RUSSET HOUSE SCHOOL

ATTENDANCE POLICY

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1. Introduction and Background

Russet House School recognises that positive behaviour and good attendance are essential in order for pupils to get the most of their school experience, including their attainment, wellbeing and wider life chances. Barriers to education can be wide and complex and this is exacerbated by the complex learning needs of the pupils at Russet House School. Therefore, it is paramount that we work collaboratively with parents and carers to remove or reduce these barriers when and where possible to promote good attendance for all pupils.

Our policy aims to raise and maintain levels of attendance by:

- Promoting a positive and welcoming atmosphere in which pupils feel safe, secure, and valued.
- Raising and maintaining a whole school awareness of the importance of good attendance and punctuality.
- Ensuring that attendance is monitored effectively and reasons for absences are recorded promptly and consistently.

Working together to improve attendance - steps to be taken:

1. Expect and Prioritise

Aspire to high standards of attendance and build a culture where all can and want to be in school. Parents trust school staff to ensure their child is safe and understand the importance of their child's education.

2. Monitor

Use attendance data to regularly monitor and quickly identify poor attendance (at individual and cohort level) so a support plan can be put in place.

3. Listen and Understand

When a pattern is identified, listen to parents to understand barriers and work together to overcome them.

4. Facilitate Support

Work to remove the barriers in school and give/direct parents to the support they require to overcome the barriers outside of school e.g. early help, carer support etc…

5. Formalise Support

Where absence persists and the support plan is not working, school, with assistance from the Education Welfare Officer must explain the consequences clearly and ensure the parent has the time and support to respond. Formalise support as necessary.

6. Enforce

Where all other avenues have been exhausted and support is not working or being engaged with, statutory intervention or prosecution will be enforced to protect the pupils right to an education.

2. Key Legislation and Statutory guidance

The law entitles every child of compulsory school age to an efficient, full-time education suitable to their age, aptitude, and any special educational need they may have. Where parents decide to have their child registered at school, they have an additional legal duty to ensure their child attends that school regularly, on time. This means their child must attend every day that the school is open, except in a small number of allowable circumstances such as being too ill to attend or being given permission for an absence in advance from the school.

The legal framework governing school attendance and the responsibilities of parents, schools and the LA is set out in a succession of acts, regulations and other guidance. These are

- The Education Act 1996 - sections 434(1)(3)(4)&(6) and 458(4)&(5)
- The Children's Act 2004
- 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
- DfE 'Keeping children safe in education'(2024)
- Working together to improve school attendance" (2024)

This policy is written with the above guidance in mind and underpins our school ethos to:

- promote children's welfare and safeguarding.
- ensure every pupil has access to the full-time education to which they are entitled.
- ensure that pupils succeed whilst at school.
- ensure that pupils have access to the widest possible range of opportunities at school, and when they leave school.

It has been developed in consultation with school governors. It seeks to ensure that all parties involved in the practicalities of school attendance are aware and informed of attendance matters in school and to outline the school's commitment to attendance being everyone's responsibility. It details the responsibilities of individuals and groups involved and the procedures in place to promote and monitor pupil attendance.

Links with other policies

Safeguarding and Child Protection Policy
Behaviour Support Policy

3. Roles and Responsibilities

Responsibilities of the Governing Body:

- To set high expectations of all school leaders, staff, pupils and parents
- To make sure school leaders fulfil expectations and statutory duties, including:

Making sure the school records attendance accurately in the register, and shares the required

- information with the DfE and local authority
- Recognising and promoting the importance of school attendance across the school's policies and
- ethos
- To make sure the school's attendance management processes are delivered effectively, and that
- consistent support is provided for pupils who need it most by prioritising staff and resources
- To monitor attendance figures for the whole school and repeatedly evaluating the effectiveness of the school's processes and improvement efforts to make sure they are meeting pupils needs
- Where the school is struggling with attendance, work with school leaders to develop a
- comprehensive action plan to improve attendance
- To make sure dedicated training is provided to staff with a specific attendance function in their role,
- including in interpreting and analysing attendance data
- To hold the Senior Leadership Team to account for the implementation of this policy

Responsibilities of Parents:

- To ensure their child/ren attend school every day and be on time
- To ensure that they contact the school as soon as is reasonably practical whenever their child is unable to attend including for medical appointments
- To provide copies of medical appointment letters
- To request permission from school if it is known that a child will be absent from school for reasons other than medical, dental or other appointments. Parents must be aware that permission to go on a holiday during term time will not be granted unless there are exceptional circumstances but a form requesting permission must still be completed; the school office will provide this form on request.

