



**ASPIRATIONS**

# Attendance Policy

Magna Academy

Approved by Regional  
Board:

Date: [Date]

Last reviewed on: [Date]

Next review due by: [Date]

## Contents

Introduction .....	3
Aims .....	3
Shared responsibility.....	4
Reporting of absence.....	5
Types of absence .....	6
Exceptional circumstances .....	7
Supportive timetables .....	7
Recording of absence .....	8
Attendance system.....	9
Rewards and recognition.....	9
Punctuality .....	10
Truancy .....	10
Sixth Form .....	10
Non-starters and transition .....	10
Reluctant attendees and school refusers .....	11
Leavers .....	11
Home education.....	11
Supporting students at school with Medical Conditions .....	12
Covid-19 .....	13
Children Missing in Education .....	14
Legislation and guidance .....	16
Fixed penalty notice's and the Law .....	16
Appendix 1 – DFE absence and attendance codes .....	17
Appendix 2 – Letter 1 Absence Concern	
Appendix 3 – Letter 2 Attendance Contract	
Appendix 4 – Lateness Concerns	
Appendix 5 – Term Time Holiday Requests	

## Introduction

### Safeguarding

**The monitoring and promotion of school attendance is one element within Magna Academy's Safeguarding Policies and Procedures, to ensure the safety of all our students.**

All children of school age have the right to a full-time education, regardless of age, aptitude, ability or any special need s/he may have. Regular school attendance and excellent punctuality is essential if a child is to make the most of the educational opportunity available to them. Magna Academy takes the responsibility to monitor and promote the regular attendance of all its students seriously. It acknowledges that irregular attendance can disrupt continuity of learning, undermines educational progress, can lead to underachievement/low attainment and impedes the child's ability to develop friendship groups within school.

We believe that the whole school community should take responsibility for attendance. This policy seeks to ensure that all parties involved in the practicalities of school attendance are aware and well informed.

The Academy has a legal duty to publish its absence figures to parents and to promote attendance. Equally, parents have a duty to ensure that children attend. All Academy staff are committed to working with parents and students in the best way to ensure as high a level of attendance as possible.

### Aims

To raise the importance and promote good attendance, reduce absence including persistent absence. There is a proven link between high attendance and academic success therefore, we will consistently work towards a goal of 100% for all of our students.

- To ensure every student has access to full-time education to which they are entitled.
- To ensure attendance is monitored effectively and reasons for absence are recorded promptly and consistently.
- To raise the importance of punctuality and monitor effectively.
- To act early to address patterns of poor punctuality or absence.
- To support parents to perform their legal duty to ensure their children of compulsory school age attend regularly and are punctual.
- To promote opportunities to reward students for attendance and punctuality achievements.

## Shared Responsibility

### **Parents/carers will:**

- Ensure that their child attends Magna Academy daily and is punctual arriving by 8:27am
- Phone Magna Academy on the absence line each day of unavoidable absence by 9am, outlining the reason for absence and the possible length of absence 01202 604222
- Where possible arrange medical or dental appointments outside of Academy hours
- Inform Magna Academy of any unavoidable future appointments in advance
- Provide medical evidence by way of appointment cards, appointment letters, or prescription documentation, or other appropriate medical verification
- Attend meetings if requested by the Academy, or Local Authority with regards to attendance or lateness as appropriate
- For safeguarding purposes, ensure they provide at least 3 contacts in case of emergencies

### **Students will:**

- Attend school on a daily basis
- Arrive by 8.27am
- Attend all tutor sessions and lessons on time
- Attend any additional sessions as directed e.g. assemblies and Academy events during school hours etc
- Attend any detentions that they are set

### **Magna Academy will:**

- Ensure that attendance and punctuality is accurately recorded, and monitored, for all students, by our staff.
- Address patterns of absence, or poor punctuality promptly.
- Work together with students, parents/carers and outside agencies to provide support, advice and guidance to promote and improve where required, regular attendance and punctuality.

## Reporting of Absence

### **Parental responsibility**

Section 7 of the Education Act 1996, places a duty on parents/carers on ensuring their child attends on time and regularly. Parents/carers must notify the Academy each day of any unplanned absence – for example, if their child is unable to attend due to ill health. Parents/carers should phone Magna Academy's Attendance Lead on 01202 604222 by 9am on each day of absence, providing a reason for non-attendance. A message can be left on the student absence line, stating clearly their child's full name, tutor group and the reason for non-attendance. Regardless of the length of absence, a call is required each day, before 9am.

If a child has incurred more than 3 separate periods of absence, medical evidence will be required to authorise further absence through illness. If a child is due to be absent for medical reasons for an extended period of time, we will work in partnership with health professionals for guidance on appropriate educational provision. It is the responsibility of the Attendance Lead to keep relevant members of staff informed.

