


The Aylesbury Vale Academy Trust



The Aylesbury Vale Academy

RESPECT | ASPIRATION | RESILIENCE

Attendance Policy

Policy Reference:	AVA.008
Description:	This document describes how the school meets its obligations with regards to school attendance
Status:	Non-Statutory Policy
Policy Audience:	Parents/Carers
Academy Trust Contact:	Assistant Principal / Assistant Headteacher (Designated Attendance Leads)
Other Related Policies and Procedures:	Admissions Policy, Equality Policy
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Signed:	
Date of Signature:	03.07.24

In reviewing this policy, the Governing Board has had regard to the Equality Act 2010 and carried out an equality impact assessment. It is satisfied that no group with a protected characteristic will be unfairly disadvantaged by this policy.

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1. Aims

The Aylesbury Vale Academy aims to meet its obligations with regards to school attendance. This includes 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 support parents to perform their legal duty to ensure their children of compulsory school age attend regularly¹, and will promote and support punctuality in attending lessons.

2. 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:

¹ The Academy defines ‘Regularly’ as >95%.

- 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 Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)
- It also refers to:
 - [School census guidance](#)
 - [Keeping Children Safe in Education](#)
 - [Mental health issues affecting a pupil's attendance: guidance for schools](#)

3. Roles and Responsibilities

3.1 The governing board

The governing board is responsible for monitoring, regularly reviewing and challenging attendance data for the whole school on at least a termly basis. It also holds the Principal to account for the implementation of this policy.

3.2 The Principal and Primary Headteacher

The Principal is responsible for ensuring this policy is implemented across the Academy.

The Principal and Primary Headteacher are responsible for ensuring this policy is implemented consistently across the school in their respective phases, and for monitoring school-level absence data and reporting it to governors.

The Principal and Primary Headteacher also support other staff in monitoring the attendance of individual students and issues fixed-penalty notices, where necessary.

3.3 The designated senior leader responsible for attendance

The designated senior leaders are 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 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

3.4 The Attendance Officer

The Attendance Officer:

- Monitors attendance data at the school and individual student level
- Reports concerns about attendance to the Assistant Principal in charge of attendance
- Works with education welfare officers to tackle persistent absence
- Arranges calls and meetings with parents to discuss attendance issues
- Advises the Principial when to issue fixed-penalty notices

3.5 Class teachers and form tutors

Class teachers and form tutors are responsible for recording attendance throughout each day, using the correct codes, and saving the information onto the school system within the appropriate time frame.

3.6 Secondary Achievement Directors

Achievement Directors are responsible for implementing attendance strategies with their year group, and for monitoring and acting on attendance data for their year group. They are required to have a fortnightly meeting with the attendance officer to discuss strategies and support.

3.7 Reception staff

Reception staff are not expected to take calls from parents about absence and record it on the school system. Reception staff can transfer calls and messages to the Attendance Officer, who will take the necessary action.

3.8 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 every day, on time
 - Notify the school on the first day of absence by telephone or text by 09:00 at the latest, and each subsequent day of absence, and advise when they are expected to return
 - Provide the school with more than 1 emergency contact number for their child
 - Ensure that, where possible, appointments for their child are made outside of the school day
 - Keep to any attendance contracts that they make with the school and/or local authority
 - Seek support, where necessary, for maintaining good attendance, by contacting the Primary or Secondary attendance team who can be contacted via:

Primary:

- Email: primaryattendance@theacademy.me
- Telephone: 01296 674263 (Primary) and press option 1.

Secondary:

- Email: attendance@theacademy.me
- Telephone: 01296 428551 (Secondary) and press option 1.

3.9 Pupils

Pupils are expected to:

- Attend school every day, on time
- Attend every timetabled session, on time

4. School Procedures

4.1 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 be completed 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.

Primary phase: Students must arrive in school between 08:30 and 08:40 on each school day. The gate is closed at 08:40 and after that time students must sign in via the front office. Signing in after 8:45am generates a Late (L) mark on the register. Signing in after 9:00am generates a Late (U) mark on the register.

