



**Ivington C of E  
Primary and  
Pre-school**

*Reaching together with the Fruit of the  
Spirit (Galatians 5:22-23)*

# **Attendance Policy**

## **Approval of the Governing Body**

This document is a statement of the aims, principles and strategies for:

### **Attendance Policy**

at

### **Ivington C.E. (VA) Primary and Pre-school**

It was developed/revised during the:

**Spring Term 2025**

It has been agreed and is supported by the teaching staff and the governing body

We aim to review this policy during the:

**Spring Term 2027**

Or sooner if necessary



## **Linking with our Vision – Reaching together with Love, Joy and Peace (Galatians 5:22-23)**

To provide a caring, Christian ethos for the school, which inspires and excites a shared enthusiasm for life and learning.

At Ivington CE Primary and Pre-school, through our strong Christian ethos and focus on nine important Christian values, we are committed to providing a deeply nourishing, spiritual, ambitious, and broad curriculum.

Our motto, 'Reaching together' underpins our belief in equality of opportunity for all, where we actively endeavour to promote understanding and appreciation of our diverse society and give each child a special place in the world where they feel valued, essential to our community and equipped with the necessary skills to make a positive contribution.

We perceive our role to be opening a 'Window on the World', through which our pupils are actively encouraged to develop respect for the beliefs and cultures which enrich their everyday lives and encourage others to do likewise.

We strive to eliminate inequality through our deep Christian ethos of respect and understanding of all groups in society, which ensures that everyone at Ivington will be treated fairly despite his or her creed, colour, disability, or gender.

More details are available in our Inclusion, Racial Equality and Equal Opportunities policies.

The health, safety, and welfare of all the people who work or learn at our school are therefore of fundamental importance. We aim to provide a safe, secure, and pleasant working environment for everyone. The governing body, along with the LA, takes responsibility for protecting the health, safety and welfare of all children and members of staff.

## **Background Philosophy**

At Ivington CE Primary and Pre-school we promote a culture in which children enjoy coming to school. We are committed to providing a full and efficient education to all pupils and embrace the concept of equal opportunities for all. We will endeavour to provide an environment where all pupils feel valued and welcome.

For a child to reach their full potential a high level of school attendance is essential. We consistently aim for maximum attendance for all children. Every opportunity will be used to convey to pupils and their parents or carers the importance of regular and punctual attendance. We aim to provide sensitive and appropriate guidance to parents and carers concerning pupil attendance, taking into account guidance from the Department for Education.

Ivington CE Primary and Pre-school has high expectations for attendance. Every child should attend every day that they are required to attend. Ivington CE Primary and Pre-school is committed to providing an education of the highest standard for all its pupils and recognises this can only be achieved by supporting and promoting excellent school attendance. This is based on the belief that only by attending school regularly and punctually will pupils be able to take full advantage of the educational opportunities available to them. High attainment and good progress depend on good attendance.

## **Aims**

We are committed to meeting our obligation with regards to school attendance through our whole-school culture and ethos that values good attendance, including:

- Promoting good attendance
- Reducing absence, including persistent and severe absence
- Ensuring every pupil has access to the full-time education to which they are entitled
- Acting early and reviewing regularly to address patterns of absence
- Building strong relationships with families to ensure pupils have the support in place to attend school

## **Legislation and guidance**

This policy meets the requirements of the working together to improve school attendance from the Department for Education (DfE), and refers to the DfE's statutory guidance on school attendance parental responsibility measures. These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

- Part 6 of The Education Act 1996
- Part 3 of The Education Act 2002
- Part 7 of The Education and Inspections Act 2006
- The Education (Pupil Registration) (England) Regulations 2006 (and 2010, 2011, 2013, 2016 amendments)

- The new National Framework for Penalty Notices for school absence 19<sup>th</sup> August 2024

This policy also refers to the DfE's guidance on the school census, which explains the persistent absence threshold. We use the recommended DfE's Sign Up service for attendance data sharing.

### **Purpose of this document**

Pupils, parents and carers, teaching staff, support staff and school governors have a responsibility for ensuring good school attendance and have important roles to play. The purpose of the policy is to clarify everyone's part in this and the policies that underpin it.

The policy has been drawn up based on current Government and Local Authority guidance, and statutory regulations. The school will ensure that all members of the school community have access to this policy. The Senior Attendance Champion at Ivington Primary school is Melanie Smith and can be contacted on 01568720216. If parents have concerns regarding their child's attendance on a day to day basis they should contact Miss Thompson and for more detailed support on attendance contact Mrs Smith.

### **Responsibilities**

#### **School's responsibilities**

Ivington CE Primary and Pre-school has a key role to play in supporting and promoting excellent school attendance and will work to provide an environment in which all our pupils are eager to learn, feel valued members of the school community and look forward to coming to school every day. Staff also have a responsibility to set a good example in matters relating to their own attendance and punctuality.

The Head teacher will oversee, direct and co-ordinate the school's work in promoting regular and improved attendance and will ensure the Attendance Policy is consistently applied throughout the school.

