

Attendance Policy

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Intuition School promotes excellent attendance in the first instance by ensuring that students and families are provided with an environment where they feel safe, included, valued, supported, and are inspired by an accessible and innovative curriculum. We recognize that excellent attendance is integral to the school's ethos and culture and that approaches to the curriculum, behaviour management, well-being, inclusivity and attendance are all inextricably linked and impact upon one another.

Aims

We are committed to meeting our obligation with regards to school attendance through our whole-school culture and ethos that values good attendance, including:

- Promoting 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 ensure pupils have the support in place to attend school

We will also promote and support punctuality in attending lessons.

Legislation and guidance

This policy meets the requirements of the [working together to improve school attendance](#) from the Department for Education (DfE), and refers to the DfE's statutory guidance on [school attendance parental responsibility measures](#). These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

- Part 6 of [The Education Act 1996](#)
- Part 3 of [The Education Act 2002](#)
- Part 7 of [The Education and Inspections Act 2006](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006 \(and 2010, 2011, 2013, 2016 amendments\)](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)

This policy also refers to the DfE's guidance on the school census, which explains the persistent absence threshold.

Roles and responsibilities

Successfully treating the root causes of absence and removing barriers to attendance, at home, in school or more broadly requires schools and local partners to work collaboratively with, not against families.

All partners should work together to:

MONITOR Rigorously use attendance data to identify patterns of poor attendance (at individual

and cohort level) as soon as possible so all parties can work together to resolve them before they become entrenched.

EXPECT Aspire to high standards of attendance from all pupils and parents and build a culture where all can, and want to, be in school and ready to learn by prioritising attendance improvement across the school

LISTEN AND UNDERSTAND When a pattern is spotted, discuss with pupils and parents to listen to understand barriers to attendance and agree how all partners can work together to resolve them.

FACILITATE SUPPORT Remove barriers in school and help pupils and parents to access the support they need to overcome the barriers outside of school. This might include an early help or whole family plan where absence is a symptom of wider issues.

FORMALISE SUPPORT Where absence persists and voluntary support is not working or not being engaged with, partners should work together to explain the consequences clearly and ensure support is also in place to enable families to respond. Depending on the circumstances this may include formalising support through a parenting contract or education supervision order.

ENFORCE Where all other avenues have been exhausted and support is not working or not being engaged with, enforce attendance through statutory intervention or prosecution to protect the pupil's right to an education.

The governing board

The governing board is responsible for:

- Promoting the importance of school attendance across the school's policies and ethos
- Making sure school leaders fulfil expectations and statutory duties
- Regularly reviewing and challenging attendance data
- Monitoring attendance figures for the whole school
- Making sure staff receive adequate training on attendance
- Holding the headteacher to account for the implementation of this policy

The Principal

The Principal is responsible for:

- 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 necessary

The Attendance Lead

The Attendance Lead is responsible for:

- Leading attendance across the school
- Offering a clear vision for attendance improvement
- Evaluating and monitoring expectations and processes

- Having an oversight of data analysis
- Devising specific strategies to address areas of poor attendance identified through data
- Arranging calls and meetings with parents to discuss attendance issues
- Delivering targeted intervention and support to pupils and families
- Monitoring and analysing attendance data (see above)
- Benchmarking attendance data to identify areas of focus for improvement
- Providing regular attendance reports to school staff and reporting concerns about attendance to the designated senior leader responsible for attendance and the headteacher
- Working with education welfare officers to tackle persistent absence
- Advising the Principal when to issue fixed-penalty notices

The school will regularly inform parents about their child's attendance and absence levels via half termly reports, information on the Attendance display board, half termly newsletters and regular telephone calls.

The Attendance Lead is Rebecca Ridgway and can be contacted via 01782315758

Office Manager

The Office Manager is responsible for recording attendance on a daily basis, using the correct codes.

The Office Manager will:

- Take calls from parents/carers about absence on a day-to-day basis and record it on the school system
- Transfer calls from parents to Attendance Lead in order to provide them with more detailed support on attendance

Parents/carers

Parents/carers are expected to:

- Make sure their child attends every day on time
- Call the school to report their child's absence before 09:30 on the day of the 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 the school has additional options for getting in touch with adults responsible for the child where the child is absent without **notification or authorization.**

- Ensure that, where possible, appointments for their child are made outside of the school day

Pupils

Pupils are expected to:

- attend school every day on time
- attend every timetabled session on time

- Call the school to report their absence before 09:30 on the day of the absence and each subsequent day of absence

Recording attendance

Attendance register

We will keep an 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 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 if 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 3 years after the date on which the entry was made.

