Daubeney Academy

Nurturing First Class Futures

Attendance Policy 2026-2027

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1 - Policy Statement

1.1 It is the aim of Daubeney Academy that pupils should enjoy learning, experience success and realise their full potential. The Attendance Policy reflects this and recognises that regular attendance has a positive effect on the motivation and attainment of pupils.

1.2 As part of the Chiltern Learning Trust (CLT), the academy is committed to the shared values, which is a cornerstone of all we do: 'nurturing first class futures'.

1.3 The academy strives to consistently deliver excellent educational experiences for pupils, improving their life chances and serving the communities of which we are a member.

1.4 Our Attendance target is 97% or above.

2 - Reference to other relevant policies

This policy should be read in conjunction with existing trust-wide and academy policies including (but not limited to) the following policies:

- Safeguarding and Child Protection Policy
- Special Educational Needs and Disability Policy
- Behaviour Policy
- Child-on-Child Abuse Policy
- Exclusion Policy.
- Supporting Pupils with Medical Conditions Policy.

3 - Legislation or non-statutory guidance

3.1 This policy meets the requirements of Department for Education (DfE) guidance and legislation setting out the legal powers and duties that govern school attendance including:

- The Education Act 1996 (as amended)
- The Education (Pupil Registration) (England) Regulations 2006 (as amended in 2010, 2011, 2013 and 2016)
- The Education (Penalty Notices) (England) (Amendment) Regulations 2024

3.2 DfE guidance:

- The Equality Act 2010 and schools (DfE May 2014)
  https://assets.publishing.service.gov.uk/media/5a7e3237ed915d74e33f0ac9/Equality_Act_Advice_Final.pdf
- Keeping children safe in education (DfE)
  www.gov.uk/government/publications/keeping-children-safe-in-education--2
- Working together to improve school attendance (DfE)
  https://www.gov.uk/government/publications/working-together-to-improve-school-attendance
- Sharing daily pupil attendance data (DfE April 2024)
  https://assets.publishing.service.gov.uk/media/6643266d993111924d9d3383/Guidance_for_sharing_daily_pupil_attendance_data.pdf
- Supporting pupils at school with medical conditions (DfE December 2015)

www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3

- Arranging education for children who cannot attend school because of health needs (DfE December 2023)
  https://assets.publishing.service.gov.uk/media/657995f0254aaa000d050bff/Arranging_education_for_children_who_cannot_attend_school_because_of_health_needs.pdf
- Providing remote education: non-statutory guidance for schools (DfE January 2023)
  https://assets.publishing.service.gov.uk/media/662a6aefe8c75df17da7e593/Providing_remote_education_non-statutory_guidance_for_schools.pdf
- Mental health issues affecting a pupil's attendance: guidance for schools (DfE February 2023)
  https://www.gov.uk/government/publications/mental-health-issues-affecting-a-pupils-attendance-guidance-for-schools
- School attendance parental responsibility measures (DfE January 2015)
  https://assets.publishing.service.gov.uk/media/5a80ce9740f0b623026959aa/School_attendance_parental_responsibility_measures_statutory_guidance.pdf
- School census guidance (DfE)
  www.gov.uk/guidance/complete-the-school-census
- Suspension and Permanent Exclusion Guidance (DfE July 2026)
  www.gov.uk/government/publications/school-exclusion
- Home-to-school travel and transport guidance (DfE January 2024)
  www.gov.uk/government/publications/home-to-school-travel-and-transport-guidance

Roles and Responsibilities

4.1 Within Daubeney, a variety of staff are responsible for encouraging good attendance from our students. All staff model good attendance and record student attendance every lesson efficiently, form tutors speak with tutees weekly and identify patterns in absences to discuss with parents/carers and students. Heads of Year report on vulnerable groups' attendance and work to support students if their attendance begins to drop, they also celebrate excellent or improved attendance. The Attendance Officer is responsible for recording absences when they are shared by parents/carers, the Attendance Officer is also responsible for the First Day contact where parents/carers have not made contact with the school.

4.2 Headteacher (Mr C Carter):

- The Headteacher is responsible for ensuring this policy is implemented consistently across the academy, and for monitoring academy-level absence data and reporting it to the LGB.
- The Headteacher also supports other staff in monitoring the attendance of individual pupils and requests penalty notices, where necessary. The Headteacher meets daily with the Assistant Headteacher to highlight safeguarding concerns including attendance matters arising and FPNs to be issued.

4.3 Senior Attendance Champion - Assistant Headteacher for Attendance, Safeguarding and Designated Teacher (Mrs Louise Hartwell):

- The AHT will have a deep and clear understanding of attendance by group, such as gender, pupils entitled to Free School Meals, Pupil Premium pupils, pupils with SEND, Children in Care and attendance by Ethnicity and Language (English/EAL). In addition, they will ensure rewards and act to improve the attendance of pupils that may fall into smaller groups, or the attendance of individual pupils with protected

characteristics, such as pupils who do not identify with their gender assigned at birth, pupils who are gay or bisexual, pregnant pupils and pupils who are young parents.

- The AHT will ensure staff are clear about their roles and responsibilities in relation to attendance and have the required knowledge and skills to fulfil them and will support Heads of Year and the Attendance Team in monitoring and reviewing attendance strategy.
- The AHT will regularly review the academy's attendance procedures – strengths and weaknesses, including seeking feedback from the attendance team; highlighting key issues with the Headteacher in daily meetings.

4.4 Attendance Team:

- The Attendance Team consists of the Assistant Headteacher (DSL), DDSL, Heads of Year, Assistant Head of Year and Attendance and Admissions Officer. They will meet as a team at least fortnightly to monitor and review attendance across the academy – for individual pupils, vulnerable groups and the whole academy. During their meetings, the Attendance Team will identify pupils whose attendance is a cause for concern and put attendance interventions in place as necessary. Depending on the level of concern, the Attendance Team will involve class teachers and other relevant staff and coordinate meetings with parents/ carers. Where considered necessary a formal action plan will be produced. Additionally, Heads of Year will meet the Assistant Headteacher once per fortnight to address persistent absenteeism and year group attendance.

4.5 Attendance Officer (Mrs Jo Robinson):

The Attendance Officer is overseen by Assistant Headteacher for Attendance and Safeguarding and is responsible for:

• Monitors attendance data at the academy and individual pupil level.

• Reports concerns about attendance to the Headteacher and Designated Safeguarding 4 Lead (DSL) as appropriate.

• Arranges calls and meetings with parents/carers to discuss attendance issues.

• Coordinates requests for Term-time Leave of Absence, liaising with the Headteacher as necessary. (This also includes liaison with the DSL and Safeguarding Team.)

• Makes Children Missing Education referrals to the Local Authority where appropriate (this includes liaison with the DSL and Safeguarding Team).

• Devising and implementing action-plans for pupils with low attendance

• Sharing of relevant information between attendance and safeguarding staff • Referral to and liaising with outside agencies

• Making Penalty Notice requests and requests for other Legal Action to the Local Authority • Removing pupils from roll in line with legislation and guidance

4.6 Office Staff:

- Academy office staff are expected to take calls from parents/carers about absence and record the information on the academy information management system (Bromcom).

4.7 Assistant Headteacher for SEND and Inclusion (Miss Bianca Spiteri):

- Will join the fortnightly meetings with the Attendance Team to review the attendance of the pupils on the academy's Vulnerable List/SEND Register and agree to any action needed.

4.8 Deputy Designated Safeguarding Lead (Mrs Ellis)

- The DDSL, AHOY and attendance officer will focus on safeguarding and how attendance links to wider

safeguarding concerns. As Deputy DSL, they will take any attendance concerns to the academy's weekly Safeguarding Team meetings.

- The AHOY and attendance officer will be the point of contact for parents/carer who have their own concerns about their child's attendance and will meet with parents/carers as and when necessary, share attendance concerns and draw up attendance plans or contracts as necessary. They will also liaise with external agencies and make referrals as required.

4.9 Form Tutors:

- Form tutors are responsible for recording their pupils' attendance on a daily basis, using the correct codes, and submitting this information through SIMS in a timely manner (the first 10 minutes of each session).
- Where there are attendance concerns, either raised by the form tutors themselves or by the Attendance Team, they will 'check-in' with the pupil to find out about any reasons for absence as part of their responsibilities under the academy's Safeguarding Policy.
- Form tutors may also be asked to meet with parents/carers whose child has a falling level of attendance and is flagged as a concern by the Attendance Team.

4.10 Subject Teachers:

- Subject teachers are responsible for accurately recording the attendance of all the pupils on their class list. Teachers are expected to highlight any anomalies in their class list – for example students who are attending but are not on the class list and pupils who are not attending and the teacher believes they should no longer be on their class list. Any anomalies should be reported to The Attendance Team and office.
- Subject teachers are responsible for highlighting any attendance concerns of pupils on their class list to ensure the relevant staff member/s are aware and follow up action is taken where necessary. Any concerns re individual pupils' attendance should be reported to the Head of Subject and the Attendance Team.

4.11 Local Governing Body:

- The LGB is responsible for approving local adaptations to the CLT template policy and monitoring its implementation and effectiveness. The LGB is responsible for monitoring attendance figures for the whole academy at least 6 times a year. It also holds the Headteacher to account for the implementation of the attendance policy.
- In addition to school staff, Governors have a role with regards to the attendance of our students, in particular the Governor responsible for Safeguarding is aware of steps taken to support student attendance. Attendance, persistent absenteeism rates and CMEs registered are reported to the Daubeney Governors throughout the academic year.

4.12 Chiltern Learning Trust:

- The Trust will continue to recognise the importance of attendance and ensure it is always discussed with school leaders, including evaluating school processes to ensure they meet the needs of pupils.
- The Trust is responsible for offering a template attendance policy and ensuring all schools have an up to date attendance policy.
- The Trust will discuss and hold the Headteacher to account for all school wide elements outlined in this document.
- The Trust will continue to ensure school leaders fulfill expectations and statutory duties.
- The Trust will review attendance data and trends at Trust level, offering CPD to relevant leaders focusing on particular cohorts and sub groups.
- The Trust will monitor attendance patterns, identify common issues/barriers and share effective practice on attendance management and improvement across schools.
- The Trust will support schools in the development of comprehensive action plans, for review, where attendance data is not adequate or improving

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5 - Data Protection Implications

5.1 The personal information the academy uses to help manage attendance and absence is governed by the UK GDPR and Data Protection Act 2018. Much of this information will be sensitive, to both pupils and their parents/ carers, and staff must take care to apply appropriate safeguards to ensure personal information is processed fairly and lawfully, is the minimum amount necessary to achieve our aims, is accurate, and where necessary, kept up to date, is not held for longer than is necessary and remains safe and secure.

5.2 Staff must record personal information accurately, being clear whether something is an opinion, reported by someone else, or fact. It is also important to remember that pupils and parents/carers can ask to see copies of the personal information the academy holds about them.

5.3 Staff should share relevant information and work collaboratively with other schools, local authorities and external partners to target support at persistently absent (below 90%) and severely absent (below 50%) pupils (including those at risk of becoming persistent or severe). Schools should also inform a pupil's social worker and/or youth offending team worker if there are unexplained absences from school.

6 - Aims

6.1 The academy aims to meet its obligations with regard to school attendance by promoting good attendance; ensuring every pupil has access to the full-time education to which they are entitled; and acting early to address patterns of absence.

6.2 This policy sets out the academy's position on attendance and details the procedures that all parents / carers must follow to report their child absent from the academy.

6.3 If the child is unable to attend the academy for any reason, the parent/carer should inform the academy of the reason on the first day of absence. If the academy is concerned about a pupil's attendance for any reason, the academy will contact the parent/carer to discuss the matter, in the first instance.

6.4 The academy will also support parents/carers to perform their legal duty to ensure their children of compulsory school age attend regularly, and will promote and support punctuality in attending lessons.

6.5 Students should attend the academy every day, unless they are really not well enough to. Children who attend regularly are more likely to feel settled in school, maintain friendships, keep up with their learning and gain the greatest benefit from their education. The academy wants all students to enjoy school, grow up to become emotionally resilient, confident and competent adults who are able to realise their full potential. Regular attendance and punctuality are essential in the workplace and children who are used to attending school on time, and on every occasion, unless they are too unwell to attend, will be better prepared for the attendance expectations in the workplace.

6.6 In April 2017 the Supreme Court clarified the definition of regular attendance to be attendance "in accordance with the rules prescribed by the school", therefore if an absence is not authorised by the school, the pupil's attendance is deemed to be irregular.

6.7 The academy will do all it can to encourage pupils to attend. The academy will make the best provision it can for any pupil who needs additional support in school or who is prevented from attending school, due to physical or mental health needs or disability. The academy recognises that for disabled pupils, 'reasonable adjustments' may be needed to the school environment or to policies to support good attendance. Please see DfE guidance documents **'Supporting pupils at school with medical conditions - December 2015'** and **'Arranging education for children who cannot attend school because of health needs - Dec 2023'** – or ask the academy for printed copies.

6.8 One of the most important factors in promoting good attendance is the development of positive attitudes towards school. To this end, the academy strives to provide a happy and rewarding experience for all children, and to foster positive and mutually respectful relationships with parents/carers.