Responsibilities of the school:

- To ensure Attendance Registers are completed within 30 minutes of the start of the morning and afternoon sessions.
- To contact parents if a pupil is absent and school have not been informed of the absence in order to ensure pupils are safe
- To follow the identified procedures if the reason for absence is unknown and school is unable to make contact with a parent regarding their child's absence.
- To work with parents if there are concerns over their child's level of attendance, including working with outside agencies if needed.
- To monitor pupils' attendance on a regular basis and work with the local authority's Educational Welfare Officer (who monitors school attendance information) to ensure high attendance rates.

- To ensure every pupil has access to full-time education to which they are entitled' wherever possible. Some of the exceptions will be when pupils first start at Russet House School and in cases where pupils have been out of school for an extended period. There may also be instances where pupils find it extremely challenging to remain in school for the full duration of the day owing to factors beyond their and our control. In these cases, there will be a phased introduction to full time education and ongoing liaison between home and school.
- To ensure that an Admissions Register is maintained.

Responsibility of the designated senior leader responsible for attendance:

- To lead, champion and improve attendance across the school
- To set a clear vision for improving and maintaining good attendance
- To evaluate and monitor expectations and processes
- To have a strong grasp of absence data and oversight of absence data analysis
- To regularly monitor and evaluate progress in attendance
- To establish and maintain effective systems for tackling absence, and making sure they are
- followed by all staff
- To liaise with pupils, parents/carers and external agencies, where needed
- To build close and productive relationships with parents to discuss and tackle attendance issues
- To deliver targeted intervention and support to pupils and families

DfE guidance Summary table of responsibilities for school attendance. From 19th August 2024

https://assets.publishing.service.gov.uk/media/65e8ae343649a2001aed63aa/Summary_table_of_responsibilities_for_school_attendance__applies_from_19_August_2024_.pdf

4. Definitions - For the purpose of this policy, the school defines:

An "Absence" as:

- Arrival at school after the register has closed.
- Not attending school for any reason.

An "authorised absence" as:

- An absence for sickness for which the school has granted leave.
- Medical or dental appointments which unavoidably fall during school time, for which the school has granted leave.
- Religious or cultural observances for which the school has granted leave.
- An absence due to a family emergency.

An "unauthorised absence" as:

- Parents keeping children off school unnecessarily or without reason.
- Absences which have never been properly explained.
- Arrival at school after the register has closed.
- Absence due to shopping, looking after other children or birthdays.

- Absence due to day trips and holidays in term-time which have not been agreed.
- Leaving school for no reason during the day.

"Persistent absenteeism" as:

- Missing 10 percent or more of schooling across the year for any reason.

5. Attendance, absence and punctuality procedures – for codes see appendix A

Attendance Registers:

- Attendance registers will be completed in class within 30 minutes of the start of the morning and afternoon sessions.
- If pupils arrive after 9.40 am, they must be marked as code U code. If pupils are brought to school using transport provided by the Local Authority with arrival after 9.40 am, the pupil will be considered late unless there is widespread disruption to the roads.
- Registers will be submitted electronically to the office by 9.40 a.m.
- A member of the Administrative Team will contact the parent of any child where the reason for absence is unknown.
- Any amendment made to the Admissions Register and the Attendance Register must include: the original entry; the amended entry; the reason for the amendment; the date on which the amendment was made; and the name and position of the person who made the amendment.

On each occasion school will record whether a pupil is:

- Present
- Attending an alternative approved educational activity
- Absent, including the reason for absence if known
- Unable to attend due to exceptional circumstances

If a child is absent, the reason for the absence is unknown and school is unable to contact the parents then the procedures outlined below will be implemented.