Children who experience sickness which is unrelated to a sickness/diarrhoea bug or virus, for example high temperature, coughing/croup, migraine, IBS, food allergy, sunstroke etc do not need to remain absent from school for 48 hours. After they have been sick or have diarrhoea, they can return to school the following day. Children who clearly have a sickness/diarrhoea bug will need to remain home for 48 hours after the last episode of sickness/diarrhoea to ensure infection control. Parents may contact the Medical Officer or Attendance Lead for advice, guidance and support.

### **Following up absence**

The Academy will follow up any absences to ascertain the reason. This is to ensure proper safeguarding action is taken where necessary, and to identify whether the absence is approved or not and identify the correct attendance code to use.

If Magna Academy has not received parental contact by 9am for an absent student, the Academy will

- Send a text to the main contact of the student's mobile, asking for the Academy to be contacted with the reason for the non-attendance to school **or**
- Phone the main contact to find out the reason for the non-attendance.

If no response is received from either texting or phoning the main contact, other listed contacts will be called to find out the reason for non-attendance. This is a safeguarding procedure to ensure that no harm has come to the child, as they may have left home and not arrived at Magna Academy.

### **Continuous Absence**

If after three days of absence, your child has not been seen and contact has not been made with the school, we will make all reasonable enquiries to establish contact with parents/carers and the child. This includes making enquiries to known friends and their wider family. In the event of an absence of three or more days without contact from the family, a home visit will be considered by a member of the Academy Safeguarding team and/or a local authority professional, to ascertain the safety and well-being of the child and the reason for their absence from school.

### **Ten days of Absence**

Magna Academy have a legal duty to report the absence of any student who is absent without an explanation for 10 consecutive days. If the child is not seen and contact has not been established with the named parent/carer then the local authority is notified that the child is missing from education (CME). The Local Authority will be notified to locate the child.

## Types of Absence

Absence due to illness will be authorised unless the school has a genuine concern about the authenticity of the illness, or there are on-going attendance concerns. If the authenticity of the illness is in doubt, the Academy may ask parents/carers to provide medical evidence, such as a doctor's note, prescription, appointment card, or other appropriate form of evidence. If the Academy is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents/carers will be notified of this. Parents/carers may be invited in to discuss any health concerns that are impacting on attendance. Magna Academy will work in partnership with parents/carers and health professionals, to support students in maximising their attendance and achieving their potential.

### **Medical or dental appointments**

Missing registration for a medical or dental appointment is counted as an authorised absence; advance notice is required for authorising these absences. However, we encourage parents/carers to make medical and dental appointments out of school hours where possible. Where this is not possible, the student should be out of the Academy for the minimum amount of time necessary and bring in their appointment card or evidence of the appointment.

### **Examples of Authorised Absence:**

- Valid illness
- Permission from Magna Academy (Principal)
- Educated off site
- Academy authorised work experience
- Treatment for illness supported by medical evidence
- If your child is unwell and sent home from the Academy
- Hospital, CAMHS or Orthodontic Appointments **supported by appointment letters or cards**
- Unavoidable GP or dental appointments **supported by cards or slips**
- Advance notice of days of religious observance
- A student excluded for a fixed period while remaining on roll with Magna Academy

Parents/carers cannot authorise absence. This decision rests with the Academy in accordance within the boundaries set by The Education (Student Registration) Regulations 1996 (last amended 2016). Where deemed necessary the Academy reserves the right to request medical evidence to support absence due to illness.

### **Examples of Unauthorised Absence:**

- Truancy during the Academy day
- No reason for absence given by parent/carer
- Students who arrive late at Magna Academy after 9am when registration has closed
- Term time holiday and day trips
- Parents/carers choosing to keep their child from the Academy, or removing them from the Academy unnecessarily

## Exceptional circumstances

Our Principal may only grant a leave of absence for a student during term time, if they consider there to be 'exceptional circumstances'. The following would be considered as 'exceptional circumstances', and you may be asked to provide written evidence of this.

- Return of parent from active service (Forces)
- Death or terminal illness of a parent, step-parent or sibling
- Young Carers
- Disability or respite leave

The following are examples which may not be counted as exceptional circumstances and may lead to requests not being granted:

- Cheaper holiday dates
- Attendance at a wedding or christening
- Visiting relatives either abroad or in the UK
- Limitations on parents/carers leave

The Academy considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request. A leave of absence is granted entirely at the Principal's discretion. If Leave of Absence is taken without authorisation it will be considered as an unauthorised absence.

## Supportive timetables

Students may be placed upon supportive timetables within the Phoenix Centre, due to a variety of different reasons. The attendance lead will communicate daily with the Phoenix Centre team, to ensure that registers and student attendance records are accurate.