The school and Pre-school will:

- Work towards ensuring that all pupils feel supported and valued;
- Send a clear message that if a pupil is absent the reason for the absence will be pursued;
- Work with all members of the school community, the school's support staff and the Local Authority in developing and maintaining the whole school attendance policy; and
- Encourage parents and carers to be actively involved in promoting their child's attendance.

Regular information will be sent to parents and pupils informing them of attendance rates and related issues. Every pupil will receive a school report which includes attendance information.

## **The School Governors**

The Governing Body will oversee, support and challenge the leadership team in ensuring excellent attendance with a view to safeguarding and promoting the welfare of pupils at the school and Pre-school.

The Governing Board is responsible for:

- Promoting the importance of school attendance across the school's policies and ethos.
- Making sure that school leaders fulfil expectations and statutory duties.
- Regularly reviewing and challenging attendance data.
- Monitoring attendance figures.
- Making sure staff receive adequate training on attendance.
- Holding the Headteacher to account for the implementation of this policy.

There is an attendance link governor who meets with the Headteacher on a termly basis to review attendance data.

## **The Headteacher**

The Headteacher is responsible for:

- Implementation of this policy.
- Monitoring school-level absence data and reporting it to governors.
- Supporting staff with monitoring the attendance of individual pupils.
- Monitoring the impact of any implemented attendance strategies.
- Making referral to the Local Authority to consider legal actions such as Issuing penalty notices for unauthorised absences.
- Identifying children who are missing education and consideration of safeguarding issues.

## **The Designated Senior Leaders responsible for attendance**

The designated leaders are responsible for:

- Leading attendance across the school and Pre-school.
- Offering a clear vision for attendance improvement.
- Evaluating and monitoring high expectations and processes.
- Promoting and visibly demonstrating the benefits of good attendance.
- Having an oversight of data analysis.
- Devising specific strategies to address areas of poor attendance identified through data.

- Monitoring and analysing attendance data, identify early patterns of absence and Benchmarking attendance data to identify areas of focus for improvement.
- Arranging calls and meetings with parents to discuss attendance issues.
- Build strong relationships with families, listen to, and understand barriers to attendance and work with families to remove them.
- Delivering targeted intervention and support to pupils, including those with medical conditions or SEND, and their families.
- Regularly analyse attendance and absence data to identify pupils or cohorts that require support with their attendance and punctuality, putting effective strategies in place as a school team.
- Holding regular meetings with parents of pupils who are considered to be vulnerable or those who are persistently or severely absent.

The Designated Senior Leaders responsible for attendance are the Headteacher and the SENDCo/Inclusion Lead and can be contacted via the school office.

### **Class Teachers**

Class teachers are responsible for recording attendance on a daily basis. This includes:

- Using the correct codes, and submitting this information using Scholarpack, to the school office at the end of the registration period for both the morning and afternoon sessions of school.
- Promoting and reward good attendance with pupils at all appropriate opportunities.
- Liaising with the attendance leader on matters of attendance and punctuality.
- Communicating any concerns or underlying problems that may account for a child's absence.
- Supporting pupils with absence to engage with their learning once they are back in school.

### **Administration Staff**

Administration staff will:

- Take calls from parents about absence on a day-to-day basis and record it on the school system.
- Contact parents on the first day of absence when a reason has not been provided and continue to do so where needed to ensure safeguarding.
- Transfer and arrange phone calls from parents to the Inclusion Lead or the Headteacher in order to provide them with more detailed support on attendance.
- Review absences that are not explained for each session and contact parents to find out the reason why, and when the pupils will return.

## **Parents' and carers' responsibilities**

Parents and carers are legally responsible for ensuring that a child of compulsory school age attends school regularly.

Parents must provide the school with more than 1 emergency contact number for their child. School request that parents keep school updated with any change of address and contact numbers (home and work) and names of other family members/friends we may contact if necessary.

The school expects that parents and carers will ensure that:

- Their children attend school regularly and punctually;
- Pupils report to the school office if they are late;
- they support their children's attendance by keeping requests for absence to a minimum;
- They contact school on every day of absence by 9am or give the duration of the absence if known in advance;
- Where possible, appointments for their child are made outside of the school day. School request that parents support their child's attendance by keeping requests for absence to a minimum and provide evidence to support appointments, failure to do so may result in the absence being unauthorised
- Their children arrive at school on time and are collected on time, properly dressed and with the right equipment for the day; and
- They work in partnership with the school, for example by attending parents' meetings and consultations, taking an interest in their children's work and activities; and
- Contact the school immediately if they are concerned about any aspects of their children's school lives.
- Proactively engage with the support offered to prevent the need for more formal support.

