

Policy / Procedure / Guideline Review

Policy/Procedure/Guideline:	Attendance Policy February 2025
Senior Manager Responsible:	C.Thomas
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Contents

1. Policy Aim.....	3
2. Rationale.....	3
3. Legislation and Guidance.....	4
4. Recording attendance.....	5
5. Authorised and Unauthorised Absence.....	5
6. Strategies for promoting attendance.....	
7. Supporting students who are absent or returning to school.....	
8. Attendance Monitoring.....	6
9. Roles and Responsibilities.....	
10. Monitoring arrangements.....	
11. Links with other policies.....	
Appendix 1: Attendance codes.....	12

1. Policy Aim

It is fundamental that regular attendance is essential if children and young people are to maximise the educational opportunities available to them. Irregular attendance disrupts continuity of learning, undermines educational progress and leads to underachievement and low attainment. Furthermore, it undermines the academy's ability to ensure as far as possible the safety of our students. The aim of this policy is to encourage and support good attendance from all our students, in line with the Department for Education's (DfE's) statutory guidance on [working together to improve school attendance \(applies from 19 August 2024\)](#) document.

To do this the policy will:

- Outline our intent to promote good attendance and reducing absence, including persistent absence
- Ensure every student has access to full-time education
- Provide a guideline for acting early to address patterns of absence
- Set out responsibilities and roles for all members of the academy community
- Establish thresholds for attendance and punctuality
- Outline support and procedures for the achievement of these thresholds and sanctions where they are not met

This policy has also been developed in line with the academy's values.

Colne Primet Academy's ethos is to ensure that every student aspires to make exceptional progress. We aspire to ensure that every student leaves us able to succeed in life. We enable students to achieve the grades and qualifications that open doors to the next stage of their development, as well as ensuring they have wide ranging opportunities and experience for personal development. This aim is served by this Attendance Policy as it seeks to enable our students to develop good habits of attendance which will serve them well in further education and employment.

2. Rationale

- In line with national and local strategies and the academy's values Colne Primet Academy seeks to ensure that all of its students receive a fulltime education which maximises opportunities for each student to realise their true potential.
- The academy will strive to provide a welcoming, caring environment whereby each member of the academy community feels valued and secure.
- All academy staff will work with students and their families to ensure that each student attends school regularly and punctually.
- The academy will establish an effective system of incentives and rewards which acknowledges the efforts of students to improve their attendance and punctuality and will challenge the behaviour of those students and parents who give attendance and punctuality a low priority.
- The academy will establish an effective and efficient system of communication with students, parents and the appropriate agencies to provide mutual information advice and support.

3. Legislation and Guidance

This policy meets the requirements of the school attendance guidance from the Department for Education (DfE) 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:

- o Part 6 of the [Education Act 1996](#)
- o Part 3 of the [Education Act 2002](#)
- o Part 7 of the [Education and Inspections Act 2006](#)
- o [The Education \(Pupil Registration\) \(England\) Regulations 2006 \(and 2010, 2011, 2013, and 2016 amendments\)](#)
- o [The School Attendance \(Pupil Registration\) \(England\) Regulations 2024](#)
- o [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013 and the 2024 amendment](#)

It also refers to:

- o [School census guidance](#)
- o [Keeping Children Safe in Education](#)
- o [Mental health issues affecting a pupil's attendance: guidance for schools](#)
- o

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

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

Any amendment to the attendance register will include:

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

See Appendix 1 for the DfE attendance codes.

We will also record:

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

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

The school day starts at 8.50am and ends at 3.20pm

Students must arrive in school by 8.45am on each school day.

The register for the first session will be taken at 8.50am and will be kept open until 9.20am. The register for the second session will be taken at 1pm and will be kept open until 1.30pm.

4.2 Unplanned absence

The pupil's parent must notify the school of the reason for the absence on the first day of an unplanned absence by 8.50am or as soon as practically possible, by calling the school Attendance Office staff, who can be contacted via 01282 863970 and/or enquiries@colneprimet.co.uk

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

Where the absence is longer than 3 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 of this in advance.