## Recording of Absence

### **Attendance register**

By law, all schools (except those where all students are boarders) are required to keep an attendance register, and all students must be placed on this register. The attendance register will be taken at the start of the first session of each school day and once during the second session. It will mark whether every student is:

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

Every entry in the attendance register will be preserved for 3 years after the date on which the entry was made. *See appendix 1 for the DfE absence and attendance codes.*

### **Checking attendance registers**

The Attendance Lead is responsible for checking that all the registers are completed each morning and afternoon during each lesson. It is also the responsibility of the Attendance Lead to ensure that where another code is appropriate to denote an absence, that this is altered and recorded in the electronic registration system

- Every morning and afternoon if a register is incomplete or inaccurate, the Attendance Lead will send an email to the Teacher/Tutor, Head of Department/Head of Year, copying in the Vice Principal to rectify the issue.
- It is the Tutor/Teacher's responsibility to ensure that the registers are completed each morning and afternoon and the Attendance Lead's role is to check not complete.
- The accuracy of the register is of paramount importance both to provide a solid foundation for analysis of absence and to support any statutory interventions that may be required. Magna Academy acknowledges that it is an offence not to maintain accurate registers. Principals may be called to Court as witnesses and explain their registration processes and in particular the marking of a register in question. The Student Registration Regulations, Keeping Student Registers (Guidance on applying the Regulations) and Guidance on the use of the Attendance and Absence Codes will all be read and followed by Magna Academy (Ensuring Children's Right to Education, DfE).
- Accurate registers are paramount to safeguarding our students during the Academy day
- It is also the role of the Attendance Lead to ensure that paper registers for legal regulations are printed and kept to hand for circumstances such as the failure of ICT systems, or a fire alarm/drill. In these instances it is the role of the Attendance Lead to hand the paper registers to the Heads of Year, collect them in after the agreed time period taken to complete them and enter the data onto the electronic system at an appropriate time, as close to the closing of the registers as possible.

## Attendance System

Regular attendance is vital for academic success. There is a proven link between high attendance and academic achievement. Absence can also influence a student's social and emotional development, leading to problems with social acceptance in the future. Through clear processes, Magna Academy will work in partnership with students, parents/carers, health professionals and outside support agencies to improve attendance in order to ensure students maximise their potential academically, socially and emotionally to prepare them for a successful future.

Magna Academy implements a 6-stage system of escalating support and rewards, in order to ensure that students and parents/carers maintain, and/or improve attendance. In addition to the continuous monitoring of attendance by the Attendance Lead and other members of staff, the Academy's attendance is reviewed/audited every half term by the Vice Principal.

Stage	Trigger	Monitored by	Support
1	100%	AL, Tutor & HOY (weekly)	Rewarded
2	Below 97%	Tutor & HOY (weekly)	Tutor discussion with student & their family
3	3 separate periods of absence	AL (weekly)	Letter 1 Absence Concern
4	Continued decline in attendance	AL & HOY (tri-weekly)	Letter 2 Attendance Contract Meeting with AL & HOY 3 Week Home-Academy Attendance Contract
5	3-Week Home-Academy Contract Failed	AL, HOY & VP (tri-weekly)	Fixed Penalty Notice Warning Letter BCP Involvement
6	FPN warning letter 5-Week window No improvement	AL, VP & P (tri-weekly)	Fixed Penalty Notice Issued

If a student is absent on two or more separate occasions within a three-week period, their tutor will contact home to raise awareness of these absence's and provide support if required.

## Recognition and Rewards

Magna Academy places high regard on students achieving an excellent attendance record. This is not just because better levels of attendance leads to higher academic achievement, but it supports students in achieving good habits for their future. Attendance is monitored and recognised at all levels within the Academy, from a student's form tutor, to our Principal. It will be recognised weekly in assemblies and rewarded at key points throughout the academic year. Below are our key reward thresholds.

Threshold	Reward	By
100% attendance & punctuality in a Week	1 House Point awarded to their House	Tutor
100% attendance & punctuality in a Unit	Certificate sent home to their parents	AL
100% attendance & punctuality in a Term	Whole Academy reward	HOY
Best tutor group attendance in a Term	Tutor group reward	Tutor/HOY
100% attendance for the Academic Year	Attendance badge and entry into the end of year attendance prize	HOY
Improved attendance	At the Head of Year discretion	HOY
Improved attendance (below 90% to 95%)	At the Principal's discretion	Principal

## Punctuality

- Students must be on site by 8.27am when the student gates are shut.
- The dining hall is open for students from 7.45am, students need to leave the dining hall and assemble in the playground for 'line ups' at 8.27am when registration begins; a bell will sound to alert students to this, students arriving late to 'line ups' will be marked late (L) in the register.
- Students who arrive after the gates have shut at 8.27am must sign in at main reception and will receive a late mark in the register (L).
- Students who arrive after 9.00am must sign in at the main reception and will be given an unauthorised late (U) which is counted as an absence by law.

Poor punctuality is not acceptable, any student arriving late will receive a 30 minute detention, on the following school day, unless there are exceptional reasons for lateness – lateness due to traffic is not an exceptional reason. If there is an exceptional reason for lateness parents/carers need to contact the Academy prior to their child arriving late with the reason as to why they are late.

Persistent unauthorised lateness may result in a Fixed Penalty Notice being issued by the local authority.

