QUEEN ELIZABETH'S GRAMMAR SCHOOL FAVERSHAM

ATTENDANCE POLICY

This policy was adopted by the Governing Body on 26th September 2024 and will be reviewed annually.

Contents

1. Aims

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

- Setting high expectations for the attendance and punctuality of all students
- Promoting good attendance and the benefits of good attendance
- Reducing absence, including persistent and severe absence (see 8.4 for definition of persistent and severe absence)
- Ensuring every student 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 students have the support in place to attend school
- Communicating key aspects of this policy through:
  - information on the website
  - Arbor – the school parent communication gateway
  - the home-school agreement
  - guidance and advice in the staff handbook

We will also promote and support punctuality.

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:

- 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 (Student 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](#)
- [https://www.kelsi.org.uk/pru-inclusion-and-attendance-service-pias/attendance/penalty-notice](#) (KCC Code of Conduct for Penalty Notices)
- [Mental health issues affecting a student's attendance: guidance for schools](#)

3. Roles and responsibilities

3.1 The Governing Body

The governing board is responsible for:

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

Tina Jack is the governor linked to safeguarding and Sandra Holmes is the governor linked to attendance. They meet with DSL to review attendance data and school procedures.

3.2 The Headteacher

The headteacher is responsible for:

- The implementation of this policy at the school

- Monitoring school-level absence data and reporting it to governors
- Supporting staff with monitoring the attendance of individual students
- Monitoring the impact of any implemented attendance strategies
- Issuing fixed-penalty notices, where necessary, and/or authorising the Attendance Officer to do so
- Working with the parents of students with special educational needs and/or disabilities (SEND) to develop specific support approaches for attendance for students with SEND, including where school transport is regularly being missed, and where students with SEND face in-school barriers
- Communicating with the local authority when a student with an education, health and care (EHC) plan has falling attendance, or where there are barriers to attendance that relate to the student's needs
- Communicating the school's high expectations for attendance and punctuality regularly to students and parents through all available channels

3.3 The Designated Senior Leader Responsible for Attendance

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

- Leading, championing and improving attendance across the school
- Ensuring the school has an up to date attendance policy
- 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 students, 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 students and their parents/carers
- Delivering targeted intervention and support to students and families

The designated senior leader responsible for attendance is Chris Wakefield and he can be contacted via cjw@queenelizabeths.kent.sch.uk or 01795 533132.

3.4 The Attendance Officer

The school attendance officer is responsible for:

- Taking messages and calls from parents/carers about absence on a day-to-day basis and recording the details on the school system
- Ensuring the correct attendance codes are entered into Arbor (the school's electronic information management system)
- Contacting parents by 10.30am each day if no reason has been given for an absence

- Checking lesson registers have been taken accurately and notifying colleagues as required
- Directing parents/carers to the pastoral team where appropriate, in order to provide them with more detailed support on attendance
- Monitoring attendance data (see section 8)
- Collecting, analysing and assessing the following data:
    - whole school attendance rates
    - numbers and proportion of persistent absentee students (under 90%)
    - rates of unauthorised absence
    - attendance rates for particular cohorts and groups (e.g. tutor groups, year groups, PP, SEN, gender etc)

- Sharing attendance reports with relevant colleagues in school and reporting concerns about attendance to the appropriate pastoral team colleagues
- Communicating with parents regarding requests for term time leave
- Liaising with the headteacher and DSL (authorised by the headteacher) over when to issue fixed-penalty notices
- Ensuring regular contact is made with the parents of students whose absence is a cause for concerns (this will vary by individual but wider notifications maybe appropriate at certain points of the year once attendance patterns have been given time to emerge e.g below 90% after two terms)
- Working with colleagues at the attendance service as required
- Keeping a record of the interventions that have taken place centrally e.g. letters, emails, phone calls, meetings, referrals to external agencies etc.

The Attendance Officer is Emma Barnaschone and she can be contacted via absence@queenelizabeths.kent.sch.co.uk or 01795 533 132.