The Pre-school expects that parents and carers will ensure that:

- They contact school on every day of absence by 9am or give the duration of the absence if known in advance;
- Their children arrive at school on time and are collected on time, properly dressed and with the right equipment for the day; and
- They work in partnership with the school, for example by attending parents' meetings and consultations, taking an interest in their children's development; and
- Contact the school immediately if they are concerned about any aspects of their children's school lives.
- Proactively engage with the support offered to prevent the need for more formal support

Further information regarding attendance can be found on our school website and at <https://www.nhs.uk/live-well/is-my-child-too-ill-for-school/>  
<https://educationhub.blog.gov.uk/2022/09/02/back-to-school-week-everythingyou-needto-know-about-school-attendance/>



## **Pupils' responsibilities**

All pupils should be aware of the importance of regular school attendance. If they are having difficulties that may prevent them from attending school regularly, they should speak to their class teacher or support staff.

Pupils should attend all their lessons on time, ready to learn. Parents have a responsibility to escort Pupils into school to report to the school office if they arrive late. A reason for the late arrival will be requested.

## **Recording attendance Registration**

Pre-school opens at 8:30am staff will sign children in and out of school recording the times. Staff use this information to complete the morning and afternoon registration.

The school morning bell will be rung at 8.40am for Willow and Rowan Class and 8:50am for Cherry, Maple and Chestnut each morning. The register will be taken at 8:55. Pupils arriving after 9.00am will be recorded as L for late before the register closes and must enter school via the main reception area, where the reason for lateness will be recorded. The class registers will remain open until 9.10am and any pupil arriving after this time will be marked as U late after the register closed. This is considered an unauthorised absence. Parents or carers will be asked to explain persistent lateness and asked to remedy the cause.

It is a statutory obligation for parents/carers to inform the school and Pre-School of the reasons for absence. If a pupil is unfit for school, parents or carers are asked to contact the school on each morning of absence by 9.00am. If a pupil is absent at morning registration and the school has not received an explanation by the close of registration, the office staff will be informed and will contact the parents or carers to establish the reason for the absence.

In cases where the absence at registration is due to an early morning medical appointment, the absence will be recorded as authorised as long as prior notification has been received. Evidence of appointments will be required to support the absence. Appointment cards or a letter would support this. Parents are encouraged to make appointments out of school hours wherever possible. Parents are requested that their child attends prior to an appointment and to return their child to school immediately afterwards. Evidence will be requested to support a necessary absence.

## **Attendance Register**

An attendance register will be kept of all pupils. The attendance register will be taken at the start of the first session of each school day and at the beginning of the afternoon session. It will mark whether every pupil is:

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

Any amendment to the attendance register will include:

- The original entry
- The amended entry
- The reason for the amendment
- The date on which the amendment was made
- The name and position of the person who made the amendment See Appendix One for the DfE attendance codes.

We will also record:

- For pupils of compulsory school age whether the absence is authorised or not.
- The nature of the activity if a pupil is attending an approved educational activity.

The nature of circumstances where a pupil is unable to attend due to exceptional circumstances

We will keep every entry on the attendance register for 6 years after the date on which the entry was made. Pupils must arrive in school by 8.55am on each school day. The register for the first session will be taken at the beginning of the day and will be kept open for a 15 minute period. The register for the second session will be taken at 1pm and will be kept open for a 5 minute period.

Pre-school pupils must arrive by the time agreed on admission with the Pre-school Manager.

### **Absence from school**

At Ivington CE Primary and Pre-school we recognise the clear links between attendance and progress and attendance and safeguarding children. Pupil's attendance rates will be monitored.

If there is a concern with a pupil's attendance, the parents or carers will be informed of the school's concerns and will be encouraged to keep absences to a minimum. The school and Pre-School will always work with parents and carers and pupils to try to remedy the problem. Parents will be written to and invited to a meeting with the headteacher to discuss ways the school or Pre-school can support to remove any barriers to attendance and improve the child's attendance.'

At registration each morning and afternoon, any child who is not present will be marked as a code 'o' unless leave has been granted by the school in advance or the reason for absence is already known and accepted by the school as legitimate. Where a reason for absence is given and accepted by the school at a later stage, the register will be amended in such a way that the original entry and the amendment or correction is distinguishable. The decision about whether the absence should be authorised or unauthorised rests with the Head teacher. A note or explanation from a pupil's home does not mean an absence becomes authorised. The decision whether or not to authorise an absence will always rest with the headteacher.

## **Unplanned absence**

The pupil's parent/carer must notify the school or Pre-school of the reason for the absence on the first day of an unplanned absence by 8.50am as soon as practically possible by phoning the school office.

Absence due to illness will be marked as authorised unless the school has a genuine concern about the authenticity of the illness.

If the authenticity of the illness is in doubt, the school or Pre-school may ask the pupil's parent/carer to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

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

## **Lateness and punctuality**

If the school identifies an ongoing punctuality issue for a child, the Designated School Leads for attendance will contact and support the family to arrive on time.

## **Following up unexplained absence**

Where any pupil does not attend school, or stops attending, without reason, the school and Pre-school will:

- Call the pupil's parent/carer on the morning of the first day of unexplained absence to ascertain the reason. If the school cannot reach any of the pupil's emergency contacts, the school will take appropriate safeguarding actions.

