

Achieving excellence through leadership

Attendance Policy

1. Introduction

Giles Junior School is committed to achieving excellent levels of attendance for individual children. Underpinning this commitment is the belief that if children attend school regularly and punctually, they will be best able to take full advantage of the educational opportunities available to them. The head teacher has overall responsibility for attendance and punctuality at the school.

This Attendance Policy is intended to guide, assist and empower the staff at Giles to meet their responsibilities and to provide an agreed framework within which consistent practices and procedures can be applied. It has been based upon the Local Authority policy on School Attendance, schedule number CSF 0136, issue 10, which was published September 2017.

2. Statement of Intent

In conjunction with Hertfordshire County Council, Giles Junior School expects Children's Services, Integrated Services for Learning and other schools to work closely together in partnership with parents in order to achieve excellent levels of school attendance and punctuality for all pupils.

3. Responsibilities – Parents and Carers

Parents are responsible in law for ensuring that their children of compulsory school age receive an effective education suitable to their age, ability, aptitude and any special educational needs that they may have.

Parents whose children are registered at a school are responsible for ensuring that their children attend and stay at school.

Parents should: -

- ensure that their children arrive at school on time, appropriately dressed and ready to learn
- instil in their children an appreciation of the importance of attending school regularly
- ensure that they are aware of the attendance policy
- impress upon their children the need to observe the school's code of conduct
- take an active interest in their children's school career, praising and encouraging good work and behaviour and attending parents' evenings and other relevant meetings
- work in partnership with their children's school to resolve issues which may lead to non-attendance
- notify their children's school by 9:30am on each day of absence providing an explanation for the absence. This explanation should be confirmed, preferably in writing, when the children return to school
- avoid arranging medical/dental appointments during school hours and where it cannot be avoided, supply medical evidence of appointments
- should not book holidays during term time

- parents will ensure that school is notified immediately of any changes to details
- parents will complete an application for leave form when they are aware in advance that their child will be absent e.g. holidays, appointments, etc

4. Responsibilities – Giles Junior School

Giles Junior School is responsible for supporting the attendance of their pupils and for dealing with problems that may lead to non-attendance.

Giles Junior School is required to maintain attendance registers – this requires staff to register pupils each morning and once during the afternoon session.

Attendance registers are legal documents and therefore, it is the teacher’s responsibility to ensure they are filled in correctly in morning and afternoon sessions, as they may be required as evidence in court cases.

Registers must record whether each pupil is present; attending an approved educational activity; absent; or unable to attend due to exceptional circumstances. In the case of a pupil of compulsory school age who is absent the register must also indicate whether the absence has been authorised by the school. (Refer to appendix 2 for relevant codes)

Registers are open from 8:50am to 9am each morning and in the afternoon, for Years 3 and 4 registers close at 12:40pm and at 1:40pm for years 5 and 6. Parents are made aware of these timings.

When calling the register, the appropriate mark and/or symbol should be placed against each pupil’s name - gaps should not be left so that entries can be made later.

When the reason for a pupil’s absence cannot be established at the beginning of a session, the absence should be recorded as unauthorised and any subsequent correction to the register made as soon as practicable after the reason for the absence has been established.

At Giles Junior School we: -

- work actively to maximise attendance rates - both in relation to individual pupils and for the pupil body as a whole
- have a clear process in place to address persistent absence
- have a clear process in place to address the attendance of vulnerable groups
- support parents in ensuring the regular and punctual attendance of pupils and promptly respond to any issue which may lead to non-attendance
- are sensitive to the needs of individual parents and reflect this in the way in which attendance issues are addressed. The school recognises that some parents have difficulty understanding written communications and that some may find attending school challenging.

Punctuality:

At Giles, steps are taken to actively encourage excellent levels of punctuality. Lateness is monitored and followed up.

When a pupil arrives late, and the register is still open he/she should be marked as ‘late’ but counted as present for that session.

When a pupil arrives after the register has closed and the parent provides a satisfactory explanation, he/she should be marked as ‘authorised absent’ for that session using the correct code.

