Impact Multi Academy Trust
Langley Park School for Boys
Secondary School Attendance Policy

Owner (job role):	Director of Education
Approval Body:	Standards and Performance Committee
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Version	Approval Date	Summary of Changes
1	13 May 2025	Added new Trust vision statement. Updated section 3.3 regarding sharing of information with the Local Authority. Updated section 5.2 legal sanctions to include more detail on penalty notices and notice to improve.
2	12 May 2026	Updated Appendix 3 following parental feedback related to bereavement. 8.4 Added Section on Emotionally Based School Avoidance (EBSA)

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IMPACT
Multi Academy Trust

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1. Aims

Our Vision: Together, we enable everyone to thrive.

We are committed to meeting our obligation with regards to school attendance through our values:

· Ambition – we have high aspirations for our children and strive to do our very best.

· Inclusion – we care about the whole child and everyone will feel that our Trust is a place where they are valued, respected, safe and happy.

· Collaboration – we are stronger together and collaborate generously to ensure the long-term success of our children, our staff, our schools and the communities we serve.

· Trust – we build trust by acting with integrity and kindness and by putting children first.

Inspire, Respect, Flourish.

Through our Trust values we aim to:

- Ensure every pupil has access to an efficient, full-time education suitable to their age, aptitude and any Special Educational needs (SEND) they may have.
- Promote good attendance
- Reduce absence, including persistent and severe absence
- Act early to address patterns of absence
- Build strong relationships with families to ensure pupils have the support in place to attend school
- Ensure we involve close interaction with work on curriculum, behaviour, bullying, SEND, pastoral and mental health and wellbeing and effective use of resources including pupil premium.
- Identify needs and provide support for our most vulnerable Pupils to attend school regularly
- Be particularly mindful of pupils absent from school due to mental or physical ill health and provide them with additional support
- Promote and support punctuality in attending lessons.

2. Legislation and guidance

This policy meets the requirements of the statutory guidance 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 Education (Penalty Notices) (England) (Amendment) Regulations 2013

It also refers to:

- School census guidance
- Keeping Children Safe in Education
- Mental health issues affecting a pupil's attendance: guidance for schools

3. Roles and responsibilities

3.1 The trustees

The Trustees are responsible for:

- Promoting the importance of school attendance across the trust's policies and ethos
- Annually review the Trust's Attendance and Punctuality Policy and ensure resources are available

to fully implement the policy

- Ensuring relevant legislation is complied with
- Monitor Schools' attendance through termly reporting at Standards and Performance committee
- Ensure there are opportunities to bring Senior Attendance Champions together across the Trust to learn from one another and share best practice

3.2 The Local Governing Body (LGB)

The LGB is responsible for:

- Promoting the importance of school attendance across the school's policies and ethos
- Making sure school leaders fulfil expectations and statutory duties
- Regularly reviewing and scrutinising attendance data at regular meetings including for groups of pupils
- Benchmarking attendance data (at while school, year group and cohort level) against local, regional and national levels
- Making sure staff receive adequate training on attendance

- Approve and monitor aspirational whole school attendance targets

3.3 The headteacher

The headteacher is responsible for:

- Implementation of this policy at the school
- Promote the benefits of good attendance
- Monitoring school-level absence data and reporting it to governors
- Supporting staff with monitoring the attendance of individual pupils and implementing a partnership approach to working with families
- Monitoring the impact of any implemented attendance strategies
- Issuing fixed-penalty notices, where necessary
- Sharing information from the school register with the local authority, including:
    - Notifying the local authority when a pupil's name is added to or deleted from the school admission register outside of standard transition times
    - Providing the local authority with the details of pupils who fail to attend school regularly, or who have been marked with an unauthorised absence for a continuous period of 10 school days
    - Providing the local authority with the details of pupils who the school believes will miss 15 days consecutively or cumulatively because of sickness

3.4 The senior attendance champion

The designated senior leader is responsible for:

- Leading on attendance across the school
- Ensuring all teaching and non-teaching staff know the importance of good attendance and receive the training and professional development they need
- Offering a clear vision for attendance improvement
- Work with the Local Authority attendance support team
- Evaluating and monitoring expectations and processes
- Ensure attendance support is well resourced including the use of pupil premium funding where applicable.
- Having an oversight of data analysis including attendance trends
- Devising specific strategies to address areas of poor attendance identified through data
- Building relationships with parents/carers to discuss and tackle attendance issues including in-school barriers to attendance
- Creating intervention reintegration plans in partnership with pupils and their parents/carers
- Delivering targeted intervention and support to pupils and families

3.5 The attendance officer

The school attendance officer is responsible for:

- Taking calls/making calls to parents/carers about absence on a day-to-day basis and record it on the school system

- Monitoring and analysing attendance data (see section 7)
- Benchmarking attendance data to identify areas of focus for improvement
- Providing regular attendance reports to school staff and reporting concerns about attendance to the designated senior leader responsible for attendance and the headteacher
- Working with education welfare officers to tackle persistent absence
- Advising the Assistant Headteacher with the responsibility for attendance (authorised by the headteacher) when to issue penalty notices

3.6 class teachers

Class teachers are expected to:

- Provide a welcoming, safe and high-quality learning environment for all Pupils
- Ensure registers are recorded accurately and in a timely manner
- Encourage excellent attendance and punctuality through outstanding teaching and learning experiences that supports all Pupils to attend and achieve their full potential
- Nurture positive relationships with Pupils and their parents/carers
- Monitor each Pupil's attendance and follow agreed school attendance management procedures
- Consult with parents/carers regarding their child's attendance and welfare
- Work in partnership with parents/carers to resolve any difficulties relating to their child's attendance
- Use appropriate interventions to support Pupils and parents/carers to improve attendance
- Comply with current legislation and regulations when recording the attendance of all Pupils, including those who are educated off-site

3.7 Parents/carers

Parents/carers are expected to:

- Make sure their child attends every day and on time
- Contact the school before 8am on their child's first day of absence, and on each subsequent day, to notify the reason for the absence and the expected date of their child's return to school
- Provide the school with more than one emergency contact number for their child
- Ensure that, where possible, appointments for their child are made outside of the school day
- Provide medical or other documentary evidence to support their child's absence, when this has been requested
- Follow the school procedure if it becomes necessary to request a leave of absence in exceptional circumstances
- Notify the school of any change in circumstances that may impact on their child's attendance or welfare
- Contact the school if their child is experiencing difficulties with any aspect of school or home life
- Attend all meetings requested to discuss their child's attendance and welfare

- Inform the school of any change of address and/or telephone number

3.8 Pupils

Pupils are required to:

- Attend school regularly
- Attend school on time
- Attend school appropriately prepared for the day

- Speak to their form tutor, or another member of staff, if they are experiencing any difficulties at school or at home
- Comply with school procedures if they arrive late or leave early (signing in/out, as appropriate)

4. Recording attendance

4.1 Attendance register

We will keep an attendance register and place all pupils onto this register.

We will take our attendance register at the start of the first session of each school day and once during the second session. It will mark 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 1 for the DfE attendance codes.

We will also record:

- 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 3 years after the date on which the entry was made.

The registers open and close at the following times:

Morning registration

	Hayes	Ravens Wood	LPGS	LPSB	DWS
Register opens	8.30am	8.30am	8.30am	8.15am	8.35am
Register closes	9.00am	9.00am	9.00am	8.45am	9.05am

Afternoon registration

	Hayes	Ravens Wood	LPGS	LPSB 12-13	LPSB 7-11	DWS
Register opens	12.55pm	12.10pm	12.05pm	1.05pm	1.45pm	12.15pm
Register closes	1.25pm pm	12.40pm	12.35pm	1.35pm	2.15pm	12.45pm

4.2 Unplanned absence

The pupil's parent/carer must notify the school of the reason for the absence on the first day of an unplanned absence by 8am or as soon as practically possible by calling the school attendance number.

Where the absence is longer than 5 days or there are doubts about the authenticity of the illness, the school will ask for medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised.

4.3 Planned absence

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

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

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

4.4 Lateness and punctuality

We expect all Pupils to arrive in school on time every day that the school is open. The school day begins promptly, and we advise parents to ensure their child is on the school site with plenty of time to attend morning registration.

A pupil who arrives late:

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

See appendix 2 for late arrival to school procedures.

4.5 Following up unexplained absence

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

- Activate the absence procedure for all Pupils who are not in school by the close of the register and parents/carers will receive a SMS and / or email
- If there is no response following the absence procedure, the school may contact the Pupil's named emergency contacts
- If the school cannot reach any of the pupil's emergency contacts, the school may inform the Education Welfare Officer or inform the police
- A home visit may be carried out where school has not been able to contact the Pupil's parent/carer or named emergency contacts, especially in the event of prolonged absence from school. This is to ensure the safety of the pupil.
- If any Pupil leaves the school site without permission, the school will contact the parents/carers and take appropriate action to ensure the Pupil's safety and welfare.
- 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
- Contact the parent/carer on each day that the absence continues without explanation to ensure proper safeguarding action is taken where necessary. If absence continues, the school will consider involving an education welfare officer

4.6 Reporting to parents/carers

The school will regularly inform parents/carers about their child's attendance and absence levels via the school reports (at least twice a year).

4.7 Children with a social worker

Where children have an allocated social worker, this will inform decisions about safeguarding (for example, responding to unauthorised absence or missing education where there are known safeguarding risks) and about promoting welfare (for example, considering the provision of pastoral and/or academic support, alongside action by statutory services).

The school Attendance Officer is aware of those Pupils who have a social worker and will inform a pupil's social worker and/or youth offending team worker if there are unexplained absences from school.

5. Authorised and unauthorised absence

5.1 Approval for term-time absence

Amendments made to the 2006 regulations in the Education (Pupil Registration) (England) (Amendment) Regulations 2013 came into effect in September 2013 and prohibit a Head Teacher from granting any leave of absence unless in "exceptional circumstances." This includes holiday taken during term time.

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.

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

Any request should be submitted as soon as it is anticipated and, where possible, at least 2 weeks before the absence, and in accordance with the leave of absence request form, accessible in Appendix 3 and via the school website. The headteacher may require evidence to support any request for leave of absence.

Valid reasons for **authorised absence** include:

- Illness and medical/dental appointments that cannot be arranged out of school time (see sections 4.2 and 4.3 for more detail)
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents/carers belong. If necessary, the school will seek advice from the parents'/carers' religious body to confirm whether the day is set apart
- Traveller pupils travelling for occupational purposes – this covers Roma, English and Welsh gypsies, Irish and Scottish travellers, showmen (fairground people) and circus people, bargees (occupational boat dwellers) and new travellers. Absence may be authorised only when a traveller family is known to be travelling for occupational purposes and has agreed this with the school, but it is not known whether the pupil is attending educational provision
- The headteacher may consider one day leave of absence for a funeral/wedding. Long distance travel time, up to one day before and one day after the event, may also be considered.

Examples where leave of absence will not be granted and absences will not be authorised include:

- Looking after family members (except in exceptional circumstances)
- Birthdays or other similar events
- Any work (paid or unpaid) undertaken during school hours
- Family holidays during term time

5.2 Legal sanctions

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

The school or local authority can issue a penalty notice to parents/carers for the unauthorised absence of their child from school, where the child is of compulsory school age (up until the last Friday in June in the school year in which they turn 16).

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

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

- Whether the national threshold for considering a penalty notice has been met (10 sessions of unauthorised absence in a rolling period of 10 school weeks)
- Whether a penalty notice is the best available tool to improve attendance for that pupil
- Whether further support, a notice to improve or another legal intervention would be a more appropriate solution

- Whether any obligations that the school has under the Equality Act 2010 make issuing a penalty notice inappropriate
- 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

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

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

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

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

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

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

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

Notices to improve

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

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

They will include:

- Details of the pupil's attendance record and of the offences
- The benefits of regular attendance and the duty of parents under section 7 of the Education Act 1996
- Details of the support provided so far
- Opportunities for further support, or to access previously provided support that was not engaged with
- A clear warning that a penalty notice may be issued if attendance doesn't improve within the improvement period, along with details of what sufficient improvement looks like, which will be decided on a case-by-case basis
- A clear timeframe of between 3 and 6 weeks for the improvement period
- The grounds on which a penalty notice may be issued before the end of the improvement period

6. Deletion from the Register

A Pupil can lawfully be removed from the school's roll when it has been established that one of the specified criteria set out under Section 8 of The Education (Pupil Registration) (England) Regulations 2006 as amended, has been met.

6.1 Moving School

When parents/carers decide to send their child to a different school, it is important they inform the school as soon as possible. The Pupil will not be removed from the school roll until the following information has been received and investigated:

- The date the Pupil will leave the school
- The name and address of the Pupil's new school
- The Pupil's new home address (if applicable)

An in-year transfer form can be obtained from the London Borough of Bromley and should be completed by the parent/carer and the Headteacher.

6.2 Children Missing Education (CME)

All professionals working with children have a responsibility to ensure a child's wellbeing and to remain vigilant to their safety and welfare both inside and outside of school. The school recognises that children missing education can act as a vital warning sign to a range of safeguarding issues including neglect, sexual abuse and child sexual and criminal exploitation.

When a Pupil is absent from school for 10 consecutive days and their whereabouts are unknown, the school will follow the London Borough of Bromley's protocol for children missing from education (CME procedures). This will involve carrying out joint enquiries with the London Borough of Bromley to establish the current whereabouts of the child.

6.3 Elective Home Education

If a parent/carer wishes to Electively Home Educate (EHE) their child, the school will deregister the child at the point written notification is received from the parent/carer expressing their intention to do so and upon the school having notified the London Borough of Bromley.

7. Strategies for promoting attendance

- The school will work in partnership with parents/carers and the Education Welfare service to implement attendance improvement and support plans.
- The school will appropriately consider curriculum, behaviour, bullying, SEND, pastoral and mental health and wellbeing and effective use of resources including pupil premium, when designing support plans.
- If the needs and barriers are individual to the pupil support may include provision of mentoring, careers advice, 1-2-1 tuition, alternative provision or out of hours learning.
- Where engagement in support is proving challenging more formal conversations may be held to continue to listen and understand barriers to attendance and to explain the consequences of persistent and severe absence and the potential need for legal intervention.

8. Attendance monitoring

The school will:

- Monitor attendance and absence data monthly, 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 LGB.

8.1 Analysing attendance

The school attendance champion 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

8.2 Using data to improve attendance

The school will:

- Provide regular attendance reports to class teachers and other school leaders for example SENDCOs, to facilitate discussions with pupils and families
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies

8.3 Threshold for formal intervention

When a Pupil's attendance falls below a threshold (usually 96% dependent on the stage in the year), the school will write to the parent/carer notifying them that there is a concern their child is missing a significant part of learning. The parent/carer will be asked to contact the school if they are aware of any issues that may be impacting on their child's ability to attend school regularly.

Should attendance remain a concern, a further letter may be sent notifying the parent that medical evidence will be required in order that any future absences from illness or appointments are authorised. Examples of when the school may require a parent to provide medical evidence are as follows:

- Attendance was below 90% at the end of the previous academic year (Persistent Absence)
- Attendance is currently below 96%
- Three separate periods of illness in a six-week period
- Absences have occurred immediately before or after a school holiday
- A pattern of absence has been identified on a specific day
- On the third consecutive day of absence if attendance is below 96%

If a parent/carer fails or refuses to work with the school and attendance remains a concern, a referral will be made to the school's education welfare service provider, who will offer further support and guidance but may

also initiate a referral to the London Borough of Bromley for consideration of legal sanctions, which may be in the form of a Penalty Notice or prosecution in the Magistrates Court where the child is of compulsory school age.

8.4 Reducing persistent and severe absence

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

The school will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Hold regular meetings with the parents/carers of pupils who the school (and/or local authority) considers to be vulnerable and/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
- Be particularly mindful of more complex barriers to attendance. This can include pupils who have long term physical or mental health conditions or who have special educational needs and disabilities (SEND).This may also include pupils experiencing Emotionally Based School Avoidance (EBSA). EBSA refers to children and young people who experience persistent difficulty attending school due to emotional, psychological or mental health reasons, most commonly anxiety. Any support provided in relation to EBSA will be reviewed regularly and will prioritise the pupil's wellbeing while maintaining the expectation of full-time attendance wherever possible.