The Designated Safeguarding Lead will make contact with parents/carers to check the reason of absence. This will be via a phone call or email to speak directly to parents/carers to check the welfare of the child. The pupil's absence will be unauthorised in this case ( Attendance code 'o' ) and expectations of contact from parents/ carers for future absence will be set out. If there is no contact made with parents/carers a home visit will be carried out by the Designated Safeguarding Lead and another member of staff, if they are unable to speak to the parent/carer we will take further safeguarding action contacting MASH or Police to check the welfare of the child.

- Identify whether the absence is approved or not
- Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than 5 working days after the session
- Call the parent/carer on each day that the absence continues without explanation to ensure proper safeguarding action is taken where necessary.

The school will regularly inform parents about their child's attendance and absence levels. Attendance data is shared on the autumn and summer reports for parents/carers and is discussed at termly parent/teacher conversations.

## **Unauthorised absence**

### **Next steps**

In cases where a pupil begins to develop a pattern of absences, the school will try to remove the barrier to attendance with the parents or carers. If this is unsuccessful and the barrier appears to be a medical one, the school may liaise

with the school health adviser. In other cases, the school will work with the family and agree strategies to help overcome attendance and late issues.

### **Persistent and Severe Absence**

Definitions:

- Persistent absence refers to pupils who miss 10% or more of school
- Severe absence refers to pupils who miss 50% or more of school

### **Procedure**

- Proactively use data to identify pupils at risk of poor attendance and work with them to understand and address the reasons for absence
- Signpost and support pupils and parents to access any required services, where out of-school barriers have been identified Where a pupil is persistently absent:
- Put additional targeted support in place to remove any barriers
- Work with the LA on legal intervention where support is not working or being engaged with
- Intensify support through statutory children's social care, where there are safeguarding concerns

Where a pupil is severely absent, there is an expectation from the DfE for the points above to be followed for persistently absent pupils and to agree a joint approach with the Local Authority.

### **Additional Support**

We recognise that the barriers to attendance are complex and unique to each circumstance. As a school and Pre-school, we will offer support and work with you to overcome these barriers. At times it may be that specialised services are appropriate and may be offered such as Early Help Assessment, EHCP, Alternative Provision.

### **Authorised and unauthorised absence**

Approval for term-time absence

The Headteacher will only grant a leave of absence to a pupil during term time if they consider there to be exceptional circumstances'. A leave of absence is granted at the Headteacher's discretion, including the length of time the pupil is authorised to be absent for.

'Exceptional circumstances' are one off events which are unavoidable.

Fundamental principles for defining exceptional are rare, significant, or unavoidable, which means the event could not reasonably be scheduled at another time. There are no rules on this, as circumstances vary from school to school and family to family. There is, however, no legal entitlement to time off in school term time to go on holiday, and in the majority of cases, holidays will not be authorised. Parents/carers wishing to apply for leave of absence need to write to the head teacher 6 weeks in advance and before making any travel arrangements. The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request. School may request supporting evidence. Any absences taken prior to the request date and following the request date will be unauthorised unless evidence is received to support the absences. If the Headteacher does not authorise the absence and parents still choose to take their child on holiday, this will be deemed an unauthorised absence. As a result, a

referral may be submitted to Herefordshire Council, who may initiate legal proceedings in line with their code of conduct.

Any request should be submitted as soon as it is anticipated and, where possible, at least three weeks before the absence. The Headteacher may require evidence to support any request for leave of absence.

Authorised absence will only be granted where the correct procedures have been followed and the permission given. It will not be granted retrospectively and remains at the discretion of the Head teacher.

#### Pre-school

Any planned absence will be authorised and will need to be communicated in advance to the Pre-school Manager.

### **A welcome back**

At Ivington CE Primary and Pre-school we promote positive staff attitudes to pupils returning after absence. It is important that on return from an absence that all pupils are made to feel welcome. This should include ensuring that the pupil is helped to catch up on missed work and brought up to date on any information that has been passed to the other pupils.

### **Legal Measures for Tackling Poor Attendance Referrals to Herefordshire Council**

In education law, parents/carers commit an offence if they fail to ensure the regular attendance of their child of compulsory school age at the school where the child is registered unless the school has authorised the absence.

Legal measures for tackling persistent absence or lateness We will use the full range of legal measures to secure good attendance.

Legal measures will only be considered when there is an unauthorised absence and:

1. the child or family do not require support from any agency to improve attendance
2. the child or family has failed to engage with help and support, and parents are complicit in the child's absence

The following legal measures may be used for pupils of compulsory school age who are registered at a school and Herefordshire Council makes the decisions in accordance with their code of conduct:

- Attendance plans
- Penalty Notices
- Education Supervision Orders
- Prosecution

The decision on whether to refer to Herefordshire Council ultimately rests with the Headteacher.

This may take into account:

- a number of unauthorised absences occurring within a rolling academic year
- Irregular attendance, such as holidays taken in term time without permission

- where an excluded child is found in a public place during school hours without a justifiable reason

A new National Framework for Penalty Notices for school absence, including unauthorised holiday absence came into effect from 19 August 2024. Penalty notice fines will be considered when there have been 10 sessions (5 days) of unauthorised absence in a 10 week period. These sessions can be consecutive (e.g. 10 sessions of holiday in one week) or not (e.g. 6 sessions of unauthorised absence taken in 1 week and 1 session per week for the next 4 weeks).