When a pupil arrives after the register has closed and the parent does not provide a satisfactory explanation, he/she should be marked as 'unauthorised absent' for that session. (Code U)

When a pupil arrives late having missed registration, his/her presence on site should be noted in a book in the school office for purposes of emergency evacuation, etc.

If a child has been late 5 times in a term, a letter will be sent home to parents to raise their awareness. If the lateness continues and a child has been late 10 times, then a meeting will be arranged with the parent to discuss what the school can do to support an improvement.

If a child has been late twice in a week, they will be required to stay in on a Friday at break time in order to complete some of the 'early work' they have missed.

Giles Junior School actively encourages pupils to attend school and has a number of measures to promote good attendance, they are:

- Whole school attendance target announced weekly as part of leadership assembly
- Weekly attendance cup for highest attendance and most improved attendance
- Accumulative cash incentive to buy a class treat for the overall highest and most improved attendance each term
- Termly certificate given to each child for 97% and above attendance
- Teachers follow up with a discussion about attendance each week

Long term absences:

Where pupils have had time off due to personal circumstances or illness the Inclusion leader meets with pupils and parents to put in an integration plan to support the pupil's needs and ensure they are able to maintain attendance upon their return

Staff expectations:

Giles Junior ensures that all staff have a consistent approach when dealing with absence. Every member of staff is committed to ensuring that all pupils achieve the highest attendance possible and are actively involved in this process. Our safe and nurturing environment ensures that pupils feel safe and happy in school and feel able to talk to a named adult about concerns relating to school which might affect attendance.

Following up absences:

If a child has an attendance record below 95%, it is usual for the school to discuss the reasons for the absence and to determine ways of reducing further absence.

- A letter is sent to families asking them to come in to see the Head Teacher to discuss absence for anything below 92%
- If a child does not return to school after a period of 3 days, a member of the SLT will ring the family
- Prolonged regular absence is dealt with by letter and meeting with family members; if there is no improvement a meeting is held with the Attendance Improvement Officer (AIO)
- When a child comes back after a prolonged illness the class teacher chooses a buddy to help them settle back into the routine, and a teacher or Teaching Assistant will go over areas missed and give catch up work whenever possible.
- A member of the Senior Leadership Team is responsible for making referrals to the hospital or Home Education (tuition provided for children at home by the local authority) when a pupil is likely to be absent for a long period of time due to illness

- The Office Manager is responsible for completing the EWN1 form to make Education Welfare aware that a pupil has been taken off the school roll following long term absence.
- The school will always contact the next school for pupils who leave mid-year to ensure pupils are on roll at their new school. The school requests written/email confirmation that the child is now on roll at their new school. The office staff will need to complete a Removal from Roll form (Please refer to Hertfordshire Grid for Learning Guidance for schools and academies on removing pupils from the admissions roll) and return it to their local double district Attendance Team within 5 school days of the date of removal from roll. This includes pupils who have been added to the roll but who have never attended.
- The school has clear guidance on exclusions (Hertfordshire guidelines) and this has been shared as part of our Behaviour and Pupil Discipline Policy with parents/carers, staff and governors.

First day response:

- Giles Junior School uses “First Day Response” (where parents/carers are contacted immediately, by a member of the office staff, if their child is not registered at school) and contacts the parents/carers using ParentMail by 9:30am. The message asks them to contact the school office to explain the absence
- A member of the office staff carries out the first day response after checking electronic/paper registers for absence
- The telephone contact list is updated by a member of the office staff daily and newsletters are regularly sent out to remind parents to keep the school informed with up to date telephone numbers and addresses
- Information from first day response is held on the school database
- If the school has not heard from a parent by 10:30am, the school will contact the emergency contacts for the child
- If the child is absent the following day with no explanation, safeguarding officers from Giles Junior school will visit the parent’s house to check the child is safe and if they have any concerns will contact the police for a welfare check.
- Teachers will follow up absence with a phone call to assess their length of absence so work may be arranged to be sent home
- The Head teacher checks first day response weekly to ensure this system is run effectively
- For Children Looked After (CLA) – the Designated CLA teacher monitors absence and where there may be a need, contacts Children, Schools and Families with any concerns – weekly reports are generated and sent to the local authority where CLA pupils are absent from school

Governor involvement:

Attendance figures are reported to governors as part of the Headteachers report, giving details of issues relating to this.