We recognise that some pupils are more likely to require additional support to achieve good attendance. We also recognise that irregular attendance can be an indication of difficulties in a child's life and this may be related to problems at home or in school. Our aim is to work in partnership with families by offering support that is child focused and planned in discussion and agreement with parents/carers.

Parents/carers are encouraged to inform the school of any difficulties or changes in circumstances that may affect their child's attendance and/or behaviour in school, for example, bereavement, significant health issues, divorce/separation, incidents of domestic abuse. This will help the school to identify any additional support that may be needed.

School strategies may include:

- Discussions with Pupils and parents/carers
- Form Tutor support
- Additional learning support
- Behaviour support
- Mentor support
- Careers advice
- 1-2-1 tutoring
- Use of pupil premium funding where applicable
- Use of alternative provision or out of hours learning
- Reintegration support packages
- Home visits by a consistent member of staff to ensure regular contact and support from the school
- Emotional Literacy Support (ELSA) interventionUse of an EBSA Toolkit or framework to support early identification, assessment, planning, intervention and review.
- Reward and recognition schemes
- Parenting contracts
- Engaging the support of other agencies such as mental health support
- Multi-agency meetings
- Referral to the school's education welfare service provider

- Referral to the London Borough of Bromley for legal intervention

In very exceptional circumstances, where it is in the pupil's best interests, there may be a need for the school to provide a temporary part-time timetable to meet their individual needs. This must be with the agreement of the school and parent/carer, be part of a wider support plan, have regular review dates and a proposed end date. Part-time timetables are not a long-term solution to non-attendance.

8.5 Sharing information and working collaboratively

When a family experiences the same of similar barriers to attendance for multiple children who attend schools in the area, the school will work closely with other schools to support transition, work jointly, attend targeting support meetings and share data on individual cases where it is of benefit to the pupil.

The school will:

- Notify the local authority when a pupil's name is added to or deleted from the school admission register outside the standard transition times
- Provide the local authority with the names and addresses of all pupils if compulsory school age who fail to attend school regularly or have been absent for a continuous period of ten schools days
- Provide the local authority with the full name and address of all pupils of compulsory school age who have been recorded with code I (illness) and who the school has reasonable grounds to believe will miss 15 days consecutively or cumulatively because of sickness
- Provide specific pupil information on request to the secretary of state

9. Monitoring arrangements

This policy will be reviewed as guidance from the local authority or DfE is updated, and annually the policy will be approved by Trustees. The policy will then be shared with the School governors for implementation.

10. Links with other policies

This policy links to the following policies:

- Impact Trust Child Protection and Safeguarding Policy
- Impact Trust Secondary Behaviour Policy
- Impact Trust Positive Mental Health and Emotional wellbeing policy
- Individual school SEND Policy
- Supporting Pupils with Medical Conditions Policy
- Children with Health Needs who cannot attend School

Appendix 1: attendance codes

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

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
****	Present (pm)	Pupil is present at afternoon registration
B (updated)	Off-site educational activity	Pupil is at a supervised off-site educational activity approved by the school (see detailed notes after this table)
C	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances
C1 (New)	Authorised absence	Pupil has been granted leave of absence to participate in a regulated performance
C2 (New)	Authorised absence	Pupil is subject to a part-time timetable
D	Dual registered	Pupil is attending a session at another setting where they are also registered (see detailed notes after this table)
E	Suspended or Permanently Excluded and no alternative provision made	Pupil has been suspended or permanently excluded from school. Alternative provision must be made from the 6th consecutive school day of any suspension or permanent exclusion
G	Unauthorised holiday	Pupil is on a holiday that was not approved by the school
I	Illness	School has been notified that a pupil will be absent due to illness