Pupils must arrive in school by 09:30 on each school day.

The register for the first session will be taken at 09:30 and will be kept open until 10:00. The register for the second session will be taken at 13:00 and will be kept open until 13:30.

Lateness and punctuality

The attendance register will be taken at the start of the school day and again in the afternoon. In the morning **registration begins at 9.30am**. Students who arrive after this time but within the registration period will be marked as late.

The morning registration period ends at 10.00 am

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**

Students who arrive after the registration period has ended should sign in to ensure that appropriate health and safety regulations are followed and that all students are accounted for. The student is also required to give a reason for their lateness. If a student is persistently late due to a transport issue we will endeavour to rectify this issue as soon as possible, however, persistent lateness {more than twice a week for two weeks} due to a different reason will result in an expectation to meet with the Principal to discuss this. If there is no improvement in the following 2 weeks the student's Local Authority EHCP Caseworker and/or Social worker will be informed.

If a parent or carer fails to notify the school of absence before 9.30 am attempts to contact the parent / carer will be made. If there is no response the student's Local Authority EHCP Caseworker and/or Social Worker will be informed.

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 call the student's social worker where appropriate and/or the police.
- 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
- Call the parent/carer on each day that the absence continues without explanation to ensure proper safeguarding action is taken where necessary. If absence continues, the school will consider involving an education welfare officer

Legal sanctions

The school or local authority can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age.

If issued with a fine, or penalty notice, each parent must pay £60 within 21 days or £120 within 28 days. The payment must be made directly to the local authority.

Penalty notices can be issued by a Principal, local authority officer or the police.

The decision on whether or not to issue a penalty notice may take into account:

- The number of unauthorised absences occurring within a rolling academic year
- One-off instances of irregular attendance, such as holidays taken in term time without permission
- Where an excluded pupil is found in a public place during school hours without a justifiable reason

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

Schools are legally required to share information from their attendance registers with the local authority and in the future with the DFE.

Authorised and Unauthorised absence

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 09:30 or as soon as practically possible by calling the school staff (see above).

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

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. It is required for periods of absence due to illness of 5 days or more.

However, illnesses may not mean a child cannot attend school. Schools and parents are asked to refer to the UK Health Guidance 'How long should you keep your child off school' (Appendix 2)

Where a child requires medication throughout the day to enable them to attend school parents/Carers should liaise with the school who may make suitable arrangements in line with the schools 'Administration of Medication' policy. If there are circumstances affecting a child's health and ability to attend school, parents/Carers should again liaise with the school so that reasonable adaptations can be made (For example, in hay fever seasons it is not necessary to keep a child at home when school may be able to make adaptations).

Where a child has significant health or medical needs schools may develop a personalised 'Health Care Plan' which it will implement to ensure that the child continues to have excellent school attendance.

Children too ill to attend school and the Local Authority

*Where it is clear that the child will be away from school for **15 days** or more, whether consecutive or cumulative, the local authority must arrange suitable full-time education (or as much education as the child's health condition allows) for children of compulsory school age who, because of illness, would otherwise not receive suitable education- DFE 'Ensuring a good education for children who cannot attend school because of health need Statutory guidance for local authorities' January 2013.*

Planned absence

Medical Appointments

Attending a medical, optician or dental appointment will be counted as authorised as long as the pupil's parent/Carer notifies the school in advance of the appointment. Parents are asked to make routine medical, dental and opticians outside the school day. Parents will be asked to prove evidence of medical appointments which fall inside the school day.

Hospital Appointments

Parents will be asked to provide evidence of hospital appointments which fall inside the school day. Parents should avoid taking the child out for the entire school day for an appointment when it is practical for them to attend for part of the day. If the school considers that the child could have attended for part of the day but is absent for the whole day a proportionate unauthorized absence will be recorded.

Holiday Leave/ Requested Leave

Parents/Carers should make every effort to ensure that family holidays and extended leave are arranged outside of school term time. Parents/Carers may request a leave of absence during term time where there are exceptional circumstances. Requests for leave of this type must be made in writing to the Principal 4 weeks in advance of the

leave being taken. In the case of unforeseen circumstances, such as a family bereavement that requires the child to travel to another country, this will be taken into consideration.