The morning register will be taken at 08:30 and will be kept open until 08:45.

Secondary phase: Students must arrive in school by 08:25 on each school day.

The register for the first session will be taken at 08:30 and will be kept open until 08:50. The register for the second session will be taken at 08:50 and will be kept open until 09:00.

Late arrival after 08:50, without evidence for an acceptable reason, will automatically result in the appropriate late mark (L / U) and appropriate sanction applied (see Rewards and Behaviour Policy).

Whole school: The lateness will only be authorised if a satisfactory explanation for the late arrival can be provided, for example attendance at a medical appointment (code M). The absence will be recorded as unauthorised, and a late mark awarded, if the student has arrived late after the registers have closed without justifiable cause, for example if they woke up late or got a late bus (code L / U).

4.2 Unplanned Absence

Parents must notify the school on the first day of an unplanned absence – for example, if their child is unable to attend due to ill health – by telephone or text by 09:00 at the latest. Failure to supply this information will result in contact from the school and, if necessary, a home visit.

Primary phase: It is a requirement that parents/carers contact the school each day their child is absent. They can do this in the following ways:

- By emailing: primaryattendance@theacademy.me
- By telephoning: 01296 674263 (Primary) and press option 1.

If the Primary Attendance team have not been informed of absence by 9:30am, an email will be sent from the School Comms Attendance platform.

Secondary Phase: It is a requirement that parents/carers contact the school each day their child is absent. They can do this in the following ways:

- By emailing: attendance@theacademy.me
- By telephoning: 01296 428551 (Secondary) and press option 1.

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.

The Aylesbury Vale Academy may ask for medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will ask for medical evidence on a case by case basis.

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

4.3 Medical or Dental Appointments

Missing registration for a medical or dental appointment is counted as an authorised absence; advance notice is required for authorising these absences.

We encourage parents to make medical and dental appointments out of school hours where possible. Where this is not possible, the student should be out of school for the minimum amount of time necessary. Students should not be absent from school for more than one session (there are 2 sessions in the school day - morning and afternoon) for medical appointments.

In case of a medical appointment, parents should notify the school through means of a letter with as much notice as possible. If it is not possible to provide a letter, an email sent to avaprimary@theacademy.me (for Primary students) or attendance@theacademy.me (for Secondary students) will be accepted.

Applications for other types of absence in term time must also be made in advance. Information relating to whether the school can authorise such absences can be found in section 5.

4.4 Lateness and Punctuality

A student who arrives late but before the register has closed will be marked as Late (L).

A student who arrives after the register has closed will be marked as Late (U).

In the primary phase

If a student has 10 or more lates in a one-month cycle, a *Cause for Concern* letter will be sent to parents. The child's punctuality will then be monitored for one further month. If punctuality improves, no further action will be taken; if there are 6 or more lates, a support meeting with the Primary Attendance Team will be set up in order to improve punctuality. If a support meeting takes place, the child's punctuality will be monitored for a further month. If no improvement is made, a referral will be made to the Bucks Attendance Team.

In the secondary phase

Any student who is late to school before the registers close at 8:50am will receive a 20-minute lunchtime detention, unless a genuine reason is provided by parents/carers.

Any student late to school after the registers close at 8:50am will receive a one-hour detention unless a genuine reason is provided by parents/carers.

Any student that is late to class without a valid reason during the school day will receive an S2 Detention, in line with our behaviour policy.

4.5 Following up unexplained absence

Adapt the following to match your school's day-to-day process for following up on 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 on the morning of the first day of unexplained absence to ascertain the reason
- 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
- Contact 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 an education welfare officer
- 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, not successful, or not engaged with, the school may consider recommending a penalty notice.

4.6 Reporting to Parents

In the Primary phase the school will report students' attendance to parents and carers at three points in the year: both parent consultations and in the End of Year report.

In the Secondary phase the school will report students' attendance to parents and carers with the student's AP Report. This will happen three times a year.

5. Authorised and Unauthorised Absence

5.1 Approval for Term-Time Absence

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

The Principal or Primary Headteacher 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 Principal or Primary Headteacher's discretion, including the length of time the pupil is authorised to be absent for.