J	Interview	Pupil has an interview with a prospective employer/educational establishment
K (new)	Approved education activity	Attending education provision arranged by the local authority
L	Late arrival	Pupil arrives late before register has closed
M	Medical/dental appointment	Pupil is at a medical or dental appointment
N	Reason not provided	Pupil is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time)
O	Unauthorised absence	School is not satisfied with reason for pupil's absence
P	Sporting activity	Pupil is participating in a supervised sporting activity approved by the school
Q	Unable to attend the school because of a lack of access arrangements	Unable to attend the school because the local authority has a duty to make access arrangements to enable a pupil's attendance at school and has failed to do so
R	Religious observance	Pupil is taking part in a day of religious observance
S	Study leave	A pupil is on study leave during their public examinations
T	Gypsy, Roma and traveller absence	Pupil from a traveller community is travelling, as agreed with the school
U	Arrival after registration	Pupil arrived at school after the register closed
V	Educational trip or visit	Pupil is on an educational visit/trip organised, or approved, by the school
W	Work experience	Pupil is on a work experience placement

#	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day
Y1 (New)	Unable to attend due to transport normally provided not being 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. Walking distance for a child of 8 or above, means 3 miles.
Y2 (New)	Unable to attend due to widespread disruption to travel	The pupil is unable to attend the school because of widespread disruption to travel caused by a local, national, or international emergency.
Y3 (New)	Unable to attend due to the whole school site being unexpectedly 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.
Y4 (New)	Unable to attend due to part of the school premises being 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.
Y5 (New)	Unable to attend as pupils in criminal justice detention	The pupil is unable to attend the school because they are: • in police detention, • remanded to youth detention, awaiting trial or sentencing, or • detained under a sentence of detention.
Y6 (New)	Unable to attend in accordance with public health guidance or law	The pupil's travel to or attendance at the school would be 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
Y7 (New)	Unable to attend because of any other unavoidable cause	An unavoidable cause, that is not covered by one of the other 'unable to attend' codes detailed above, is preventing the pupil from attending the school. 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 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.**
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
Z	Pupil not on admission register	Register set up but pupil has not yet joined the school

DFE GUIDANCE = Code B: Attending any other approved educational activity

307. The pupil is attending a place for an approved educational activity that is not a sporting activity or work experience. The educational activity must take place during the session for which it is recorded.

308. A pupil can only be recorded as attending a place for an approved educational activity if:
• 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; • 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. 80

309. Schools must also record the nature of the approved educational activity (regulation 10(5)), examples are:
• attending taster days at other schools;
• attending courses at college;
• attending unregistered alternative provision arranged by the school.

310. Schools have responsibilities for the safeguarding and welfare of pupils attending an approved educational activity. The school will need to be satisfied that appropriate measures have been taken to safeguard the pupil. Schools should ensure that they have in place arrangements whereby the provider of the educational activity notifies the school of any absences by the pupil. The school must record the pupil's absence using the relevant absence code.

311. 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.

DFE GUIDANCE = Code D: Dual registered at another school

Relevant regulation 10(4) Table 3

313. The law allows a pupil to be registered at more than one school. This code is used to indicate that the pupil is absent with leave to attend the other school at which they are registered. The main examples of dual registration are pupils who are attending a pupil referral unit, a hospital school or a special school on a temporary basis.

314. The school at which the pupil is scheduled to attend must record the pupil's attendance and absence with the relevant code. 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.

315. This code is classified for statistical purposes as not a possible attendance to avoid double counting.

DFE GUIDANCE = Code K: Attending education provision arranged by the local authority

291. The pupil is attending a place, other than the school or any other school at which they are a registered pupil, for educational provision arranged by a local authority under section 19(1) of the Education Act 1996 (exceptional provision of education), section 42(2), or 61(1) of the Children and Families Act 2014 (special educational provision off site). A pupil attending provision arranged by the school rather than the local authority must be recorded using Codes P or B instead.

292. Schools must also record the nature of the provision (regulation 10(5)), examples are:
• attending courses at college;
• attending unregistered alternative provision such as, home tutoring.

293. Schools should ensure that the arrangements are in place whereby the provider notifies the school of any absence by the pupil. The school must record the pupil's absence using the relevant absence code.

294. This code is classified for statistical purposes as attending an approved educational activity.

Appendix 2: late arrival to school procedures

Students are late when they arrive to registration after 8.20am in the morning or 1.50pm in the afternoon.

Students do not sign in at reception if they arrive before 8.45am. They must go straight to their form rooms.

