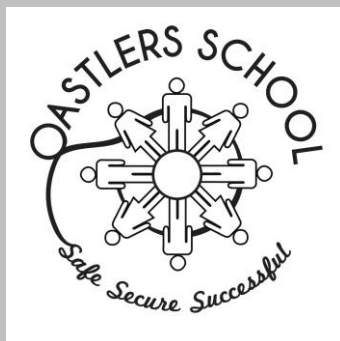



Attendance Policy

Incl. AStar Attendance Solutions



Oastlers Policy

| | |
|---|--|
| Approved by Governing Body On | March 2024 |
| To be Reviewed On | March 2025 |
| Signed on Behalf of the Governing Body |  |

Introduction

Regular school attendance is essential if learners are to achieve their full potential, and make a positive contribution to their lives and the community in which they live. Not being in school means:

- The risk of poor educational outcomes
- The risk of being unable to secure further education, employment or training
- The risk of missing out on new and exciting experiences
- The risk of not having a peer/friendship group
- The risk of mental health deterioration
- The risk of being lonely and isolated
- The risk of not developing key skills

Oastlers School considers every one of those risk to be too significant. To put simply, when children miss school, it affects their learning, their ability to succeed and reduces opportunities and life chances.

The link between attendance in school and attainment is well known.

There is almost universal agreement that learning has not yet recovered from the pandemic. Evidence shows that almost two thirds of schools consider it is still having a major impact on learner achievement. While it is accepted that some of the reasons behind absence is often complex, improving attendance is not a matter for school alone, we rely on support from a number of external agencies with this matter. But most of all, we need your support as our parents and carers.

As a UNICEF Rights Respecting School, we strongly believe that all learners have the right to an education and that all learners should be encouraged to go to school and attend as described in Article 28. Children cannot be expected to achieve their full potential if they do not regularly attend school.

All of our school policies respect the UN Convention 'The Rights of the Child'. In particular, the Oastlers attendance policy refers directly to:-

- Article 28 - every child has the right to an education

This policy is informed by guidance published by the Department for Education (DfE): 'Working together to improve school attendance' and 'Summary table of responsibilities for school attendance': <https://www.gov.uk/government/publications/working-together-to-improve-school-attendance>

With this in mind, parents/carers have a legal duty to ensure their child attends school regularly.

The policy is published on the school's website. Parents/carers will receive this policy when their child joins the school. The policy will be reviewed and updated as necessary. In doing so, Oastlers will seek the views of learners and parents/carers.

Purpose / Background

The Attendance Policy should not be viewed in isolation; it is a strand that runs through all aspects of Oastlers School, supported by our curriculum and policies on safeguarding, bullying, behaviour and SEND.

Oastlers School considers the promotion of good attendance as a key priority in terms of raising the achievement of all learners.

The policy holds dear the notion that all learners must be:

- Safe
- Secure
- Successful

We are committed to working in partnership with learners, parents/carers, the local community and relevant agencies in order to ensure that we continue to improve the attendance of all our learners.

Parent/carer engagement

It remains important to school that relationships between home and school are based on trust, honesty and collaboration. We recognise that for some children attendance is a real barrier and we prefer to work alongside our families to support better attendance as opposed to impose sanctions and punitive responses to such situations. In all cases, it is important parents/carers make contact with school if and when attendance is becoming problematic. The sooner we tackle problems, the better for all. In all cases please contact:

Rebecca Fyfe- Bradford site On 01274 307456

Pasquale Hester – Keighley site on 10535 281556

Objective

Our simple objective is to support and encourage all our learners achieve an attendance target of 95% by:

- Reducing the number of learners with persistent absence
- Reducing the percentage of unauthorised absences
- Demonstrating a year on year capacity to improve attendance

Safeguarding

Oastlers recognises that children may be at risk of harm if they do not attend school regularly. The attendance policy has a direct link to the Safeguarding Policy; Understanding Behaviour and Relationships Policy; anti bullying strategies, Special Needs and Disability Policy (SEND) and the Missing Children and Truancy Policy.

Oastlers has also adopted the Local Authority Policies on Children Missing Education and Elective Home Education. All these policies have been endorsed by the School's Local Advisory Board/Trust Board, which support the School in all attempts to improve the attendance and safeguarding agenda.