Non-attendance procedure

The following procedure will be adopted when a pupil is absent:

Day 1:

1. If a parent or carer has not called the school office by 9.40 am to explain their child's absence, a member of the office team will call the parent or carer to ascertain the reason for the child's absence and possible return date. (Both parents will be called.)

2. If school is unable to speak to a parent/carer then school will send a text message to the parents/carer asking them contact the school office as soon as possible.

Day 2:

1. If a parent or carer has not returned the day 1 call by 9.40 am to explain their child's absence, a member of the office team will call the parent or carer again to ascertain the reason for a child's absence and possible return date. (Both parents will be called.)

2. If there is no answer, then school will call any emergency contact numbers provided by parents. School will ask the emergency contact to ask the parents to contact school immediately.

3. If school is unable to speak to a parent/carer/emergency contact, then school will send a text message to all the contacts for that child, requesting they contact the school as a matter of urgency.

4. If there is no contact received from the parent/carer or no clear explanation from the emergency contact person as to the whereabouts of the child, then the office team will inform a member of the Senior Leadership Team.

5. SLT will plan for a home visit on day 3 of absence.

Day 3:

1. If a parent or carer has still not called the school office by 9.40 am on day three to explain their child's absence, repeat day 2 procedures steps 1 to 3.

2. If there is no clear information as to the child's whereabouts then a home visit will be carried out by 2 members of staff.

3. If there is no response at the family home, then a letter will be posted through the letter box. (Appendix B)

4. School will inform the EWS of the above.

Day 4:

1. If a parent or carer has still not called the school office by 9.40 am on day four to explain their child's absence, day two procedures will be followed steps 1 to 2.

2. If school is unable to speak to a parent/carer then school will send a text message the parents/carer asking them contact school as a matter of urgency and explaining that if school does not hear from the them by 12 noon (stating the day and date in the text message) then the school will have no alternative to but to contact social care and the police.

3. If no contact has been made by 12 noon a designated teacher will contact social care and the police.

Actions if child is absent for more than 10 days (when there has been contact with the family, other than a known family holiday):

- Class teacher to set up a zoom or other type of video call for later that week (and do so weekly for each week they are not in school).
- Class teacher to call and speak to parents to set up zoom / video call at an agreed time; this must last up to 5 minutes.
- Class teacher to email the office to set up the zoom / video call at the specified date/ time.
- During the zoom / video call the child must be seen on camera.
- Call to be logged by the class teacher on CPOMS.
- If the parent and child do not attend the zoom / video call the class teacher will inform the Phase Leader (designated teacher)
- The class teacher will attempt to call the parent and re-arrange the zoom / video call to take place within the same week.
- If the 2nd zoom / video call is not attended this will be logged on CPOMS. A designated teacher will then contact the parents by phone or email to explain that they must attend a zoom call with their child or the school will have no option but to make a referral to the Enfield Multi-Agency Safeguarding Hub (MASH).
- If the zoom call does not take place a MASH referral will be made.

5.1 Procedure to monitor and address low attendance levels

1. Attendance is tracked by the school office and attendance lead. Where attendance is low, the relevant statistical information relating to a child's absence will be passed to the Phase Leader. The class teacher may be asked to speak to the parent/s regarding a pupil's attendance, with the support of the Phase Leader if needed.

2. Half termly meetings are held between the Attendance Lead and the Educational Welfare Officer (EWO). SLT will meet and discuss the report and its findings.

3. If there are concerns regarding a child's absence or lateness the Attendance Lead will inform the Phase Leader. The Phase Leader will share this information with the Class Teacher. The Class Teacher and/ or Phase Leader will speak to the parent and make them aware of the level of absence/ lateness and that if there is no improvement within over time then there may be a further meeting with the Attendance Lead. This is the School's Early Intervention process.

4. If there is no improvement over time then a school action planning meeting between parents and the Education Welfare Service will take place to create a personalised robust Support Plan, to address any barriers to attendance and make clear each person's role in improving the attendance patterns of your child.

5. If there is no improvement over time, the Attendance Lead may inform the EWO who will lead a review to discuss ways forward.

6. If there is no improvement, school will continue to seek the advice of the EWS and consider appropriate legal sanctions, if attendance deteriorates following the above actions

At all times it is imperative that relationships between home and school remain positive and supportive.