5. Responsibilities – ISL Attendance Team

The ISL Attendance Teams fulfil the statutory duty of the County Council in enforcing regular school attendance. In doing so it enables staff and parents to meet their respective responsibilities.

Giles Junior School has a link Attendance Improvement Officer (AIO) who works in close partnership with the school.

The ISL Attendance Teams offer the following services: -

1. ATTENDANCE DUTY SYSTEM at Giles Junior School

A dedicated telephone line through which schools can contact an AIO between the hours of 9.00 am to 4.30 pm, Monday to Thursday and between the hours of 9.00 am to 3.30 pm on a Friday.

Types of enquiries may include:

- school issues e.g. register coding, holiday absence etc.
- enquiries relating to a pupil
- 10-day absence returns
- request for Early Intervention letters
- FPN enquiries
- Removal from Roll enquiries
- requests for referrals

2. VISITS TO SCHOOLS

Giles Junior School has a named link AIO who will liaise with the school and undertake whole school work.

i) Whole School Attendance Overview

This will be the first meeting of the year with each school to ensure all schools are Ofsted ready. Any issues arising from this visit will inform targeted whole school work for the academic year, focussing on supporting schools to reduce PA and the absence of vulnerable groups.

Schools with above the Hertfordshire average levels of persistent absence (PA) are allocated a PA visit or visits. Schools with high levels of PA may be subject to 'no notice' Ofsted inspections. The visit(s) will be used to analyse the school's data, discuss any school specific PA issues, and agree a strategy and action plans to address PA.

Data analysis is an important part of this process and AIOs will support schools to analyse their attendance data and draw up plans to address any specific issues. Analysis may include:

- persistent absence
- absence profile
- use of register codes
- comparison of form groups in individual years
- percentage of absence due to holidays
- attendance of vulnerable groups
- types of absence e.g. a few pupils with significant absence or many pupils with occasional absence
- lateness after registers close
- year by year percentage attendance
- attendance trends – is attendance increasing or decreasing?

Other than engaging in casework there are a variety of supportive ways in which AIOs can work with schools to increase attendance levels.

ii) Parents' Evenings

AIOs can play a key role in promoting school attendance at parents' evenings and new parent induction meetings.

iii) Attendance Surgeries

AIOs can support schools by attending attendance surgeries, to meet with a number of pupils and parents where attendance or persistent absence has been identified as a concern and early intervention deemed an appropriate action to undertake.

iv) INSET

AIOs may offer INSET/staff training. This may cover such issues as school attendance, the role of the AIO, school-age employment and persistent absence.

v) Governors Meetings

AIOs may attend governor's meetings to explain various aspects of the work of the attendance team – case work, legal work, FPNs etc.

vi) Casework

Once a case has been accepted, the AIO will undertake direct work with pupils and their parents. This may include:

- arranging meetings between the school, parents and pupils
- making home visits to assess the situation and determine what action needs to be taken
- offering specific support to parents and individual pupils, either at school or elsewhere
- facilitating meetings
- enabling the pupil and parents to access appropriate support from other services and agencies

AIOs will usually work with children whose absences have not been authorised. However, AIOs may work with children whose absences have been authorised, such as persistent absentee (PA) pupils (see appendix 1).

6. The Use of Legal Action

If a pupil, who is registered at Giles Junior School, fails to attend school regularly without a legitimate reason and attempts by the Attendance Improvement Officer and the school fail to secure that pupil's return to regular attendance, the County Council will take legal action. A complaint may be laid against the parents in the Magistrates' Court under Section 444 of the Education Act 1996, or an Education Supervision Order relating to the pupil under Section 36 of the Children Act 1989 will be applied for. Any exceptional mitigating circumstances relating to the pupil's absence will be taken into account, when considering legal action. 'Exceptional mitigating circumstances' will be determined by the Central Attendance and Employment Support Team Manager on behalf of the Local Authority. 'Exceptional mitigating circumstances' might include the death of a close relative, certain medically recognised conditions, awaiting SEN placement, specific child protection concerns, change of provision. Legal proceedings can be considered at any stage if no progress has been made and no exceptional circumstances are deemed to exist.

If, after legal action has been taken, the child still fails to attend the school regularly the AIO will keep the case open and will, if appropriate, take further legal action at a subsequent date.

In cases where parents wilfully withhold a pupil from school, or persistently refuse to co-operate with efforts aimed at affecting a return to satisfactory school attendance, the ISL Attendance Teams will begin legal proceedings promptly on the grounds that no other course of action is available.

The Central Attendance & Employment Support Team Manager on behalf of the Local Authority will give approval before legal proceedings are commenced.

The Attendance Teams will consider applying for an Education Supervision Order when a parent finds it difficult to exercise an effective influence over a child who has developed a pattern of poor attendance. Education Supervision Orders will not usually be applied for in relation to pupils in Years 10 or 11.

Before an application is made for an Education Supervision Order:

- other possible means of dealing with the pupil's poor attendance will be explored
- the attitudes of the parent and pupil towards the poor attendance, and their wishes as to how it should be dealt with, will be noted
- the Local Authority will be of the view that the Order will have a significant effect on the pupil's attendance at school

7. Education Related Penalty Notices for Parents of Truants

Subsection (1) of section 23 of the Anti-Social Behaviour Act 2003 added two sections (444A and 444B) to section 444 of the Education Act 1996. These sections introduced penalty notices as an alternative to prosecution and enable parents to discharge potential liability for conviction for that offence by paying a penalty.

A penalty notice is a suitable intervention in circumstances of parentally condoned truancy, where the parent is judged capable of securing their child's regular attendance but is not willing to take responsibility for doing so. For example, it could be used where a parent has failed to engage in any supportive measures

Further information on penalty notices is available at <http://www.thegrid.org.uk/info/welfare/attendance.shtml> or from the local Attendance Team Manager.

8. School Attendance Orders

If a parent fails to register a child of compulsory school age at a school (and he/she does not intend to educate the child otherwise than at school). The Local Authority will serve a School Attendance Order under Sections 437 - 439 of the Education Act 1996. This requires the parent to register their child at a school named by the Local Authority.

9. Admission & Attendance Registers

The rules governing the maintenance of registers, including removal from roll, are contained in the Education (Pupil Registration) (England) Regulations 2006 as amended 2010, 2011, 2013 and 2016.

It is important that the school's admission register is accurate and kept up to-date. Giles Junior School regularly encourages parents to inform them of any changes whenever they occur, through existing communication channels such as regular emails and newsletters. This will assist both the school and local authority when making enquiries to locate children missing education.

Where a parent notifies a school that a pupil will live at another address, all schools are required to record in the admission register:

- a) the full name of the parent with whom the pupil will live;
- b) the new address; and
- c) the date from when it is expected the pupil will live at this address.

Where a parent of a pupil notifies the school that the pupil is registered at another school or will be attending a different school in future, schools must record in the admission register:

- a) the name of the new school; and
- b) the date when the pupil first attended or is due to start attending that school.

All schools are required to notify the local authority **within five days** via school admissions - <http://www.intra.thegrid.org.uk/admissions/seam.shtml> when a pupil's name is added to the admissions register at a non-standard transition point. Schools will need to provide the local authority with all the information held within the admission register about the pupil. This duty does not apply when a pupil's name is entered in the admission register at a standard transition point – at the start of the first year of education normally provided by that school.

All schools are required to notify the Local Authority of any pupil of compulsory school age who fails to attend school regularly, or who has been absent for a continuous period of more than 10 school days, without a legitimate reason. This duty also extends to academies and independent schools.