Development and implementation of this policy will be considered under School obligations from the Equality Act 2010 and the UN Convention on the Rights of the Child.

Strategies

Oastlers School have high expectations of learners and will encourage good attendance by:

- Ensure absences are only authorised where the school are satisfied that the absence was genuine.
- Develop attendance incentive schemes (individual and group awards etc.) in accordance with the needs of the school.
- Work with learners to explore how good attendance can have short- and long-term benefits.
- Monitoring and referral procedures will be put in place and to ensure for learners whose attendance is a cause for concern are identified promptly. Home will be supported by school to improve this by working together to develop an action plan.

- To provide support through the school's own pastoral systems, including appropriate contact with parents/carers.
- Analyse attendance data, looking for emerging patterns of non-attendance.
- Provide the Department for Education/Local Authority/Academy Trust with accurate attendance data as required
- To provide a stimulating and accessible curriculum, which ensures personalised learning is successful.
- The views of each learner and their parent(s)/carer(s) will be sought regarding their attendance and, this will also inform their attendance target setting process.
- The school's attendance leads will manage multi-agency networks which support the attendance improvement targets for individual learners.
- To ensure clear communication and guidance to learners and parents/carers regarding the importance of good attendance and the implications and consequences of absence.

If your child is absent

Parents/carers should make every effort to let the school know why their child is not **attending by 9.30am on the first day of absence.**

If you are unsure whether your child is too ill for school and would like some support please see below: -

[Is my child too ill for school? - NHS \(www.nhs.uk\)](http://www.nhs.uk)

Phone: 01274307456 (Bradford site) 01535281556 (Keighley site)

Email: Bradford Site - office@oastlers.co.uk
Keighley Site - Keighley@oastlers.co.uk

Alternatively if you have access to Arbor please send a message through the app.

Should no contact be made by parents/carers school will try to contact the parent/carer for an explanation as to why their child is absent. If telephone contact cannot be made and there is any doubt about the whereabouts of a learner, the safeguarding team will make a welfare home visit if appropriate. The DSL will decide whether a home visit or contact with another agency should then be made.

Where possible all medical appointments be made outside school hours. Parents/carers may be requested to provide medical evidence before any further absence can be authorised. This can be in the form of a doctor's note, text, appointment card, medication or prescription.

Requests for leave of absence

All schools can grant a leave of absence for exceptional circumstances at the headteachers discretion. It must be requested by in advance by a parent who the learner normally lives with. In the case of a Child Looked After the learner's respective social worker is the only person who can request such leave during term time. Schools are expected to consider each application individually taking into account the specific facts and circumstances and relevant background context behind the request. If a leave of absence is granted, it is for the school to determine the length of the time the pupil can be away from school.

The DfE does not consider a need or desire for a holiday or other absence for the purpose of leisure and recreation to be an exceptional circumstance. We expect parents to take their family holiday in the normal school holiday periods.

Authorised Absence

Absence can be authorised for a number of reasons. These include, but not limited to:

- Illness
- Medical or dental reasons but we do ask that check-ups and non– emergency appointments are made during holiday times or after school
- Education off site
- Suspension
- Religious observances
- Approved sporting activity
- Enforced closure for the whole school
- Any other exceptional circumstance (see above)

We are mindful of learner absence from school due to mental or physical ill health or their special educational need and/or disability, and provide them with additional support.

We recognise many children will experience normal but difficult emotions that make them nervous about attending school, such as worries about friendships, schoolwork, examinations and variable moods. But we expect these learners to attend school regularly.

Information on Department for Education Fixed Penalty Notices

From 19th August 2024, the Department for Education (DfE) introduced Notices to Improve as a final opportunity for parents to engage in support and improve attendance before a penalty notice is issued. They also introduced a more consistent approach to penalties. The minimum fine increased from £60 to £80 per parent and, if the parent fails to pay the fine within 21 days, this is raised from £120 to £160. Only two fines can be issued to the same parent for the same child within a three-year period. A second penalty notice will be charged at £160. The government says a school must consider a fine if a pupil misses 10 sessions (half days) of unauthorised absence in a rolling period of 10 school weeks across one or more terms or school years. The absence includes late after the register has closed. The Council has the discretion to issue fines before such thresholds have been met, e.g. repeated short holidays and absence for birthdays. The school must share daily attendance data with the government. Schools must provide the Council and (if applicable) social worker and/or youth offending team worker, the name and address of children who miss 15 consecutive days.