3.5 The Key Stage Teams

Colleagues within the key stage teams are responsible for monitoring the attendance of their key stage. They should:

- monitor attendance on a regular basis, setting targets for improvement as appropriate
- monitor the performance of individual tutor groups, following up with individual tutors on instances where patterns of absenteeism are a cause for concern
- regularly put attendance onto the agenda of their key stage meetings
- ensure that contact is made with parents of poor attenders, supporting the tutor in dealing with parents directly if deemed appropriate
- follow up internal truancy with appropriate punishments
- promptly deal with issues which may cause a student to experience attendance difficulties
- promote good attendance and punctuality through assemblies, commendations, rewards, etc

3.6 Form Tutors and Class Teachers

Form tutors and Class Teachers are responsible for recording attendance for both morning and afternoon sessions on a daily basis, and submitting this information to the school office via Arbor. They will:

- take a register at the beginning of every lesson (and ensure that the students know that a register is being taken) by calling out the name of each student
- follow up any suspected internal truancy by checking with the Attendance Officer or Learning Manager immediately
- be aware of any attendance concerns and liaise with key stage colleagues as to any appropriate action to take

3.7 School Support/Admin staff

School support/admin staff will support the Attendance Officer as required:

- Forward communication from parents/carers about absence to the attendance officer
- Transfer calls from parents/carers to the pastoral team where appropriate, in order to provide them with more detailed support if necessary

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
- Check their child's attendance through 'Arbor'
- Not arrange family holidays during term time
- Contact the school to report their child's absence before 9am on the day of the absence and each subsequent day of absence, and advise when they are expected to return (see 4.2 and 4.3 for further details)
- 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 agreements that they make with the school and/or local authority
- Seek support, where necessary, for maintaining good attendance, by contacting the Attendance Officer (Ms Barnaschone) see 3.4 for details.

3.9 Students

Students are expected to:

- ensure that they attend school regularly and on time
- attend all lessons punctually
- not leave the school without permission

4. Recording attendance

4.1 Attendance register

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

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

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

See Appendix 1 for the DfE attendance codes.

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

We will also record:

- Whether the absence is authorised or not
- The nature of the activity, where a student is attending an approved educational activity
- The nature of circumstances, where a student 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.

Registration takes place at 8:45 and 13:50 (8:45 and 13:30 on Thursdays). Should a student arrive late for registration before the register has closed, they will be marked as late for that session (see 4.4).

Registers should be marked in accordance with the school's guidelines in Arbor. Staff are expected to take a register using Arbor for every lesson.

Students who are late should sign in at the school office where the appropriate code will be placed in Arbor with the reason for their lateness.

4.2 Unplanned absence

The student's **parent must notify the school of the reason for the absence on each day of an unplanned absence by 9am**, or as soon as possible. This is most efficiently done by **contacting the Attendance Officer via the email address** absence@queenelizabeths.kent.sch.co.uk . If parents cannot report the absence via email then they may telephone the school main office on 01795 533132.

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

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

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

Illness at School

If a student feels ill at school they should inform their teacher or go to the school office to report the illness, where a first aider will tend to them. If a student needs to be sent home, parents or guardians will be called to come and collect the student. We will not allow students in Year 7 to 9 to make their way home unaccompanied. For older students, decisions will be made on a case by case basis.

Truancy

Any member of staff who suspects that a student is absent from school without authorisation must report this suspicion to the Attendance Officer as soon as possible, who in turn should report it to a member of the Pastoral team.

All members of staff must also be vigilant to ensure that students are not absenting themselves from individual lessons by doing checks of absentees against the attendance register and notifying the attendance officer.

4.3 Planned absence

Attending a medical or dental appointment will be counted as authorised as long as the student's parent notifies the school in advance of the appointment.

See 4.2 for preferred methods of reporting the absence.

However, 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** e.g. a GP or dental appt. would not be expected to require absence for a whole day.

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

For all absences, an electronic note will be placed on the school attendance system (Arbor) for the Form Tutor to see.

Study Leave

If granted, arrangements for any study leave will be published by the headteacher or a delegated representative.

4.4 Lateness and Punctuality

Students who arrive late should sign in at the main school office, where a member of the office will enter the time of arrival and the reason for the student's lateness. This is important for Health and Safety reasons.

If a student arrives after the register has closed (registers close 30 minutes after opening) and the school has not received prior notice from a parent, the student will receive a 'U Code' instead of the L code - DfE guidance classifies this as 'the student has arrived after the register has closed, but before the end of the session'. (The system defaults to 2 sessions per day - AM and PM). The exception to this would be if lateness is caused by an unavoidable reason e.g. public transport delays then an L code may be applied at the discretion of the Attendance Officer or other appropriate colleague.