4.3 Planned absence

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

- The academy is unable to authorise absences except in exceptional circumstances. Family holidays are specifically excluded from the allowable reasons in legislation.
- If parents want to take students out of school they must ask permission in writing, addressing the letter to the Principal, prior to the absence.
- If the Principal considers the reasons given to be sufficient then they can grant leave of absence but this will be done only on rare occasions and in exceptional circumstances.
- Absences which are granted leave of absence will be recorded as 'authorised' but if no leave of absence is granted then any absences will be recorded as 'unauthorised' and as such may lead to the issue of a Fixed Penalty Notice.
- It is particularly unlikely that any permission for absence will be given for Year 10 or 11 students.
- Failure to return on the agreed date may mean that the school will seek to issue a Fixed Penalty Notice.

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

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

4.4 Lateness and punctuality

A pupil who arrives late:

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

Pupils are identified as having a punctuality issue through a daily analysis of the attendance register, using the appropriate code.

For pupils who are identified as having persistent punctuality issues, our attendance and pastoral teams will engage with parents/carers on the reasons for this, to support in removing any barriers pupils have within school. Intervention strategies will also be implemented to support in ensuring a pupils punctuality improves, including; regular pastoral monitoring, punctuality improvement contracts, parental meetings and/or a fine.

4.5 Following up unexplained absence

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

- Contact the pupil's parent 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 conduct a home visit or contact external agencies to support in establishing the safety of a student.
- Identify whether the absence is approved or not
- Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than 5 working days after the session(s) for which the pupil was absent

- Call the parent on each day that the absence continues without explanation, to make sure proper safeguarding action is taken where necessary. If absence continues, the school will conduct a home visit or contact external agencies to support in establishing the safety of a student.
- Where relevant, report the unexplained absence to the student's youth offending team officer and Lancashire County Council.
- Where appropriate, offer support to the pupil and/or their parents to improve attendance
- Identify whether the pupil needs support from wider partners, as quickly as possible, and make the necessary referrals
- Where support is not appropriate, not successful, or not engaged with, the academy will impose a sanction, as listed in section 5.2.

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. Reports of your child's attendance are available daily through the Class Charts parental app, which indicates your child's daily and year-to-date attendance for the academic year. The Academy will report on your child's attendance through the trackers issued twice each year. Should your child's attendance fall below 90% (persistent absence) for the academic year, then the attendance and pastoral teams will be in contact to support with your child improving their attendance to school and removing any barriers your child may face within school.

5. Authorised and unauthorised absence

5.1 Approval for term-time absence

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

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

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

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

The main principles for defining 'exceptional circumstances' are that they are 'rare, significant, unavoidable and short'. Whereas each request will be considered on an individual basis, if an event can be reasonably scheduled outside of term time then it would not be normal to authorise absence for such an event.

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

As a leave of absence will only be granted in exceptional circumstances, it is unlikely a leave of absence will be granted for the purposes of a family holiday.

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

Reasonable adjustments for pupils with special educational needs and/or disabilities will be made and may result in a leave being granted as an exceptional circumstance.

Any request should be submitted as soon as it is anticipated and, where possible, at least 4 weeks before the absence, by writing to the Principal either to the school address or by email to enquiries@colneprimet.co.uk or by completing the contact us form via the website. The Principal may require evidence to support any request for leave of absence.

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

- Illness (including mental-health illness) and medical/dental appointments (see sections 4.2 and 4.3 for more detail)
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parent(s) belong(s). If necessary, the school will seek advice from the parent's religious body to confirm whether the day is set apart

- o Parent(s) travelling for occupational purposes – this covers Roma, English and Welsh gypsies, Irish and Scottish travellers, showmen (fairground people) and circus people, bargees (occupational boat dwellers) and new travellers. Absence may be authorised only when a traveller family is known to be travelling for occupational purposes and has agreed this with the school, but it is not known whether the pupil is attending educational provision
 - o If the pupil is currently suspended or excluded from school (and no alternative provision has been made)
- Other reasons the school may allow a pupil to be absent from the school site, which are not classified as absences, include (but are not limited to):
- o Attending an offsite approved educational activity, sporting activity or visit or trip arranged by the school
 - o Attending another school at which the pupil is also registered (dual registration)
 - o Attending provision arranged by the local authority
 - o Attending work experience
 - o If there is any other unavoidable cause for the pupil not to attend school, such as disruption to travel caused by an emergency, a lack of access arrangements, or because the school premises are closed

5.2 Sanctions

Our school will make use of the full range of potential sanctions – including, but not limited to, those listed below – to tackle poor attendance. Decisions will be made on an individual, case-by-case basis.