Retrospective applications will not be considered, and this time taken will be processed as unauthorised absence. The Principal may only grant such requests in exceptional circumstances and the Principal's decision is final on whether the request is approved, and the length of absence approved.

All requests for authorised absence will be responded to in writing and will outline the details of when the child is expected to return to school. Parents/carers should contact the school immediately if there will be a cause for delay from the stated date of return.

It remains the Principal's decision whether to authorise any request for absence during term time.

If the school grants a leave of absence request and subsequently obtains evidence that indicates an application was falsified, the school reserves the right to amend the children's attendance records to record the absence as unauthorised and apply for the issuing of a fixed penalty notice.

Where a child fails to return to school after an agreed period of leave of absence, absence may be recorded as unauthorised, a fixed penalty notice (fine) requested and they may be reported to the Local Authority' as 'A Child Missing in Education' and potentially lose their place at the school.

If permission is not granted, but the child is still absent, the absence may be recorded as unauthorised and may be subject to a fixed penalty notice (fine).

Circumstance	Number of Days which maybe be authorised	Additional Notes All requests MUST be made in writing, 2 weeks in advance
Religious Observation	1Day in any academic year	Additional days for travelling abroad will NOT be authorised and may be subject to a fixed penalty notice
Family Celebration	2 days in any one period of absence Maximum is 4 days in any one academic year	Additional days for travelling abroad will NOT be authorised and may be subject to a fixed penalty notice
Family Emergency/Compassionate leave	Maximum of 4 days in any one academic year	Additional days for travelling abroad will NOT be authorised and may be subject to a fixed penalty notice

Participation in a sporting event – competing at a national level or above except in specific circumstances	Maximum of 4 days in any one academic year	Additional days for travelling will NOT be authorised and may be subject to a fixed penalty notice
Gypsy/ Roma and Traveler Absence	N/A but only travel for occupational circumstances	Absences will not be granted for any other reasons that occupational circumstances

Further details of authorized and unauthorized absence can be found in Appendix 1

Remote learning for children unable to attend school will only be provided in exceptional circumstances (e.g. long-term illnesses supported by medical evidence, unexpected school closures).

Reduced Timetables

Placing a child on a reduced timetable may be used as a strategy to support a child who is finding attending school a challenge. The use of a part time or reduced timetables are used as a short term (ideally no longer than **6 weeks**) measure to ensure the successful return of fulltime education. The decision to place a child on a reduced timetable must be approved by the Principal.

SEND- and Health/Mental Health- related absences

We recognize that children with SEND and/or health conditions, including mental health conditions, including mental health issues, may face greater barriers to attendance than their peers, and will incorporate robust procedures to support students who find attending school difficult.

Where these barriers are related to the child's experience in school, e.g. bullying, the Attendance Lead will work with the Principal and any relevant school staff, e.g. the DSL and SENCO, to address this. Where the barriers are outside of the school's control e.g. they are related to issues within the child's family, the Attendance Lead will liaise with any relevant external agencies.

In line with the SEND policy and Supporting Children with Medical Conditions Policy, the school will ensure that reasonable adjustment are made for children with disabilities to reduce barriers to attendance, in line with any EHCP plans that have been implemented. The school will secure additional support from external partners to help bolster attendance where appropriate.

Where the school has concerns that a student's non-attendance may be related to mental health issues, parents will be contacted to discuss the issue and whether there are any contributory factors to their child's lack of attendance.

Where staff have a mental health concern about a child that is also a safe-guarding concern, they will inform the DSL and the Child Protection and Safeguarding policy will be followed. All children will be supported with their mental health in accordance with the school's Mental Health and Well-Being Policy.

If a child is unable to attend school for long periods of time due to their health, the school will:

- Inform the LA if a child is likely to be away from school for more than 15 school days
- Provide the LA with information about the child's needs, capabilities and programme of work

- Help the child reintegrate at school when they return
- Make sure the child is kept informed about the school events and clubs

The school will implement an Attendance Support Plan to help any children with SEND and/or health issues cope with the stress and anxiety that attending school may cause them. Such plans will be regularly monitored and reviewed until the child is attending school as normal and there has been no signs of significant improvement.