#### **Other circumstances when a Penalty Notice\* maybe be issued:**

- Parents' continued failure to engage or respond to the school's attempts to contact them or where parents continually fail to provide an explanation for a pupil's absence in accordance with the school's procedures.
- Persistent late arrival at school after the registers have closed
- Excluded pupil found in a public place within the first 5 days of any exclusion.

\*Further information on penalty notices can be found at: <https://www.gov.uk/school-attendance-absence/legal-action-to-enforceschool-attendance>

Penalty notices can be issued by a Local Authority officer or the police.

The decision on whether or not to issue a penalty notice may take into account:

- The number of unauthorised absences occurring within a rolling academic year.
- One-off instances of irregular attendance, such as holidays taken in term time without permission.
- Where an excluded pupil is found in a public place during school hours without a justifiable reason.

#### **Strategies for promoting attendance**

Attendance is celebrated throughout the school. The 'meet and greet' at the school gate each morning promotes to the school community the importance of attending school and arriving on time. Weekly class attendance is celebrated in Celebration Worship and on the weekly newsletter and the class is rewarded. Regular information regarding attendance is published on the website and shared with parents, including the NHS document 'Is my child too ill for school'

#### **Monitoring attendance**

##### **The school and Pre-school will:**

- Monitor attendance and absence data weekly, half-termly, termly and yearly across the school and at an individual pupil level.
- Identify whether or not there are particular groups of children whose absences may be a cause for concern.

Pupil-level absence data will be collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics. The school will compare attendance data to the national average and share this with the governing board.

## **Analysing attendance**

The school will:

- Analyse attendance and absence data regularly to identify pupils or cohorts that need additional support with their attendance, and use this analysis to provide targeted support to these pupils and their families.
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns.

## **Using data to improve attendance**

The school will:

- Provide regular Scholarpack attendance reports to class teachers to facilitate discussions with pupils and families identifying any persistent (10% of more of school) or severe (50% or more absence) absentee pupils.
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies.

School registers are legal documents. We will ensure compliance with attendance regulations by keeping attendance records for at least six years. Computer registers will be preserved as electronic back-ups. Pupil's attendance will be monitored and may be shared with Local Authority and other agencies if a pupil's attendance is a cause for concern. Pupils' attendance will be monitored and may be shared with Herefordshire Council and other agencies if a pupils' attendance is a cause for concern in accordance with the General Data Protection Regulation 2018.

## **Reducing persistent and severe absence**

Persistent absence is where a pupil misses 10% or more of school, and severe absence is where a pupil misses 50% or more of school. The school will:

- Use attendance data to find patterns and trends of persistent and severe absence.
- Hold regular meetings with the parents of pupils who the school (and/or Local Authority) considers to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement at school.
- Provide access to wider support services to remove the barriers to attendance
- Send letters to parents, where pupils' attendance is below 97%. Parents are invited to a meeting with the designated school lead for attendance where barriers to attendance and support can be discussed.

## **Links with other policies**

This policy links to the following policies:

- Safeguarding policy
- Behaviour policy

## **Children missing in education**

When pupils leave the school and no information has been received by the school regarding their new placement and parents/carers are unable to be

contacted, the school has a duty of care regarding safeguarding and must contact the Local Authority. The child will be considered to be a **Child Missing in Education**. This means that the Local Authority has a legal duty to investigate, which will include liaising with Social Services, the Police and other agencies, to try to track and locate the child. By giving the school details of the child's new school and location, unnecessary investigations can be avoided.

### **Contact Information**

It is paramount that parent/carers keep school updated with all new contact details of change of address and landline or mobile telephone numbers. If you start a new job and have a work contact number, please let us know immediately. This is to ensure we can contact you in an emergency.



## Appendix 1: DFE Attendance codes

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

### **Summary of Attendance Codes and Meanings**

In accordance with the School Attendance (Pupil Registration) (England) Regulations 2024 a pupil should be recorded as present or absent in the Attendance Register

On each occasion the register is taken the appropriate national attendance and absence code must be entered for every pupil (of both compulsory and non –compulsory school age) whose name is listed in the admissions register at the time (exception boarder) Full information contained in the School Attendance (Pupil Registration) (England) Regulations 2024 and the Statutory Attendance Guidance Working Together to Improve Attendance 2024.

