ATTENDANCE POLICY

This policy is applicable to Senior School Pupils only

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Author/ Reviewer(s)	Dr N Robinson
Approved by Deputy Head Pastoral	Mr L Connolly
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Contents

Key School Contacts

Senior Attendance Champion (SAC)	Mr Liam Connolly, Deputy Headteacher Email: lc@slcuk.com
Key staff / contacts	College Administration Team Housemaster / Housemistress attendance@slcuk.com St Lawrence College Senior School Contact Numbers

Publication and availability

This policy is published on the School website. It will be sent to Parents and Guardians when pupils join the School and they will be reminded of it at the beginning of the school year and when the policy is updated.

This policy can be made available in large print or another accessible format if required

Definitions and interpretation

Where the following words or phrases are used in this policy:

- **Attendance** includes references to all or part of the timetabled school day;
- references to a **Parent** means:
  (a)   all natural parents, whether they are married or not;
  (b)   any person who has parental responsibility for a pupil;
- references to a **Pupil** includes anyone who is receiving an education at the school;
- SAC means the School's Senior Attendance Champion

Responsibility statement and allocation of tasks

The Governors have overall responsibility for all matters which are the subject of this policy;

The Governors recognise that improving attendance is a school leadership issue and recognise the Deputy Head (Pastoral) has overall responsibility for championing and improving attendance in School, referred to in this policy as the SAC.

The importance of good attendance

The School recognises the importance of developing good patterns of attendance from the outset. This is an integral part of the School's ethos and culture. In building a culture of good school attendance it recognises:

- the importance of good attendance, alongside good behaviour, as a central part of the school's vision, values, ethos, and day to day life;
- the interplay between attendance and wider school improvement efforts, building it into strategies on attainment, behaviour, bullying, special educational needs support, supporting pupils with medical conditions and / or disabilities, mental health issues, safeguarding wellbeing, and support for disadvantaged pupils;
- the importance of setting high expectations for the attendance and punctuality of all pupils and communicating concerns effectively to pupils and Parents;
- that attendance is never "solved" and is a continuous process requiring revision and updating of messages, processes and strategies; and
- 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.

School responsibilities

- The School acknowledges that attendance is the essential foundation to securing positive outcomes for all pupils and that everyone has a responsibility to take proactive steps to manage and improve attendance across the School community.;
- The School will consistently promote the benefits of good attendance, setting high expectations for every pupil and consistently communicating those expectations to pupils and raising concerns to Parents;
- Where there are challenges to attendance, the School will work effectively and respectfully with pupils, their families and, where appropriate, local authorities to address them;
- The School will respond to non-attendance and / or lateness proactively, firmly, consistently and with care, with appropriate reference to this policy, its safeguarding and behaviour policies and the School's terms and conditions. It will act in a proportionate and targeted way in response to data or other information and ensure intervention is regularly reviewed;
- The School will have robust systems in place to track and record attendance, reasons for absence and patterns at an individual level and by cohorts or groups in order to identify pupils at risk of non-attendance and those who are persistently absent and it will monitor and analyse this data regularly to facilitate early intervention to address issues.

Staff responsibilities

The SAC has overall responsibility for championing and improving attendance in school. Details of the individual appointed are at the front of this policy.

The SAC's responsibilities are:

- to establish and maintain effective systems for tackling absence and make sure the systems are followed by all staff;
- to regularly monitor and evaluate progress, including the efficacy of the school's strategies and processes;
- to have oversight of and analyse attendance data; and
- to communicate clear messages on the importance of attendance to pupils and Parents.

The specific staff identified in Appendix 1 of this policy have day to day responsibility for monitoring and promoting good attendance and punctuality. They should:

- have a formal routine for registers being taken accurately each morning and afternoon;
- record all absences promptly and accurately using the processes specified;

- make enquiries about unexplained absences, including those within the school day, and follow up with pupil and Parents to ensure that an explanation has been formally given to the School;
- look out for trends or patterns in a pupil's attendance and inform the SAC of any specific concerns;
- deal with lateness to lessons consistently and promptly;
- consider appropriate sanctions for pupils who arrive late to a lesson in line with the School's behaviour and discipline policies; and
- discuss non-attendance and / or lateness with pupils and Parents (where appropriate) and emphasise the importance of punctuality and attendance.