Strategies for promoting attendance

Improved attendance is celebrated on our display board. Certificates and positive phone calls home form part of our reward system.

Attendance monitoring

Monitoring attendance

The school will:

- Monitor attendance and absence data half-termly, termly and yearly across the school and at an individual pupil level
- Identify when absences may be a cause for concern

Analysing attendance

The school will:

- Analyse attendance and absence data regularly to identify pupils that need additional support with their attendance, and use this analysis to provide targeted support to these pupils and their families
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns

Intuition School will:

- Provide regular attendance reports to all staff, and other school leaders, to facilitate discussions with pupils and families
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies

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.

The school will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Hold regular meetings with the parents/carers and social workers {if relevant} of pupils, or are persistently or severely absent, to discuss attendance and engagement at school
- Provide access to wider support services to remove the barriers to attendance
- Where there are unexplained or unauthorised absences, the school will contact the parents/carers. If a pattern of unauthorised absences emerges, Rebecca Ridgway, our Attendance

Lead, will contact the parent or carer to discuss possible reasons and school support systems that could help.

- Where students have been away for either short or long term, the school will support that child when they re-enter school to help them catch up on any work that they have missed.
- When a child's attendance percentage falls below 94% we will invite parents/carers to a virtual attendance clinic {via telephone or online}.
- If attendance fails to improve in the following two weeks parents/carers will be invited to a face to face attendance clinic where an Individualised Action Plan to improve attendance will be discussed and drawn up. If there is no improvement in attendance after following the Individualised Action Plan there will be a meeting scheduled with the Local Authority's Attendance Support Team and the Principal to explaining the consequences of persistent and severe absence to the pupil and the families, including the potential need for legal intervention in the future.

A student whose attendance falls below 80%, despite following the Individualised Action Plan, will be referred to the Education Welfare Officer or referred to their mainstream school if they are placed here on Alternative Provision. Further action against the parents/carers, including the issuing of fixed penalty notices and/or] referral to the Education Welfare Officer to begin criminal proceedings against the parents/carers.

Where a child **does not have an EHCP** and has been continuously absent from school for a period of 20 school days or more, and where the absence was unauthorised and both the school and LA have been unable to establish the whereabouts of the child after jointly making reasonable enquiries, the school may remove the child from the school roll. The school will notify the local authority when such action is taken.

The school will use a number of methods to help support children at risk of PA to attend school. These may include:

- Offering catch up support to build confidence and bridge gaps in learning
- Meeting with the child and their parent to discuss patterns of absence, barriers to attendance, and any other problems they may be having
- Establishing plans to remove barriers and provide additional support
- Leading weekly check-ins to review progress and assess the impact of support
- Making regular contact with the child's parents to discuss progress
- Assessing whether an EHCP plan or IHCP plan may be appropriate
- Considering whether Early Help Assessment may be appropriate
- Considering what support for reengagement might be needed, including with regard to additional vulnerability.

The school will focus particularly on children who are severely absent (attend less than 50%) and will work with the LA and other partners to engage all relevant services needed to identify and address the wider barriers to attendance these children are facing.

Where a child is at risk of PA is also at increased risk of harm, the school will work in conjunction with all relevant authorities, e.g social services, to support the child in line with the schools duty of care. The school will also bear in mind that the continuation of

severe PA following intervention may, in itself, constitute neglect, and will escalate any concerns in this regard in line with the Child protection and safeguarding Policy.

Monitoring arrangements

This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum yearly by Anna Hulme. At every review, the policy will be approved by the full governing board.

Links with other policies

This policy links to the following policies:

- Child protection and safeguarding policy
- Relationships policy
- Mental Health and Wellbeing Policy

Appendix 1: Attendance and Absence Codes {taken from Working together to improve school attendance - DfE Sept 2022

203. The national codes enable schools to record and monitor attendance and absence in a consistent way and are used to collect statistics through the School Census system. The data helps schools, local authorities and the government to gain a greater understanding of the level of, and the reason for, absence and the delivery of education.