For further guidance see - <http://www.thegrid.org.uk/info/csf/admissions.shtml>

Responsibilities of the AIO – Attendance Registers

Inspection of registers:

Registers should be available for inspection during school hours by an Attendance Improvement Officer when requested.

If the link AIO is concerned that a school's registers have not been kept in accordance with the requirements of the relevant regulations he/she will:

- notify the Headteacher of the concern and request that the matter is addressed
- if no appropriate action is taken by the school, and the AIO remains concerned, the Attendance Team Manager will address the concern with the Headteacher
- if the matter still remains unresolved, the Attendance Team Manager will write to the Headteacher formally noting the concern. A copy of this letter will be sent to the relevant ISL Area Manager and the County Lead for Access and Inclusion

Registers – Retention:

Registers should be kept in a secure place for a period of not less than 3 years.

When computerised registration systems are used a print-out of the register should be made not less than once a month. A print-out of the register relating to a particular school year should be bound in a single volume and retained for a period of not less than 3 years.

Removal from Roll:

There are strict grounds as to when schools may remove pupils from their admissions register. These are outlined in **Regulation 8** of the Education (Pupil Registration) Regulations 2006. Regulation 12(6) states that when a school has decided to delete a pupil's name from their admission roll they must notify their Local Authority as soon as the ground for removal is met and no later than the time at which the pupil's name is removed from the register. This responsibility applies to all Maintained Schools, Academies, Free Schools, Studio Schools, University Technical Colleges, Education Support Centres and Independent Schools. Full guidance on Removal from Roll is available at - <http://www.thegrid.org.uk/info/welfare/attendance.shtml>

If the pupil has left the school without explanation and there are concerns about the pupil's welfare please contact the local Attendance Team immediately.

If there are concerns that a pupil may be at risk of Child Sexual Exploitation or radicalisation, please contact the local Attendance Team immediately.

If a school is told that a pupil is leaving to attend another school, staff at the school of departure should establish the pupil's new address, the name and address of the new school and the date the pupil will start there. Confirmation should then be sought from the receiving school. When this information has been obtained, the school should complete a Removal from Roll form and return it to the local Attendance Team office. Whenever a pupil leaves a school a Common Transfer File (CTF) must be completed.

If a school is concerned about any aspect of a transfer or if a pupil has "disappeared" the matter should be drawn without delay to the attention of the Local Attendance Team.

Further guidance and a referral form is available at - <http://www.thegrid.org.uk/info/welfare/attendance.shtml>

10. Authorising Absence

Only the school can authorise an absence. The fact that a parent has provided a note or other explanation (telephone call or personal contact) in relation to a particular absence does not, of itself, oblige the school to accept it, if the school does not accept the explanation offered as a valid reason for absence. If, after further investigation doubt remains about the explanation offered - or when no explanation is forthcoming at all - the absence should be treated as unauthorised and the parent informed.

Schools should communicate to parents their policies with regard to the notification and categorisation of absence. Some parents, such as those whose first language is not English or who do not read or write may experience difficulty in providing notes. In such cases schools should seek to make alternative arrangements.

Schools are encouraged to keep all absence notes for at least a term and when a pupil's absence is a cause for concern to retain the notes until there is no longer a concern.

Absence should be authorised if:

- the pupil is absent with leave (defined as 'leave granted by any person authorised to do so by the governing body or proprietor of the school')
- the pupil is ill or prevented from attending by any unavoidable cause