Penalty notices

The Principal (or someone authorised by them), local authority or the police can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age, by issuing a penalty notice.

If the school issues a penalty notice, it will check with the local authority before doing so, and send it a copy of any penalty notice issued.

Before issuing a penalty notice, the school will consider the individual case, including:

- o 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)
- o Whether a penalty notice is the best available tool to improve attendance for that pupil
- o Whether further support, a notice to improve or another legal intervention would be a more appropriate solution
- o Whether any obligations that the school has under the Equality Act 2010 make issuing a penalty notice inappropriate

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

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

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

If a **second** penalty notice is issued to the same parent in respect of the same pupil, the parent must pay £160 if paid within 28 days.

A **third** penalty notice cannot be issued to the same parent in respect of the same child within 3 years of the date of the issue of the first penalty notice. In a case where the national threshold is met for a third time within those 3 years, alternative action will be taken instead.

A penalty notice may also be issued where parents allow their child to be present in a public place during school hours without reasonable justification, during the first 5 days of a suspension or exclusion (where the school has notified the parents that the pupil must not be present in a public place on that day). These penalty notices are not included in the National Framework, not subject to the same considerations about support being provided, and do not count towards the limit as part of the escalation process.

In these cases, the parent must pay £60 within 21 days, or £120.

Notices to improve

If the national threshold has been met and support is appropriate, but parents do not engage with offers of support, the school may offer a notice to improve to give parents a final chance to engage with support.

Notices to improve will be issued in line with processes set out in the local code of conduct for the local authority area in which the pupil attends school.

They will include:

- o Details of the pupil's attendance record and of the offences
- o The benefits of regular attendance and the duty of parents under [section 7 of the Education Act 1996](#)
- o Details of the support provided so far
- o Opportunities for further support, or to access previously provided support that was not engaged with
- o 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
- o A clear timeframe of between 3 and 6 weeks for the improvement period
- o The grounds on which a penalty notice may be issued before the end of the improvement period.

6. Strategies for promoting attendance

Our Academy implement a variety of strategies for rewarding, incentivising and improving attendance, including, but not limited to;

- Weekly attendance and punctuality reviews by Form Tutors and the Pastoral Team
- Weekly attendance rewards for each individual year group
- Half termly attendance and punctuality assemblies, led by the school attendance champion
- Half termly 100% attendance rewards
- Half termly 95% and above reward events

Attendance and Punctuality Contracts are implemented alongside parental meetings for students who face barriers in their attendance to school. The students identified will meet with key staff in school to determine support and next steps which can be implemented to improve their attendance to school.

7. Supporting students who are absent or returning to school

7.1 Students absent due to complex barriers to attendance

The academy will identify the needs of key students through daily parental contact and weekly triage meetings for students who may face complex barriers to attendance. The academy will engage with the pastoral team and external agencies, including the school nurse and Children's Social Care as appropriate, to ensure regular attendance at school. The criteria for referral and areas of responsibility of staff will follow the academy's Child Protection Procedures.

8. Attendance monitoring

8.1 Monitoring attendance

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

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

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

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

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 half-termly, termly, and full-year data to identify patterns and trends
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns

8.3 Using data to improve attendance

The school will:

- 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)
- Provide regular attendance reports to class teachers/form tutors, 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 pupil premium leads)
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies
- Share information and work collaboratively with other schools in the area, local authorities and other partners where a pupil's absence is at risk of becoming persistent or severe, including keeping them informed regarding specific students, where appropriate

8.4 Reducing persistent and severe absence

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

The school will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Consider potential safeguarding issues and, where suspected or present, address them in line with Keeping Children Safe in Education
- Hold regular meetings with the parents of 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:
 - Discuss attendance and engagement at school
 - Listen, and understand barriers to attendance
 - Explain the help that is available
 - Explain the potential consequences of, and sanctions for, persistent and severe absence
 - Review any existing actions or interventions
- Provide access to wider support services to remove the barriers to attendance, in conjunction with the local authority, where relevant
- Consider alternative support that could be put in place to remove any barriers to attendance and re-engage these students. In doing so, the school will sensitively consider some of the reasons for absence
- Implement sanctions, where necessary (see section 5.2, above)

9. Roles and Responsibilities

The following set out the responsibilities of the different parts of the academy involved in recording, promoting and monitoring of attendance.