Present Relevant regulation: 6(1)(a)(i) Code / \: Present in school / = am \ = pm

204. Pupils must not be recorded as present if they are not in school during registration. If a pupil were to leave the school premises after registration, they will still be counted as present for statistical purposes. Code L: Late arrival before the register is closed

205. Schools should actively discourage late arrival and be alert to patterns of late arrival. All schools are expected to set out in their attendance policy the length of time the register will be open, after which a pupil will be marked as absent. This should be the same for every session and depending on the structure of the school day not longer than either 30 minutes after the session begins, or the length of the form time or first lesson in which registration takes place. A pupil arriving

after the register has closed should be recorded as absent using code U, or another absence code that it is more appropriate. Absent Authorised Absence from School Relevant regulation: 6(1)(ii), 6(1)(b), 6(2), 7(1) and 7(2)

206. Authorised absence means that one of a specific set of circumstances applies, as set out below: Code C: Leave of absence granted by the school

207. Only exceptional circumstances warrant granting a leave of absence. Wherever referred to in this guidance a leave of absence should not be, and from certain types of school⁶ must not be, granted unless it has been applied for in advance by the parent who the pupil normally lives with and the headteacher believes the circumstances to be exceptional. Schools must consider each application for a leave of absence individually taking into account the specific facts and circumstances and relevant background context behind each request. Where a leave of absence is granted, the school will determine the number of days a pupil can be absent from school. A leave of absence is granted entirely at the headteacher's discretion. Schools maintained by the local authority or special schools not maintained by the local authority.

208. Specific leaves of absence may also be granted where: A pupil is participating in a performance

209. A school maintained by a local authority or a special school not maintained by a local authority can grant leave of absence for a pupil to undertake employment during school hours for the purpose of taking part in a performance, within the meaning of section 37 of the Children and Young Persons Act 1963 if the local authority have given the pupil a licence for that performance.

210. Legislation sets out that a local authority licence must be obtained before a child can take part in a performance. There are some exemptions, including the granting of Body of Persons Approval (BOPA). BOPAs can be issued by the local authority where a performance is to take place, or by the Secretary of State (generally only if there are to be many children involved and a number of different locations, but legislation does not limit this to those situations).

211. Schools should be sympathetic to requests for leave of absence that are supported by a licence or a BOPA; as long as the school remains satisfied that this will not have a negative effect on a pupil's education. Where the licence specifies the dates that a pupil is to be away from school to perform, the school should record the absence for those days as if a leave of absence had been applied for and granted. However, where the terms of the licence or BOPA do not specify dates, it is at the discretion of the headteacher to grant leave of absence. A pupil is subject to a temporary part-time timetable

212. All pupils of compulsory school age are entitled to a full-time education. In very exceptional circumstances, where it is in a pupil's best interests, there may be a need for a temporary part-time timetable to meet their 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 a re-integration package. A part-time timetable should not be used to manage a pupil's behaviour.

213. A part-time timetable must only be in place for the shortest time necessary and not be treated as a long-term solution. Any pastoral support programme or other agreement should have a time limit by which point the pupil is expected to attend fulltime, either at school or alternative provision. There should also be formal arrangements in place for regularly reviewing it with the pupil and their parents. In agreeing to a parttime timetable, a school has agreed to a pupil being absent from school for part of the week or day and therefore must treat absence as authorised. 58 A pupil is pregnant

214. Leave for maternity is treated like any other leave of absence. We would expect schools to act reasonably and grant a sufficient period of leave from school, taking into consideration the specific circumstances of each case. Ultimately it is at the headteacher's discretion how much leave to grant. Code H: leave of absence for the purpose of a family holiday granted by the school

215. Parents should plan their holidays around school breaks and avoid seeking permission from schools to take their children out of school during term time unless it is absolutely unavoidable.

216. An application for leave of absence should (and from certain schools must) not be granted unless it is made in advance by a parent the pupil normally lives with and the school is satisfied that there are exceptional circumstances based on the individual facts and circumstance of the case which justify the leave. Where a leave of absence is granted, the school will determine the number of days a pupil can be absent from school. A leave of absence is granted entirely at the headteacher's discretion. Code E: Excluded but no alternative provision made

217. If no alternative provision is made for a pupil to continue their education whilst they are suspended from school or excluded from school, but their name is still entered in the admission register.