See Appendix C for Flowchart for Managing Attendance

Please note: Time-scales may vary depending on the severity of the lateness / absence and meetings may be arranged over shorter time periods.

5.2 Persistent Absenteeism (PA) and Severe Absenteeism (SA)

A pupil is defined by the Government as a **'persistent absentee'** when they miss 10% or more schooling across the school year for any reason; this can be authorised or unauthorised absence. All pupils who have attendance levels of 90% or below are considered to be a persistent absentee.

Persistently absent pupils

Parents are expected to:	Schools are expected to:	Academy trustees and governing bodies are expected to:	Local authorities are expected to:
Work with the school and local authority to help them understand their child's barriers to attendance. Proactively engage with the formal support offered – including any parenting contract or voluntary early help plan to prevent the need for legal intervention.	Continue support as for pupils at risk of becoming persistently absent and: Where absence becomes persistent, put additional targeted support in place to remove any barriers. Where necessary this includes working with partners. Where there is a lack of engagement, hold more formal conversations with parents and be clear about the potential need for legal intervention in future. Where support is not working, being engaged with or appropriate, work with the local authority on legal intervention. Where there are safeguarding concerns, intensify support through a referral to statutory children's social care. Work with other schools in the local area, such as schools previously attended and the schools of any siblings.	Regularly review attendance data and help school leaders focus support on the pupils who need it.	Continue support as for pupils at risk of becoming persistently absent and: Work jointly with the school to provide formal support options including attendance contracts and education supervision orders. Where there are safeguarding concerns, ensure joint working between the school, children's social care services and other statutory safeguarding partners. Where support is not working, being engaged with or appropriate, enforce attendance through legal intervention (including prosecution as a last resort).

A pupil who has missed 50% or more schooling is defined by the Government as **'severely absent'**.

Severely absent pupils

Parents are expected to:	Schools are expected to:	Academy trustees and governing bodies are expected to:	Local authorities are expected to:
Work with the school and local authority to help them understand their child's barriers to attendance. Proactively engage with the formal support offered – including any parenting contract or voluntary early help plan to prevent the need for legal intervention.	Continue support as for persistently absent pupils and: Agree a joint approach for all severely absent pupils with the local authority.	Regularly review attendance data and help school leaders focus support on the pupils who need it.	Continue support as for persistently absent pupils and: All services should make this group the top priority for support. This may include a whole family plan, consideration for an education, health and care plan, or alternative form of educational provision. Be especially conscious of any potential safeguarding issues, ensuring joint working between the school, children's social care services and other statutory safeguarding partners. Where appropriate, this could include conducting a full children's social care assessment and building attendance into children in need and child protection plans.

6. School Attendance and the Law

New legislation was passed, The School Attendance (Pupil Registration) (England) Regulations 2024 which introduced a National Framework in England. By law all children of compulsory school age must receive an appropriate full-time education (Education Act 1996). Parent/Carers have a legal duty to ensure their child attends school regularly at the school at which they are registered.

Parent/Carers may be recognised differently under education law, than under family law. Section 576 of the Education Act 1996 states that a 'parent', in relation to a child or young person, includes any person who is not a parent (from which can be inferred 'biological parent') but who has parental responsibility, or who has care of the child.

A person typically has care of a child or young person if they are the person with whom the child lives, either full or part time and who looks after the child, irrespective of what their biological or legal relationship is with the child.

Education Welfare Officer (EWO)

If they are persistently absent, or their attendance falls to 90% or below, pupils will be referred to the Education Welfare Officer at Enfield's Educational Welfare Service (EWS) who will attempt to resolve the situation through a parent support plan. The education welfare officer regularly attends school to monitor and analyse attendance data to ensure that intervention is delivered quickly to address absence. The attendance officer will provide regular reports to staff across the school to enable them to track the attendance of pupils and to implement attendance procedures.