To avoid prosecution, parents should provide the school with the appropriate evidence required to avoid unauthorised absences been recorded in the school attendance register **before** prosecution proceedings commence, i.e. immediately at the start of each and every absence. Once prosecution processes commences, the parent will need to present their case to the Council's Prosecution Team and potentially Court of Law for a decision on whether the parent will be prosecuted.

Rewarding Attendance

School has a system of rewards and incentives for good attendance. These rewards are chosen by our learners.

The promotion of regular school attendance can facilitate positive peer relationships, which is a protective factor for mental health and well-being. At Oastlers the views and opinions of learners is recognised by holding termly school council meetings in which learners put forward their ideas around what incentives/rewards they would like for good attendance.

Attendance data is shared during weekly celebration assemblies and displayed on a board in school. Announcements are also posted on the school website. Incentives include:

Attendance Hero's

Can your child be in school every day for the next day days? 10 days = 100% attendance with amazing prizes to be won! Every ten days names will be entered into a draw for a chance of winning the prize and be celebrated as an 'Attendance Hero'!



Class rewards

Classes will be rewarded for excellent attendance. Classes with the highest attendance each week will receive prizes including 'dress down Fridays' or an additional breaktime.

Parent's breakfast

Our parents and carers work incredibly hard to support their children, ensuring they attend school as much as possible. We would like to thank parents for their support and there will be opportunities for parents to attend an 'attendance breakfast' for excellent attendance. This will be held termly.

Certificates and letters

Certificate and celebration letters will be emailed or posted to parents and carers acknowledging 100%, 95% and most improved attendance.



Implementation

We have developed processes that meet the needs of our learners. We:

- Record daily attendance and reasons for absence on the statutory register using Arbor MIS.
- Monitor lateness and set out in the attendance policy the length of time the register will be open, after which the pupil will be marked as absent with the most appropriate code.
- To allow time for the local authority taxis to arrive on site safely, the register opens at 9:00am and closes at 9:30am (no more than 30 minutes).
- Use the A Star Attendance system to actively monitor levels of attendance and follow the 4 stage process set out in Appendix 2.
- Use the A Star Attendance system to identify learners who have been absent for 3 days, and where appropriate, assign a home visit from a member of staff.
- Use the A Start Attendance system to record steps taken to improve attendance, outcomes of home visits and home-school communications.
- Record correspondence of a safeguarding nature on CPOMS in line with the safeguarding policy.

Enforced Closure of the School

The Education (Pupil Registration) (England) (Amendment) Regulations 2010 regulation 6(5) allows for the closure of a school in exceptional circumstances. Examples of circumstances in which learners could be unable get to school because of serious disruption to travel caused by:

- A weather-related emergency, such as snow or flooding,
- A natural disaster, such as the impact on air travel of a volcanic eruption,
- A health-related emergency, such as restrictions on travel in certain areas related to a foot and mouth outbreak,
- Travel disruption caused by the rationing or non-availability of fuel,
- In the case of a learner for whom transport to school is provided by the school or a local authority, and whose home is not in walking distance of the school, that the transport is not available.

Roles and responsibilities

- The school's attendance lead is **Rebecca Fyfe (Bradford site) and Pasquale Hester (Keighley site)**
- Both will lead on attendance and the monitoring of all learners with individual attendance targets.
- That all statutory requirements are met.
- Reports on learner attendance are submitted to the Local Advisory Body and Trustees.
- The attendance lead will take account of the views of their learners, parent(s)/carer(s) and that necessary multi-agency networking takes place.