The Attendance Officer, along with the pastoral team will monitor lateness. If a student arrives after the register has closed, the parent is required to contact the school to explain the lateness.

Where we have not heard from parents in advance, students who arrive late in Years 7-11 will receive a Behaviour Point. They receive a detention following 5 Behaviour Points.

Where students are repeatedly late without good reason, sanctions will be imposed and parents may be contacted.

4.5 Following up Unexplained Absence

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

- Contact the student's parent on the morning (usually by 10.30am) of the first day of unexplained absence to ascertain the reason. If the school cannot reach the parent(s) or any of the student's emergency contacts, the school may contact the Police or conduct a welfare check
- Identify whether the absence is approved or not
- Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than 5 working days after the session(s) for which the student was absent
- 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 the local authority attendance service and other appropriate external agency
- Where relevant, report the unexplained absence to the student's youth offending team officer or social worker
- Where appropriate, offer support to the student and/or their parents to improve attendance

- Identify whether the student needs support from wider partners, as quickly as possible, and make the necessary referrals e.g. Early Help
- Where support is not appropriate, not successful, or not engaged with the school will take advice from the Local Authority and this may lead to action such as a penalty notice or legal intervention

4.6 Reporting to Parents

The school will regularly inform parents (see definition of 'parent', as used in this policy, in section 3.7 above) about their child's attendance and absence levels through the school reporting system.

5. Authorised and Unauthorised Absence

5.1 Approval for Term-time Absence

The headteacher will allow students to be absent from the school site only for certain educational activities, or to attend other schools or settings.

The headteacher will only grant a **leave of absence** to a student 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 (the DfE does not provide a list of examples)

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 in almost all circumstances.

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

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

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

Any request should be submitted to the Attendance Officer via email (absence@queenelizabeths.kent.co.uk) as soon as it is anticipated and, where possible, at least three weeks before the absence. The 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 (see sections 4.2 and 4.3 for more detail)

- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the student's parent(s) belong(s). If necessary, the school will seek advice from the relevant 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 student is attending educational provision

- If the student is currently suspended or excluded from school (and no alternative provision has been made)

Other reasons the school may allow a student 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 student is also registered (dual registration)

- Attending provision arranged by the local authority

- Attending work experience

- If there is any other unavoidable cause for the student 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

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 headteacher (or someone authorised by them) may make a request to the local authority for a penalty notice to be issued.

Before requesting 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 – each day has 2 sessions so 5 days will be 10 sessions)**

- Whether a penalty notice is the best available tool to improve attendance for that student

- 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 student must not be present in a public place on that day).

Each parent who is liable for the student's offence(s) can be issued with a penalty notice, but this will usually only be the parent/parents who allowed the absence.

The payment must be made directly to the local authority, regardless of who issues the notice. If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

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

If a **second** penalty notice is issued to the same parent in respect of the same student, 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 student attends school.

They will include:

- Details of the student'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

The school expects students to attend every day that the school is open. The school has an Attendance Officer who works with students, parents, school staff and external agencies.

The school celebrates good attendance through its rewards system.

Parents and students are reminded of the importance of excellent attendance. This is done through communication home as well as in assemblies.

7. Supporting Students Who are Absent or Returning to School

7.1 Students Absent Due to Complex Barriers to Attendance

Where attendance is a cause for concern, this will be shared with students and parents/carers. This may be done for example through meetings, telephone calls or emails. In certain cases, school staff may also do a home visit. This should be two members of staff with at least one being DSL trained.

Strategies are put in place and where appropriate details are shared with external agencies such as the Attendance Service (*via the 'Digital Front Door' on the 'Kelsi' website)* or Early Help.

7.2 Students Absent Due to Mental or Physical Ill Health or SEND

Students absent from school due to mental or physical ill health or their SEND are supported based on their needs. The school works with families to consider the reasonable adjustments the school may make, and the additional support it can provide. This may include working external agencies such as the school nurse, counsellors, Early Help, Attendance Service and the Rosewood School.

Where a student has an education health and care (EHC) plan and their attendance falls, or the school becomes aware of barriers to attendance that relate to the student's needs, the school will inform the local authority.

7.3 Students Returning to School After a Lengthy or Unavoidable Period of Absence

In order to support students back into school after a lengthy or unavoidable period of absence, the school will meet with families to understand how best the student can be supported. This may include providing support from a combination of staff including the SENDCo, as well as considering whether a phased return is needed.