#### **1. If a pupil is present in school the following codes from table 1 should be used**

<b>Code</b>	<b>Meaning</b>	<b>Criteria</b>	<b>Statistical Value</b>
<b>/</b>	Present at school AM	Must be in school at registration	Attending (Present)
<b>\</b>	Present at school PM	Must be in school at registration	Attending (Present)
<b>L</b>	Late arrival before register is closed	The pupil was absent when the register started being taken but arrives before the register is closed.	Attending (present)

**2. If a pupil is absent from school so that they can attend a place other than school for any of the following reasons the relevant code from table 2 should be used.**

Code	Meaning	Criteria	Statistical Value
<b>K</b>	Attending Education provision arranged the LA	<ul style="list-style-type: none"> <li>The nature of the provision must also be recorded.</li> <li>Code K can only be used if the child is present at the provision.</li> </ul>	Attending an approved educational activity (present)
<b>V</b>	Attending an Educational visit or trip	<ul style="list-style-type: none"> <li>The pupil is attending a place, other than the school or any other school at which they are a registered pupil, for an educational visit or trip.</li> <li>Arranged by or on behalf of the school and supervised by a member of school staff.</li> <li>The visit or trip must take place during the session for which it is recorded.</li> </ul>	Attending an approved educational activity (present)

		<ul style="list-style-type: none"> <li>Code V can only be used if the pupil is present at the visit.</li> </ul>	
<b>P</b>	Participating in a Sporting Activity P code can only be used if the pupil is present at the activity	<ul style="list-style-type: none"> <li>P code can only be used if the pupil is present at the activity The sporting activity must take place during the session for which it is recorded.</li> <li>The place is somewhere other than the school, another school where the pupil is registered, or a place where educational provision has been arranged for the pupil by a local authority under section 19(1) of the Education Act 1996 or sections 42(2) or 61(1) of the Children and Families Act 2014; the activity is of an educational nature;</li> <li>the school has approved the pupil's attendance at the place for the activity;</li> <li>and the activity is supervised by a person considered by the school to have the appropriate skills, training, experience and knowledge to ensure that the activity takes place safely and fulfils the educational purpose for which the pupil's attendance has been approved.</li> </ul>	Attending an approved educational activity (present)

<b>W</b>	Attending Work Experience	<ul style="list-style-type: none"> <li>• W code can only be used if the pupil is present at the activity Under arrangements by school or LA</li> <li>• In session for which it is recorded</li> <li>• The place is somewhere other than the school, another school where the pupil is registered, or a place where educational provision has been arranged for the pupil by a local authority under sections 42(2) or 61(1) of the Children and Families Act 2014;</li> <li>• the activity is of an educational nature; the school has approved the pupil's attendance at the place for the activity; and the activity is supervised by a person considered by the school to have the appropriate skills, training, experience and knowledge to ensure that the activity takes place safely and fulfils the educational purpose for which the pupil's attendance has been approved.</li> </ul>	Attending an approved educational activity (present)
<b>B</b>	Attending any other approved Educational Activity	<ul style="list-style-type: none"> <li>• B code can only be used if the pupil is present at the activity Under arrangements by school or LA</li> <li>• In session for which it is recorded</li> <li>• The place is somewhere other than the school, another school where the pupil is registered, or a place where educational provision has been arranged for the pupil by</li> </ul>	Attending an approved educational activity (present)
		<ul style="list-style-type: none"> <li>• a local authority under section 19(1) of the Education Act 1996 or sections 42(2) or 61(1) of the Children and Families Act 2014;</li> <li>• the activity is of an educational nature;</li> <li>• the school has approved the pupil's attendance at the place for the activity; and</li> <li>• the activity is supervised by a person considered by the school to have the appropriate skills, training, experience and knowledge to ensure that the activity takes place safely and fulfils the educational purpose for which the pupil's attendance has been approved.</li> </ul>	

		<ul style="list-style-type: none"> <li>As set out in the DfE's guidance on 'Providing remote education'. pupils who are absent from school and receiving remote education still need to be recorded as absent using the most appropriate absence code. Schools should keep a record of, and monitor pupil's engagement with remote education, but this is not formally tracked in the attendance register.</li> </ul>	
<b>D</b>	Dual Registered at another school	<ul style="list-style-type: none"> <li>The school at which the pupil is scheduled to attend must record the pupil's attendance and absence with the relevant code.</li> <li>Code D may only be used by either school for a session where the pupil is scheduled to attend the other school at which they are registered. Schools should ensure that they have in place arrangements whereby all unexpected and unexplained absences are promptly followed up.</li> </ul>	Not a possible attendance (neither present or absent)

**3. If a pupil is absent with leave (NB schools not required to follow regulation 11 in granting a leave of absence should still use the relevant code)**

Code	Meaning	Criteria	Statistical Value
<b>C1</b>	Leave of absence – performance or regulated employment abroad	<ul style="list-style-type: none"> <li>Performance licence issued by LA or</li> <li>Body of Persons Approval issued by LA or</li> <li>Justice of peace has given licence for pupil to go abroad for performance or regulated purpose.</li> </ul>	Authorised absence
<b>M</b>	Leave of absence for Medical or dental Appointment	<ul style="list-style-type: none"> <li>Agreement in advance</li> <li>Application by parent child normally lives with</li> <li>Minimum time necessary</li> <li>Where pupil is absent at registration</li> </ul>	Authorised absence

--	--	--	--

<b>J1</b>	Leave of absence for Interview	<ul style="list-style-type: none"> <li>• Agreement in Advance</li> <li>• Application by parent child normally lives with</li> <li>• In session absence recorded</li> </ul>	Authorised absence
<b>S</b>	Leave of absence for Studying for public examination		Authorised absence
<b>X</b>	Non – Compulsory School age pupil not required to attend school	<ul style="list-style-type: none"> <li>• For part time attendance</li> <li>• Absence for timetabled sessions to use appropriate code and not X</li> </ul>	Not a possible attendance (neither present or absent)
<b>C2</b>	Leave of absence – compulsory school age pupil subject to part time timetable	<ul style="list-style-type: none"> <li>• Exceptional circumstances</li> <li>• if the school and a parent who the pupil normally lives with have agreed that, exceptionally, the pupil should temporarily be educated only part-time</li> <li>• Temporary</li> <li>• See Working Together to improve attendance</li> </ul>	Authorised Absence
<b>C</b>	Leave of absence exceptional circumstances	<ul style="list-style-type: none"> <li>• Exceptional circumstances</li> <li>• No blanket approach</li> <li>• School discretion</li> <li>• Generally, a need or desire for a holiday or other absence for the purpose of leisure and recreation would not constitute an exceptional circumstance.</li> </ul>	Authorised absence

#### 4. Pupil Absent other Authorised reasons

Code	Meaning	Criteria	Statistical Value
T	Parent travelling for occupational purposes.	<ul style="list-style-type: none"> <li>The pupil is a mobile child and their parent(s) is travelling in the course of their trade or business and the pupil is travelling with them. A mobile child is a child of compulsory</li> </ul>	Authorised absence
		<p>school age who has no fixed abode and whose parent(s) is engaged in a trade or business of such a nature as to require them to travel from place to place.</p> <ul style="list-style-type: none"> <li>To help ensure continuity of education for pupils, when their parent(s) is travelling for occupational purposes in England, it is expected that the pupil should attend a school where their parent(s) is travelling and be dual registered at that school and their main school.</li> </ul>	
R	Religious Observance	<ul style="list-style-type: none"> <li>The pupil is absent on a day that is exclusively set apart for religious observance by the religious body the parent(s) belong to (not the parents themselves)</li> </ul>	Authorised Absence
I	Illness (not medical appointment)	<ul style="list-style-type: none"> <li>The pupil is unable to attend due to illness (both physical and mental health related). Schools should advise parents to notify them on the first day the child is unable to attend due to illness.</li> </ul>	Authorised Absence

<b>E</b>	Suspended or Permanently excluded with no alternative provision made	<ul style="list-style-type: none"> <li>The pupil is suspended from school or permanently excluded from school, but their name is still entered in the admission register, and no alternative provision has been made for the pupil to continue their education.</li> </ul>	Authorised Absence
----------	--	--	--------------------

#### 5. Pupil Absent – Unavoidable Cause

Code	Meaning	Criteria	Statistical Value
<b>Q</b>	Unable to attend school because of lack of access arrangements	<p>There is a lack of access arrangements for a pupil whose home is in England if—</p> <p>(a) a local authority has a duty to make travel arrangements in relation to the pupil under section 508B(1) of the 1996 Act(13) for the purpose of facilitating the pupil's attendance at the school and have failed to discharge that duty; (b) a local authority have a duty to make travel arrangements in relation to the pupil because of section 508E(2)(c) of the 1996 Act(14) for the purpose of facilitating the pupil's attendance at the school and have failed to discharge that duty; or (c) the school is an independent school that is not a qualifying school and— (i) the school is not within walking distance of the pupil's home; (ii) no suitable arrangements have been made by a local authority for boarding</p>	Not a possible attendance

		accommodation for the pupil at or near the school; and (iii) no suitable arrangements have been made by a local authority for enabling the pupil to become a registered pupil at a qualifying school nearer to their home.	
<b>Y1</b>	Unable to attend due to transport normally provided not been available	The pupil is unable to attend because the school is not within walking distance of their home and the transport to and from the school that is normally provided for the pupil by the school or local authority is not available	Not a possible attendance
<b>Y2</b>	Unable to attend due to widespread travel disruption	The pupil is unable to attend the school because of widespread disruption to travel caused by a local, national, or international emergency	Not a possible attendance
<b>Y3</b>	Unable to attend due to part of the school premises being closed	Part of the school premises is unavoidably out of use and the pupil is one of those that the school considers cannot practicably be accommodated in those part of the premises that remain in use.	Not a possible attendance
<b>Y4</b>	Unable to attend due to the whole school site being unexpectedly closed	Where a school was planned to be open for a session, but the school is closed unexpectedly (e.g. due to adverse weather), the attendance register is not taken as usual because there is no school session. Instead, every pupil listed in the admission register at the time must be marked with code Y4 to record the fact that the school is closed.	Not a possible attendance
<b>Y5</b>	Unable to attend as pupil is in criminal justice detention	<p>The pupil is unable to attend the school because they are:</p> <ul style="list-style-type: none"> <li>• in police detention,</li> <li>• remanded to youth detention, awaiting trial or sentencing, or</li> <li>• detained under a sentence of detention.</li> </ul> <p>A pupil's absence should be recorded under code Y7 (Unable to attend because of any other unavoidable cause) if they are unable to attend because they are serving a community based (i.e. non-detained) part of a sentence of detention, referral order, or youth rehabilitation order that requires them to be absent during the school day</p>	Not a possible attendance



<b>Y6</b>	Unable to attend in accordance with public health guidance or law	The pupil's travel to or attendance at the school would be: <ul style="list-style-type: none"> <li>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 the equivalent in Scotland, Wales and Northern Ireland), or</li> <li>prohibited by any legislation relating to the incidence or transmission of infection or disease.</li> </ul>	Not a possible attendance
<b>Y7</b>	Unable to attend because of any other unavoidable cause	This code should be used only where something in the nature of an emergency has prevented the pupil from attending the session in question. The unavoidable cause must	Not a possible attendance
		be something that affects the pupil, not the parent. The fact that a parent has done all they can to secure the attendance of the pupil at school does not, in itself, mean the pupil has been prevented by unavoidable cause. Schools must also record the nature of the unavoidable cause (regulation 10(6))	

## 6. Absent for unauthorised reasons

<b>Code</b>	<b>Meaning</b>	<b>Criteria</b>	<b>Statistical Value</b>
<b>G</b>	Holiday not granted by school	The school has not granted a leave of absence and the pupil is absent for the purpose of a holiday. A school cannot grant a leave of absence retrospectively. If the parent did not apply in advance, leave of absence should not be granted.	Unauthorised absence

<b>N</b>	Reason for absence not yet established	Where absence is recorded as code N (reason not yet established) in the attendance register, the correct absence code should be entered as soon as the reason is ascertained, but no more than 5 school days after the session (regulation 10(7) to (9)). Code N must not therefore be left on the pupil's attendance record indefinitely; if a reason for absence cannot be established within 5 school days, schools must amend the pupil's record to Code O.	Unauthorised absence
<b>O</b>	Absent in other or unknown circumstances	Where no reason for absence is established or the school is not satisfied that the reason given is one that would be recorded using one of the codes statistically classified as authorised.	Unauthorised absence
<b>U</b>	Arrived in school after registration closed	Where a pupil has arrived late after the register has closed but before the end of session. Schools should actively discourage late arrival, be alert to patterns of late arrival and seek an explanation from the parent. All schools are expected to set out in their attendance policy the length of time the register will be open, after which a pupil will be marked as absent. This should be the same for every session and not longer than 30 minutes.	Unauthorised absence

### **Administrative Codes**

<b>Code</b>	<b>Meaning</b>	<b>Statistical Value</b>
<b>Z</b>	Prospective pupil not on admission register	<b>NOT COLLECTED</b>
<b>#</b>	Planned whole school closure	<b>NOT COLLECTED</b>

## Appendix 2: Attendance thresholds and every school day counts

We will use the following thresholds in reporting to parents:

98% and above	Excellent
96.5-97.9%	Good
95-96.4%	Satisfactory
90-94.9%	Cause for Concern
Below 90%	Unacceptable

Please see the chart below which shows how absence impacts attendance and hours of learning lost. Below 95% begins to cause concern in the number of hours in lost learning. The table above breaks down the percentages of attendance and how many days/hours are lost in just 1 academic year.



The diagram below equally shows how the number of minutes late can affect the number of hours loss of learning. Being 5 minutes late every day of the academic year means 15 hours lost. Every minute in school is utilised, and this is from the very moment the children enter the school building.



## Appendix 3: Education Participation Age, Child Employment and links to other policies

### **Education Participation Age**

We want to support all our pupils to be successful and leave with future learning and career prospects. The information that school provides regarding a young person's reliability and punctuality are the most important part of any reference as far as prospective colleges and employers are concerned.

It may well affect a pupil's ability to secure future employment, education, or training. The education participation age has now been raised to 18 years. This does not mean young people must stay in school. They will get to choose from:

- Full time education (e.g. at a school or college)
- An apprenticeship or traineeship
- Part time education or training combined with one of the following:
- Employment or self-employment for 20 hours or more a week
- Volunteering for 20 hours or more a week

### **Child Employment**

Businesses intending to employ children are required to apply for a child employment permit. The Local Authority may turn down a request for a permit if a child has a poor attendance record at school. Further details can be found at:

<https://www.gov.uk/childemployment/minimum-ages-children-can-work>.

### **Links with other school Policies**

This policy links to the following policies:

➤ Child protection and safeguarding policy ➤

Behaviour policy

➤ SEN policy- Pupils with medical conditions or special educational needs and disabilities

**Other relevant legislation and guidance** ➤ <https://www.gov.uk/government/publications/working-together-to-improve-school-attendance> ➤ <https://www.herefordshire.gov.uk/schools-education/school-attendance-absences>

➤ [Herefordshire Council penalty notice code of conduct](#)