

Warwickshire County Council has a legal duty to identify children missing education and to make sure they return to education wherever possible. Schools are required to take appropriate action for children missing education. Telford Junior School, as a Warwickshire school, must:

1. Notify the Local Authority when a child is to be removed from the school admissions register.
2. Work jointly with the Local Authority to establish the whereabouts of a child before deleting them from the school admissions register.
3. Notify the Local Authority within 5 days of adding a child's name to the admissions register at a non-standard transition point.

If the school has a concern that a child is missing education, the head teacher will make a referral to the CME Officer.

Deletions from the Register

The school will only delete a pupil from their register in accordance with the Education (Pupil Registration) (England) Regulations 2006. In accordance with the 2016 amendments the Local Authority will be notified prior to removal.

Attendance Monitoring

The school monitors the attendance of all the children in its care and uses a staged approach to address any issues (see above). The attendance team monitors and reviews the attendance of all children monthly. The attendance team comprises of the attendance lead, the head teacher and the attendance administrator.

Monitoring Attendance

The school will monitor attendance and absence data (including punctuality) half-termly, termly and yearly across the school and at an individual pupil, year group and cohort level.

Specific pupil information will be shared with the DfE on request.

The school has granted the DfE access to its management information system, so the data can be accessed regularly and securely.

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 benchmark its attendance data at whole school, year group and cohort level against local, regional, and national levels, to identify areas of focus for improvement and share this with the local governing board.

Analysing Attendance

The school will:

- Analyse attendance and absence data regularly to identify pupils, groups or cohorts that need additional support with their attendance.
- Identify pupils whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severe absence.
- Conduct thorough analysis of half-termly, termly, and full-year data to identify patterns and trends.
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns.

Using Data to Improve Attendance

The school will:

- Develop targeted actions to address patterns of absence (of all severities) of individual pupils, groups or cohorts that it has identified via data analysis.
- Provide targeted support to the pupils it has identified whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severe absence, and their families (see section 8.4 below)
- Generate regular attendance reports to facilitate class teacher discussions with families and to support governors and school leaders (including the SENDCO and DSLs) with monitoring and analysis. Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies
- Share information and work collaboratively with other schools in the area, local authorities and other partners where a pupil's absence is at risk of becoming persistent or severe, including keeping them informed regarding specific pupils, where appropriate.

Reducing Persistent and Severe Absence

Persistent absence is where a pupil misses 10% or more of school, and severe absence is where a pupil misses 50% or more of school. Reducing persistent and severe absence is central to the school's strategy for improving attendance.

The school will:

- Use attendance data to find patterns and trends of persistent and severe absence.
- Consider potential safeguarding issues and, where suspected or present, address them in line with Keeping Children Safe in Education.
- Hold regular meetings with the parents of pupils who the school (and/or local authority) considers to be vulnerable or at risk of persistent or severe absence, or who are persistently or severely absent, to:

Discuss attendance and engagement at school

Listen, and understand barriers to attendance

Explain the help that is available

Explain the potential consequences of, and sanctions for, persistent and severe absence

Review any existing actions or interventions

- Provide access to wider support services to remove the barriers to attendance, in conjunction with the local authority, where relevant.
- Consider alternative support that could be put in place to remove any barriers to attendance and re-engage these pupils. In doing so, the school will sensitively consider some of the reasons for absence.
- Implement sanctions, should that be seen as a necessary final step (see section 5.2, above).

Monitoring Arrangements

This policy will be reviewed as guidance from the local authority and/or DfE is updated, and as a minimum every school year. At every review, the policy will be approved by the local governing board.

Links with Other Policies

This policy links to the following policies:

- Child Protection and Safeguarding Policy.
- Relationship (Behaviour) Policy.
- Supporting Children with Medical Conditions Policy

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
Attending a place other than the school		
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
Absent – leave of absence		
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
Absent – other authorised reasons		
T	Parent 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
Absent – unable to attend school because of unavoidable cause		
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 a 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 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"> • In police detention • Remanded to youth detention, awaiting trial or sentencing, or • Detained under a sentence of detention
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
Absent – unauthorised absence		
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
Administrative codes		

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