Further information

Guidance for parents on school attendance (Department for Education)

www.childrenscommissioner.gov.uk/wp-content/uploads/2022/12/aaa-guide-for-parents-on-school-attendance.pdf

Resources for families (Children's Commissioner)

www.childrenscommissioner.gov.uk/back-into-school/resources-for-families/

Attendance (Bradford Council)

www.bradford.gov.uk/education-and-skills/school-support-services/attendance/

Working together to improve school attendance (Department for Education)

www.gov.uk/government/publications/working-together-to-improve-school-attendance

Pupil attendance in school data (Department for Education)

explore-education-statistics.service.gov.uk/find-statistics/pupil-attendance-in-schools

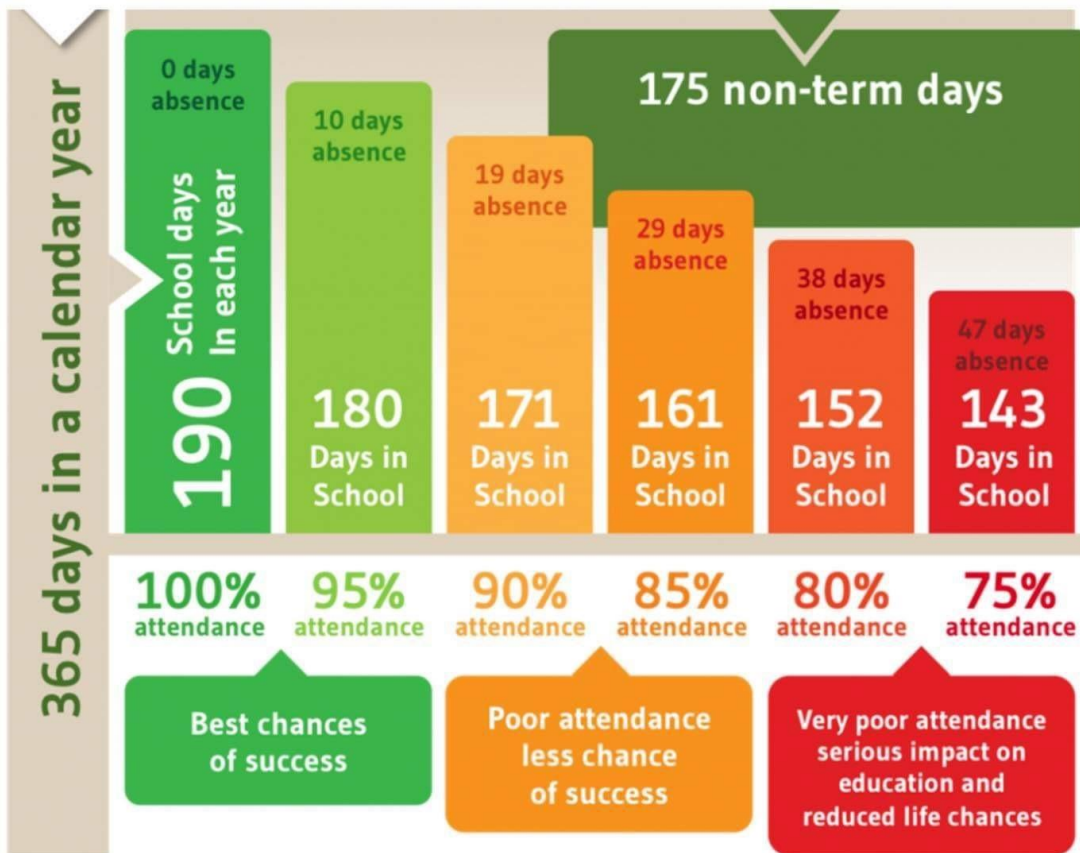
Improving attendance: good practice for schools and trusts (Department for Education)

www.gov.uk/government/case-studies/improving-attendance-good-practice-for-schools-and-multi-academy-trusts

This policy is informed by guidance published by the Department for Education (DfE): 'Working together to improve school attendance' and 'Summary table of responsibilities for school attendance': <https://www.gov.uk/government/publications/working-together-to-improve-school-attendance>

Appendix 1

Impact of absence table



DID YOU KNOW? A two week holiday in term time means that the highest attendance you can achieve is 94.7%

Attendance Policy

Appendix

March 2024

Date Approved: March 2024
Review Frequency: Annually
Next review: March 2025

Date Approved: March 2024
Review Frequency: Annually
Next review: March 2025

Working together to improve school attendance (published February 2024) makes it clear that all parties; including schools, trusts, governing bodies, and local authorities should place a strong emphasis on maintaining high levels of school attendance.

All students are expected to attend every session. Where a student's attendance falls below the attendance threshold of 95%, our attendance procedures will be instigated according to the Staged response below:

Agreed Stage Attendance Intervention Levels

| Stage | Criteria |
|----------------|---|
| Stage 1 | <ol style="list-style-type: none"> 1. Student currently has an attendance percentage of 95% or below. 2. Student has had an absence (coded I, O, U, G) in the previous 10 school days. |
| Stage 2 | <ol style="list-style-type: none"> 1. Student currently has an attendance percentage of 95% or below. 2. Student has absence (coded I, O, U, G) in the previous 10 school days and has previously been issued Stage 1. |
| Stage 3 | <ol style="list-style-type: none"> 1. Student currently has an attendance percentage of 95% or below. 2. Student has unauthorised absences (O, U, G) in the previous 10 school days and has previously been issued Stage 2. |
| Stage 4 | <ol style="list-style-type: none"> 1. Student currently has an attendance percentage of 95% or below. 2. Student has unauthorised absences (O, U, G) in the previous 20 school days and has previously been issued Stage 3. |

As we strive for all students to have good attendance, our escalation route is as follows:

Stage 1

Where the student has met the criteria for Stage 1; the student's attendance falling below 95% and having an absence in the previous 10 days. A letter will be sent home to parents/carers and the student's attendance will be monitored for the next 10 school days.

The student may be moved to Stage 2 if they have further absence and meet Stage 2 criteria. If deemed appropriate Stage 2 may be initiated before the end of the 10 day monitoring period.

Should the student attend every session and have no further absence, Stage 2 will not be initiated.

Stage 2

If the student's attendance continues to be below 95% and they have subsequent absences, a Stage 2 letter will be sent to parents/carers requesting medical evidence for any future absence to be authorised. Alongside the Stage 2 letter, parents/carers will also be issued with a feedback form.

The student will be monitored for the next 10 school days. The student may be moved to Stage 3 if improvement criteria is not met. If deemed appropriate Stage 3 may be initiated before the end of the 10 day monitoring period.

Should the student attend every session and have no further absence, Stage 3 will not be initiated.

Stage 3

At Stage 3, parents/carers will be issued with a letter along with an Attendance Action Plan. The student's attendance will be monitored for 20 school days. However, if the pupil has further instances of unauthorised absence within the monitoring period, the student may be escalated to Stage 4.

If no further unauthorised absences are recorded within the monitoring period, the student will remain at Stage 3.

For student that have not had unauthorised absences during the 20 school days monitoring period, the student will be de-escalated to Stage 1 and the above criteria for the suggested Stages will be followed.

Stage 4

If a student's attendance remains a concern and they continue to have unauthorised absences, they may be escalated to Stage 4. At Stage 4, a student may be referred to the Local Authority and legal proceedings may commence. The Local Authority could take action that could include, but not be limited to, issuing parental contracts, issuing fixed penalty notices, pursuing prosecution towards potential educational supervision orders or other court sanctions.

Appendix 3

Parent/carer letter 1

Dear Parent/carer

I am writing to you to congratulate **(name)** for achieving **over 95%** attendance this term.

Thank you for all your efforts in supporting attendance at school.

Keep it up!

Yours sincerely

Lyndsey Brown
Headteacher

Appendix 4

Parent/carer letter 2

Dear Parent/carer

I am writing to you, to congratulate (**name**) for achieving **100%** attendance this term.

Thank you for all your efforts in supporting school attendance.

Keep it up!

Yours sincerely

Lyndsey Brown
Headteacher

Appendix 4

Parent/carer Stage 1 Letter as per A Star Attendance

Name: - DOB:
Class:

Initial Attendance Concerns **Attendance Period:**

Dear parent/carer

As you are aware, monitors the attendance of pupils. As part of our commitment to improving the attainment of our pupils, we formally monitor attendance to identify any pupil whose attendance causes concern. We then issue a first letter to register our concern with parents/carers.



During this routine monitoring of attendance, we have noticed that <Name>'s attendance is currently <Att>%. This is below the expected level of attendance.

At Oastlers, we value and reward good attendance as research shows that your child is more likely to achieve their academic attainment if they have a good attendance record. The information below illustrates the impact that poor attendance can have on your child's educational success.

| |
|---|
| <p>Above 97%: Less than 6 days absence a year Pupils in this group will almost certainly get the best grades they can, leading to better prospects for the future. Pupils will also get into a habit of attending school which will help in the future.</p> |
| <p>95%: 10 days absence a year Pupils in this group are likely to achieve good grades and form a habit of attending school regularly. Pupils who take a 10-day holiday during term time every year can only ever achieve 95% attendance.</p> |
| <p>92%: 15 days absence a year Pupils in this group are missing three weeks of school per year; it will be difficult for them to achieve their best. The school may consider referring pupils with this level of attendance to the Local Authority.</p> |
| <p>90%: 19 days absence a year The Government classes pupils in this group as “Persistent Absentees” and it will be almost impossible for them to keep up with work. Parents of pupils in this group could also face the possibility of legal action being taken by the Local Authority.</p> |

Please ensure that over the coming weeks your child’s attendance improves to meet the minimum expected level of 97%.

We can support you and your child around any attendance issues you may have, therefore please do not hesitate to contact school on 01274 307456 (Bradford)/ 01535 281556 (Keighley) should you wish to discuss this further.

Thank you for your cooperation and support with this matter. Yours sincerely

Yours sincerely

Lyndsey Brown
Headteacher



Appendix 5

Parent/carer Stage 2 Letter as per A Star Attendance

Name: - DOB:
Class:

Initial Attendance Concerns Attendance Period:

Dear parent/carer

As you are aware, Oastlers monitors the attendance of pupils. Since we wrote to you, <name>'s attendance has failed to improve significantly and is now <att>%, this includes <Unath> occasions of unauthorised absence.

This is below the minimum expectation and is having an impact on your child's education. To put this into perspective, 90% attendance is equivalent to missing 19 days of school per year.



Authorised absence means that school has given approval in advance for a pupil to be away from school or that the explanation offered afterwards by a parent/carer has been accepted. Decisions regarding the authorisation of absences are the responsibility of the Headteacher. Unauthorised absences on your child's attendance record may mean that you are liable to incur a Fixed Penalty Notice or could face prosecution.

Due to the current level of absence, please note that any future absences relating to illness and/or medical reasons will not be authorised without some additional assurances that the absences are unavoidable. Some examples of evidence include prescriptions, appointment cards and doctor's notes. If this evidence is not supplied, your child's absence will be recorded as an "unauthorised" one.

Only in exceptional circumstances will low attending pupils not get monitored, these would be children with medical conditions requiring repeat treatment or who have had a stay in hospital.

To support you and your child, a parent survey has been attached to this letter. Please use this form as an opportunity to provide any further information that may help to understand your child's absence.

Please complete the form and return it to the school office as soon as possible.

We would appreciate your support to make sure your child's attendance improves. We will continue to monitor the situation and will be in touch again if it does not improve and this may lead to a referral to the Local Authority Attendance Team.

We can support you and your child around any attendance issues you may have therefore please do not hesitate to contact school on 01274 307456 (Bradford)/ 01535 281556 (Keighley) should you wish to discuss this further.

Thank you for your cooperation and support with this matter.

Yours sincerely

Lyndsey Brown
Headteacher



Parent Feedback form: Ongoing Attendance Concerns

Name of Pupil: <LegalForename> <LegalSurname>

Class: <RegistrationGroup>

Comments: (Please advise of any further details regarding the absence of your child from school. This information will help to review your child's current attendance).

**Would you like a follow up call from school?
(please state best time available)**

Y/N

Name of Parent/Carer:

<ParentalSalutation>

Date:

<Date>

Contact Details:

<SchoolName>

Please complete and return this form to the school office.

Appendix 6

Parent/carer Stage 3 Letter as per A Star Attendance

Name: - DOB:

Class:

Initial Attendance Concerns

Attendance Period:

Dear parent/carer

As a parent/carer you have a legal responsibility to ensure that your child attends school regularly. As your child <LegalForename> has an unsatisfactory level of attendance, which is <PercentageAttendance>% and there have been <NumberOfUnauthorisedAbsences> sessions of unauthorised absence to date, your child's attendance will be monitored from <MonitoringStartDate> to <MonitoringEndDate>.

During this monitoring period attendance and punctuality will be recorded daily. Your child will be expected to have 100% attendance unless medical evidence is provided.