Colne Primet Academy will:

- Keep accurate records of attendance and punctuality.

- Strive to provide a welcoming caring environment whereby each member of the academy community feels valued and secure.
- Promote a culture across the academy which identifies the importance of regular, punctual attendance.
- Set targets to improve individual student and whole school attendance levels and to reduce persistent absenteeism.
- Work with students and their families to ensure that each student attends regularly and punctually.
- Establish a system of rewards and incentives which acknowledges the efforts of students and their families to improve attendance and punctuality.
- Establish clear lines of communication with students, parents and appropriate agencies to provide mutual information, advice and support.

8.1 The governing board

The governing board is responsible for:

- Setting high expectations of all school leaders, staff, students and parents/carers
- Making sure school leaders fulfil expectations and statutory duties, including:
 - Making sure the school records attendance accurately in the register, and shares the required information with the DfE and local authority
 - Making sure the school works effectively with local partners to help remove barriers to attendance, and keeps them informed regarding specific 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:
 - The importance of good attendance
 - That absence is almost always a symptom of wider issues
 - The school's legal requirements for keeping registers
 - The school's strategies and procedures for tracking, following up on and improving attendance, including working with partners and keeping them informed regarding specific 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 Principal to account for the implementation of this policy

Pendle Education Trust monitor and support networking across all PET schools through the attendance cluster meetings.

8.2 The Principal

The Principal 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 Support Officer to be able to do so
- Working with the parents/carers 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 pupil with an education, health and care (EHC) plan has falling attendance, or where there are barriers to attendance that relate to the pupil's needs
- Communicating the school's high expectations for attendance and punctuality regularly to students and parents/carers through all available channels
- Sharing information from the school register with the local authority, including:
 - Notifying the local authority when a pupil's name is added to or deleted from the school admission register outside of standard transition times
 - Providing the local authority with the details of students who fail to attend school regularly, or who have been marked with an unauthorised absence for a continuous period of 10 school days
 - Providing the local authority with the details of students who the school believes will miss 15 days consecutively or cumulatively because of sickness

8.3 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
- 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/carers 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 Carl Thomas and can be contacted via 01282 863970 and/or enquiries@colneprimet.co.uk OR cthomas@colneprimet.co.uk.

8.4 The attendance officer

The school attendance officer is responsible for:

- Monitoring and analysing attendance data (see section 7)
- 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 Principal
- Working with education welfare officers to tackle persistent absence
- Advising the Principal/Assistant Principal (authorised by the Principal) when to issue fixed-penalty notices

The attendance officer is Mr A Nutter and can be contacted via 01282 863970 and/or enquiries@colneprimet.co.uk OR anutter@colneprimet.co.uk.

8.5 Class teachers/form tutors

Class teachers are responsible for recording attendance for both morning and afternoon sessions on a daily basis, using the correct codes (see Appendix 1), and submitting this information to the school office on the same day.

8.6 School admin staff

School admin staff 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/carers to the head of year or pastoral support assistant where appropriate, in order to provide them with more detailed support on attendance

8.7 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
- Call the school to report their child's absence before 8.50am on the day of the absence (and each subsequent day of absence), and advise when they are expected to return
- Provide the school with more than 1 emergency contact number for their child
- Ensure that, where possible, appointments for their child are made outside of the school day
- Keep to any attendance contracts that they make with the school and/or local authority
- Seek support, where necessary, for maintaining good attendance, by contacting the head of year, pastoral support assistant or the attendance team, who can be contacted via 01282 863970 and/or enquiries@colneprimet.co.uk

8.8 Students

Students are expected to:

- Attend school every day, on time
- Ensure that they follow procedures such as attending registration, obtaining a Late Slip when arriving late in the morning, signing in and signing out where that is necessary.
- Never leave school without permission.
- Speak to teachers/parents if issues arise which have an effect on school attendance.
- Cooperate with interventions and support offered by the school or other agencies to improve attendance or punctuality.