We define 'exceptional circumstances' as including (but are not limited to):

- 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
- Where an absence from school is recommended by a health professional as part of a parent or child's rehabilitation from a medical or emotional issue
- The death or terminal illness of a close relative (immediate family), only if Principal is satisfied that the circumstances are truly exceptional
- 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
- Religious observance – The Education Act 1996 S444(3) (c), states "on any day exclusively set apart for religious observance by the religious body to which his/her parent belongs"
- To attend a wedding or funeral of a close relative (immediate family) - if the Primary Headteacher or Principal is satisfied that the circumstances are truly exceptional; Leave should only be authorised for this purpose when the Principal or Primary Headteacher is satisfied that there is a persuasive reason for holding the wedding during term time and there WILL be an onus on parents to show clear evidence that this absence is absolutely an exceptional circumstance. In difficult family situations the Primary Headteacher or Principal may use his/her discretion in granting leave and each case should be addressed on its individual merits, taking into account the overall welfare of the child

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 is unlikely a leave of absence will 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 and, where possible. The Principal or Primary Headteacher 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
- 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

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.

Reasons that are not considered valid and therefore will result in unauthorised absence include (but are not limited to):

- Shopping visits
- Days out to attend functions
- Parent's work commitments
- School uniform issues (the school will provide replacements for the day if needed)
- Holidays abroad for the purpose of visiting a sick relative, excepting where that person is seriously ill. Medical evidence will be requested
- Holidays taken in term time due to lower cost/parental work commitments.

5.2 Sanctions

Our 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.

Penalty notices

The Principal or Primary 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

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).

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 (see statutory guidance).

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.

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

6. Strategies for Promoting Attendance

Good attendance is rewarded in a number of ways.

Primary Phase:

- We celebrate the class(es) with the best weekly attendance every Friday, as part of our Celebration Assembly. The class with the highest attendance percentage receives *Arnie the Armadillo* for a week, as well as a class attendance certificate. Every child in the class also receives 20 achievement points.
- At the end of every term, every child with 100% attendance for that term receives 75 achievement points and a 100% attendance certificate. They are also put into a draw to win a scooter. The name is selected in our End of the Term Celebration Assembly.
- At the end of the academic year, the KS1 and KS2 class with the best overall attendance will receive a prize (e.g. Picnic on the field).
- Any children with 100% attendance for the year will receive a prize (e.g. A Smyths voucher).

Secondary phase:

- The Tutor Group with the highest attendance each week is shared and celebrated in Assembly
- Individual students are Awarded Achievement Points for having 100% attendance in a week
- At the end of each half term an Attendance Cup is awarded to the Tutor Group with highest attendance in each year group.
- Weekly attendance figures are shared with All Staff and displayed on the TV screens throughout the school.

7. Attendance Monitoring

Explain how your school monitors attendance and absence data (including punctuality data), and systematically and regularly analyses it.

7.1 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.

If a student's attendance drops below 90% in a half term, a member of the Attendance Team or Pastoral Team will contact the parent/carer to arrange an attendance contract meeting. This meeting is held to discuss why the attendance of the child has dropped, and to see what support we can offer to the family / student in order to see the attendance figure increase. After this meeting is held, the student's attendance is then monitored for a further 3 weeks. If after 3 weeks, attendance has not improved, the case will be referred to County.

If after speaking with parents a student's absence continues to rise, we will consider involving an education welfare officer.

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

Specific pupil information will be shared with the DfE on request. The school has also granted the DfE access to its management information system so the data can be accessed regularly and securely. We compare our attendance data to the DfE and FFT, and also share this with governors.

Attendance data for all students is collected and stored on the SIMs system. This is then analysed to track the attendance of individual students, identify whether or not there are particular groups of children whose absences may be a cause for concern, and monitor and evaluate those children identified as being in need of intervention and support.