218. When a pupil of compulsory school age is suspended or permanently excluded from a maintained school, pupil referral unit, academy, city technology college, or city college for the technology of the arts, alternative provision must be arranged from the sixth consecutive day of any suspension or exclusion. Where alternative provision is made schools should record this using the appropriate code for attending an approved educational activity. Code I: Illness (not medical or dental appointment)

219. Schools should advise parents to notify them on the first day the child is unable to attend due to illness. Schools must record absences as authorised where pupils cannot attend due to illness (both physical and mental health related).

220. In the majority of cases a parent's notification that their child is ill can be accepted without question or concern. Schools should not routinely request that parents provide medical evidence to support illness. Schools are advised not to request medical evidence unnecessarily as it places additional pressure on health professionals, their staff and their appointments system particularly if the illness is one that does not require treatment by a health professional. Only where the school has a genuine and reasonable doubt about the authenticity of the illness should medical evidence be requested to support the absence. 59

221. Pupils with long term illness or other health needs may need additional support to continue education, such as alternative provision arranged by the local authority. Local authorities are responsible for arranging suitable education for children of compulsory school age who, because of health reasons, would otherwise not receive suitable education. This applies whether or not the child is registered at a school and whatever type of school they attend. The education must be full-time or as close to full-time as the child's health allows. DfE's statutory guidance on ensuring a good education for children who cannot attend school because of health needs sets out that local authorities should provide education as soon as it is clear that the child will be away from school for 15 days or more, whether consecutive or cumulative. Local authorities should have a named officer responsible for the education of children with additional health needs. Code M: Medical or dental appointment

222. Schools should encourage parents to make appointments out of school hours. Where this is not possible, they should get the school's agreement in advance and the pupil should only be out of school for the minimum amount of time necessary for the appointment.

223. If a pupil is present at registration but has a medical appointment during the session in question, no absence needs be recorded for that session. Code R: Religious observance

224. Schools must record absence as authorised when it falls on a day that is exclusively set apart for religious observance by the parents' religious body (not the parents).

225. As a general rule, we would interpret 'a day exclusively set apart for religious observance' as a day when the pupil's parents would be expected by the religious body to which they belong to stay away from their employment in order to mark the occasion. If in doubt, schools should seek advice from the parent's religious body about whether it has set the day apart for religious observance.

226. If a religious body sets apart a single day for a religious observance and the parent applies for more than one day, the school may only record one day as authorised on this basis; the rest of the request would be a leave of absence, and this is granted at the school's discretion as set out under Code C.

227. Schools and local authorities may seek to minimise the adverse effects of religious observance on a pupil's attendance and attainment by considering approaches such as: • Setting term dates around days for religious observance; • Working with local faith groups to develop guidance on absence for religious observance; 60 • Schools taking INSET days that coincide with religious observance days; and • Providing individual support for pupils who miss sessions on days exclusively set apart for religious observance. Code S: Study leave

228. Study leave should not be granted by default once tuition of the exam syllabus is complete, it should be used sparingly and only granted to Year 11 pupils during public examinations. If schools do decide to grant study leave, provision must still be made available for those pupils who want to continue to come into school to revise.

229. As study leave is unsupervised it must be recorded as absence. Code T: Traveller absence

230. A number of different groups are covered by the generic term traveller – Roma, English and Welsh Gypsies, Irish and Scottish Travellers, Showmen (fairground people) and Circus people, Bargees (occupational boat dwellers) and New Travellers.

231. This code should not be used for general absences by those groups. It must only be used when the pupil's parent(s) is travelling for occupational purposes and the school has granted a leave of absence following a request from the parent. This code should not be used to record any other types of absence by these groups.

232. Pupils from these groups whose parent(s) do not travel for occupational purposes are expected to attend school as normal. They are subject to the same rules as other pupils in terms of the requirements to attend school regularly once registered at a school.

233. Where a pupil has no fixed abode because their parent(s) is engaged in a business or trade that requires them to travel, there is an expectation that the pupil attends at least 200 sessions per year. The pupil must attend school as regularly as the business permits and therefore, if the business or trade permits the pupil to attend for more than 200 sessions per year, they should do so.

234. To help ensure continuity of education for pupils, when their parent(s) is travelling for occupational purposes, it is expected that the pupil should attend school elsewhere when their parent(s) is travelling and be dual registered at that school and their main school. Unauthorised Absence from School Relevant regulation: 6(1)(ii) and 6(3)

235. Unauthorised absence is where a pupil's absence is not one of the types of absence listed as authorised in regulation 6(2) or where the reason for a pupil's absence has not been provided and cannot be established. 61 Code G: Holiday not granted by the school or in excess of the period determined by the school

236. Where the school has not granted a leave of absence for the purpose of a holiday but the parents still take the child out of school, or the child is kept away longer than the period of leave granted.