Local Authority (Enfield) Education Welfare Service

The attendance advisory officer can issue parents with a penalty notice (fine) for the unauthorised absence of their child from school, where the child is of compulsory school age. Under The Education and Skills Act 2008, the age of compulsory participation in education or

training has been increased to 18. Pupils are only issued a penalty notice if they have already been referred to the attendance advisory service. Any pupil who has an unauthorised absence during term time is at risk of being referred to the attendance advisory service. The decision to make this referral is led by the amount of unauthorised absences the child has had in the rolling year and if there has been any one-off instances of irregular attendance (i.e. a holiday taken in term time without permission). If a child has a prolonged unauthorised absence, they are automatically referred.

Fixed Penalty Notice

Under the Antisocial Behaviour Act the Enfield Education Welfare Service can issue penalty notices if a parent or carer is unwilling to improve their child's attendance. Parents and carers commit an offence if a child fails to attend regularly and absences are not authorised. A penalty notice is an alternative to prosecution and does not require an appearance in court. Payment of a penalty notice enables parents and carers to avoid convictions. The Education Welfare Service will consider a penalty notice based on the information supplied by the school. Payment within 21 days of receiving a notice is £60 and £120 if paid between 22 to 28 days. If no payment is received, legal proceedings will begin in the Magistrates Court. Prosecution can result in a fine of £1,000 for each child. When a parent knows their child is failing to attend and does not act, a higher penalty of £2,500 and a custodial sentence can apply.

Monitoring and Review of absence data

We review attendance data half termly to monitor, identify and support individual pupils and families when their attendance needs to improve. Persistent absentees (attendance below 90%) are tracked and monitored carefully. We combine this information with pupil progress data and those who receive pupil premium to understand and quickly identify correlations between these as we know that attendance directly correlates with attainment (dfE, 2016).

7. Request for leave of Absence

The School Attendance (Pupil Registration) (England) Regulations 2024 set out the statutory requirements for schools. All references to family holidays and extended leave have been removed. **The amendments specify that headteachers may not grant any leave of absence during term time unless there are "exceptional circumstances" and they do not have any discretion to authorise up to ten days of absence each academic year**.

It is a rule of this school that a leave of absence shall not be granted in term time unless there are reasons considered to be exceptional by the headteacher, irrespective of the child's overall attendance. Only the headteacher (not the local authority) may authorise such a request and all applications for a leave of absence must be made in writing, in advance, on the prescribed form provided by the school. The school will usually consider that the parent who has made the application is therefore allowing the leave of absence, and that all parents who are on the holiday are allowing the leave. Where a parent removes a child after their application for leave was refused or where no application was made to the school, the absence will be recorded as unauthorised.

At Russet House School, 'exceptional circumstances' will be interpreted as:

events that are "rare, significant, unavoidable and short". By 'unavoidable' we mean an event that could not reasonably be scheduled at another time, outside of school term time, regardless

of who has planned or paid for the holiday or absence (including grandparents or other family or friends).

8. Admission Register

Contents of the Admission Register:

The Admissions Register includes the personal details of every pupil in the school, along with the date of admission or re-admission to the school, information regarding parents and carers and details of the school last attended. The school must enter pupils on the Admissions Register from the beginning of the first day on which the school has agreed, or been notified, that the pupil will attend the school. If a pupil fails to attend on the agreed or notified date, the school must establish the reason for the absence and mark the attendance register accordingly.

Deletions from the Admission Register:

A pupil can lawfully be deleted from the Admissions Register on the grounds prescribed in regulation 8 of the Education (Pupil Registration) (England) Regulations 2006.

The school must inform the local authority of any pupil who is going to be deleted from the admission register where they:

- Have been taken out of school by their parents and are being educated outside the school system e.g. home education (see below on home educated children);
- Have ceased to attend school and no longer live within reasonable distance of the school at which they are registered;
- Have a medical condition certified by a medical officer that the pupil is unlikely to be in a fit state of health to attend school;
- Have been permanently excluded.

The local authority must be notified in advance of the deletion, when the school becomes aware that the deletion will be made.

A child's name cannot be deleted from the admission register until the outcome of any consideration of reinstatement and independent review have been completed i.e. if concerns remain in relation to the safety of the child, the LA designated person must continue to pursue reasonable enquiries and missing person activity in accordance with local procedures.

Preservation of the Admission Register and Attendance Register

The Admissions Register details all pupils who have attended the school and must be maintained on an ongoing basis. The Attendance Register is preserved for 3 years and then destroyed.