10. Monitoring arrangements

This policy will be reviewed as guidance from the local authority and/or DfE is updated, and as a minimum during each academic year by Carl Thomas, Assistant Principal and School Attendance Champion. At every review, the policy will be approved by the full governing board.

11. Links with other policies

This policy links to the following policies:

- o Child protection and safeguarding policy
- o Behaviour policy
- o Home-School agreement
- o Children with health needs who cannot attend school procedures
- o Home Visits Policy

Appendix 1: attendance codes

The following codes are taken from the DfE's [guidance on school attendance](#).

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
Attending a place other than the school		
K	Attending education provision arranged by the local authority	Pupil is attending a place other than a school at which they are registered, for educational provision arranged by the local authority
V	Attending an educational visit or trip	Pupil is on an educational visit/trip organised or approved by the school
P	Participating in a sporting activity	Pupil is participating in a supervised sporting activity approved by the school
W	Attending work experience	Pupil is on an approved work experience placement
B	Attending any other approved educational activity	Pupil is attending a place for an approved educational activity that is not a sporting activity or work experience
D	Dual registered	Pupil is attending a session at another setting where they are also registered
Absent – leave of absence		
C1	Participating in a regulated performance or undertaking regulated employment abroad	Pupil is undertaking employment (paid or unpaid) during school hours, approved by the school
M	Medical/dental appointment	Pupil is at a medical or dental appointment
J1	Interview	Pupil has an interview with a prospective employer/educational establishment
S	Study leave	Pupil has been granted leave of absence to study for a public examination
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
C2	Part-time timetable	Pupil is not in school due to having a part-time timetable

C	Exceptional circumstances	Pupil has been granted a leave of absence due to exceptional circumstances
Absent – other authorised reasons		
T	Parent travelling for occupational purposes	Pupil is a 'mobile child' who is travelling with their parent(s) who are travelling for occupational purposes
R	Religious observance	Pupil is taking part in a day of religious observance
I	Illness (not medical or dental appointment)	Pupil is unable to attend due to illness (either related to physical or mental health)
E	Suspended or excluded	Pupil has been suspended or excluded from school and no alternative provision has been made
Absent – unable to attend school because of unavoidable cause		
Q	Lack of access arrangements	Pupil is unable to attend school because the local authority has failed to make access arrangements to enable attendance at school
Y1	Transport not available	Pupil is unable to attend because school is not within walking distance of their home and the transport normally provided is not available
Y2	Widespread disruption to travel	Pupil is unable to attend because of widespread disruption to travel caused by a local, national or international emergency
Y3	Part of school premises closed	Pupil is unable to attend because they cannot practicably be accommodated in the part of the premises that remains open
Y4	Whole school site unexpectedly closed	Every pupil absent as the school is closed unexpectedly (e.g. due to adverse weather)
Y5	Criminal justice detention	Pupil is unable to attend as they are: <ul style="list-style-type: none"> • In police detention • Remanded to youth detention, awaiting trial or sentencing, or • Detained under a sentence of detention
Y6	Public health guidance or law	Pupil's travel to or attendance at the school would be prohibited under public health guidance or law
Y7	Any other unavoidable cause	To be used where an unavoidable cause is not covered by the other codes
Absent – unauthorised absence		

G	Holiday not granted by the school	Pupil is absent for the purpose of a holiday, not approved by the school
N	Reason for absence not yet established	Reason for absence has not been established before the register closes
O	Absent in other or unknown circumstances	No reason for absence has been established, or the school isn't satisfied that the reason given would be recorded using one of the codes for authorised absence
U	Arrived in school after registration closed	Pupil has arrived late, after the register has closed but before the end of session
Administrative codes		
Z	Prospective pupil not on admission register	Pupil has not joined school yet but has been registered
#	Planned whole-school closure	Whole-school closures that are known and planned in advance, including school holidays

Pendle Education Trust

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