237. A school cannot grant a leave of absence retrospectively. If the parent did not apply in advance, leave of absence should not (and from certain types of school cannot) be granted. Code N: Reason for absence not yet provided

238. Schools must follow up all unexplained and unexpected absence in a timely manner.

239. Every effort should be made to establish the reason for a pupil's absence. When the reason for absence has been established the school should record the pupil's absence using the relevant code.

240. Where absence is recorded as unexplained in the attendance register, the correct code should be inputted as soon as the reason is ascertained, but no more than 5 working days after the session. Code N should not therefore be left on the pupil's attendance record indefinitely; if a reason for absence cannot be established after 5 working days, schools should amend the pupil's record to Code O. Code O: Absent without authorisation

241. Where no reason for absence is established or the school is not satisfied that the reason given is an authorised absence. Code U: Arrived in school after registration closed

242. Where a pupil has arrived late after the register has closed and the school is not satisfied that the reason for lateness is an authorised absence.

243. Schools should actively discourage late arrival, be alert to patterns of late arrival and seek an explanation from the parent. All schools are expected to set out in their attendance policy the length of time the register will be open, after which a pupil will be marked as absent. This should be the same for every session and depending on the structure of the school day not longer than either 30 minutes after the session begins, or the length of the form time or first lesson in which registration takes place. 62 Attending an approved educational activity Relevant regulation: 6(1)(a)(iii), 6(1)(c), and 6(4) 244. An approved educational activity is where a pupil is attending another school at which they are registered or taking part in off-site activity such as field trips, educational visits, work experience or unregistered alternative provision.

245. Pupils can only be recorded as attending an off-site activity if it is approved by the school, of an educational nature and supervised by someone authorised by the school. Ultimately, school are responsible for the safeguarding and welfare of pupils taking part in an off-site educational activity so it would be reasonable to expect that the school would only authorise someone who was answerable to the school to supervise an activity.

246. The activity must take place during the session for which it is recorded and for pupils of compulsory school age the school must record the nature of the activity. Attending another school at which the pupil is registered Relevant regulation: 6(1)(a)(iii) and 6(4)(b) Code D: Dual registered at another school

247. The law allows for a pupil to be registered at more than one school. This code is used to indicate that the pupil was not expected to attend the school in question because they were scheduled to attend the other school at which they are registered. The main examples of dual registration are pupils who are attending a pupil referral unit, a hospital school or a special school on a temporary basis.

248. Each school should only record the pupil's attendance and absence for those sessions that the pupil is scheduled to attend their school. Schools should ensure that they have in place arrangements whereby all unexpected and unexplained absence are promptly followed up.

Attending an educational activity that takes place outside the school Relevant regulation: 6(1)(iii), 6(1)(c) and 6(4)(a) Code B: Off-site educational Activity

249. Attending an off-site educational activity that has been approved by the school and supervised by someone authorised by the school.

250. For pupils of compulsory school age, schools must also record the nature of the activity, examples are: • attending taster days at other schools; 63 • attending courses at college; • attending unregistered alternative provision arranged or agreed by the school.

251. The educational activity must take place during the session for which it is recorded.

252. Ultimately schools are responsible for the safeguarding and welfare of pupils educated off-site. Therefore, by using code B, schools are certifying that the education is supervised, and measures have been taken to safeguard the pupil. Schools should ensure that they have in place arrangements whereby the provider of the educational activity notifies the school of any absences by the pupil. The school should record the pupil's absence using the relevant absence code.

253. This code must not be used for any unsupervised educational activity i.e., when a pupil is at home doing some schoolwork. Code J: At an interview with prospective employers, or another educational establishment

254. Attending an interview with prospective employers or another educational establishment. Schools should be satisfied that the interview is linked to employment prospects, further education, or transfer to another school.

255. This must take place during the session for which it is recorded. Code P: Participating in a supervised sporting activity

256. Taking part in a sporting activity that has been approved by the school. If schools have concerns about the appropriateness of an activity, they can seek advice from the sports' national governing body. However, the final decision on approving the activity rests with the school and they should take the effect on the pupil's general education into account.