Data Protection Act and General Data Protection Regulations

The Data Protection Act places obligations on all agencies that process, store and share information on any individual. Each school has a Data Protection Notification which details the circumstances under which data is managed. Nothing in the legislation prevents a school sharing information with the police or social services where it is believed that a child or young person under the age of 18 is at risk of harm or is in need of safeguarding.

9. Attendance for Specific groups

Looked after children and previously looked after children

Good attendance safeguards children who are vulnerable. Historically, figures show that children who have a social worker have higher rates of absence compared to those children who have never been in need. Therefore, it is imperative that we robustly monitor the attendance of this group of children. The attendance of looked after children is reported to their co-operate parent on a daily basis.

Looked after and previously looked after children

Parents are expected to:	Schools are expected to:	Academy trustees and governing bodies are expected to:	Local authorities are expected to:
Work with the school and local authority to help them understand the child's barriers to attendance – including the development of Personal Education Plans. Proactively engage with the support offered.	Have high expectations for the cohort – with expert support and leadership provided by the designated teacher for looked-after and previously looked-after pupils. Work in partnership with the local authority Virtual School Head to develop and deliver high quality Personal Education Plans for looked-after children that support good attendance. Work directly with parents to develop good home-school links that support good attendance. For previously looked-after pupils this could include discussion on use of the Pupil Premium Plus funding managed by the school.	Designate a member of staff to have responsibility for the promotion of the educational achievement of looked-after and previously looked-after pupils. Monitor and review attendance of the cohort and consider how school policies, including behaviour policies, are sensitive to their needs and support good attendance.	Promote the educational achievement of looked-after and previously looked-after children – doing everything possible to minimise disruption to education when a pupil enters care. (LA that looks after the child:) Appoint an expert Virtual School Head (VSH) – will: • Monitor, report on, and evaluate the education outcomes of looked after children, including their attendance, as if they attended a single school- whenever they live or are educated. • Ensure schools know when they have a pupil looked after by the authority on their role and that information is shared with the school on issues that may impact on their attendance. • Ensure that all looked-after pupils have high quality, up to date, effective Personal Education Plans developed in partnership with schools, social workers and carers – including, where necessary, clear interventions and use of pupil premium plus funding to support good attendance. • Provide expert advice and information on the education of previously looked-after pupils to schools and parents – including their attendance.

Gypsy, Roma, Traveller and Showman families

Absence of a child from a Traveller family that has left the area may be authorised if the absence is for work purposes only and it is believed that the family intends to return. To ensure the continuity of learning for Traveller children, dual registration is allowed. That means that a school cannot remove a Traveller child from the school roll while they are travelling. When the Traveller is away, the home school holds the place open and records the absence as authorised through

the T code. Distance learning packs for Traveller children are not an alternative to attendance at school.

Contact Details

The name and contact details of the Attendance Lead is:
Name: Aysha Pettit
Email address or contact details
office@russethouse.enfield.sch.uk 0208 350 0650

The name and contact details of the school staff member pupils and parents should contact about attendance on a day-to-day basis is:
Russet House School Office Team: office@russethouse.enfield.sch.uk 0208 350 0650

The name and contact details of the school staff member pupils and parents should contact for more individual support with attendance: Parent Support Advisor
Name: Jacky Stevenson
Email address or contact details office@russethouse.enfield.sch.uk 0208 350 0650
The name of our linked Governor with responsibility for monitoring attendance is:
Sian Mainwaring – Safeguarding Governor

Further Guidance

https://assets.publishing.service.gov.uk/media/626669cb8fa8f523b7221b98/UKHSA-should-I-keep-my_child_off_school_guidance-A3-poster.pdf

DfE external document template (childrenscommissioner.gov.uk)

Illness and your child's education - GOV.UK (www.gov.uk)

Is my child too ill for school? - NHS (www.nhs.uk)

Agreed at Governing Body meeting June 2019
Amended and agreed at Governing Body meeting 14th November 2024
Amended and agreed at Governing Body meeting 25th September 2025

Signed:

Appendix A - Summary of Attendance Codes and Meanings September 2024

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

On each occasion the register is taken the appropriate national attendance and absence code must be entered for every pupil (of both compulsory and non –compulsory school age) whose name is listed in the admissions register at the time (exception boarder).