- the absence occurs on a day exclusively set aside for religious observance by the religious body to which the pupil's parent belongs
- the school at which the child is a registered pupil is not within walking distance of the child's home; and no suitable arrangements have been made by the LA for any of the following: the child's transport to and from school; boarding accommodation for the child at or near the school; enabling the child to become a registered pupil at a school nearer to his/her home
- the pupil is the child of Traveller parents who are known to be travelling for occupational purposes and have agreed this with the school, but it is not known whether the pupil is attending alternative provision
- there is a close family bereavement
- leave of absence has been applied for in advance and has been granted because of exceptional circumstances relating to the application. (Parents should be reminded that they cannot expect, as of right, that the school will grant leave of absence)
- leave of absence should be granted to allow a pupil to take part in a performance within the meaning of s37 of the Children and Young Persons Act 1963 (c) for which a child performance licence has been issued
Before granting a licence, the local authority must be satisfied that the child's education will not suffer. A school letter is requested as part of the licence application as confirmation of this. If a school believes a child's education will suffer as a result of taking part in a performance, they should provide reasons to the local authority in writing. The information must be specific to the child (saying for example that it is against school policy is not sufficient). If the school does not provide such information the local authority will issue the licence. The absence should be recorded as code C
Further guidance is available at - <http://www.thegrid.org.uk/info/welfare/attendance.shtml>
- Absence should be unauthorised if no explanation is forthcoming from the parents or if the school is dissatisfied with the explanation

11. Administrative Codes

There are a number of administrative codes which are not counted as a possible attendance in the school census. They must only be used in the circumstances described:

- Unable to attend due to exceptional circumstances (Code Y)

This code is collected in the school census for statistical purposes but is not counted as a possible attendance It may be used when:

the school site, or part of it is closed due to unavoidable cause; or

the transport provided by the school or the local authority is not available *and* where the pupil's home is not within walking distance; or

a local or national emergency has resulted in widespread disruption to travel which has prevented the pupil from attending school.

- Not required to be in school (Code X)

is used to record sessions that non –compulsory school age children are not expected to attend.

- Pupil not on admission register (Code Z)

enables schools to set up registers in advance of pupils joining the school to ease administration burdens. Schools must put pupils on the admission register from the first day that the school has agreed, or been notified, that the pupil will attend the school.

- Planned whole of partial school closure (Code #)

should be used for closures that are planned or known in advance eg holidays, curriculum planning/training days (up to five per year) or the use of the school as a polling station.

- Different Term Dates for Different Pupils (Code #)

can also be used to record staggered starts or induction days. This is only acceptable where the school ensures that pupils not attending on that day are still offered a full education over the school year.

12. Approved Off-Site Educational Activity

Pupils who are engaged in off-site educational activities should be recorded as attending (or absent from) an approved educational activity using the appropriate code.

The key features of approved educational activity are that they must be:

- educational *and*
- approved by the school *and*
- supervised by the school or someone authorised by the school

(Study leave is NOT an approved educational activity)

A pupil should be recorded as approved educational activity if he/she is attending:

- a field trip or educational visit (Code V)
- an approved sporting activity approved by and supervised by someone authorised by the school (Code P)
- the pupil is attending an interview with a prospective employer, or another educational establishment (Code J)
- an off-site educational activity (Code B)

Note: The B code should be used when pupils are present at an off-site educational activity that has been approved by the school. Ultimately schools are responsible for the safeguarding and welfare of pupils educated off-site. By using code B, schools are certifying that the education is supervised, and measures have been taken to safeguard pupils.

- Dual Registered – at another educational establishment (Code D)

Note: This code is used to indicate that the pupil was not expected to attend the session in question because they were scheduled to attend the other school at which they are registered. This code is not counted as a possible attendance in the school census. This code should be used where pupils are attending an ESC, hospital or special school on a temporary basis or for Gypsy, Roma and Traveller children where they are known to be registered at another school for the session in question. Each school should only record the attendance/absence for those sessions where the pupil is expected to attend. Schools must ensure that they follow up all absence in a timely manner.

13. Flexi-schooling

Head teachers can agree to flexi-schooling arrangements where the parents take on the responsibility for their child's education for part of the school week. Head teachers are advised to consider any such requests from parents very carefully before agreeing to them and are advised to draw up a written agreement with the

parent. Where agreement has been reached, pupils should be marked authorised absent from school during periods when they are receiving home education. (Code C).