## Truancy - (missing without permission)

Truancy is defined, where a student is not present during their timetabled school activity. If a student is found to be truanting a lesson within or off the Academy site, they will be given an appropriate sanction to catch up with the learning that they have missed. If a student goes missing during the school day, a member(s) of staff will search to locate the student. This will mean checking they are not in a meeting, medical room, or music lesson etc. Toilets will be checked and a general sweep of the site will take place. If the student still cannot be located then their parents/carers will be notified. Parents/carers will be asked to try and contact them on their mobile and then contact us back. If we have not heard within 15 minutes we will try and call again, but if we cannot confirm they are safe we will consider contacting the police.

## Sixth Form

Attendance and punctuality is hugely important. It sets good routines, demonstrates to employers and universities that candidates are serious about their studies and that they are organised and reliable. Attendance will be reviewed regularly and students and their parent/carers will be contacted by the tutor if attendance falls below 97%, without good reason e.g. serious accident/illness.

If the student's attendance continues to decline below 95%, then the student and their parents/carers will be invited in to meet with Assistant Principal (Key Stage 5) and their tutor to discuss their attendance further. Further decline in the student's attendance falling below 90%, will result in an attendance contract being implemented. Failure in meeting the expectations of the attendance contract, could result in the students place within 6<sup>th</sup> Form being withdrawn. Any further disciplinary proceedings will be decided by the Principal.

## Non-Starters and transition

Students who are allocated places but fail to start are also treated as CME. If the school has been unable to make contact with the family during a ten-day period after their expected arrival, they will refer the students to the Local Authority for further checks.

Magna Academy's attendance lead will be in contact with feeder primary schools prior to Year 7 students joining us in September of each academic year. This will enable us to ensure that those students, who have had attendance concerns prior to joining us, will be supported by the Academy in order to facilitate a smooth transition and maintain excellent attendance.

### Reluctant attenders and school refusers

Parents/carers should do everything possible to encourage school attendance. However, if the reason for reluctance appears to be school-based, such as difficulty with work, or bullying, please discuss this with the Academy at the earliest opportunity and Magna Academy will do everything possible to resolve the issue. Colluding with a child's reluctance to attend is likely to make the matter worse.

Please speak with your child's Head of Year (using our online contact form), a member of the Pastoral Team, or the Attendance Lead, if your child starts to become reluctant to attend school.

### Leavers

Parents must inform the Academy in writing if they are planning to remove their child from Magna Academy. This must include the details of the new school the child is planning to attend or that they are exercising their right to educate their child from home. The local Authority is made aware of any students leaving Magna Academy via CME procedures. The local Authority are responsible for monitoring all children who are educated otherwise. If after ten continuous days of absence the Academy has been unable to ascertain the whereabouts of a student, they will refer the child's details to the Local Authority, in order to perform further checks that are not available to school.

### Home Educating

Below is guidance from the DFE for parents/carers who intend to 'Home Educate' their child.

'4.2 If your child is currently on the roll of a school you are not obliged to inform the school that he or she is being withdrawn for home education or gain consent for this. However, it is sensible to do so, in order to avoid subsequent misunderstandings as to how you intend to fulfil your parental responsibility for your child's education. The school is obliged to inform the local authority of children removed from its admission register and will give home education as the reason, if notified of this by the parent. Parents of children withdrawn from school for home education are not legally obliged to inform the local authority themselves - but again it is sensible to do so, either directly or using any local registration scheme which exists, to facilitate access to advice and support.

3.4 Remember that pressure should never be put on you as parents by a school to remove your child from a school to avoid formal exclusion, or because your child is having difficulty with learning or behaviour. This practice - sometimes called 'off-rolling' - is unacceptable, and if pressure of this sort is put on you by any state-funded school you should inform the local authority.'

*Elective home education Departmental guidance for parents – DFE April 2019*

## Supporting students at school with Medical Conditions

Magna Academy understands that students with medical conditions may have implications that could affect their attendance to the academy, and/or lessons during the academy day. Students with medical conditions will be supported, so that they have full access to education, including school trips and physical education. The Aspirations Academies Trust will ensure that arrangements are in place in Magna Academy to support students with medical conditions. Ensuring that leaders consult health and social care professionals, students and parents/carers to ensure that the needs of children with medical conditions are properly understood and effectively supported. Further information can be found in Magna Academy's Medical Policy.

## COVID-19

(only applicable during periods of social distancing directed by the Government)

### **Virtual Learning and engagement with education**

During this period of isolating the expectation is that students should be accessing education through the virtual school. This includes current year 11 and 13 until their statutory education finishes. Any student not submitting work, accessing resources through this online platform will be contacted by a member of Academy Staff to ascertain the reason for not attending school through the online platform and completing educational resources provided. Students without access to our online resources, will be provided with a pack of resources to collect by their Head of Year.