Part 1
Responsibility: Form tutors
Scope: lateness to registration – any student arriving after the bell has sounded at 8.20am

Form tutors will enter an L on the register in SIMS and notify the student that they must attend a lunchtime detention, for fifteen minutes, in the performance hall.
Form tutors will enter a behaviour point on SIMS – Lateness to school

Part 2
Responsibility: Attendance Officer / Senior Leadership Team / Heads of Year / Assistant Head of Year

The **Attendance Officer** will run a report for all students that have been given an L for morning registration.
The member of the **Senior Leadership Team** who is taking the detention will complete the register.
Students will be sat in the performance hall (or alternate as required) for fifteen minutes. Students arriving after 1.10pm will not be registered as they will be considered late for the detention.
Heads of Year will be sent the list of non-attendees and they will issue a 30 minute official detention to each of them.

Persistent failure to attend official detention will result in a leadership group detention.

Monitoring
Assistant Heads of Year will continue to monitor lateness in their year groups using the following scale of escalating punishments.

Number of instances of lateness	Consequence
Two or more in a week	AHOY detention 30mins for each subsequent late up to a maximum of two hours
Five or more in a half term	Put on AHOY focus list and 1hr Official issued Letters/ email home
Ten or more in a half term	2hr Leadership Group Detention Meet with families 1hr Official issued for every subsequent late from that point

Part 3

Responsibility: Head of Year/ Assistant Head of Year / Attendance officer
Scope: Boys who arrive late but fail to sign in / boys who arrive after 0845 / boys who arrive after 0930

Detail:

- Boys issued 60 minutes of official detention
- Boys who arrive after the register has closed at 0930 will be issued a U on the register.

Appendix 3: Exceptional leave of absence request form

Request for Exceptional Leave of Absence during Term Time

PLEASE NOTE:
To be completed and returned to the school **5 full school days prior to the leave**.

Taking your child out of school during term time could be detrimental to your child's educational progress. There is no entitlement to parents to take their child out of school during term time, however, you may apply to the school for leave of absence if you believe there are exceptional circumstances**.** We understand that in some cases exceptional circumstances may include bereavement, and we are very sorry if this applies to your family.

Time off school during term-time for holidays will not be authorised.

Should leave be taken without the consent of the headteacher you may be issued with a penalty notice.

Name of child/children:	**Class/es:**

Parent/carers*

Title: _____ Full Name: _____Tel: _____

Full address: _____

Relationship to child: _____

*This is defined as any adult with legal parental responsibility for a child. If another parent also has parental responsibility for your child then it is your responsibility to ensure that they agree with this request.

Is this the first request for absence this academic year? (NB. not including sickness absence)	YES / NO

Dates of absence requested: **The 1st day of absence from school is……** **they will return to school on…… at the start of the school day**	**No. of school days requested:**

Please explain in more detail – we need to understand why this leave of absence is exceptional. Please include details of exactly where you will be. Please continue onto a separate page if needed

Please provide the details of all siblings that attend any other school	
Name of sibling	**Name of school**

Contact details whilst absent from school

This information is requested for safeguarding purposes. If we already hold a mobile number and email address for you that you will be using whilst your child/children are absent from school, then you do not need to complete this section.

Telephone number:	
Email address:	

I make application for my child to have authorised absence from school. I understand that if this is not agreed then any subsequent absence will be treated as unauthorised and this could lead to a penalty notice.

I have read and understood the guidance above.

Parent/carers*

Title: _____ Full Name: _____Tel: _____

Relationship to child: _____

Signature: _____ Date: _____

*This is defined as any adult with legal parental responsibility for a child. If another parent also has parental responsibility for your child then it is your responsibility to ensure that they agree with this request.

For school to complete [NB. schools can tailor or remove this section as they wish]

- Child's current attendance has been checked: Yes/No
- Is the Education Welfare Officer working with the family? Yes/No
- Are Children's Services supporting the family? Yes/No
- Is the request for leave during an exam or assessment period? Yes/No
- Has the parent / carer confirmed where the child will be during absence? Yes/No
- Does the request fit the exceptional criteria? Yes/No

This request for term time leave is:	**Authorised / Unauthorised**.

Reason for decision:

Signed: _____ Headteacher Date: _____

This form should be completed by the school and a copy should be returned to the parent/ carer.