All children of compulsory school age who are registered pupils at a school must attend regularly and punctually. It is your responsibility as a parent to ensure this. Should your child fail to attend regularly and punctually the school may consider referral to the local authority.

The Local Authority has a duty to ensure that you fulfil your statutory responsibilities in relation to school attendance of your child. You may be invited to answer questions under caution in accordance with the Police and Criminal Evidence Act 1984. The Local Authority will then decide whether to take legal action against you which could mean applying for an Educational Supervision Order, issuing you with a penalty notice - which is a fixed penalty fine or prosecuting you under Section 444 of the Education Act 1996. Since August 2024, the fine for school absences across the country is £80 if paid within 21 days, or £160 if paid within 28 days.

In the case of repeated fines, if a parent receives a second fine for the same child within any three-year period, this will be charged at the higher rate of £160.

Fines per parent will be capped to two fines within any three-year period. Once this limit has been reached, other action like a parenting order or prosecution will be considered. If you're prosecuted and attend court because your child hasn't been attending school, you could get a fine of up to £2,500 or up to 3 months' imprisonment.

If your child is experiencing any difficulties affecting attendance at school or you have any queries, please contact school on 01274 307456 (Bradford)/ 01535 281556 (Keighley) to discuss this further.

Yours sincerely

Lyndsey Brown
Headteacher

Appendix 6

Parent/carer Stage 3 Letter as per A Star Attendance

Name: - DOB:

Class:

Initial Attendance Concerns

Attendance Period:

Dear parent/carer

RE: REFERRAL TO THE LOCAL AUTHORITY ATTENDANCE TEAM

As you are aware under the 1996 Education Act, all parents are required to ensure that a child of compulsory school age receives efficient full-time education suitable to their age, ability, aptitude and any special education needs they may have. It is with extreme disappointment that I must contact you once again about <LegalForename>'s attendance. We have for some time tried to support you to improve <LegalForename>'s attendance in accordance with our school policy by way of letters, telephone contact, meetings etc.

Unfortunately, <LegalForename>'s school attendance is still causing concern. At the date of writing <LegalForename>'s attendance is <PercentageAttendance>% and has attended school on <NumberOfAttendances> occasions out of a possible <NumberOfPossibleSession> when the school was open for instruction under the Education Pupil Registration Regulations 2006; <NumberOfUnauthorisedAbsences> of these absences were considered to be unauthorised. As we have explained to you in the past, a parent can offer an explanation for their child's absence, but the law clearly states that it is the Headteacher's decision as to whether it is felt the explanation offered by a parent for an absence is justified. Our Attendance Policy outlines the procedures for dealing with a pupil's absence and is available to parents via the school website.

As <LegalForename>'s attendance has not improved I have no other alternative but to refer this matter to the Local Authority's Attendance Team. This team has a statutory duty to investigate matters of on-going poor school attendance and to consider formal statutory action.

Under Section 444 of the Education Act 1996, a criminal offence is committed if a registered pupil does not attend school regularly. The Attendance Service can issue a Penalty Notice to parents if a child has missed 10 or more sessions without permission from the school, the Local Authority Attendance Team can also instigate criminal proceedings against you in the Magistrates Court under section 444 of the Education Act 1996.

I would strongly recommend you cooperate and work with the Local Authority Attendance Service to prevent the need for legal action. If you wish to discuss the content of this letter further, please contact me.

Yours sincerely

Lyndsey Brown
Headteacher

Appendix 8

Attendance Codes

| New Guidance - Chapter 8 | Code | Description | Statistical Meaning | Pupil Registration Regulations 2024 Reference |
|---|------|---|---|--|
| Attending the school | / | Present at the school - morning session | Attending | Regulation 10(2) Table 1 |
| | \ | Present at the school - afternoon session | Attending | Regulation 10(2) Table 1 |
| | L | Late arrival before the register is closed | Attending | |
| Attending a place other than the school | K | Attending education provision arranged by the local authority Schools must also record the nature of the educational activity | Attending approved education activity | Regulation 10(3) Table 2, 10(5) and 11(9)(b) |
| | V | Attending an educational visit or trip | Attending approved educational activity | Regulation 10(3) Table 2 and 11(9)(c) |
| | P | Participating in a sporting activity | Attending approved educational activity | Regulation 10(3) Table 2, 10(11) and 11(10) |
| | W | Attending work experience | Attending approved education activity | Regulation 10(2) Table 2, 10(11) and 11(10) |
| | B | Attending any other approved educational activity Schools must also record the nature of the educational activity | Attending approved educational activity | Regulation 10(3) Table 2, 10(5), 10(11) and 11(10) |
| | D | Dual registered at another school | Not counted as a possible session | Regulation 10(4) Table 3 and 11(9)(a) |