7.2 Analysing attendance

The school will:

- Analyse attendance and absence data regularly to identify pupils, groups or cohorts that need additional support with their attendance, and
- 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

7.3 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 severed absence, and their families
- Provide regular attendance reports to class teachers / form tutors, to facilitate discussions with pupils and families, and to the governing board and school leaders (including special educational needs co-ordinators, designated safeguarding leads and pupil premium leads)
- 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

7.4 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, where necessary.

8. Monitoring arrangements

This policy will be reviewed annually by the Assistant Principal with attendance oversight. At every review, the policy will be shared with the governing board.

9. Links with other policies

This policy links to the following policies:

- Child Protection Policy
- Rewards and Behaviour Policy

10. Deletions from the Register

In accordance with the Education (Pupil Registration) (England) Regulations 2006, pupils will be deleted from the register only when one of the following circumstances applies:

- The school is replaced by another school on a School Attendance Order
- The School Attendance Order is revoked by the Local Authority
- The pupil has ceased to be of compulsory school age
- Permanent exclusion has occurred, and procedures have been completed
- Death of a pupil
- Transfer between schools
- When a parent informs the school in writing that the pupil is to be withdrawn to be educated outside the school system
- Failure to return from an extended holiday after both the school and the local authority have tried to locate the pupil
- A medical condition prevents their attendance and return to the school before ending compulsory school-age
- In custody for more than four months (in discussion with The Youth Offending Team)
- 20 days' continuous unauthorised absence have elapsed, and both the Local Authority and school have tried to locate the pupil
- A pupil has left the school but it is not known where he/she has gone after both the school and the Local Authority have tried to locate the pupil

Aylesbury Vale Academy will follow Buckinghamshire County Council's Children Missing Education Protocol when a pupil's whereabouts is unknown.

11. Children Missing Education

Children Missing Education (CME) is defined as children who are of a compulsory school age, but are either not registered at a school or else not receiving suitable education in place of a school setting. The Aylesbury Vale Academy follows Government guidance on CME, and we also work jointly with Buckinghamshire Council to establish CMEs.

If the academy becomes concerned that a child is missing from education, our Attendance Officer will firstly contact the Bucks Children Missing Education Team, either by telephone or email. After this initial contact, if the Attendance Officer still considers a child may be missing education, they will make an online referral to Bucks Council. A referral must be made after 10 days of continual absence, and after our own academy attendance checks have been followed. Once a referral has been made, Bucks Council will check against the Authority's Pupil Information System. If the child is then confirmed as missing education, they will be added to the CME database.

If a parent/carer informs The Aylesbury Vale Academy that they wish their child to leave the school, it is the academy's responsibility to establish what arrangements are in place for the child's continuing education. If the academy is not informed of these arrangements, the Attendance Officer must refer to Bucks Council. If the child has an allocated Social Worker and information regarding where the child has gone to after leaving the academy is not provided, the Attendance Officer must make immediate contact with the Social Worker, as well as referring to the Bucks Children Missing Education Team.

The academy's Attendance Officer will work closely with the Bucks Children Missing Education Team at all times through this process.

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

Appendix 2: Policy for students signing in and out of school during the school day

1. Students wishing to leave for appointments during the school day must either be collected by a parent/carer at reception, or the parent/carer should ring and speak with staff in advance. Unfortunately, notes are not always a reliable method of communication.
2. Students entering or exiting the building during the school day should do so only by main reception.
3. As both the Primary and Secondary main receptions are fully staffed during school hours, students must sign in/out at main reception at all times.

4. Reception staff will record the name, time and reason for the student signing out and communicate this with the attendance team. Signing in and out is completed using the Inventory system.
5. The member of staff at reception will inform the attendance team of students entering and exiting the building as soon as possible and provide the reason.
6. If a student exits the building without permission, or without evidence of a parent collecting them for an appointment, the senior leadership team will be informed immediately.
7. Whenever students evacuate the building, for example when the fire bell sounds, registers will be taken at the meeting point.
8. Post-16 students who have been issued with cards for signing in or out must only use the card allocated to them in their name. Failure to follow this expectation will be taken seriously and sanctions put in place by the school.