6.9 By promoting good attendance and punctuality the academy aims to:

- Make good attendance and punctuality a priority for all those involved in the academy community
- Raise pupils' awareness of the importance of good attendance and punctuality • Provide support, advice and guidance to parents/carers, pupils and staff
- Work in partnership with parents/carers and, where appropriate, the wider family

7 - Effects of non-attendance

7.1 Any absence affects the pattern of a child's schooling and regular absence may seriously affect their learning. The Department for Education (DfE) defines a pupil as a 'persistent absentee' when they miss 10% or more schooling across the school year, for whatever reason. Furthermore the DFE defines a pupil as a 'severe absentee' when they miss 50% or more schooling across the school year, for whatever reason.

7.2 The table below indicates how what might seem like just a few days of absence can result in children missing a significant number of lessons.

Attendance during school year	Days lost in a year	Which is approximately	Approximate number of lessons missed *(amend or delete this column as required)*
95%	**9.5 days**	**2 weeks**	**60 lessons**
90%	**19 days**	**4 weeks**	**120 lessons**
50%	**95 days**	**20 weeks**	**600 lessons**

8 - Safeguarding and Attendance

8.1 The academy will monitor trends and patterns of absence for all pupils as a part of its standard procedures. However, it is recognised that sudden or gradual changes in a pupil's attendance may indicate additional or more extreme safeguarding issues. In line with government guidance **Keeping Children Safe in Education**, Local Procedures and the Academy's Safeguarding Policy, staff will investigate and report any suspected safeguarding cases on to the relevant authorities. As part of the academy's safeguarding duty and standard procedures, staff will inform the Local Authority and/or the Police of the details of any pupil who is absent from school when they cannot establish their whereabouts and are concerned for the pupil's welfare.

8.2 If a pupil is not attending as required, where the academy deems it appropriate, staff may make home visits to see and speak to the pupil and parents/carers as part of the academy's safeguarding and attendance processes.

8.3 If staff are unable to see and speak to the pupil and parents/carers, they may contact the pupil's emergency contacts and/or other professionals or contacts of the family, who they reasonably expect may be able to provide the academy with relevant information. Where relevant, appropriate staff will therefore contact a

pupil's social worker and/or members of the youth offending team if there are unexplained absences from school.

Contents of Attendance Register

The law states that schools must take the attendance register at the start of the first session of each school day and once during the second session. On each occasion the academy must record whether each pupil is:

• Present;

• Absent;

• Attending an approved educational activity; or

• Unable to attend due to exceptional circumstances.

9 - Present at School (and Lateness)

9.1 Pupils are marked present if they are in the academy when the register is taken. The academy takes its attendance register at the start of each morning session and once during each afternoon session, at the same time for all registered pupils. If a pupil leaves the academy premises after registration, they are still counted as present for statistical purposes.

9.2 It is the duty of parents/carers to ensure that children attend school on time. This encourages habits of good timekeeping and lessens any possible classroom disruption. However, it is also recognised that pupils are sometimes late due to reasons such as caring for parents/carers or siblings, or transport difficulties.

9.3 If a pupil starts arriving late to the academy on a regular basis, the academy will work with the pupil and family to find out why the pupil is late and whether any support is needed for the pupil or family, in order to support the pupil to attend on time.

9.4 The Head of Year or Assistant Headteacher will meet with parents/carers of pupils who are frequently late, to further investigate reasons for lateness and discuss solutions to enable more punctual attendance.

9.5 Morning registration

- Our pupils must arrive by 8.40am on each school day.
- Pupils arriving after 8.40am will be marked as late (L) – which still counts as present. See DfE Attendance Codes – Appendix One.
- If a pupil arrives after the close of registration (after 9.10am), they will be marked with the unauthorised absence code 'Late after registers close' (U) for the morning session. (See 'Unauthorised Absence' section for more information on unauthorised absences.) If a pupil arrives late after the registers close due to a valid reason, such as an unavoidable medical appointment, their absence will be marked with the appropriate authorised absence code.

9.6 Afternoon registration

- The afternoon register is taken at 2.05pm and will be kept open until 2.35pm.
- If a pupil has been out of school during the morning and/or lunchtime session and arrives at school after 2.05pm but before 2.35pm they will be marked (L) – which counts as present.
- If a pupil arrives after 2.35pm they will be marked with the unauthorised absence code 'Late after registers close' (U) for the afternoon session. If a pupil arrives late after the afternoon registers close due to a valid reason, such as an unavoidable medical appointment, their absence will be marked with the appropriate authorised absence code.

10 - Effects of Late Arrival

10.1 When a pupil arrives late to the academy, they miss important events like assembly, teacher instructions and introductions; this can seriously disadvantage pupils. The table below indicates how frequent lateness can add

up to a considerable amount of learning being lost.

Minutes late per day	Equates to days of teaching lost in one year	Which means this number of lessons missed
5 mins	**3 days**	**15 lessons**
10 mins	**6 days**	**30 lessons**
15 mins	**9 days**	**45 lessons**

10.2 Any student who arrives late to Academy should sign in at Reception through the InVentry system, all lates will be entered on the Lesson register as an L and include the number of minutes late, students will receive a 30 minute detention for a L mark and a 60 minute detention for a U mark.

10.3 When a pupil's late arrival is caused by reasons beyond the pupil's control e.g. the bus breaks down, they should be marked late but will not receive a sanction or mark on their First Class Ticket (this will be at the discretion of the Assistant Headteacher). The tutor should refer any students who are persistently late to the Head of Year who will follow this up with parents.

11 - Authorised Absence

11.1 '**Authorised absence'** means that the academy has either given approval in advance for a pupil of compulsory school age to be away from the academy or has accepted an explanation offered afterwards as justification for absence. The following information outlines the main circumstances where absence may be authorised by the academy.

11.2 Illness

- In most cases, absences for illness which are reported by following the academy's absence reporting procedures will be authorised. That is unless the academy has a genuine concern about the authenticity of the illness.
- The academy follows the **Working together to improve school attendance**, which states that if the authenticity of the illness is in doubt, the academy may ask the parent/carer to provide medical evidence, such as a prescription, appointment card, or other appropriate form of evidence. The academy will not ask for medical evidence unnecessarily. In some instances, the academy may ask the parent/carer to obtain a letter from a GP, or seek parental permission to contact the pupil's GP directly.
- If the academy is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised.
- Where a pupil has a high level and/or frequency of absence, the academy may require suitable evidence in order to authorise any future absence where illness has been given as the reason. If this is the case, the academy will make the parent/carer(s) aware of this expectation in advance.
- The reporting of absence due to illness remains the responsibility of the parent/carer. Absences due to illness which have not been reported to the academy by the parent/carer on the first and any subsequent days of absence may not be authorised.

11.3 Pupils taken ill during the academy day

If a pupil needs to be sent home due to illness, this should be by agreement with an appropriately authorised member of academy staff. In such circumstances, the pupil must be collected from the academy office by a parent/carer or another authorised adult (unless otherwise agreed between the school and the parent/carer) and signed out in the 'signing out' book. No pupil will be allowed to leave the academy site without parent/carer confirmation.

11.4 Medical/Dental Appointments

- Parents/carers should try to make appointments outside of academy hours wherever possible. Where appointments during the academy day are unavoidable, the pupil should only be absent for the minimum amount of time necessary for the appointment. It is not acceptable for a pupil to miss a whole day for an appointment, unless absolutely necessary, in which case the academy will need an explanation as to why this is. The academy recognises that pupils with a health condition may have a higher number of medical appointments than other pupils and it is therefore possible that at least some of these appointments may be during the academy day.
- If a pupil must attend a medical appointment during the academy day, they must be collected from the academy office by the parent/carer or another authorised adult and signed out using InVentry. No pupil will be allowed to leave the academy site without parent/carer confirmation.
- Advance notice is required for medical or dental appointments, unless it is an emergency appointment. Parents/carers should also provide the academy with sight of, or a copy of, the appointment card or letter.

11.5 Religious Observance

- The academy acknowledges the multi-faith nature of the academy community and recognises that religious festivals sometimes fall outside of academy holidays or weekends.
- In accordance with the law, the academy will authorise one day's absence for a day exclusively set apart for religious observance by the religious body to which the parent/carer belongs – this will be marked with the **R** code. In line with **Working together to improve school attendance**, if necessary, the academy will seek advice from the parent/carer's religious body, about whether it has set the day apart for religious observance.
- Parents/carers should notify the academy in advance that their child will be absent for religious observance, so that the academy knows whether to expect the pupil into school or not.
- If a parent/carer would like their child to be absent for an additional day around a religious observance, they should contact the academy. The academy will consider each application individually taking into account the specific facts and circumstances and relevant background context behind the request. If additional absence is authorised, this would be marked with the **C** code.
- The academy will ensure a pupil is not penalised for absence due to days of Religious Observance, for example if using attendance rewards.

11.6 Traveller Absence

- The Education Act 1996 includes specific reference to the school attendance of children "of no fixed abode". This law applies when a child is unable to attend school because they are travelling with their parent/carer "who is engaged in a trade or business of such a nature as to require [the parent/carer] to travel from place to place". This is subject to certain limits, depending on the child's age and number of sessions absent.
- **Working together to improve school attendance** explains that a number of different groups are covered by the generic term Traveller – Roma, English and Welsh Gypsies, Irish and Scottish Travellers, Showmen (fairground people) and Circus people, Bargees (occupational boat dwellers) and New Travellers.

• The academy will discuss requests for absence individually with parents/carers as necessary. Parents/carers should let the academy know of their plans as far in advance as possible.

• To help ensure continuity of education for children from the above groups, wherever possible the child should attend school elsewhere when their family is travelling for occupational purposes. In which case, the child will be dual registered at the school they are attending and at this academy, which is their 'main school'.

• The **T** code, which is an authorised absence, should be used for pupils when Traveller families are known to be travelling for occupational purposes and have agreed this with the academy but it is not known whether the pupil is attending another educational provision.

• Children from these groups whose families do not travel for occupational purposes are subject to the same rules as other children in terms of the requirement to attend school regularly.

11.7 Exclusions

• If the academy decides to send a pupil home due to their behaviour, this will be recorded as an Exclusion. The academy will follow the **DfE's Suspension and permanent exclusion guidance**.

• Any exclusion must be agreed by the Headteacher.

• The academy will notify the parents/carers of the exclusion. If the pupil is a Child in Care, the academy will notify the pupil's carer, social worker and the Local Authority's Virtual School. In other instances, where a pupil is open to Children's Social Care for any reason, the academy will also inform the pupil's allocated social worker.

• The pupil must be collected from the academy office by the parent/carer or another authorised adult and signed using InVentry. No pupil will be allowed to leave the academy site without parent/ carer confirmation.

12 - Absence Reporting and Response

12.1 First Day of Absence Reporting

- Parents/carers are expected to notify the academy of the reason for their child's absence on each day of absence.
- If a pupil is absent due to illness which lasts more than one day, the parent/carer should contact the school each day to provide an update, unless otherwise agreed by the academy.
- If a student is absent due to illness or any other reason, parents/carers should notify the academy of the absence as early as possible. This should be before 8.30am on the day of absence and include the specific reason ('unwell' is not sufficient).
- Parents/carers can notify the academy using the studybugs app or by phone, using the academy telephone number of 01234400111, parents/carers are able to leave a voice message, this must include the student's full name, date of birth, year group and reason).
- The academy may contact parents/carers to discuss a pupil's absence in more detail.
- In some cases, the academy may require parents/carers to report absence in a different way – if this is the case, the academy will contact parents/carers to explain this requirement.

12.2 First Day of Absence Response

If no contact has been made with the academy by 9.45am on the first day of absence, the academy office will follow up the absence by phoning the parents/carers. If the parents/carers cannot be contacted by phone, the academy will phone the pupil's emergency contacts, in priority order. Priority will be given where there is additional support in place, or where pupils are considered more vulnerable. e.g. Children in Care; children on Child in Need or Child Protection Plans; children who have previously been reported missing; and children where there are, or have been, concerns regarding attendance.

12.3 Pre-agreed absence

Parents/carers are not required to contact the academy on the day of an absence if the parent/carer has

already formally notified the academy prior to the day of absence and the absence has been agreed in advance. For example, a planned hospital appointment or an exceptional term time leave of absence which has already been agreed by the Headteacher in writing.

12.3 Emergency Contacts

Parents/carers will be asked to supply details of at least three other adults who can be contacted in an emergency. It is the responsibility of parents/carers to keep these contact details up to date by communicating with the academy office, the academy will also remind parents/carers about this through data checks.

13 - Following up Unexplained Absences

13.1 The academy will follow up any absences where the parent/carer has not made contact to explain the reason. Following up on unexplained absences can take up a considerable amount of academy resources, therefore, the academy expects parents/carers to report all absences. If a parent/carer does not contact the academy on the morning of each absence, the absence may not be authorised, unless the academy is satisfied there is a good reason why the pupil is unable to attend and why the parent/carer was not able to contact the academy by the required time on the day of absence.

13.2 When the academy establishes the reason for the absence, it will be marked as authorised or unauthorised depending on the reason. If the academy is unable to establish the reason for absence, having followed the academy's attendance procedures, the absence will be marked as unauthorised, using the **O** code. Where the reason for absence is subsequently established, the correct code will be entered as soon as possible, and in any event no later than 5 working days after the session.

13.3 If a pupil is not attending and the academy is unable to establish the reason why and/or confirm the pupil's whereabouts, the academy will take appropriate action which will depend on the circumstances of each case. This could include, but is not limited to: contacting the pupil's emergency contacts, or other contacts of the family who the academy reasonably expect may be able to advise of the pupil's whereabouts; contacting other professionals; contacting siblings' schools; home visits to the family address; making enquiries with neighbours; requesting a Welfare Check from the police; and making referrals to Children's Social Care.

14 - Rewarding Good and Improved Attendance

14.1 The academy recognises that rewarding good and improved attendance should be carefully considered in order to ensure it does not make pupils who have poor attendance feel marginalised, worried or guilty about their low attendance rate; its impact on the pupil's own learning or the learning or rewards for the class as a whole.

14.2 The academy will regularly review any reward systems to ensure they are not negatively impacting on individual pupils or groups of pupils.

15 - Support for School Attendance

15.1 Communicating with parents/carers where attendance is a concern

When the academy has concerns about the attendance of a pupil, staff will do their best to make the parents/ carers aware of the concerns about their child's attendance in the most accessible way possible, communications will be provided in accessible formats and can be offered in different languages if requested.

15.2 Pupils who are reluctant to attend

- Sometimes pupils can be reluctant to attend. The academy encourages parents/carers and pupils to be

open and honest about the reason for the pupil's absence. If a child is reluctant to attend, it is never better to cover up their absence or for a parent/carer to give in to pressure to let the child stay at home. This can give the impression to the child that attendance does not matter and can make things worse. The academy needs to understand the reasons why a pupil is reluctant to attend, in order to be able to support pupils and parents/carers in the best way.

- The academy's aim is to work in partnership with parents and carers to remove barriers to good school attendance. Staff strive to establish good working relationships with the families of our pupils through good communication and regular meetings to address on-going attendance concerns. If necessary, staff signpost our families to specialist support services who can work with the family and academy in a multi-agency approach.
- Where non-attendance is linked to anxiety or mental health, refer to **Mental health issues affecting a pupil's attendance: guidance for schools**

15.3 Child on Child Abuse

- All pupils have an absolute right to be educated in a safe and secure environment and to be protected from others who may wish to harm, degrade or abuse them physically, verbally, and emotionally both in person and online. There is no justification whatsoever for bullying behaviour and it should not be tolerated in any form. Differences including race, religion, gender, sexual orientation and ability are absolutely repudiated as reasons for bullying.
- The academy recognises that a pupil may be reluctant to attend if they are experiencing any kind of child on child abuse. The academy constantly strives to promote a positive and inclusive culture where all pupils feel valued, have a strong sense of 'belonging' and are fully supported if things go wrong.
- The academy takes all reports of child on child abuse extremely seriously. All incidents will be investigated, appropriate measures will be taken for all pupils involved, including working with and making referrals to external agencies where appropriate.
- The academy recognises that child on child abuse is a rarely-witnessed event, and that the most likely source of information will be through hearsay (either direct from the victim, or indirectly through witnesses or parents).
- If a parent/carer thinks their child is experiencing child on child abuse, or is concerned their child may be involved in peer on peer abuse in any way, they are encouraged to report this to the academy as quickly as possible, so that appropriate measures can be taken.

Please see the academy's Behaviour Policy and Safeguarding and Child Protection Policy for more information on how peer on peer abuse is addressed.

15.4 Children in Care

- Foster Carers do not have parental responsibility for the children in their care, although they are responsible for ensuring their regular school attendance.
- If a Child in Care is not attending the academy, or there are concerns about their attendance, the academy will seek advice from the Local Authority's Virtual School and the child's social worker, as well as communicating with the pupil and foster carer.

15.5 Disability Related Absence

- The academy will ensure 'reasonable adjustments' are made for disabled pupils (defined as those with a 'physical or mental impairment which has a substantial and long-term adverse effect on that person's ability to carry out normal day to day activities'). This may include changes to the physical environment, curriculum or the way information is provided, as well as providing auxiliary aids and equipment, or tailored services.
- The academy recognises that some disabled pupils may need additional support to attend regularly and that, for some pupils, they may have more absence due to their disability, for example due to attending medical appointments. The academy will ensure disabled pupils are not penalised for absence related to

their disability and will support the pupil and family to access support from external agencies where appropriate.

- The academy will follow the guidance as laid out in **Arranging education for children who cannot attend school because of health needs**

15.6 Young Carers

The academy recognises that pupils who are Young Carers may have caring responsibilities that impact on their punctuality and/or attendance. Young carers are recorded in the school census. Where this is the case the academy will work with the pupil and family to encourage them to access appropriate support, including direct support from Young Carers and any other support the pupil and family may need; the academy will also provide support in school where appropriate.

15.7 Pregnant Students and Students who are Young Parents

- Students who are pregnant, or who have had a baby, should still be encouraged to attend the academy wherever possible, but may need additional support to do so. The academy will work together with the student and family to come up with a plan of support to ensure the student continues to attend the academy wherever possible. Where a pregnant student or young parent student is not attending, the academy will take a supportive approach to help ensure, as far as possible, the student's continuity of education. The academy will seek advice from the Local Authority if a student cannot attend the academy due to their pregnancy, or because they have a baby to care for.
- A designated member of academy staff will be allocated to act as an advocate and assist the student to take responsibility for her/his continuing education.

15.8 Parents who live separately

Where appropriate, the academy will involve all parents/carers in order to ensure each are aware of their child's attendance pattern and are able to support the child's attendance to improve. Where a child lives with different parents/carers on different days the academy will take this into consideration when working with the parents/carers.

15.9 Complex Family Circumstances

- The academy will not usually request legal sanctions from the Local Authority in cases where poor attendance is symptomatic of complex family circumstances. In such circumstances the academy will take a holistic approach to the issue and involve other agencies as necessary. The exception to this will be where parents/carers fail to accept or engage with support offered by the academy and/or other agencies, or fail to implement the suggested changes. When referring for legal sanctions, the academy will show that the parent/carer has been warned they are at risk of receiving a Penalty Notice or other legal sanction.
- If the academy has safeguarding concerns about a pupil who is absent, staff will share information with other agencies as deemed necessary.

15.10 Formal non-attendance process

Where there are continued concerns about a pupil's attendance which are not resolved informally, parents/carers may be asked to meet with the academy to discuss the matter more formally. In some cases, this may result in a formal action plan being produced. The academy may also invite other involved professionals, where relevant.

16- Leave of Absence

16.1 The law does not grant parents/carers the automatic right to take their child out of school during term time for holidays or other absence such as trips and visits.

16.2 The academy will not authorise any leave of absence in term-time unless satisfied the reason for absence complies with paragraph 37 of **Working together to improve school attendance**. The academy will consider each application individually, taking into account the specific facts, circumstances and relevant background context behind the request, and will not apply a blanket policy under which leave of absence is granted automatically in response to particular circumstances or events.

16.3 Parents/carers are asked not to make plans to take their child out of school without making a request to the academy first. The request should be made by the parent/carer with whom the child normally lives.

16.4 Parents/carers wishing to request leave for their child should complete a Leave of Absence Request form which is available from the academy. The request should be submitted as soon as it is anticipated; and, wherever possible, at least four weeks before the absence.

16.5 Parents may be required to provide the academy with additional evidence in order to support a leave of absence request.

16.6 The academy will consider the individual facts and circumstances of the case - following consultation with other staff as required, including the Designated Safeguarding Lead (DSL).

16.7 A leave of absence is granted entirely at the academy's discretion (see paragraph 37 of **Working together to improve school attendance**).

16.8 The absence should be for the shortest time possible – if an absence is agreed, the Headteacher will decide how many days of absence will be authorised. If the pupil is absent for more days than were authorised by the academy, the remaining days absent will be recorded as unauthorised absence.

16.9 Any holidays and other absence such as trips and visits which have not been agreed by the academy will be recorded as unauthorised.

16.10 Parents/carers should be aware unauthorised absence may result in a Penalty Notice or Prosecution. See 'Unauthorised Absence' section for more information.

16.11 If the academy has any concerns about possible safeguarding risks, staff will follow the necessary protocols. (See the academy's Safeguarding Policy for more information.)

17 Unauthorised Absence

17.1 Unauthorised absence is where the academy is not satisfied with the reason given for the absence, or where no reason has been provided.

17.2 Unauthorised absences may result in Legal Sanctions, usually Penalty Notices or Prosecutions. See 'Penalty Notices and Prosecutions' section for more information.

17.3 Unauthorised absence includes (but is not limited to) absences due to:

- Reasons which have never been properly explained to the academy
- Arriving at the academy after the register has closed. (Although late arrival for a reason such as a medical appointment will usually be an authorised absence – see 'Medical / Dental Appointments' section for more information.)

- Shopping
- Having a hair-cut
- Birthdays
- Waiting at home for something to be fixed, or a parcel to be delivered
- Parent/carer's or sibling's illness (unless very exceptional circumstances apply and have been agreed in writing by the academy)
- Day trips
- Holidays in term time (unless exceptional circumstances are agreed in writing, in advance, by the academy – see 'Leave of Absence' section).

17.4 Where the academy has cause for concern about the actual reason for a pupil's absence, staff may seek additional information or evidence from parents/carers regarding the absence, and/or make a home visit in order to verify the reason. If the reason cannot be verified and the academy has cause to believe the reason given for absence may not be genuine, parents/carers may be asked to provide satisfactory proof of the reason before the academy authorises the absence. If satisfactory proof is not provided, the academy may record the absence as unauthorised.

18 Penalty Notices and Prosecutions

18.1 Under section 444 of the Education Act 1996, if a child of compulsory school age, who is a registered pupil at a school, fails to attend regularly at the school, his/her parent(s) are guilty of an offence. This applies to both resident and non-resident parents who may both be subject to legal sanctions if their child fails to attend school regularly. It also applies to others who may not be the parent but may have day to day care of the child. If an absence is not authorised by the academy, the pupil's attendance is deemed to be irregular.

18.2 Penalty Notices and prosecution proceedings are issued to each parent/carer with responsibility for the child and are issued for each child with unauthorised absence. For example, in the case of Penalty Notices, if two siblings have unauthorised absence, and there are two parents/carers with responsibility for the children, four Penalty Notices would be issued.

18.3 The academy will refer cases of unauthorised absence that meet the threshold for a Penalty Notice to the Local Authority for legal action, unless there are reasonable grounds for not doing so. This will include unauthorised absence due to term time holiday or other trips/visits, and other types of unauthorised absence. When referring for legal sanctions, the academy will show that the parent/carer has been warned they are at risk of a Penalty Notice or other legal sanction. The outcome of a referral to the Local Authority may be a Penalty Notice or Prosecution.

18.4 Information pertaining to the new national framework which sets out when schools will have to consider issuing penalty notices and relevant fines can be found in **The Education (Penalty Notice) Regulations 2024** .

19 Mental Health, Wellbeing, Special Educational Needs and Disability

Under the Equality Act 2010, schools are required to make 'reasonable adjustments' for disabled pupils (defined as those with a 'physical or mental impairment which has a substantial and long-term adverse effect on that person's ability to carry out normal day to day activities.' Some specified medical conditions, HIV, multiple sclerosis and cancer are all considered as disabilities, regardless of their effect.) This may include changes to the physical environment, curriculum or the way information is provided, as well as providing auxiliary aids and equipment, or tailored services. Failure to make appropriate adjustments may impact on a pupil's attendance.

20 Phased Return to Full-Time Education

20.1 In line with the expectations of the Department for Education, all pupils of compulsory school age are entitled to a full-time education, suitable to their age, ability and aptitude, and any special educational needs or disabilities that they may have.

20.2 In very exceptional circumstances there may be a need for a temporary reduced timetable to meet a pupil's individual needs. For example, where a medical condition prevents a pupil from attending full-time education and a reduced timetable is considered as part of a re-integration package. **A reduced timetable should not be used to manage a pupil's behaviour.**

20.3 If, for any reason, the academy is unable to provide a pupil with a full-time education due to the pupil's needs, staff will work with the pupil, parents/carers and other agencies where appropriate, to come to an arrangement that is deemed to be in the best interests of the child wherever possible. In line with the DfE's guidance on 'Providing remote education', remote education will only be used as a last resort and where it forms part of a clear reintegration plan back to full-time attendance.

20.4 Any reduced timetable should be in place for the shortest amount of time possible, it must not be treated as a long-term solution. It should be reviewed at least every two weeks, whilst arrangements are made to support the pupil's return to full-time education at the academy or, where appropriate, at alternative provision.

20.5 A decision to place a pupil on a reduced timetable should be approved by the Headteacher and must be agreed by the parents/carers. The SENCO and DSL, as well as any other relevant members of staff, should also be aware of such arrangements and involved with decision making where appropriate. Discussions and agreements should be clearly documented in writing and relevant information should be recorded in the Management Information System (e.g. SIMS) and CPOMS. The academy will be mindful of any additional safeguarding risks to the pupil when they are not timetabled to attend school and will therefore consider carefully whether a reduced timetable is an appropriate measure.

20.6 If the pupil's reduced timetable means the pupil is expected to arrive at the academy after the register closes in the morning and/or be absent for the academy's afternoon registration period, any such am and/or pm registrations must be recorded with the **C2** code: 'Leave of absence authorised by the school'.

21 Educational Activity (AEA)

21.1 When pupils are attending educational activities off the academy site that have been approved by the academy, the register will be marked to show this is the case. (See **Working together to improve school attendance** for more information.)

21.2 Approved Sporting Activity

If a pupil is participating in a supervised sporting activity off the academy site, which is of an educational nature, approved by the academy and supervised by someone authorised by the Headteacher, such activity should be marked using the **P** code: 'Approved Sporting Activity'.

21.3 Alternative Education Provision

- Attendance staff in the academy will be notified of Alternative Provision (AP) arrangements and updated about any changes in arrangements, so they can ensure the academy's registers are marked accordingly. Attendance staff and other relevant colleagues will communicate closely with the AP setting.
- The academy will follow up with pupils and parents/carers on any attendance concerns, in conjunction with the AP.
- If a pupil is only being offered part-time AP, the academy will ensure the pupil is offered additional educational provision, which together with the AP equates to a full timetable, unless there are exceptional reasons why not. Pupils will only be offered part-time educational provision for the shortest time possible and this will be regularly reviewed with the pupil and parents/carers with the aim of the pupil accessing full-time education as quickly as possible.

21.4 Alternative Education Provision: Dual Registration and use of the D code

- If a pupil from the academy is attending another state-funded DfE registered school, Pupil Referral Unit or Alternative Provision Academy, for part or all of their education, the pupil will be dual registered at this academy (Dual - Main) and the other setting (Dual - Subsidiary).
- If a pupil is attending an AP which is not a state-funded DfE registered school, Pupil Referral Unit, or Alternative Provision Academy, the pupil cannot be dual-registered; examples are Impact Mentoring and Education 1st. See 'Off-site educational activity (**B** code)' section, for more information.
- When a pupil from the academy is dual registered with another setting, the academy will ensure the pupil and parents/carers are clear about the pupil's timetable; i.e. when the pupil is expected to attend the academy or the other setting, and what the arrangements are for register marking, including the use of the **D** code. The academy will also be clear which setting will be following up any absences. Where pupils are dual-registered, the AP should provide the academy with attendance updates weekly, unless otherwise agreed with the alternative setting. However, if attendance and/or safeguarding concerns are identified at any point, the AP is expected to raise these with the academy immediately and a course of action will be agreed in writing between the academy and the AP.
- A dual registered pupil must not be removed from either setting's roll without the agreement of the other setting.

21.5 Alternative Education Provision: Off-site direction/educational activity (K and B codes)

- Where the AP placement has been arranged by the Local Authority, rather than the school themselves, **K** code should be used (see table below).
- If a pupil is attending an AP setting that has been arranged by the school (and the pupil is not dual registered), **B** code should be used.
- The academy will mark any sessions attended at the off-site provision with the relevant present code, and any absences with the relevant absent code. Such APs should provide attendance updates daily, unless otherwise agreed, so the academy can mark the register accordingly.
- Some AP settings are registered as Independent Schools and, as such, are able to offer full-time provision where required. However, some AP settings are not registered schools and are therefore only legally allowed to offer part-time education to pupils.
- Unless otherwise agreed with the AP, the AP is expected to notify the academy by X:XX am on the morning of any individual pupil absences, to ensure the academy is made aware of any attendance concerns as soon as possible and takes follow up action as necessary.
- If attendance and/or safeguarding concerns are identified at any point, the AP is expected to raise these with the academy immediately and a course of action will be agreed in writing between the academy and the AP.
- Where a pupil is placed off-site under the statutory off-site direction power (from 26 July 2026), this academy will follow the notice periods and review meeting arrangements set out in the CLT Behaviour Policy, and will use the attendance codes set out above to record their sessions.

21.6 Managed Moves

- A Managed Move (MM) is a permanent transfer to another school, agreed voluntarily by all parties – including parents/carers and the admission authority of the receiving school – and must only take place when it is in the pupil's best interests. The law does not allow for 'trial' managed moves or dual registration during a MM. At the point of the move, the pupil's name is removed from the sending school's admission register and added to the receiving school's register.
- If a pupil from this academy moves to another school under a MM, this academy will remove the pupil from its roll and admission register with effect from the agreed transfer date, and will share relevant attendance and safeguarding information with the receiving school in advance of the move.
- If a pupil from another school moves to this academy under a MM, this academy will add the pupil to its roll and admission register from the agreed transfer date and will follow up any absences in the same way as for all other pupils at this academy.

- Where a pupil has an EHC plan, this academy will contact the local authority before any managed move. Where a pupil has a social worker, the social worker and Designated Safeguarding Lead will be notified as soon as a managed move is being considered; where the pupil is looked-after, the relevant Virtual School Head will also be notified.
- Managed moves are separate from the Fair Access Protocol (FAP) process. A pupil undergoing a managed move must not be admitted ahead of pupils on a waiting list unless the school's oversubscription criteria are met.

22 Unable to attend due to exceptional circumstances (as set out in DfE guidance)

In accordance with the **Working together to improve school attendance** the academy will record pupils as code **Y** (specific codes available according to circumstances) 'Unable to attend due to exceptional circumstances' in the following circumstances (such circumstances are not recorded as absences):

- The academy site, or part of it, is closed due to an unavoidable cause
- The transport provided by the academy or the Local Authority is not available and the pupil's home is not within statutory walking distance. (See the DfE's '**Home to school travel and transport**' guidance document or ask the academy for a printed copy.)
- A local or national emergency has resulted in widespread disruption to travel which has prevented the pupil from attending the academy.
- The pupil is in custody, but still on the academy's roll. (If the academy has evidence that the pupil is attending educational activities, those sessions can be as 'present at approved educational activity').

23 Children Missing Education (CME)

Appropriate CME guidance can be found on the Bedford Borough website.

POSSIBLE MISSING CHILDREN REFERRAL PROCESS FOR ALL BEDFORD BOROUGH SCHOOLS

PROCESS CHART 2

Child fails to attend school. School investigates

If located in an Education Provision

School should complete the online Notification of removal from roll form and upload CTF to new school via S2S

OR

Place the CTF onto S2S with Code MMMMMMM for electively home educated or moved aboard and complete the online Notification of removal from roll form.
(Schools must notify the Senior Inclusion Support Officer if EHE) and upload the deregistration letters

If NOT located after **reasonable** enquires.

School refers to EWO after 10 days (sooner if child protection concerns) using the online Possible Missing Children Referral form

If you have child protection concerns the online Possible Missing Children Referral form will direct you to complete an IFD referral

EWO will get an email in the EWS in box; EWO enters onto PSS and starts investigation. EWO makes initial contact making home visits and checks on databases

OR

Following EWO investigation, located. School refusing/not attending school EWO open as casework or legal action

Following EWO investigation new school located, EWO Informs referring school to complete the online Notification of removal from roll form and upload CTF to new school via S2S or Place the CTF onto S2S with Code 7xM for electively home educated or moved aboard.
(Schools must notify the Senior Inclusion Support if EHE)

Following EWO investigation, child not located. EWO records on PSS and refers to the CMEO within **10 days** of receiving the school referral.

CMEO receives referral if child not located CMEO informs referring school to complete the online Notification of removal from roll form and upload CTF onto S2S Lost Pupil Database coding with code *XXXXXXX*

All missing children are referred to IFD to undertake further checks e.g. health / police (original referral plus IFD form is completed and sent IFD)

CMEO will request CP&PM to check names of Missing Pupils against relevant Databases, once year after referral

OR

Located - No education CMEO liaise with parent/carer to identify education provision and monitor admission. If fails to access place, CMEO to start legal action

Located in Education CMEO informs referring school to remove from roll & pass records to new school via S2S OR place on S2S with code 7XM for electively home educated or moved aboard

CMEO reports to SMT on regular basis and completes an Annual report to Local Authority and Elected Members, on all children missing education

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Key:
CMEO = Children Missing Education Officer
EWO = Education Welfare Officer
PSS = Pupil Support Services
S2S = School to School
CTF=Common Transfer File
CP&PM= Corporate Policy & Performance Management

24 Reporting to Parents/Carers

The academy will include each pupil's attendance information in their report once a term and provide parents/ carers with a copy of their attendance summary for the year in Term 6. If parents/carers wish to see a copy of their child's attendance summary at any other time during the year, they can ask for a printed copy at the academy office.

Where a pupil's attendance drops below 97%, the academy may contact parents/carers to highlight this, unless there is a good reason not to.

25 Recording Information on Attendance and Reasons for Absence

All absences are recorded in the academy's attendance register in the Management Information System, Bromcom. Information about the reason for the absence, how it was reported and by whom, and any additional information pertinent to the absence may also be recorded.

26 Policy Monitoring Arrangements

This policy will be reviewed annually by the Assistant Headteacher, or more frequently if there are changes to legislation and guidance. At every review, the policy will be shared with the LGB.
Department for Education (DfE) Attendance Codes:

27 Code Description Meaning

The codes below reflect the national attendance and absence codes set out in the School Attendance (Pupil Registration) (England) Regulations 2024. The DfE's July 2026 guidance clarifies how certain codes should be applied, including dual registration, flexi-schooling, no fixed abode and access arrangements, and the use of codes Q, D, Y6 and U;

Code	Description
/	The session is a morning session and the pupil is present at the school when the attendance register begins to be taken. **(Present)**
\	The session is an afternoon session and the pupil is present at the school when the attendance register begins to be taken. **(Present)**
L	The pupil is absent from the school when the attendance register begins to be taken but attends before the taking of the register has ended. **(Present)**
K	The pupil is attending a place, other than the school or another school at which they are a registered pupil, for educational provision arranged by a local authority under section 19(1) of the 1996 Act(**1**) or section 42(2) or 61(1) of the 2014 Act. **(Approved Education Activity – counted as present)**
V	The pupil is attending a place, other than the school or another school at which they are a registered pupil, for an educational visit or trip arranged by or on behalf of the proprietor and supervised by a member of school staff. **(Approved Education Activity – counted as present)**
P	The pupil is attending a place for an approved educational activity within paragraph (11) that is a sporting activity. **(Approved Education Activity – counted as present)**
W	The pupil is attending a place for an approved educational activity within paragraph (11) that is work experience provided under arrangements made by a local authority or the proprietor as part of the pupil's education. **(Approved Education Activity – counted as present)**
B	The pupil is attending a place for any other approved educational activity within paragraph (11). **(Approved Education Activity – counted as present)**
C1	The pupil is absent with leave for the purpose of participating in a regulated performance or undertaking regulated employment abroad. **(Authorised absence)**
M	The pupil is absent with leave for the purpose of attending a medical or dental appointment. **(Authorised absence)**

J1	The pupil is absent with leave for the purpose of attending an interview for employment or for admission to another educational institution. **(Authorised absence)**
S	The pupil is absent with leave for the purpose of studying for a public examination. **(Authorised absence)**
E	The pupil is excluded from the school for any other reason. **(Authorised absence)**
C2	The pupil is of compulsory school age and is absent with leave because, in accordance with an agreement between a parent who they normally live with and the proprietor that the pupil should temporarily be educated on a part-time basis, their timetable does not require them to attend. **(Authorised absence)**
C	The pupil is absent with leave for any other exceptional circumstance. **(Authorised absence)**
T	The pupil is a mobile child, their parent is travelling in the course of their trade or business and the pupil is travelling with that parent. **(Authorised absence)**
R	The day is exclusively set apart for religious observance by the religious body to which a parent of the pupil belongs. **(Authorised absence)**
I	The pupil is unable to attend because of sickness. **(Authorised absence)**
G	The pupil is absent without leave for the purpose of a holiday. **(Unauthorised absence)**
N	The circumstances of the pupil's absence have not yet been established. **(Unauthorised absence)**
U	The pupil arrived late (after registers closed) but before the end of the session. **(Unauthorised absence)**
O	Unauthorised absence where none of the other rows of this table applies, or this code is required to be used by paragraphs (7) and (9)(b). **(Unauthorised absence)**
D	The pupil is absent with leave for the purpose of attending another school at which they are also a registered pupil. **(Not counted in possible attendances)**
Q	The pupil is unable to attend because of a lack of access arrangements for them within paragraph (12) or (13). **(Not counted in possible attendances)**
X	The pupil is not of compulsory school age and is absent with leave because their timetable does not require them to attend. **(Not counted in possible attendances)**
Y1	The pupil is unable to attend because the school is not within walking distance of the pupil's home and the transport to and from school that is normally provided for the pupil by the proprietor or a local authority is not available. **(Not counted in possible attendances)**
Y2	The pupil is unable to attend because of widespread disruption to travel caused by a local, national or international emergency. **(Not counted in possible attendances)**
Y3	Part of the school premises is unavoidably out of use and the pupil is one of those who the proprietor thinks cannot practicably be accommodated in those parts of the premises that remain in use. **(Not counted in possible attendances)**
Y4	The pupil is unable to attend due to the whole school site being unexpectedly closed. **(Not counted in possible attendances)**
Y5	The pupil is unable to attend because they are in criminal justice detention within paragraph (14). **(Not counted in possible attendances)**

Y6	The pupil's travel to or attendance at the school would be: (a) contrary to any guidance relating to the incidence or transmission of infection or disease published by the Secretary of State for Health and Social Care or any body or authority exercising equivalent functions in relation to Scotland, Wales or Northern Ireland; or (b) prohibited by any enactment relating to the incidence or transmission of infection or disease or any instrument made under such an enactment. **(Not counted in possible attendances)**
Y7	The pupil is unable to attend because of any other unavoidable cause. **(Not counted in possible attendances)**
Z	Prospective pupil not on admission register **(Not counted in possible attendances)**
#	Planned whole school closure **(Not counted in possible attendances)**