257. The sporting activity must take place during the session for which it is recorded.

258. Approved educational activity must be supervised by a person authorised by the school. Schools should ensure that they have in place arrangements whereby the provider of the sporting activity notifies the school of any absence by the pupil. The school should record the pupil's absence using the relevant absence code.

Code V: Educational visit or trip

259. Attendance at an organised visit or trip, including residential trips organised by the school, or attendance at a supervised trip of a strictly educational nature arranged by an organisation approved by the school. 64

260. The educational visit or trip must take place during the session for which it is recorded.

261. Approved educational activity must be supervised by a person authorised by the school. Schools should ensure that they have in place arrangements whereby the organiser of the visit or trip notifies the school of any absence by the pupil. The school should record the pupil's absence using the relevant absence code.

Code W: Work experience

262. Work experience is for pupils in the final 2 years of compulsory school age.

263. The work experience must take place during the session for which it is recorded.

264. Approved educational activity must be supervised by a person authorised by the school. Schools should ensure that they have in place arrangements whereby the provider of the work experience notifies the school of any absence by the pupil. The school should record the pupil's absence using the relevant absence code. Unable to attend due to exceptional circumstances
Relevant regulation: 6(1)(iv), 6(1)(d), 6(5), 6(7) and 6(2)(b)(i) Code Y: Unable to attend due to exceptional circumstances

265. Where a pupil is unable to attend school because: • the school site or part of it, is closed due to an unavoidable cause at a time when pupils are due to attend; or • the transport provided by the school or a local authority is not available and the pupil's home is not within safe walking distance; or • a local or national emergency has resulted in widespread disruption to travel which has prevented the pupil from attending school.

266. Schools must also record the nature of the circumstances in which a pupil is unable to attend school.

Walking distance

267. In relation to a child under the age of 8, means 2 miles, and for a child of 8 or above, means 3 miles. In each case measured by the nearest available safe route.

Pupil in custody

268. Code Y is also used where the pupil is in custody; detained under a court order for a period of less than 4 months or is returning to the school at the end of their custodial period. 65 Administrative codes Code X: Non-compulsory school age pupil not required to be in school

269. Where a pupil not of compulsory school age is attending school part-time.

270. For example, where parents have chosen for their 4 year-old child to attend part-time until later in the school year but not beyond the point at which the child reaches compulsory school age. Code Z: Prospective pupil not on admission register

271. To enable schools to set up registers in advance of pupils joining the school to ease administration burdens.

272. Schools must enter a pupil's name on the admission register from the first day that the school has agreed, or been notified, that the pupil will attend the school.

273. In the normal admissions round, when parents have accepted the school place offered, the local authority can inform schools on behalf of the parents and notify the school when the parent has agreed that the pupil will attend school. This can also be the case where the local authority co-ordinates in-year applications for school places.

274. If a pupil fails to attend on the agreed starting day, the school must establish the reason and record the pupil's absence using the relevant absence code. Code #:

Planned whole or partial school closure

275. Whole school closures that are known and planned in advance such as: • days between terms; • half terms; • occasional days (for example, bank holidays); • weekends (where it is required by the management information system); • up to 5 non-educational days; and • use of school as a polling station.

276. Partial school closures that are known and planned in advance such as: • ‘staggered starts’ or ‘induction days’ where different term dates have been agreed for different year groups - this code is used to record the year group(s) that is not due to attend; and • Use of part of the school as a polling station.

Appendix 2 – How long should you keep your child off school – checklist poster

Yes	Until
Chickenpox	At least 5 days from the onset of the rash and until all blisters have crusted over
Diarrhea and Vomiting	48 hours after the last episode
Cold and flu like symptoms {including Covid 19}	They no longer have a high temperature and feel well enough to attend. Follow the national guidance if they've tested positive for Covid-19
Impetigo	The sores have crusted and healed or 48 hours after they started antibiotics
Measles	4 days after the rash first appeared
Mumps	5 days after the swelling started
Scabies	They've had their first treatment
Scarlet Fever	24 hours after they started taking antibiotics
Whooping Cough	48 hours after they started taking antibiotics
No	Make sure you let your school know about..
Hand foot and Mouth	Glandular fever
Head lice	Tonsillitis
Threadworms	Slapped Cheek