Full information contained in the School Attendance (Pupil Registration) (England) Regulations 2024 and the Statutory Attendance Guidance Working Together to Improve Attendance 2024.

The designated staff members will take the attendance register at the start of each school day and at the start of the afternoon session. This register will record whether pupils are:

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late	arrival Pupil arrives late before register has closed
Attending a place other than the school		
K	Attending education provision	arranged by the local authority Pupil is attending a place other than a school at which they are registered, for educational provision arranged by the local authority
V	Attending an educational visit or trip	Pupil is on an educational visit/trip organised or approved by the school
P	Participating in a sporting activity	Pupil is participating in a supervised sporting activity approved by the school
W	Attending work experience	Pupil is on an approved work experience placement
B	Attending any other approved educational activity	Pupil is attending a place for an approved educational activity that is not a sporting activity or work experience
D	Dual registered	Pupil is attending a session at another setting where they are also registered Absent – leave of absence
C1	Participating in a regulated performance or undertaking regulated employment abroad	Pupil is undertaking employment (paid or unpaid) during school hours, approved by the school
M	Medical/dental appointment	Pupil is at a medical or dental appointment
J1	Interview	Pupil has an interview with a prospective employer/educational establishment

S	Study leave	Pupil has been granted leave of absence to study for a public examination
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
C2	Part-time timetable	Pupil is not in school due to having a part-time timetable
C	Exceptional circumstances	Pupil has been granted a leave of absence due to exceptional circumstances
Absent – other authorised reasons		
T	Parent travelling for occupational purposes	Pupil is a 'mobile child' who is travelling with their parent(s) who are travelling for occupational purposes
R	Religious observance	Pupil is taking part in a day of religious observance
I	Illness (not medical or dental appointment)	Pupil is unable to attend due to illness (either related to physical or mental health)
E	Suspended or excluded	Pupil has been suspended or excluded from school and no alternative provision has been made
Absent – unable to attend school because of unavoidable cause		
Q	Lack of access arrangements	Pupil is unable to attend school because the local authority has failed to make access arrangements to enable attendance at school
Y1	Transport not available	Pupil is unable to attend because school is not within walking distance of their home and the transport normally provided is not available
Y2	Widespread disruption to travel	Pupil is unable to attend because of widespread disruption to travel caused by a local, national or international emergency
Y3	Part of school premises closed	Pupil is unable to attend because they cannot practicably be accommodated in the part of the premises that remains open
Y4	Whole school site unexpectedly closed	Every pupil absent as the school is closed unexpectedly (e.g. due to adverse weather)
Y5	Criminal justice detention	Pupil is unable to attend as they are: • In police detention • Remanded to youth detention, awaiting trial or sentencing, or • Detained under a sentence of detention
Y6	Public health guidance or law	Pupil's travel to or attendance at the school would be prohibited under public health guidance or law

Y7	Any other unavoidable cause	To be used where an unavoidable cause is not covered by the other codes
Absent – unauthorised absence		
G	Holiday not granted by the school	Pupil is absent for the purpose of a holiday, not approved by the school
N	Reason for absence not yet established	Reason for absence has not been established before the register closes
O	Absent in other or unknown circumstances	No reason for absence has been established, or the school isn't satisfied that the reason given would be recorded using one of the codes for authorised absence
U	Arrived in school after registration closed	Pupil has arrived late, after the register has closed but before the end of session
Administrative codes		
Z	Prospective pupil not on admission register	Pupil has not joined school yet but has been registered
#	Planned whole-school closure	Whole-school closures that are known and planned in advance, including school holiday