### **Key Workers School Attendance**

As a Key Worker parent/carer it is your responsibility to

- Complete the declaration form weekly indicating when your child will need to attend school.
- Email [office@magna-aspirations.org](mailto:office@magna-aspirations.org) by 9am **on any day of absence** providing a reason for non-attendance, for any day that has been indicated on the declaration form that your child would be in attendance to school - please note that due to the reduced staffing levels during this period do not call the student absence line.
- Ensure contact details held by the Academy are kept up to date and there is at least 3 listed contacts for your child

If no contact is received by Magna Academy by 9am for an absent student which the Academy is expecting in school as indicated by the parent/carer on the declaration form the Academy will

- Send a text to the main contact of the student, asking for the Academy to be contacted with the reason for the non-attendance to school.  
or
- Phone the main contact to find out the reason for non-attendance.

If no response is received from either texting or phoning the main contact, other listed contacts will be phoned to find out the reason for non-attendance. This is a safeguarding procedure to ensure that no harm has come to the child; as they may have left home and not arrived at Magna Academy

## Children Missing Education (CME)

The Children Missing Education statutory guidance for local authorities was last updated in September 2016.

Schools have a statutory duty to refer students to the local authority if they have been continuously absent for ten or more school days. However, during the period of a school closure like that of COVID-19. If the school has been unable to successfully contact a parent/carer and student, for a period of ten continuous school days, this will result in a referral. If the school feels there is an urgent safeguarding or welfare concern, they will contact social care immediately. Schools will contact all emergency contacts held for a student, if contact has not made with the primary carer, prior to any such referral being made.

Fundamentally, CME is about safeguarding. The reporting of CME is a statutory duty and there is an expectation on schools to provide as much information as possible.

There is an expectation that schools will provide the following information:

- The full name of the student
- The full name and address of any parent/carer with whom the student normally resides
- At least one telephone number of the parent/carer

It is important that parents/carers check that their information held on the school system is up to date and there is at least three listed contacts. Parent/carer can check this using their Progresso account. Parents/carers can email Magna Academy any relevant updates via the office email address [office@magna-aspirations.org](mailto:office@magna-aspirations.org).

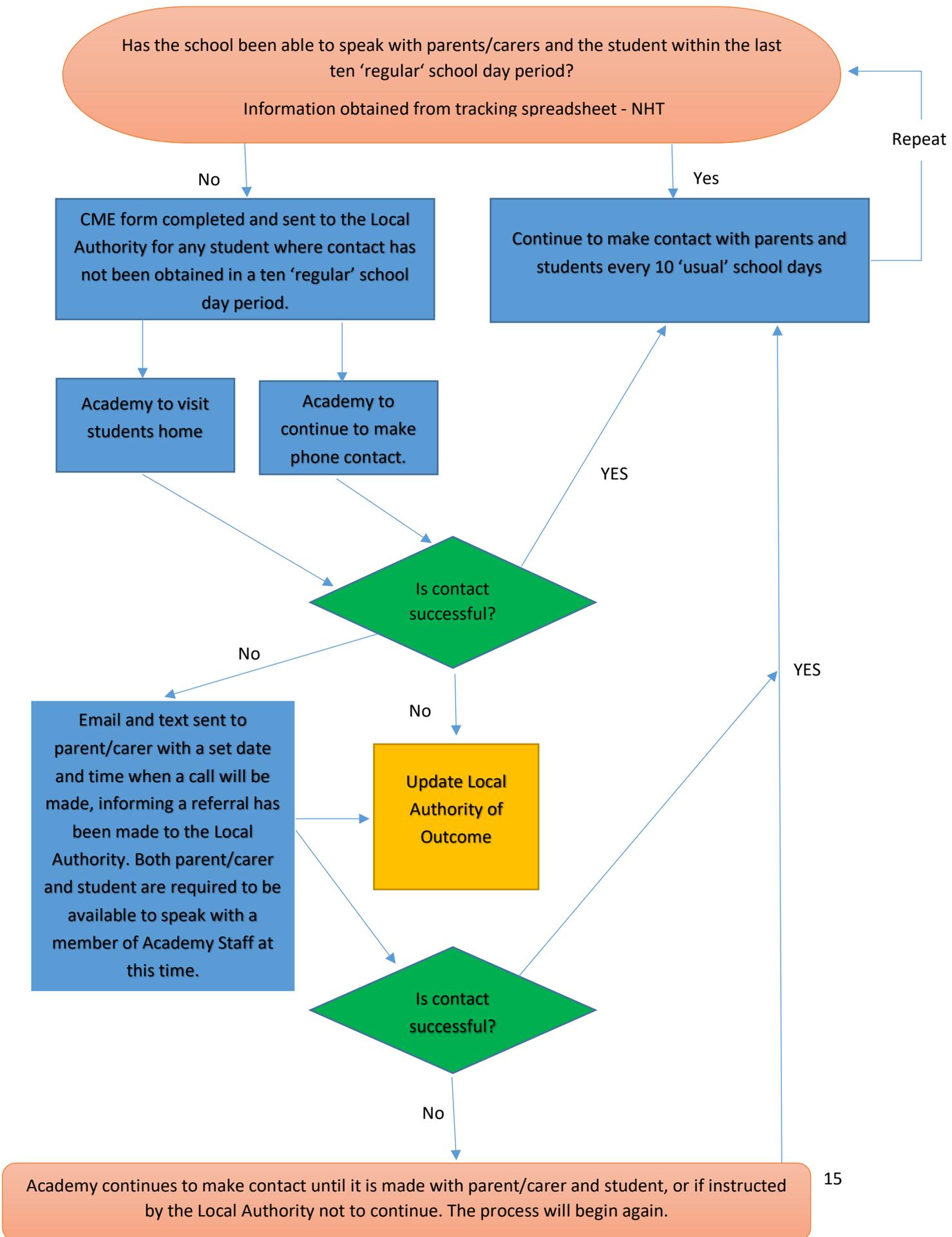
Magna Academy will be contacting each student's parent/carer at least once every ten 'regular' school days, in order to speak to the student. The student's tutor, via a phone call, will primarily make contact. If the tutor has been unsuccessful in making contact within the ten-day period, then the Academy will follow this up using all other contacts available. This may then result in a referral to the local authority if contact with the student still has not been successful.

Students should be available to be spoken to, by a member of Magna's staff, during regular Academy hours. If a parent/carer gives a valid reason why this cannot happen, then a mutually agreed time should be arranged for a call back to speak with the student. Tutors will record dates on the tracking spreadsheet of when contact has been made with each student, and if verbal communication has taken place with parent/carer.

Those students attending school during the period of school closures do not require phone calls home, unless they are not attending for a ten school day period.

If contact cannot be obtained within a ten 'regular' school day period it will result in the student being referred to the Local Authority via the CME process as a Child Missing Education.

# COVID-19 Children Missing in Education CME System



## Legislation and Guidance

This policy meets the requirements of school attendance guidance from the Department of 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:

- [The Education Act 1996](#)
- [The Education Act 2002](#)
- [The Education and Inspections Act 2006](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2010](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2011](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2013](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2016](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)
- [Anti-Social Behaviour act 2003](#)

## Fixed Penalty Notice's and the Law

It is an offence under the 1996 Education Act if a child of compulsory school age fails to attend regularly at a school where they are registered and the parents/carers are at risk of prosecution under the Act unless absences have been authorised. As an alternative to prosecution, parents may be issued with a Fixed Penalty Fine (£60) which is issued under the BCP Council's Code of Conduct and is payable to the local authority. Following amendments to regulations, which came into effect on 01/09/2013, each parent/carer will be fined £60 each for each child if the parents/carers allow the child to take unauthorised leave within term time. The regulations make it clear that the Principal may only grant leave of absence in term time under "exceptional circumstances". The definition of "parent" under Section 576 of the Education Act 1996 includes all biological parents, whether they are married or not and includes any person who, although not a biological parent, has the parental responsibility and/or any person who, although not a biological parent, has care of a child or young person. Having care of a child or young person means that a person with whom the child lives and who looks after the child, irrespective of what their relationship is with the child, is considered to be a parent.

Fixed Penalty Fines also apply when an excluded student is found in a public place, during school hours with no justifiable reason.

## Appendix 1 – DfE Absence and Attendance Codes

The national codes enable schools to record and monitor attendance and absence in a consistent way which complies with the regulations. They are also used for collecting statistics through the School Census System. The data helps schools, local authorities and the Government to gain a greater understanding of the level of, and the reasons for, absence. The codes are:

### **Present at School**

Students must not be marked present if they were not in school during registration. If a student were to leave the school premises after registration they would still be counted as present for statistical purposes.

- **Registration Code / \: Present in school / = am \ = pm**  
Present in school during registration.
- **Code L: Late arrival before the register has closed at 9am.**  
A student arriving after the register has closed should be marked absent with code U, or with another absence code if that is more appropriate.

### **Present at an Approved Off-Site Educational Activity**

An approved educational activity is where a student is taking part in supervised educational activity such as field trips, educational visits, work experience or alternative provision. Students can only be recorded as receiving off-site educational activity if the activity meets the requirements prescribed in regulation 6(4) of the Education (Pupil Registration) (England) Regulations 2006. The activity must be of an educational nature approved by the academy and supervised by someone authorised by the academy. The activity must take place during the session for which the mark is recorded.

**Attendance codes for when pupils are present at approved off-site educational activity are as follows:**

- **Code B: Off-site educational activity**  
This code should be used when students are present at an off-site educational activity that has been approved by the school. Ultimately schools are responsible for the safeguarding and welfare of students educated off-site. Therefore by using code B, schools are certifying that the education is supervised and measures have been taken to safeguard students. This code should not be used for any unsupervised educational activity or where a student is at home doing school work. Schools should ensure that they have in place arrangements whereby the provider of the alternative activity notifies the school of 10 any absences by individual students. The school should record the student's absence using the relevant absence code.
- **Code D: Dual Registered - at another educational establishment**  
This code is not counted as a possible attendance in the School Census. The law allows for dual registration of students at more than one school. This code is used to indicate that the student was not expected to attend the session in question because they were scheduled to attend the other school at which they are registered. The main examples of dual registration are students who are attending a student referral unit, a hospital school or a special school on a temporary basis. It can also be used when the student is known to be registered at another school during the session in question. Each school should only record the student's attendance and absence for those sessions that the pupil is scheduled to attend their school. Schools should ensure that they have in place arrangements whereby all unexplained and unexpected absence is followed up in a timely manner.
- **Code J: At an interview with prospective employers, or another educational establishment**  
This code should be used to record time spent in interviews with prospective employers or another educational establishment. Schools should be satisfied that the interview is linked to employment prospects, further education or transfer to another educational establishment.

- **Code P: Participating in a supervised sporting activity**  
This code should be used to record the sessions when a student is taking part in a sporting activity that has been approved by the academy and supervised by someone authorised by the academy.
- **Code V: Educational visit or trip**  
This code should be used for attendance at an organised trip or visit, including residential trips organised by the academy, or attendance at a supervised trip of a strictly educational nature arranged by an organisation approved by the academy.
- **Code W: Work experience**  
Work experience is for students in the final two years of compulsory education. Schools should ensure that they have in place arrangements whereby the work experience placement provider notifies the school of any absences by individual students. Any absence should be recorded using the relevant code.

### **Authorised Absence from School**

Authorised absence' means that the school has either given approval in advance for a student of compulsory school age to be away, or has accepted an explanation offered afterwards as justification for absence.

### **Absence codes when pupils are not present in school are as follows:**

- **Code C: Leave of absence authorised by the school**  
Only exceptional circumstances warrant an authorised leave of absence. Schools should consider each application individually taking into account the specific facts and circumstances and relevant background context behind the request.
- **Code E: Excluded but no alternative provision made**  
If no alternative provision is made for a student to continue their education whilst they are excluded but still on the admission register, they should be marked absent in the attendance register using Code E. Alternative provision must be arranged for each excluded student from the sixth consecutive day of any fixed period or permanent exclusion. Where alternative provision is made they should be marked using the appropriate attendance code.
- **Code H: Holiday authorised by the school**  
Principals should not grant leave of absence unless there are exceptional circumstances. The application must be made in advance and the Principal must be satisfied that there are exceptional circumstances based on the individual facts and circumstances of the case which warrant the leave. Where a leave of absence is granted, the Principal will determine the number of days a student can be away from school. A leave of absence is granted entirely at the Principal's discretion.
- **Code I: Illness (not medical or dental appointments)**  
Schools should advise parents/carers to notify them on the first day the child is unable to attend due to illness. Schools should authorise absences due to illness unless they have genuine cause for concern about the veracity of an illness. If the authenticity of illness is in doubt, schools can request parents/carers to provide medical evidence to support illness. Schools can record the absence as unauthorised if not satisfied of the authenticity of the illness but should advise parents/carers of their intention. Schools are advised not to request medical evidence unnecessarily. Medical evidence can take the form of prescriptions, appointment cards, etc. rather than doctors' notes.
- **Code M: Medical or dental appointments**  
Missing registration for a medical or dental appointment is counted as an authorised absence. Schools should, however, encourage parents/carers to make appointments out of academy hours. Where this is not possible, the student should only be out of school for the minimum amount of time necessary for the appointment.

- Code R: Religious observance**  
Schools must treat absence as authorised when it is due to religious observance. The day must be exclusively set apart for religious observance by the religious body to which the parents/carers belong. Where necessary, schools should seek advice from the parents'/carers' religious body about whether it has set the day apart for religious observance.
- Code S: Study leave**  
Schools must record study leave as authorised absence. Study leave should be used sparingly and only granted to Year 11 students during public examinations. Provision should still be made available for those students who want to continue to come into school to revise.
- Code T: Gypsy, Roma and Traveller absence**  
A number of different groups are covered by the generic term Traveller – Roma, English and Welsh Gypsies, Irish and Scottish Travellers, Showmen (fairground people) and Circus people, Bargees (occupational boat dwellers) and New Travellers. This code should be used when Traveller families are known to be travelling for occupational purposes and have agreed this with the academy but it is not known whether the student is attending educational provision. It should not be used for any other types of absence by these groups.  
To help ensure continuity of education for Traveller children it is expected that the child should attend school elsewhere when their family is travelling and be dual registered at that school and the main school. Children from these groups whose families do not travel are expected to register at a school and attend as normal. They are subject to the same rules as other children in terms of the requirement to attend school regularly once registered at a school.

### Unauthorised Absence from School

Unauthorised absence is where a school is not satisfied with the reasons given for the absence.

Absence codes are as follows:

- Code G: Holiday not authorised by the school or in excess of the period determined by the Principal.**  
If a school does not authorise a leave of absence for the purpose of a holiday but the parents/carers still take the child out of school, or the child is kept away for longer than was agreed, the absence is unauthorised. The regulations do not allow schools to give retrospective approval. If the parents/carers did not apply for leave of absence in advance, the absence must be recorded as unauthorised.
- Code N: Reason for absence not yet provided**  
Schools should follow up all unexplained and unexpected absences in a timely manner. Every effort should be made to establish the reason for a student's absence. When the reason for the student's absence has been established the register should be amended. This code should not be left on a student's attendance record indefinitely; if no reason for absence is provided after a reasonable amount of time it should be replaced with code O (absent from school without authorisation).
- Code O: Absent from school without authorisation**  
If the school is not satisfied with the reason given for absence they should record it as unauthorised.
- Code U: Arrived in school after registration closed**  
Schools should actively discourage late arrival, be alert to patterns of late arrival and seek an explanation from the parent/carer.

### **Administrative Codes**

The following codes are not counted as a possible attendance in the School Census:

- **Code X: Not required to be in school**

This code is used to record sessions that non-compulsory school age children are not expected to attend.

- **Code Y: Unable to attend due to exceptional circumstances**

This code can be used where a student is unable to attend because:

- The school site, or part of it, is closed due to an unavoidable cause; or
- The transport provided by the school or a local authority is not available and where the student's home is not within walking distance; or
- A local or national emergency has resulted in widespread disruption to travel which has prevented the student from attending school.

This code can also be used where a student is unable to attend because:

- The student is in custody; detained for a period of less than four months. If the school has evidence from the place of custody that the student is attending educational activities then they can record those sessions as code B (present at approved educational activity).

This code is collected in the School Census for statistical purposes.

- **Code Z: Pupil not on admission register**

This code is available to enable schools to set up registers in advance of students joining the school to ease administration burdens. Schools must put pupils on the admission register from the first day that the school has agreed, or been notified, that the student will attend the school.

- **Code #: Planned whole or partial school closure**

This code should be used for whole or partial school closures that are known or planned in advance such as: between terms; half terms; occasional days (for example, bank holidays); weekends (where it is required by the management information system); up to five non-educational days to be used for curriculum planning/training; and use of schools as polling stations.

### **Different term dates for different Students**

Schools and local authorities can agree to set different term dates for different year groups – e.g. for 'staggered starts' or 'induction days'. Code # can be used to record the year group(s) that is not due to attend. This is only acceptable where the school ensures that those students not attending on that day are still offered a full education over the school year.

### **Completion of Attendance Registers when students return to Academy during COVID-19 and Registration Codes**

#### **Students who are not eligible to attend a session**

This includes any student who is not in an eligible year group or priority group (children of critical workers and vulnerable children). This may also include children who are in an eligible year group but are not required in school for a specific session, i.e., year 10 and year 12 students who are not among the quarter of students expected in school at a given time.

- **Code X (not required to be in school).** (Temporarily, code X can be used for compulsory school age children – usually it is only used where non-compulsory school age children are not expected to attend.)

### Students who are eligible to attend a session but do not

This includes children in eligible year groups, children of critical workers and vulnerable children, such as:

- **Code Y (unable to attend due to exceptional circumstances)** - a student is shielding, self-isolating, or the student has an education, health and care plan (EHCP) and their risk assessment says that their needs cannot be safely met in school, they should be recorded as code Y (unable to attend due to exceptional circumstances). (Temporarily, code Y can be used where a student is prevented from attending school due to following government guidance on coronavirus). In order to complete the educational setting status form and record data accurately to the Government the following codes will be used in replace of code Y as the Government requires collection on whether a student absence is due to shielding or isolation so **Code 2 will be used for self-isolating** and **Code 3 for shielding**
- **Code I (illness)**. where a student cannot attend school due to illness, as would normally be the case, the student should be recorded as code I (illness). **Code 1 will be used only for coronavirus symptoms** instead of Code I (illness), as again this data needs to fed back to Government via the educational setting status form.
- **Code C (leave of absence authorised by the school)** where a student does not attend school - despite being eligible and is not shielding, self-isolating, unable to attend due to illness, nor has an EHCP risk assessment saying their needs cannot be safely met at school, the student should be recorded as code C (leave of absence authorised by the school) where no other authorised absence code is appropriate. **Code 4 will be used to record students whose parents/carers do not wish to send them to school**

At this time, all absence should be classed as authorised.

### Students who are attending other schools

Where a student is attending:

- **Code D (dual registered)** another school at which they are registered (for example, a pupil referral unit (PRU)), as would normally be the case, code D (dual registered) should be used to indicate that the student was not expected to attend the session in question as they are attending the other school at which they are registered
- **Code B (off-site educational activity)** a host school on a temporary basis because their home school cannot accommodate them, the student will not be registered at the host school. The home school should record the student as attending an approved education activity using code B (off-site educational activity) - the host school does not need to add this child to their attendance register but should keep a record of their attendance for safeguarding purposes and include the child in their daily totals for the educational setting status form - schools should put in place arrangements whereby the host school notifies the home school of any absences.

### Using other authorised absence and attendance codes

Where other specific authorised absence and attendance codes are more appropriate schools may want to use these as usual, such as **code M (medical appointment)**.

### Staggered start times

During this period the morning registration will remain open to accommodate the staggered start times rather than closing at 09.30 am; students that arrive late for their scheduled sessions will be recorded as code L (late) in attendance register.