| New Guidance - Chapter 8 | Code | Description | Statistical Meaning | Pupil Registration Regulations 2024 Reference |
|---------------------------|------|---|--------------------------------------|---|
| Absent – leave of absence | C1 | Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad | Authorised absence | Regulation 10(4) Table 3 and 11(2) |
| | M | Leave of absence for the purpose of attending a medical or dental appointment | Authorised absence | Regulation 10(4) Table 3 and 11(11) |
| | J1 | Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution | Authorised absence | Regulation 10(4) Table 3 and 11(4) |
| | S | Leave of absence for the purpose of studying for a public examination | Authorised absence | Regulation 10(4) Table 3 and 11(5) |
| | X | Non-compulsory school age pupil not required to attend | Not counted as a possible attendance | Regulation 10(4) Table 3 and 11(7) or (8) |
| | C2 | Leave of absence for compulsory school age pupil subject to a part-time timetable | Authorised absence | Regulation 10(4) Table 3 and 11(6) |
| | C | Leave of absence for exceptional circumstances | Authorised absence | Regulation 10(4) Table 3 and 11(11) |

| | | | | |
|----------------------|---|---|-----|-----|
| Administrative codes | Z | Pupil's name entered in advance of start date | N/A | N/A |
| | # | Planned whole school closure – no session to take place | N/A | N/A |

| New Guidance - Chapter 8 | Code | Description | Statistical Meaning | Pupil Registration Regulations 2024 Reference |
|-----------------------------------|------|---|----------------------|---|
| Absent – other authorised reasons | T | Parent travelling for occupational purposes | Authorised absence | Regulation 10(4) Table 3 |
| | R | Religious observance | Authorised absence | Regulation 10(4) Table 3 |
| | I | Illness | Authorised absence | Regulation 10(4) Table 3 |
| | E | Suspended or permanently excluded and no alternative provision made | Authorised absence | Regulation 10(4) Table 3 |
| Absent – unauthorised absence | G | Holiday not granted by the school | Unauthorised absence | Regulation 10(4) Table 3 |
| | N | Reason for absence not yet established | Unauthorised absence | Regulation 10(4) Table 3, 10(7), (8) and (9) |
| | O | Absent in other or unknown circumstances | Unauthorised absence | Regulation 10(4) Table 3 and 10(9)(b) |
| | U | Arrived in school after registration closed | Unauthorised absence | Regulation 10(8)(b) |

| New Guidance - Chapter 8 | Code | Description | Statistical Meaning | Pupil Registration Regulations 2024 Reference |
|---|------|--|--------------------------------------|---|
| Absent – unable to attend school because of unavoidable cause | Q | Unable to attend the school because of lack of access arrangements | Not counted as a possible attendance | Regulation 10(4) Table 3, 10(12) and (13) |
| | Y1 | Unable to attend due to transport normally provided not being available | Not counted as a possible attendance | Regulation 10(4) Table 3 |
| | Y2 | Unable to attend due to widespread disruption to travel | Not counted as a possible attendance | Regulation 10(4) Table 3 |
| | Y3 | Unable to attend due to part of the school premises being closed | Not counted as a possible attendance | Regulation 10(4) Table 3 |
| | Y4 | Unable to attend due to the whole school sit being unexpectedly closed | Not counted as a possible attendance | Regulation 10(10) |
| | Y5 | Unable to attend as pupil is in criminal justice detention | Not counted as a possible attendance | Regulation 10(4) Table 3 and 10(14) |
| | Y6 | Unable to attend in accordance with public health guidance or law | Not counted as a possible attendance | Regulation 10(4) Table 3 |
| | Y7 | Unable to attend because of any other unavoidable cause Schools must also record the nature of the unavoidable cause | Not counted as a possible attendance | Regulation 10(4) Table 3 and 10(6) |