Appendix B: Letter to parents following day 3 absence with no contact

Date

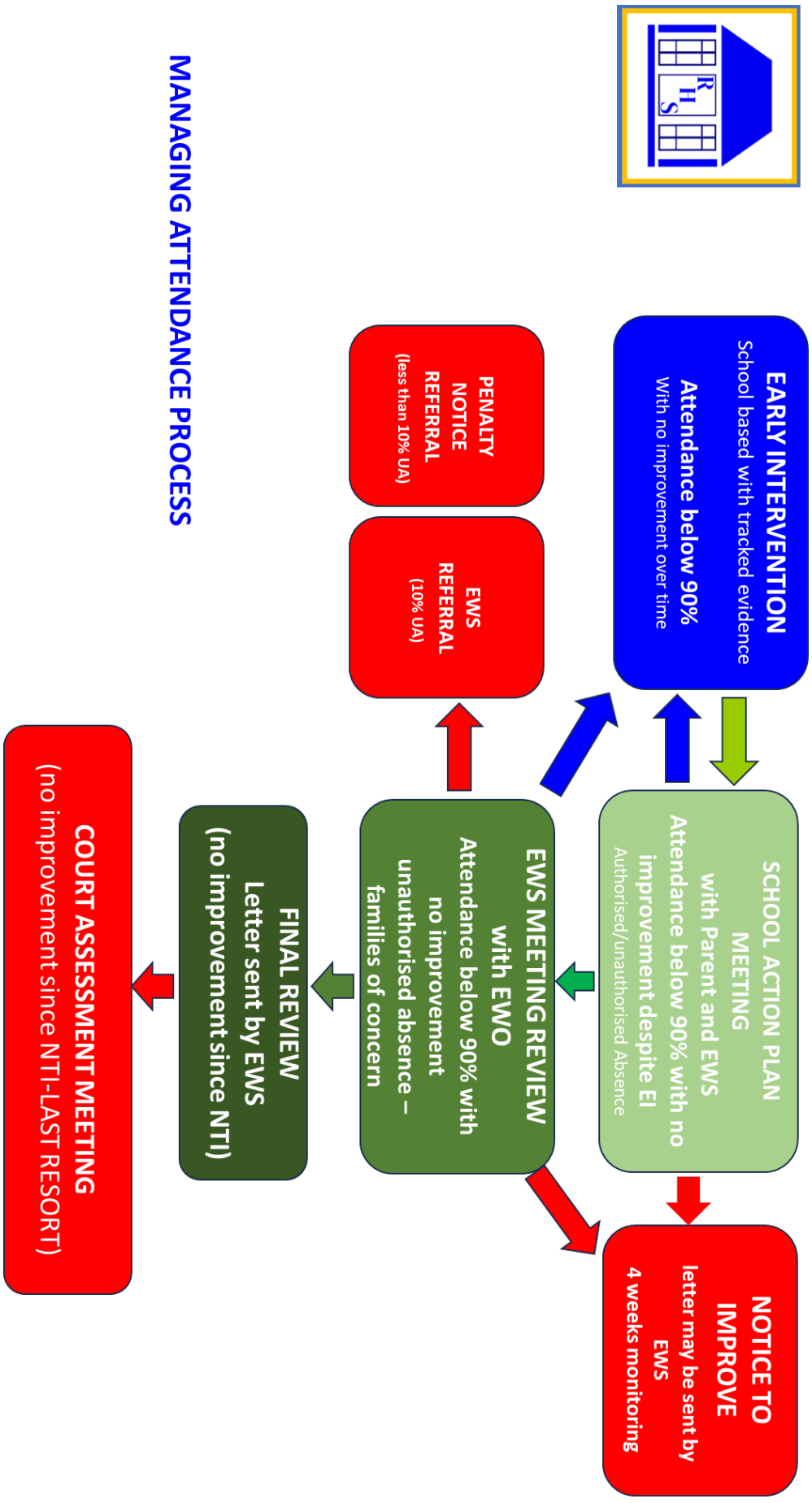
Dear Parent/Carer
Re: *pupil's name*

We are very concerned that.....has not been in school since *[day and date of first day of absence],* and that we have been unable to contact you by telephone *for the last three days*. We are also concerned that you have not responded to our texts or phone messages since *[day and date of first day of absence]*.

Please contact us urgently to provide us with reasons for your child's absence and advise when he/she will be returning to school.

If we do not hear from you by 12 noon tomorrow [*DATE*] then we will have no alternative but to contact the police and social care.

Yours sincerely

Rebecca Freedman
Headteacher

Appendix C - Flowchart