14. Part-time time-tables

All pupils of compulsory school age are entitled to a full-time education. In exceptional circumstances there may be a need for a part time timetable to meet an individual pupil's needs. A part time timetable must be time limited and must not be treated as a long-term solution and can only be made with parental agreement. The school should mark the sessions were the pupil is not expected to attend as authorised absence. (Code C).

Guidance on part-time timetables is available at - <http://www.thegrid.org.uk/info/welfare/attendance.shtml>

15. Requests for Family Holidays During Term time

Amendments to the 2006 Pupil Registration (England) Regulations which come into effect on 1st September 2013 remove all references to family holidays and extended leave for holidays in term time. The amendments make clear that headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. It is for the Headteacher to determine what constitutes exceptional circumstances and for them to determine the number of school days a child can be away from school if the leave is granted.

At the request from Headteachers the local authority has provided a standard letter to be handed to parents and carers to support the governing body and Headteachers in communicating their decision making regarding individual requests for leave of absence for holidays in term time. This is available on <http://www.thegrid.org.uk/info/welfare/attendance.shtml>

Further information and advice of school attendance including the use of the correct registration codes is available at www.education.gov.uk

The Education (Pupil Registration) Regulations 2006 and subsequent amendments in 2010, 2011, 2013 and 2016 is available at <http://www.legislation.gov.uk>

Further details information and advice on all aspects of school attendance in Hertfordshire is available at <http://www.thegrid.org.uk/info/welfare/attendance.shtml>

Appendix 1

HERTFORDSHIRE COUNTY COUNCIL

Policy for Attendance Improvement Officers working with children whose absence has been authorised

- if the AIO becomes concerned (through checking the attendance register) that a pupil has accumulated significant amounts of authorised absence this will be discussed with the relevant member of school staff
- if it is agreed that there is a concern about the pupil's attendance the school should share this concern with the parents
- if concerns about the pupil's attendance remain, the AIO will consider asking the school to make a referral to the attendance team
- if a pupil is identified as being a persistent absentee (PA). Persistent absence is when a pupil enrolment's overall absence equates to 10 per cent or more of their possible sessions.

(Note: if a pupil's absence has been authorised by the school, the LA cannot cite that absence as evidence of non attendance under Section 444 of the Education Act 1996).

Appendix 2

ATTENDANCE CODES, DESCRIPTIONS AND MEANINGS

CODE	DESCRIPTION	MEANING
/	Present (AM)	Present
\	Present (PM)	Present
B	Present at off site educational activity	Approved Education Activity
C	Leave of absence authorised by the school	Authorised absence
D	Dual registered at another educational establishment	Not expected to attend this session
E	Excluded (no alternative provision made)	Authorised absence
G	Holiday (NOT agreed <u>or</u> days in excess of agreement)	Unauthorised absence
H	Holiday authorised by the school	Authorised absence
I	Illness (NOT medical or dental etc. appointments)	Authorised absence
J	Interview	Approved Education Activity
L	Late (before registers closed)	Present
M	Medical/Dental appointments	Authorised absence
N	No reason yet provided for absence	Unauthorised absence
O	Other unauthorised absence	Unauthorised absence
P	Supervised sporting activity	Approved Education Activity
R	Day set aside exclusively for religious observance	Authorised absence
S	Study leave	Authorised absence
T	Gypsy, Roma and Traveller absence for occupational reasons	Authorised absence
U	Late and arrived after the registers closed	Unauthorised absence
V	Educational visit or trip	Approved Education Activity
W	Work experience	Approved Education Activity
X	Not required to be in school (non-compulsory school age pupils)	Not counted in possible attendances
Y	Unable to attend due to exceptional circumstances	Not counted in possible attendances
Z	Pupil not on admission register	Not counted in possible attendances
#	School closed to all pupils (Planned)	Not counted in possible attendances

Detailed advice on the use of these registration codes can be found at www.education.gov.uk/aboutdfe/advice/f00221879/advice-on-school-attendance

Date for review: - December 2021.

Distribution:-

A copy of this policy will be available to:-

- a) all school governors
- b) all school staff
- c) all Parents (on request).

Approved.....Date 5th February 2020