8. Attendance Monitoring

The Attendance Officer monitors attendance and absence data (including punctuality data). The Attendance Officer shares details with the Key Stage teams as well as the DSL.

8.1 Monitoring Attendance

The school will monitor attendance and absence data (including punctuality) on a daily basis. Additional monitoring takes place weekly, termly and yearly across the school and at an individual student, year group and cohort level. This includes data for groups such as PP and SEND.

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

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

The school follows the DfE's guidance on reporting individual cases of absence (e.g. 15 days of consecutive or cumulative absence due to illness or a continuous period of 10 school days where their absence has been recorded with one or more of the codes statistically classified as unauthorised (G, N, O, and/or U) with the Local Authority.

Data will be collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics.

8.2 Analysing Attendance

The school will:

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

- Identify students whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severe absence
- Conduct thorough analysis of 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

8.3 Using Data to Improve Attendance

The school will:

- Provide regular attendance reports to facilitate discussions with students and families, and to the governing board and school leaders (including special educational needs co-ordinators, designated safeguarding leads and student premium leads)
- Develop targeted actions to address patterns of absence (of all severities) of individual students, groups or cohorts that it has identified via data analysis
- Provide targeted support to the students it has identified whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severe absence, and their families (see section 8.4 below)
- 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 student's absence is at risk of becoming persistent or severe, including keeping them informed regarding specific students, where appropriate

8.4 Reducing Persistent and Severe Absence

Persistent absence is where a student misses 10% or more of school, and severe absence is where a student 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 students 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:
    - o Discuss attendance and engagement at school
    - o Listen, and understand barriers to attendance
    - o Explain the help that is available
    - o Explain the potential consequences of, and sanctions for, persistent and severe absence
    - o 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 students. In doing so, the school will sensitively consider some of the reasons for absence

- Implement sanctions, where necessary (see section 5.2)

9. Monitoring Arrangements

This policy will be reviewed as guidance from the local authority and/or DfE is updated, and as a minimum every three years by the DSL and Attendance Officer. At every review, the policy will be approved by the full governing board.

10. Links with Other Policies

This policy links to the following policies:

- Safeguarding and Child Protection Policy
- School Behaviour Policy

Appendix 1: Attendance Codes

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

Code	Definition	Scenario
/	Present (am)	student is present at morning registration
****	Present (pm)	student is present at afternoon registration
L	Late arrival	student arrives late before register has closed
Attending a place other than the school		
K	Attending education provision arranged by the local authority	student 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	student is on an educational visit/trip organised or approved by the school
P	Participating in a sporting activity	student is participating in a supervised sporting activity approved by the school
W	Attending work experience	student is on an approved work experience placement
B	Attending any other approved educational activity	student is attending a place for an approved educational activity that is not a sporting activity or work experience
D	Dual registered	student 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	student is undertaking employment (paid or unpaid) during school hours, approved by the school
M	Medical/dental appointment	student is at a medical or dental appointment

J1	Interview	student has an interview with a prospective employer/educational establishment
S	Study leave	student has been granted leave of absence to study for a public examination
X	Not required to be in school	student of non-compulsory school age is not required to attend
C2	Part-time timetable	student is not in school due to having a part-time timetable
C	Exceptional circumstances	student has been granted a leave of absence due to exceptional circumstances

Absent – other authorised reasons

T	Parent travelling for occupational purposes	student is a 'mobile child' who is travelling with their parent(s) who are travelling for occupational purposes
R	Religious observance	student is taking part in a day of religious observance
I	Illness (not medical or dental appointment)	student is unable to attend due to illness (either related to physical or mental health)
E	Suspended or excluded	student 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	student is unable to attend school because the local authority has failed to make access arrangements to enable attendance at school
Y1	Transport not available	student 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	student is unable to attend because of widespread disruption to travel caused by a local, national or international emergency
Y3	Part of school premises closed	student 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 student absent as the school is closed unexpectedly (e.g. due to adverse weather)
Y5	Criminal justice detention	student is unable to attend as they are: • In police detention • Remanded to youth detention, awaiting trial or sentencing, or • Detained under a sentence of detention
Y6	Public health guidance or law	student'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	student 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	student has arrived late, after the register has closed but before the end of session
Administrative codes		

z	Prospective student not on admission register	student 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

Signed: _____ Chair of Governors

Date: