

Abbey College, Ramsey

Attendance Support and Guidance for Families

September 2025

Policy Developed by: Kate Wibberley

Reviewing committee: Academy Council

Frequency of Review: Biennial or when legislation or regulations change

Date last reviewed: September 2025

To be reviewed: September 2027

Abbey College, Ramsey is proudly recognised as an Inclusive Attendance school. Our unwavering commitment to attendance centres around child-centric actions, evidence-informed practices, and a shared understanding of everyone's roles and collective responsibilities to promote exceptional attendance.

Principles

As a school, we want students to attend school every day. We realise that for a pupil to reach their full educational potential, a high level of school attendance is essential. An ethos of high levels of attendance and punctuality is recognised and valued across our whole school community. We aim to work with parents/carers to ensure that all students registered at school attend every day and on time, unless the absence is unavoidable.

We expect that all students will achieve at least 97% attendance (a maximum of 6 days absence per year) but recognise that there may be exceptional or unavoidable reasons for absence, or absences relating to persistent health issues. Our policy applies to all students of statutory school age, across the Key Stages to promote good attendance habits school wide.



EVERY DAY COUNTS

ATTENDANCE MATTERS



The following guidance has been taken into consideration when developing this policy: [Working Together to Improve School Attendance. August 2024.](#)

Our attendance policy aims to:

- Support students and their parents/carers to have the highest possible levels of attendance and punctuality.
- Ensure that all students have full and equal access to the best education that we can offer.
- Make parents/carers aware of their legal responsibilities.

Research clearly demonstrates the link between regular attendance and educational progress and attainment. Absence from school can place students at risk and in some cases result in their being drawn into patterns of anti-social or criminal behaviour. As a school we will encourage parents/carers to ensure that their child achieves maximum possible attendance and that any problems that prevent this are identified and acted on promptly.

The school has a safeguarding duty of care to all its pupils. We take the role of ensuring a pupil's good attendance as part of our safeguarding duties.

Expectations:

We expect that all parents/carers will:

- Ensure regular school attendance and be aware of their legal responsibilities.
- Ensure that their child arrives at school prepared for the school day, punctually and in time for registration. Lateness is monitored and may be recorded as an unauthorised absence.
- Inform school in advance of any medical appointments during school time. Parents may on occasion be asked to provide supporting information from the hospital, doctor or dentist, such as appointment details card/letter/text message in relation to the time requested. Where possible, medical appointments should be arranged outside of school hours.
- Ensure that they contact the school before 8.30am if their child is unable to attend school, citing the reason.
- Inform the school as soon as possible about a pupil's reluctance to come to school so that any problem can be quickly identified and dealt with.
- Follow application procedures regarding a request for leave of absence during term time, which should only be taken if absolutely necessary. Leave is not automatically authorised unless considered an exceptional circumstance. Any leave taken during term time, that has been unauthorised, could be subject to a penalty notice/fine.
- Notify school immediately of any changes to contact details, and ensure school has more than one name, address and telephone number as an emergency contact.
- Engage with early interventions designed to support the family and their child's attendance at school.
- Discuss attendance where necessary face to face or on the telephone – conversations are preferable to messages or emails.
- Monitor their child's attendance at school using the Edulink system.

Parents/carers have a legal responsibility to ensure that students of statutory school age (until the last Friday in June when the pupil is in Year 11) attend school on a regular and full-time basis. Permitting an absence from school without good reason is an offence.

We expect that school will:

- Provide a safe learning environment.
- Keep regular and accurate records of attendance and punctuality.
- Monitor individual pupils' attendance and punctuality.
- Contact parents/carers when a pupil fails to attend and where no message has been received to explain the absence.
- Follow up all unexplained absences to obtain explanations from parents/carers. Although parents/carers may offer a reason, only the school can authorise the absence. In the case of long term or frequent absence due to medical conditions, information from a GP or other relevant body may be requested to assist school in offering appropriate support.
- Promote and celebrate good attendance and punctuality, for example through assemblies, social media, displays and parent/carers communications.

- Meet regularly with the Local Authority Attendance Improvement Officer (AIO) to monitor and support school attendance and punctuality.
- Refer irregular or unjustified patterns of attendance to the Local Authority Attendance Service.
- Provide bespoke support to students at risk of persistent absence. This will include reintegration plans for excluded students and both short and long-term absentees as appropriate.
- Work alongside other services and teams to support pupils' attendance. E.g. other schools in a multi academy trust, the Local Authority, Early Help, Social Care, Youth Offending Service, Senior Transition Advisers, Virtual School and the local community (including volunteers).
- Share attendance data with parents/carers and make it clear what good attendance and success looks like for their child.
- Communicate clearly and consistently with parents/carers and students regarding attendance.
- Follow the Local Authority Medical Needs Policy for students who are failing to access education in school due to medical and behavioural needs. This goes hand in hand with Section 19 of the Education Act 1996.
- Consider an Individual Healthcare Plan for students with medical needs.
- Work alongside the school's Education Inclusion Officer (EIO) to identify and support students with medical needs preventing them from attending school.
- Work with pregnant students to ensure reasonable and sufficient leave is taken, which will be treated as leave of absence for exceptional circumstances.

The Attendance Champion for our school is Mrs Wibberley Deputy Headteacher and can be contacted on KWibberley@abbey.college

All members of the school staff have a safeguarding responsibility for identifying trends in attendance and lateness; with the Headteacher having overall responsibility for the monitoring of attendance and lateness of every pupil. Where there are concerns, parents will always be informed by letter and/or telephone conversation and given an opportunity to come into school to meet with designated staff.

We expect that Raising Standard Leads/ Lead Learners, Form tutors & Teachers will:

- Play a vital role in monitoring and promoting school attendance. Ensuring regular and punctual attendance is essential for the academic success and well-being of children.
- Monitor the daily attendance of their children. They should maintain accurate attendance records, noting both present and absent students.
- Encourage students to arrive at school on time each day. Punctuality is essential for a smooth start to the school day and minimises disruptions in the classroom.
- Identify patterns of poor attendance or lateness and intervene early to address any underlying issues. This may include communicating with the student, their parents or guardians, and relevant support services.
- Maintain open lines of communication with parents or guardians regarding attendance. They should inform parents of any concerns about a child's attendance or punctuality. RSLs & Lead Learners should continue to escalate concerns where the teacher or form tutor communication has not resulted in a change to the attendance concerns.
- Provide academic and emotional support to children who may be experiencing attendance challenges. Identifying the root causes and addressing them proactively can help improve attendance.

- Form Tutors & Teachers should strive to create a positive and welcoming classroom environment where students feel motivated and engaged. A supportive atmosphere can encourage attendance.
- Identify potential barriers to attendance, such as bullying, health issues, or family problems. Identifying these barriers and reporting them to school staff can lead to effective interventions.

We expect that all students will:

- Attend school every day.
- Attend school punctually.
- Attend appropriately prepared for the day.
- Discuss with their form tutor any problems that may affect their school attendance.

We expect that governors will:

- Monitor attendance figures for the whole school on at least a termly basis.
- Hold the headteacher to account for the implementation of this policy.

We expect that the Local Authority will:

- Provide support, information and guidance to school by having regular meetings to discuss attendance.
- Act as a partner with school to support in some cases of persistent absence.
- Work with schools in the enforcement of penalty notices, fines and prosecutions in cases that require legal involvement.
- Identify suitable provision and reasonable adjustments for students unable to access education due to prolonged ill health.

School Attendance Strategy

The school's Attendance Team:

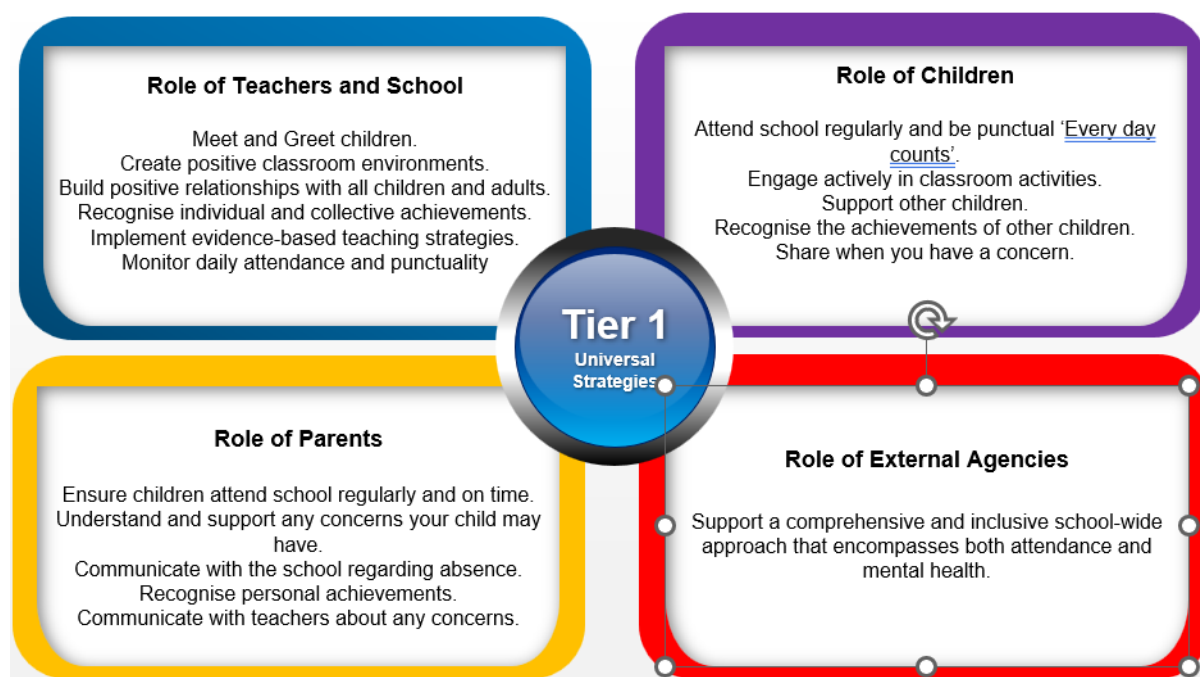
Name of Staff Member	Roles and Responsibilities
Kate Wibberley	Attendance Champion
Tina Davis	Attendance Manager/Officer
Amy Martin	Attendance support
Kate Wibberley	Safeguarding Leader (DSL)
Andy Christoforou	Head Teacher
Fi Lane	RSL Year 7
Abi Witten	RSL Year 8
Karen Glen	RSL Year 9
Georgina Gerrard-Cook	RSL Year 10
Ali Beel	RSL Year 11
Samantha Moore	Head of Sixth Form

A Multi-Tiered System of Support

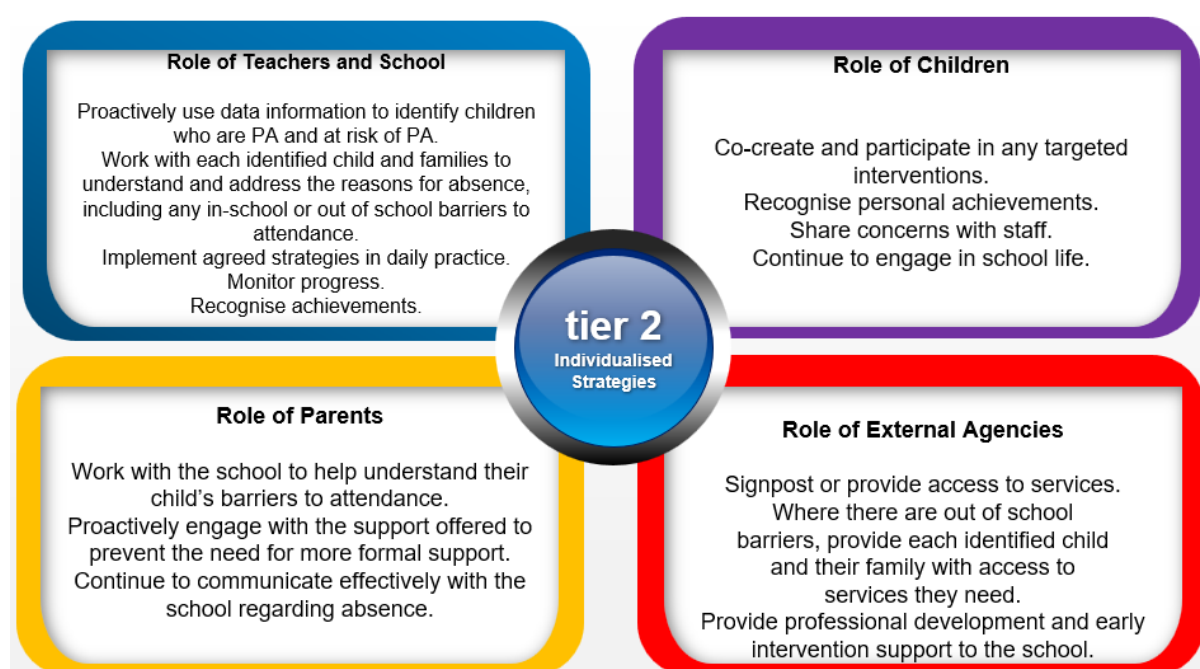
To guarantee a comprehensive approach to attendance, Abbey College, Ramsey implement a Multi-Tiered System of Support. A Multi-Tiered System of Support (MTSS) for school attendance involves three tiers of intervention, with roles for teachers, the school, children, parents, and external agencies – including the Local Authority. Data-driven decision-making and training requirements are

pivotal to the implementation of this system. The system aligns with the Department for Education's (DFE) "Working Together to Improve School Attendance" statutory paper 2024.

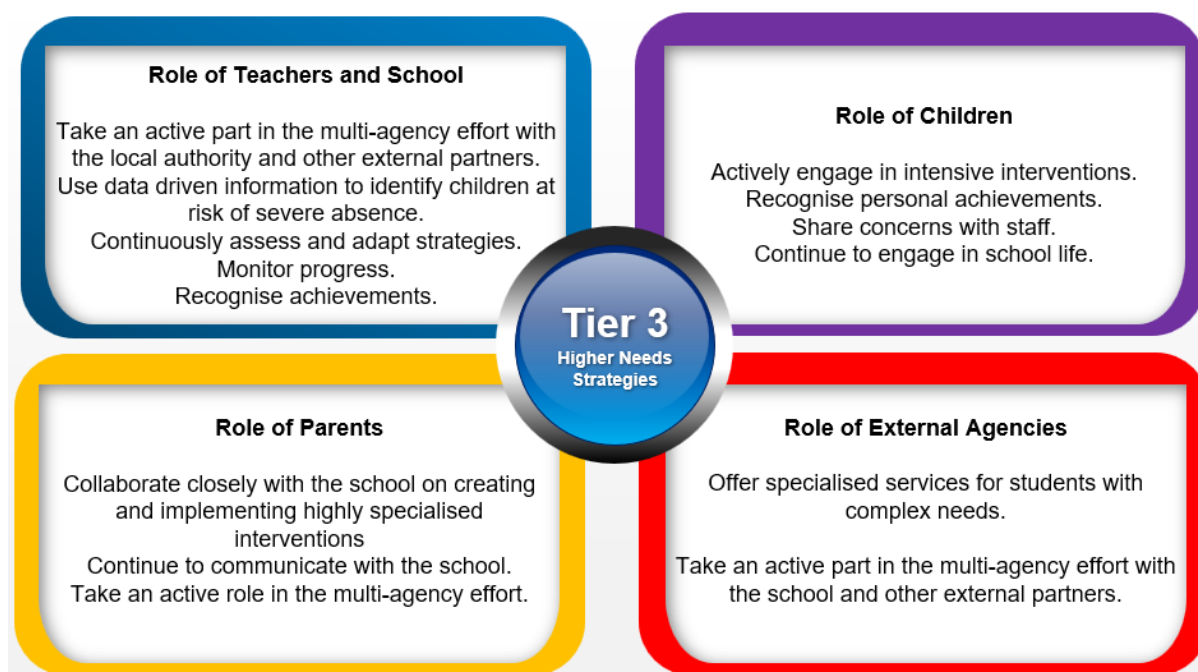
Tier 1 - Universal Approach: Establishing a baseline universal attendance approach that benefits all children.



Tier 2 – Internal individualised Strategies and Early Help Support: Tailoring strategies to individual needs and providing early help support for persistent attendance challenges.



Tier 3 - Higher Needs Strategies Support: Furnishing specialised support for children, young people, and families with complex attendance requirements, including access to external agency support when necessary.



We are responsible for all pupils' attendance at school, and we partner with other agencies to help us do this. For students in Tier 2 & 3 who might need extra support to maintain their attendance, we signpost families to appropriate places to reduce the impact that their needs and personal circumstances have on their attendance at school. Safeguarding and attendance are closely linked, and we work together with Social Care to identify where students need extra support. We will work with families in many different ways to overcome barriers to attendance. All staff have direct access to our trained Safeguarding Team, and this is important for this work.

School is responsible for monitoring whole school attendance data and using this to inform how we support pupils. We share this data with school staff to ensure continuity of support and use the pastoral system such as Raising standard Leads and Form Tutors to engage students in attendance intervention. We are required to report our attendance to the Department for Education (DfE) so that we can compare our performance with that of other schools, both locally and nationally. Attendance data is analysed regularly, and students whose attendance is falling or deemed to be a concern will be noted. This will be communicated with parents and carers. Support will then be put in place.

Definitions

In the context of school attendance and education in the UK, the terms "Persistent Absence," "Risk of Persistent Absence," and "Severe Absence" are used to describe different levels of irregular attendance by students. These terms are important for tracking and addressing attendance issues.

Persistent Absence (PA):

Definition: Persistent Absence is a term used to describe a level of student absence from school that is considered to be a significant cause for concern.

Threshold: In England, a student is considered to be persistently absent when they have an attendance rate of 90% or below. This means they have missed 10% or more of their school sessions.

Risk of Persistent Absence:

Definition: The term "Risk of Persistent Absence" refers to a situation in which a student's attendance is at a level that suggests they are at risk of becoming persistently absent.

Threshold: While there is no specific threshold for "Risk of Persistent Absence," it is typically used to describe students whose attendance is consistently low and becoming a concern, as the school communicates to parents in days, we identify 10 days or more as Risk of PA and we will follow internal school procedures.

Severe Absence (SA):

Definition: Severe Absence is a term used to describe a level of student absence from school that is considered to be a very significant cause for concern.

Threshold: In England, a student is considered to be persistently absent when they have an attendance rate of 50% or below. This means they have missed 50% or more of their school sessions. Parents/carers will be expected to engage in substantial support. The school Welfare Team will support any pupil at Severe Absence or at risk of severe absence.

As a school, we aim to work collaboratively with parents/carers to improve school attendance. This means that we will **listen, empathise and support with attendance. However, if this is unsuccessful, legal sanctions will be considered where appropriate.**



When required, support strategies with a monitoring period will be put in place to help improve the attendance or lateness of a pupil. Should a pupil's attendance or lateness continue to be a concern despite the support strategies in place, with no improvement to the expected level set by school, a referral will be made to the Local Authority Attendance Team for statutory aged pupils. This could result in a Penalty Notice/fine, or prosecution being issued by Cambridgeshire County Council, as per section 444 Education Act 1996. This may result in a fine of up to £2500 and/or 3 months in prison.

Attendance is monitored daily by the **School Attendance Officer** who will:

- Scrutinise the registers daily, monitoring authorised/unauthorised absence and other reasons provided for pupil absence and lateness.
- Monitor the MIS system to ensure accuracy of record keeping by all staff completing registers.
- Inform Raising Standards Leads, Form Tutors, SEND department and Welfare Team when attendance concerns occur.
- Contact parents by telephone, email, or letter to establish a reason for a pupil's absence if the reason is unknown.
- Raise concerns with parents/carers once attendance has fallen below an acceptable level.
- Offer support or signpost to other areas of support within the community.
- Monitor pupil attendance within specific and identified groups.
- Monitor and respond to pupil absences for those with additional medical needs.
- Monitor students and follow procedures for students who are 'Students Missing in Education'.
- Follow reporting procedures for parents who have requested to home educate their child.
- Follow statutory procedures when deleting a pupil from roll.
- Monitor absences for illness and requests for leave to attend medical appointments.
- Report students to the Local Authority when they have 10 consecutive 'O' coded (unauthorised absence) sessions in school.
- Report students with unauthorised term-term leave absences (10 consecutive sessions of 'G' codes) to the Local Authority for issuing of a legal sanction to parents/carers.
- Raise students with 15 consecutive days of 'I' (illness) codes during the fortnightly inclusion meeting with the school's Education Inclusion officer (EIO).

Attendance support process

- **Step One**
Tutor conversation with student advising of our concerns regarding the level of their attendance/lateness, and offering support.
- **Step Two**
Telephone call/email advising parent/carers of our concerns regarding the level of their child's attendance/lateness and offering support.
- **Step Three**
Meeting with student (Student Support Plan)
Letter to offer support and further explain the impact of the absence/lateness
- **Step Four**
Send an invitation to attend a meeting to enter into an Attendance Contract. This is a supportive meeting, to discuss the needs of a pupil and family and identify ways that barriers to attendance can be removed.
- **Step Five.**
Should the Attendance Contract fail to improve attendance or should there be no engagement with interventions and support despite every attempt by the school to support the family, a request for the issue of a penalty notice/fine or prosecution could be made to the Local Authority Attendance Team for students of statutory school age.
- At Step 4 or 5, school might consider using a Notice to Improve letter, a strategy used in partnership with the Local Authority to set targets for improved attendance. This is a final attempt to improve attendance when parents/carers are failing to engage with support being offered by school, before referring parents for legal sanctions.
- Following use of one of the two pathways above, if attendance does not improve, school will refer to the Local Authority for legal sanctions.

Registration

- The school gates are open from 8.20am.
- After 8.40am, entry to the school is via the school reception.
- Registers are open at 8.50 am and close at 9.20 am. Students who arrive at school after the register has been taken, but before it is closed, will be recorded as 'L' - late on the register.
- Students who arrive at school after registers close at 9.20 am, without an unavoidable reason, will have their lateness recorded as 'U' - unauthorised late which then impacts on their overall attendance level.
- Students must sign in and out with school reception if they arrive or leave school outside of the normal times.
- Form tutors will praise students for arriving on time, take prompt action where students are late or absent without explanation, record lateness and refer concerns to the Raising Standards Lead.

It is a legal requirement that a register of attendance is taken during the morning and afternoon at school. Any unexplained absence must be coded as unauthorised until a reason is given by parents/carers. This must be no later than 5 days after the session. Only the Headteacher may authorise or unauthorise an absence. The register can only routinely be amended where the reason for absence cannot be established at the time it is taken and it is subsequently necessary to correct the entry. Where amendments are made, the register will show the original entry, the amended entry, the reason for the amendment, the date on which the amendment was made, and the name of the person who made the amendment. Registers are kept for six years as a record.

Every lesson is registered through the school internal system. Teachers are expected to ensure that the register is taken as promptly as possible. The reason for this is to track punctuality and in school truancy. Teachers will praise students for their punctuality to lessons and alert the SSO Team if there are concerns over student absence.

Lateness

When students arrive late at school, they disrupt routines, affect other pupils' learning, miss the teacher's instructions to the lesson and may also feel embarrassed at having to enter the classroom late. They may also miss important intervention programmes and the opportunity to practice key learning skills. Where students show a persistent pattern of lateness, Parents/carers will receive contact from the school advising them of the concern and offering support to resolve the issue. Should the lateness continue, parents/carers will be invited to a meeting at school to discuss their child's lateness.

Lateness to school and lessons is monitored. The behaviour policy reflects the sanctions in place for students if late to school and/or lessons.

If there is no improvement, despite the school's attempts to address unauthorised absences, a referral could be made to the Local Authority Attendance Team for students who are of statutory school age.

Reporting a Pupil Absence

Parents/carers must contact school on the first and every subsequent day of absence by 8.30am.

For any pupil not present at the close of registration, and the reason is still unknown, a member of staff will attempt to make contact with the parent/carers once the registers have closed at 9.20am.

The member of staff will use the school system to contact the priority contact. Messages will be sent requesting parents to contact school regarding their pupil's absence. Outcomes of any phone conversations will be logged on the pupil's electronic school record. Staff will complete the registers in accordance with the correct use of registration codes (see appendix 1).

Any unexplained absence will be recorded as unauthorised absence if there is no response from a parent/carers to an enquiry regarding their pupil's absence from school.

At times we may decide it is necessary to conduct a door knock to establish the safety and wellbeing of a pupil who is absent without explanation from a parent/carers.

For absences relating to a medical appointment, supporting information may be requested to authorise this absence. This can be a text message which clearly identifies who the appointment is for, or an appointment card. A period of absence will only be authorised in relation to the length of the appointment.

Illness

Students who are unable to attend school due to diarrhoea or sickness can return as soon as they are well enough to do so.

Students with mild coughs, colds, sore throats, sneezes and runny noses who are otherwise well can continue to attend school. However, if they develop a high temperature they should stay at home until their temperature has reduced and they are well enough to return to school. A guide to whether your child is able to attend school with minor illnesses is here: [Is my child too ill for school? - NHS \(www.nhs.uk\)](https://www.nhs.uk/conditions/when-to-stay-at-home/). The information is backed up by the Department for Education (DfE). We expect students to attempt to come to school unless they are too unwell to complete basic tasks. We will contact you if they need to return home.

Medical Needs and SEND

When students are prevented from accessing school due to physical or mental ill health, school will try to identify the barriers these students face and use our tiered approach to supporting medical needs. This starts with the universal offer of support for all students and leads to higher tiers of need where increasingly specialist support is required. We will consider reasonable adjustments for uniform, transport, routines, access to support in school and lunchtime arrangements. We will liaise with appropriate services to ascertain support in the rare instances that a pupil is unable to access any education inside the school setting. We will work with our school's allocated Education Inclusion Officer where necessary to identify available options for education. Where a pupil's health needs mean they need reasonable adjustments or support because it is complex or long term, we may seek medical information to better understand the needs of the pupil and identify the most suitable provision. This may take a variety of forms, which we will discuss with parents/carers on an individual basis.

Where students have an EHCP, we will liaise closely with the pupil's SEN Caseworker to work towards the best attendance outcomes for the pupil.

We are able to make adjustments to practice and policies to help meet the needs of students who are struggling to attend school, as well as making formal reasonable adjustments under section 20 of the

Equality Act 2010 where a pupil has a disability. Any adjustments must be agreed by, and regularly reviewed with, the pupil and their parents/carers.

General Non-Attendance

This is different to being absent due to illness or other authorised circumstances, or for unauthorised term-time leave. General non-attendance is when a pupil is absent from school, without it being exceptional circumstances and without it being authorised by school. If your child has irregular school attendance, the school will work with you to identify the barriers to attendance and will try to find ways to remove those barriers. This support has already been discussed in this policy. If your child continues to be absent without authorisation from the school, then you may be referred to the Local Authority for legal sanctions to be considered. The threshold for this would be 10 sessions (an AM or PM mark in the register is one session) over a period of 10 or more school weeks. Before school refer to the Local Authority for non-attendance, we will work with you and offer support. We may offer you an Attendance Contract Meeting which is a supportive pathway where we discuss the barriers to attendance and try to break them down. An alternative action might be considered if you do not engage in support from school - we may set targets for your child's attendance jointly with the Local Authority, with the aim that it improves. This called a Notice to Improve and is a last attempt at improving attendance before legal sanctions are sought.

Definitions of Leave

We expect attendance at school to be 100% unless there are exceptional or unavoidable reasons for absence.

Authorised leave

An absence is classified as authorised when a pupil has been away from school for a legitimate reason such as:

- Illness or a medical appointment. There is an expectation that the pupil will be in school for registration or return to school after the appointment, depending on where the appointment falls within the school day and the health of the pupil.
- Religious Observance - only day(s) exclusively set apart for religious observance by the religious body to which the pupil's parents belong to.
- The leave of absence has been authorised due to a short and exceptional, unavoidable circumstance.

Unauthorised leave:

An absence is classified as unauthorised when a pupil is away from school without the permission of the school, even with the support of the parent/carer, such as:

- Shopping, hair appointments, visiting family, taking part in a protest or birthdays.
- There has been no reason provided by the parent/carer to support an absence.
- Failure to follow school procedures or inform the school when taking a pupil out of school during term time.
- A leave of absence that has not been authorised due to not being considered an exceptional circumstance.

Coding is always at the Headteacher's discretion.

Term-Time Leave

Parents do not have the right or entitlement to take their pupil out of school for a term-time holiday. Recent government guidelines have removed the discretion for headteachers agreeing to term-time leave. Any requests for leave of absence need to be submitted before the leave is taken. Parents must complete a Term-Time Leave Request Form and provide any supporting evidence, if applicable, with their request. This also applies to parents requesting to take their pupil out of school during the school day.

If the school suspect term-time leave has been taken but the parents/carers have not requested the Term-Time Leave in advance, we will write to the parents/carers giving them an opportunity to clarify the reason for absence and provide supporting evidence. Failure to respond to or provide supporting evidence will result in a referral to the Local Authority for unauthorised leave from school.

Exceptional circumstances (*definition of exceptional: rare, unavoidable, short*) will be considered on an individual basis. Examples of requests for leave of absence that **do not** meet the criteria of an exceptional circumstance and **will not** be authorised and could be subject to a Penalty Notice fine/prosecution for students of statutory school age are:

- Cheaper holidays/flights in the UK or abroad.
- Holidays that overlap the beginning or the end of term.
- Trip of a lifetime.
- Visiting family or friends who have different half term holiday dates.
- Family weddings for more than 1 day or visits to see family abroad.
- Relatives coming to visit.
- Extension of leave if a pupil has not returned to school after an agreed absence if it does not meet grounds for an exceptional circumstance.
- Leave taken due to potential travel disruption.
- Leave taken to try and relieve travel distress for family members with additional needs.

Absence Due to Sporting Activities

Attendance at sporting events as a spectator or supporter will not be authorised. Training camps should be organised for during the school holidays. Absence to attend competitions will be assessed on an individual basis and information from the sport's national governing body will be requested to assist with the school's decision-making process.

Penalty Notices

If a pupil takes unauthorised term-time leave for 10 consecutive sessions or more (generally 5 days) they will be subject to a Penalty Notice. The fine for a penalty notice is £80 per pupil, per parent/carer, increasing to £160 if not paid after 21 days but within 28 days for students who are of statutory school age. If a penalty notice remains unpaid, parents may be the subject of court proceedings for failing to ensure the regular school attendance of their pupil and this could result in a fine of up to £2,500 and/or a term of imprisonment of up to 3 months per parent.

For second offences of unauthorised term-time leave (10 consecutive sessions or more) within a three-year rolling period, the fine is a flat £160 per parent, per pupil. For the third offence in a three-year rolling period, the referral will be automatically considered for prosecution in relation to Section 444 Education Act 1996.

Children Missing in Education

If a pupil fails to attend school for 10 consecutive days, without explanation, and the school does not know where the pupil is, the school will refer the pupil to the Local Authority as a Child Missing in Education. After a further 10 days of absence with no explanation, your child is at risk of losing their school place with us. During this 20-day period, school will continue to try and contact you, and will liaise with any other services that your child is open to. The Local Authority will conduct investigations into the location and educational provision of the child.

Safeguarding Children and Attendance

The school has a duty to safeguard the welfare of all students. Any concerns about a child's attendance will be investigated promptly to ensure their well-being.

Unexplained or extended absences will trigger safeguarding procedures, including home visits and communication with relevant agencies.

We follow ***Keeping Children Safe In Education*** guidance to ensure safe practices.

Appendix 1: Coding Attendance in line with DFE guidance 2024:

Code A (Present at the school):
- Students must be present during registration to be counted. - If a pupil leaves after registration, they are still counted as attending for statistical purposes.
Code L (Late arrival before the register is closed):
- The pupil arrives after the register starts but before it closes. - Schools should discourage late arrival and set a consistent time limit for open registration, not exceeding 30 minutes. - If a pupil arrives late after the register closes, mark them as absent using code U or another appropriate absence code.
Code K (Attending education provision arranged by the local authority):
- Pupil attends educational provision arranged by the local authority, not by the school. - Examples include attending courses at college or receiving home tutoring. - Schools must record the nature of the provision and ensure notification of absences.
Code V (Attending an educational visit or trip):
- Pupil attends a school-arranged educational visit or trip supervised by school staff. - Must take place during the recorded session. - If pupil doesn't attend, record absence using relevant absence code.
Code P (Participating in a sporting activity):
- Pupil attends an approved educational sporting activity. - Criteria for recording attendance include approval by the school, educational nature of the activity, and appropriate supervision.

Schools must ensure safeguarding measures and record absences with relevant codes.
Code W (Attending work experience):
- Pupil attends work experience as part of their education arranged by the local authority or school. - Criteria for recording attendance are similar to other approved educational activities. - Schools must ensure safeguarding measures and record absences with relevant codes.
Code B (Attending any other approved educational activity):
- Pupil attends an approved educational activity other than sports or work experience. - Criteria for recording attendance are similar to other approved educational activities. - Schools must record the nature of the activity and ensure safeguarding measures.
Code D (Dual registered at another school):
- Used when a pupil is registered at more than one school, indicating absence with leave to attend the other school. - Main examples include attendance at a pupil referral unit, hospital school, or special school temporarily. - Schools must promptly follow up on unexpected or unexplained absences to avoid double counting.
Code C1 (Leave of absence for regulated performance or employment abroad):
- Schools grant leave for students to participate in regulated performances or employment abroad under specific circumstances. - Criteria for granting leave include licenses issued by local authorities or exemptions. - Schools must record the absence using this code and consider its impact on the pupil's education.
Code M (Leave of absence for medical or dental appointment):
- Schools encourage appointments outside of school hours; otherwise, prior agreement is necessary. - Leave of absence is granted under specific conditions, including exceptional circumstances. - Absences for medical or dental appointments are recorded using this code.
Code J (Leave of absence for interview for employment or admission):
- Schools can grant leave for students to attend interviews for employment or admission to another educational institution. - Applications for leave must be made in advance, and leave is granted based on specific criteria. - The interview must occur during the recorded session, and the absence is classified as authorized.
Code S (Leave of absence for studying for a public examination):
- Schools can grant leave for students to study for public examinations under specific conditions, agreed in advance with parents. - Study leave should be granted sparingly, and provisions must be made for students who choose to continue attending school for revision. - Absences for studying for public examinations are recorded using this code.
Code X (Non-compulsory school age pupil not required to attend school):
- Schools can grant leave for non-compulsory school-age students to attend school part-time under certain circumstances. - Absences for non-compulsory school-age students are recorded using this code, with exceptions noted. - For students subject to a part-time timetable, this code should not be used, and appropriate absence codes should be applied.
Code C2 (Leave of absence for compulsory school age pupil subject to part-time timetable):
- Schools can grant leave for compulsory school-age students to temporarily reduce their timetable to part-time in exceptional circumstances, agreed upon with parents. - Absences for students with part-time timetables are recorded using this code, ensuring agreement between the school and parents.
Code C (Leave of absence for exceptional circumstances):
Schools may grant leave of absence at their discretion, but only for exceptional circumstances.

• Each application is assessed individually, considering specific facts and circumstances. • Absences for exceptional circumstances are recorded using this code, ensuring compliance with regulations and discretion exercised by the school.
Pregnant pupils:
• Maternity leave for pregnant students is treated similarly to other leave of absence for exceptional circumstances. • Schools should act reasonably and grant an appropriate period of leave considering individual circumstances, at their discretion.
Code T (Parent traveling for occupational purposes):
• Used when a pupil's parent(s) is traveling for trade or business, and the pupil is traveling with them. • Schools should only request proof of occupational travel when genuine doubt exists about the reason for absence. • Students should ideally attend schools where their parents are traveling, being dual registered at both their main school and the one they're temporarily attending. • Classified as authorized absence for statistical purposes.
Code R (Religious observance):
• Used when a pupil is absent on a day exclusively set apart for religious observance by their religious body. • Schools may seek guidance from the parent's religious body to ascertain such days. • Strategies such as setting term dates around religious observance days are encouraged. • Classified as authorized absence for statistical purposes.
Code I (Illness - not medical or dental appointment):
• Indicates a pupil's inability to attend school due to illness, both physical and mental health related. • Schools should not routinely request medical evidence but may do so when necessary. • Classified as authorized absence for statistical purposes.
Code E (Suspended or permanently excluded and no alternative provision made):
• Used when a pupil is suspended or permanently excluded, and no alternative provision has been arranged. • Alternative provision should be arranged within six consecutive school days of suspension or permanent exclusion. • Classified as authorized absence for statistical purposes.
Code Q (Unable to attend school because of a lack of access arrangements):
• Indicates a pupil's inability to attend school due to a failure by the local authority to provide access arrangements. • Classified as not a possible attendance for statistical purposes.
Code Y1 (Unable to attend due to transport normally provided not being available):
• Used when a pupil can't attend because the school is beyond walking distance and the usual transport provided by the school or local authority is unavailable. • Walking distances for different age groups are specified. • Classified as not a possible attendance for statistical purposes.
Code Y2 (Unable to attend due to widespread disruption to travel):
• Indicates a pupil's inability to attend school due to widespread travel disruptions caused by emergencies at the local, national, or international level. • Classified as not a possible attendance for statistical purposes.
Code Y3 (Unable to attend due to part of the school premises being closed):
• Used when part of the school premises is unusable, and the pupil cannot practically be accommodated in the remaining usable parts. • Classified as not a possible attendance for statistical purposes.
Code Y4 (Unable to attend due to the whole school site being unexpectedly closed):

• Applied when the entire school site is unexpectedly closed, such as due to adverse weather. • Attendance registers are not taken, and students are marked with this code to signify the closure. • Not applicable for planned closures like weekends or holidays. • Classified as not a possible attendance for statistical purposes.
Code Y5 (Unable to attend as pupil is in criminal justice detention):
• Used when a pupil is unable to attend due to being in police detention, remanded, or serving a sentence of detention. • Communication with the Youth Offending Team is encouraged to support educational needs during detention. • Classified as not a possible attendance for statistical purposes.
Code Y6 (Unable to attend in accordance with public health guidance or law):
• Applied when a pupil's travel or attendance at school would violate public health guidance or legislation related to disease transmission. • Classified as not a possible attendance for statistical purposes.
Code Y7 (Unable to attend because of any other unavoidable cause):
• Used for an unavoidable cause preventing a pupil from attending school, not covered by other specific codes. • The nature of the unavoidable cause must be recorded. • Classified as not a possible attendance for statistical purposes.
Code G (Holiday not granted by the school):
• Used when a pupil is absent for a holiday that the school did not approve in advance. • Schools cannot retrospectively grant leave of absence, and absence for holidays without prior approval is considered unauthorized. • Classified as unauthorized absence for statistical purposes.
Code N (Reason for absence not yet established):
• Employed when the reason for a pupil's absence has not been determined before the register closes. • Schools must make efforts to ascertain the reason for absence promptly. • If the reason cannot be established within five school days, the absence must be amended to Code O. • Classified as unauthorized absence for statistical purposes.
Code O (Absent in other or unknown circumstances):
• Used when no reason for absence is established, or the school is not satisfied with the reason given, which doesn't align with authorized codes. • Classified as unauthorized absence for statistical purposes.
Code U (Arrived in school after registration closed):
• Applied when a pupil arrives late after the register has closed but before the end of the session. • Schools should discourage late arrival and set a specific time limit for registering attendance. • Late arrival beyond the specified time results in the pupil being marked as absent. • Classified as unauthorized absence for statistical purposes.
Administrative Code Z (Prospective pupil not on admission register):
• Utilized to set up registers in advance for prospective students who have not yet officially joined the school. • Aims to streamline administrative processes.