All staff: The School ensures that all teaching and non-teaching staff know the importance of good attendance and their role in achieving this and are consistent in their communication with pupils and Parents about it.

School arrangements
The School will accurately complete admission and attendance registers and have effective day to day processes in place to follow-up absence. These registers must be kept electronically.

Monitoring attendance
The School will undertake regular data analysis to identify and provide additional support to pupils or pupil cohorts that need it, and to look at historic and emerging patterns across the School and develop strategies to address them. Such analysis may include:
- monitoring and analysing weekly attendance patterns and trends and provide support in a targeted way to pupils and families;
- using this analysis to provide regular attendance reports to HoDs and HSMs to facilitate discussions with staff, pupils and leaders (including the Head of AEN and DSL);
- undertaking frequent individual level analysis for identified pupils who need support and focus staff efforts on developing targeted actions for those cases;
- conducting analysis of half-termly, termly, and full year data to identify patterns and trends;
- benchmarking attendance data at whole school, year group and cohort level which is communicated to Governors every term;
- devising specific strategies to address areas of poor attendance identified through data;
- monitoring the impact of school-wide attendance efforts, including any specific strategies implemented.

Pupil responsibilities
School attendance is important to pupil attainment, wellbeing and development. The School therefore has high expectations of pupils as to their attendance and has systems in place to reward good attendance and manage poor attendance.
Pupils should be aware that:
- they are expected to be present in-person for the duration of each School day;
- they are expected to arrive on time and attend all timetabled lessons and commitments;
- they should not leave a lesson or the School site without permission or otherwise in accordance with School rules;
- they should engage with the School's arrangements for recording and managing attendance as set out in this policy;
- any unexplained absence will be followed up;
- persistent lateness or non-attendance will result in action being taken by the School. This may take the form of:

- offers of support to seek to identify and address any barriers to attendance; o communication with Parents;
- reporting to other agencies such as KPAS, children's social care and the local authority; and
- sanctions in line with the School's behaviour policies.

If pupils are having difficulties that might discourage or prevent them from attending School or specific lessons regularly, they may speak to any member of staff, including the Independent Listener. The School encourages pupils to speak to their Housemaster/Housemistress (HSMs) or those staff identified in Appendix 1 in the first instance. Pupils are entitled to expect this information to be managed sensitively.

Additional needs
The School recognises some pupils may find it harder than others to attend School, and will work with those pupils and parents to try to remove barriers to attendance by building strong and trusting relationships and working together to put the right support in place.

- The School will make reasonable adjustments where a pupil has a disability that puts them at a substantial disadvantage, in comparison with pupils without a disability, in relation to school attendance. It will also work with Parents, and where appropriate with the local authority, to develop specific support approaches for attendance for pupils with special educational needs and disabilities e.g. ensuring the provision outlined in a pupil's education, health and care plan is accessed. Where a pupil has an education, health and care plan the School will communicate with the local authority where the pupil's attendance falls or the School become aware of barriers to attendance that relate to the pupil's needs;
- Suitable strategies and support will also be considered for pupils with any social, emotional or mental health issue that is affecting their attendance;
- Where barriers are outside of the School's control, the School will work with Parents and pupils to identify alternative sources of support or consider, where appropriate, making a referral for Early Help;
- The School will make a sickness return to the local authority if a pupil is recorded in the attendance register as absent using the national absence code I (unable to attend because of sickness) and there are reasonable grounds to believe that the pupil will have to miss 15 consecutive or cumulative school days or more for illness or the pupil's total number of school days missed during the current school year because of illness (whether consecutive or cumulative) will reach or exceed 15 school days.

Parent / carer responsibilities
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. It is the legal responsibility of every parent in the UK to make sure their child receives that education. This means pupils 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 School will help Parents to understand what is expected of them and why attendance is important to their child's attainment, wellbeing, and wider development and provide clarity on the short and long term consequences of poor attendance.

Expectations the School places on Parents can be found in Appendix 2 of this policy. Failure to ensure a child's attendance or engage with the School about it, could amount to a breach of contract.

Staff Training

The School ensures that regular guidance on attendance is arranged on induction and at regular intervals thereafter so that staff and volunteers understand what is expected of them by this policy and have the necessary knowledge and skills to carry out their roles. As a minimum this will include all staff understanding:

- the importance of good attendance and that absence is almost always a symptom of wider circumstances; and
- their role in the School's strategies and procedures for tracking, following up and improving attendance.

Information sharing

Personal information on attendance will only be shared in line with legal obligations and having regard to government guidance on attendance, safeguarding and children missing education;
The School, local authorities and other local partners should work jointly and share data on individual cases where it is of benefit to a pupil (e.g. health services where there are medical conditions or the police where there are extra-familial harms);
Where appropriate the school will attend regular targeting support meetings;
The School is legally required to share information from the registers with the local authority. As a minimum this includes:

- New pupil and deletion returns;
- Attendance returns relating to an unauthorised absence of 10 days;
- Sickness returns.

The law allows local authority officers access to the attendance and admission registers of all types of schools to carry out their functions under the Education Acts to support joint working between schools and local authorities. These officers are also permitted to take digital or physical extracts of the School's registers. The School must provide specific pupil information on request to the Secretary of State. Where appropriate, the School is expected to inform a pupil's social worker and/or youth offending team worker if there are unexplained absences.

Record keeping and confidentiality

All records created in accordance with this policy are managed in accordance with the School's policies that apply to the retention and destruction of records;
The information created in connection with this policy may contain personal data. The School's use of this personal data will be in accordance with data protection law. The School has published privacy notices on its website which explain how the School will use personal data.

Appendix 1 Regulatory framework

This policy has been prepared to meet the School's responsibilities under:
- Education (Independent School Standards) Regulations 2014
- National Minimum Standards for Boarding
- Education and Skills Act 2008
- Children Act 1989
- Childcare Act 2006
- Sponsorship Duties (UKVI, July 2023)
- The School Attendance (Pupil Registration) (England) Regulations 2024
- Equality Act 2010
- Data Protection Act 2018 and UK General Data Protection Regulation (**UK GDPR**)

This policy has regard to the following guidance and advice:
- Working together to improve school attendance (DfE, August 2024)
- Summary table of responsibilities for school attendance (DfE, August 2024)
- Toolkit for schools: communicating with families to support attendance (DfE, August 2024)
- Guidance for Parents on school attendance (Office of the Children's Commissioner, July 2024)
- 'Is my child too ill for school?' guidance (NHS, April 2024)
- Keeping children safe in education (DfE, September 2025)
- Children missing education (DfE, August 2024)
- Supporting pupils with medical conditions at school (DfE, August 2017)
- Behaviour in schools: advice for headteachers and school staff (DfE, February 2024)
- Mental health and behaviour in schools (DfE, November 2018)
- Mental health issues affecting a pupil's attendance: guidance for schools (DfE, February 2023)
- Support for pupils where a mental health issue is affecting attendance (DfE, February 2023)
- Providing Remote education: guidance for schools (DfE, updated August 2024)
- SEND Code of practice: 0 to 25 years (DfE and Department of Health, May 2015)

The following School policies, procedures and resource materials are relevant to this policy:
- Safeguarding and child protection policy and procedures
- Missing Pupil Policy
- AEN Policy
- Accessibility Policy
- Senior School Good Behaviour Policy
- Expulsion, Removal and Review Policy
- Parent Contract
- Senior School Admissions Policy
- Policy for Boarders' Holiday and Exeat Arrangements
- Educational Guardianship and UKVI Policy
- Equal Opportunities Policy
- SLC-College Accessibility Plan

Appendix 2   School arrangements

Managing attendance

The School monitors, records and shares data about pupil attendance and as part of its duty to safeguard and protect pupils and promote attendance. It accurately completes admission and attendance registers as required by law and set out in Appendix 3 and Appendix 4 respectively. The admission and attendance registers are kept electronically and retained by the School for the relevant time period as stated by law.

The School expects all pupils to be present at School for the whole of the School day, usually from registration at 08.20 to close at 17.10 but this period may be extended, for example for out of school clubs, sports fixtures or school trips. House staff are responsible for informing the College Admin staff of day pupil and boarders' absences so that, where possible, the registers are pre-populated. The boarding nature of St Lawrence College means that boarders are on-site 24 hours a day during term time unless parents have explicitly requested otherwise via the HSM, e.g. a weekend exeat or other leave. All boarders are expected to attend roll calls during the day which will be marked on the roll call sheet in House, these are logged on iSAMS for the morning (AM) and afternoon (PM) roll call. In addition, boarding houses operate a signing in and out system for when boarders, are permitted e.g. to go into town, or to another part of the school during boarding time. All boarding pupils are expected to register their mobile number with their HSM and these are available to staff on duty if required. Those sponsored pupils with educational visas will have weekend travel plans logged on a centralised spreadsheet held on the Boarders' Travel Team.

Staff With Specific responsibilities for Attendance

Area of Responsibility	Staff
Formal routine for registers being taken accurately each morning and afternoon.	HSMs overseen by Deputy Head (Pastoral) as SAC
Record all absences promptly and accurately using the processes specified	All teaching staff overseen by Deputy Head (Pastoral) as SAC
Make enquiries about unexplained absences, including those within the school day, and follow up with pupil and Parents to ensure that an explanation has been formally given to the School	College Admin team and HSMs overseen by Deputy Head (Pastoral) as SAC
Look out for trends or patterns in a pupil's attendance and inform the SAC of any specific concerns	HSMs
Deal with lateness to lessons consistently and promptly	All teaching staff. The Deputy Head (Academic) is responsible for specific guidance relating to the management of late attendance to lessons
Consider appropriate sanctions for pupils who arrive late to a lesson in line with the School's behaviour and discipline policies	All teaching staff in consultation with relevant HoDs and HSMs
Discuss non-attendance and / or lateness with pupils and Parents (where appropriate) and emphasise the importance of punctuality and attendance	HSMs overseen by Deputy Head (Pastoral) as SAC

The role of Parents / guardians

The School expects all Parents to:

- make any application for an authorised leave of absence at the earliest opportunity;
- notify the School of any absence or delay as soon as reasonably possible in accordance with this policy and when doing so, give an accurate explanation for this; and
- cooperate with the School to explore possible barriers to attendance and to improve it where attendance has been raised as an issue.

Parents of day pupils should ensure their child attends School by 08.20 for morning roll call. Parents/Guardians of boarding pupils should ensure their child returns to their boarding accommodation by 20.00 on a Sunday evening following an exeat weekend, or on the evening of the boarders' return from any school holiday.

Registration and attendance checks

- Roll calls will be carried out before lessons (AM) in all Houses, boarding and day, and then in every academic lesson or official activity during the school day;
- In day houses any pupils missing morning roll calls (08.20) must sign-in (College Administration Office) immediately upon their arrival. If a day pupil is late for morning roll call, then House staff will include this on the register and the College Administration team will contact relevant Parents.;
- Morning registration (AM) for the whole school (day and boarding pupils) will be 08.20 in Houses;
- Registration (PM) for the whole school (day and boarding pupils) will take place by 14.10 in Houses;
- Boarding houses will log bedtime roll call;
- Once the morning and afternoon registers close, a pupil will be recorded as absent if not present;
- If a pupil is absent when the register started being taken but arrives before the register is closed they will be recorded as a late arrival (code L);
- If a pupil arrives after the register has closed but before the end of the session without a satisfactory explanation e.g. because of an unavoidable cause, then this will be recorded as an unauthorised absence (code U) and the reasons given/not given will be recorded;
- Registers will also be called at the beginning of each lesson and official activity in order to identify and follow-up on absences from lessons or activities that might occur after morning or afternoon registration;
- The School uses E-Registration in iSAMS;
- Staff use the registration alert function on iSAMS to notify the College Admin team, SLT of pupil absence from a lesson. The College Admin team will investigate any initial absence with escalation to the SLT and appropriate HSM if necessary. The College Admin team have a list of vulnerable pupils and any reported absence in this case is immediately escalated to SLT;
- For Saturdays, due to the differences in the nature of the school day, pupils will register with the Games/Activities Staff on duty that day (register lists will be prepared in advance as these are likely to change termly).

Reporting absence

- If a day pupil is to be absent from School for any reason, the parent / guardian should contact the College using the attendance email attendance@slcuk.com or by telephone (St Lawrence College Senior School Contact Numbers) by 08.20 on the first morning of absence;
- Where a pupil is ill, the School should be notified of the nature of the illness;
- Where a boarding pupil will be absent for all of the day or for any registered lessons or activities within the school day the Housemaster / Housemistress will identify the reason and

record in advance of that day on the iSAMS register with the correct codes and times of absence.

Arrangements for reporting subsequent absence
Absence will be recorded on the Attendance Register as set out in Appendix 3.

Managing absence
- Reasons for absence from lessons or activities not established by the College Admin team will be followed up in Houses at the first available opportunity;
- Absences will be treated as unauthorised unless a satisfactory explanation for the pupil's absence is given to the school. Parents cannot authorise absences;
- Teaching Staff must mark pupils as 'absent' or 'present' on their registers. Any authorised lates or absences will have their codes altered by the College Admin team. Where staff have concerns regarding absences, they should follow the school's Missing Pupil Policy and Safeguarding and Child Protection Policy;
- For prolonged absence due to illness, parents may be asked to provide the school with medical evidence such as a note from the child's doctor, an appointment card, or a prescription paper. If these are not provided on request it may result in the absence being classed as unauthorised;
- An absence will not be authorised where the school is not satisfied with the reasons given for the absence;
- Where pupils have been away for either short or long term, the school will support that child when they re-enter school to help them catch up on any work that they have missed;
- Sanctions will be issued where appropriate, and the school may take disciplinary action against any pupils who are discovered to be persistently truanting, and parents or carers will be contacted to discuss possible reasons and school support systems that could help.

Authorised absences
- Authorised absence means that the School has either given approval in advance for a pupil to be away (granted an authorised leave of absence) or has accepted an explanation offered afterwards as justification for absence;
- Applications for authorised leaves of absence during the School day will only be granted in exceptional circumstances and will only be permitted with agreement from the Head. Where permission is granted, the Head will confirm the number of days and dates of absence which are authorised. If permission is not granted, but the child is still absent, the absence is classed as unauthorised, and parents may be subject to further action by the school;
- The School will consider each application for an authorised leave of absence individually, taking into account the specific facts and circumstances, the pupil's past attendance record and the relevant background context behind the request;
- Apart from illness or where there are additional needs, no pupil should be away from School without prior permission from the Head. Generally, 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 to support a request for authorised absence;
- Dental or medical appointments should be made during School holidays or after the school day. Where it cannot be avoided, pupils should attend school for as much of that day as possible and the relevant HSM should be informed of the arrangements;
- There may be some exceptional instances where the school will authorise absence such as for a family bereavement. The school recognises that there may be times where children of different faiths observe religious festivals that fall outside of school holidays and will allow authorised absence for these times. Parents will be aware of these dates and should give the school written notification in advance;

- The school has a period of study leave leading up to GCSE and A Level examinations where day pupils can be granted authorised absence to revise at home, although it is strongly recommended that pupils attend school, so that they can be fully supported with their studies. The school operates study sessions at school within this time to help with revision and to reduce the amount of time spent out of school.

Reporting duties
- The School has statutory reporting obligations if a pupil fails to regularly attend and their absence is unauthorised. The School must report unauthorised absences for a continuous period of 10 days or more to the local authority;
- To comply with UKVI regulations, the School will keep a record of the attendance of pupil on a Child Student Visa, and report any issues of consistent non-attendance to the UKVI. Pupils must ensure that their attendance levels are satisfactory or risk their Child Student Visa being withdrawn;
- Action will also be taken in accordance with the Missing Pupil Policy and Safeguarding and Child Protection Policy if any absence of a pupil from the School gives rise to a concern about their welfare.

Appendix 3   Admission register

- In accordance with the requirements of the School Attendance (Pupil Registration) (England) Regulations 2024 the School will:

    1   maintain an admission register of all pupils (of both compulsory and noncompulsory school age) admitted to the School (also known as the school roll); and

    2   inform the local authority of any pupil who is going to be added to or deleted from the School's admission register at non-standard transition points.

- The admission register must be kept electronically and a back-up copy of the register is made at least once a month in the form of an electronic or printed copy;
- The school must ensure that every entry in the School's admission register is preserved for six years beginning with the day on which the entry was made; and every back-up copy of the register is preserved for six years after the end of the school year that it relates to;
- The admissions register contains specific personal details of every pupil in the School, including their date of admission, information regarding Parents and carers and details of the school they last attended and whether each pupil of compulsory school age is a boarder or day pupil;
- A pupil's name can only be deleted from the admission register for a reason set out in regulation 9 of the School Attendance (Pupil Registration) (England) Regulations 2024. When any of the situations set out in regulation 9 occurs, the pupil's name must be deleted;
- Where the School notifies the local authority that the pupil's name is to be deleted from the admission register, the School must provide it with the following information:

    a   the full name of the pupil;

    b   the address of the pupil; the full name and address of any parent the pupil normally lives with;

    c   at least one telephone number of any parent with whom the pupil lives or can be contacted in an emergency;

    d   the pupil's future address, the full name and address of the parent who the pupil is going to live with, and the date the pupil is expected to start living there, if applicable;

    e   name of the pupil's other or future school and pupil's start date or expected start date there, if applicable;

f	the ground (prescribed in regulation 9) under which the pupil's name is to be deleted from the admission register.	
g		

Appendix 4   Attendance register

- The School records and monitors the attendance of all pupils in accordance with the School Attendance (Pupil Registration) (England) (Regulations) 2024;
- The School uses the appropriate national attendance and absence codes system to enable it to record and monitor attendance and absence in a consistent way which complies with regulation 10 of the Attendance Regulations;
- The attendance register is kept electronically and a back-up copy of the register is made at least once a month in the form of an electronic or printed copy;
- The School will also use these records to identify patterns of poor attendance (at individual and cohort level) and work with pupils and Parents to address any issues before they become entrenched;
- The School is required by law to take attendance registers twice daily - once at the start of the morning session and once during the afternoon session. On each occasion it will be recorded whether every pupil is:
  1   physically present in school when the attendance register begins to be taken; or
  2   absent from the school when the attendance register begins to be taken but attends before the taking of the register has ended; or 3   attending a place other than the school; or
  4   absent.
- The circumstances in which a pupil may be recorded as attending a place, other than the school, can include:
  1   Attending educational provision arranged by a local authority;
  2   For an educational visit or trip arranged by or on behalf of the school and supervised by a member of school staff;
  3   Attending a place for an approved educational activity that is a sporting activity;
  4   Attending an approved educational activity that is work experience provided under arrangements made by the school as part of the pupil's education;   5   Attending a place for any other approved educational activity.

Recording absence

Absence will be recorded in accordance with the national absence codes set out in regulation 10 of the School Attendance (Pupil Registration) (England) (Regulations) 2024 and statutory guidance Working Together to Improve School Attendance relating to:
- leaves of absence;
- other authorised reasons;
- unable to attend school because of unavoidable cause;
- unauthorised absence.

Remote education

- The School is required to record all absence from in-person lessons;
- The School may, in limited circumstances, provide remote education to enable pupils, who are well enough to learn but unable to attend the School site, to keep pace with their education;
- In the limited circumstances when the School decides to use remote education for individual pupils when they are absent, the following will be considered:

1. ensuring mutual agreement of remote education by the School, Parents or carers, potentially pupils, and if appropriate a relevant medical professional. If the pupil has an Education, Health and Care plan or has a social worker, the local authority should also be involved in the decision;

2. if remote education is being used as part of a plan to reintegrate back to school, putting a formal arrangement in place to review its efficacy regularly, alongside identifying what other support and flexibilities can be put in place to help ease the pupil back to school at the earliest opportunity;

3. setting a time limit within which the period of remote education provision should be reviewed, with the aim that the pupil returns to in person education with the required support in place to meet their needs;

- Pupils who are absent from school and receiving remote education still need to be recorded as absent using the most appropriate absence code. The School will keep a record of, and monitor pupil's engagement with, remote education, but this is not formally tracked in the attendance register. Where appropriate, this information may be used to make plans for a pupil's reintegration to school;

- Remote education will take place via Teams to keep pupils safe. Staff will remain trained and confident in its use.

Unauthorised absence

The "unauthorised absence" code will be used when prior permission for absence has not been given and where the School is not satisfied with the explanation given for absence or delayed attendance or where no explanation has been given meaning that the code for "unable to attend due to an exceptional circumstance" is not appropriate. Examples include:

- holiday has not been authorised by the School or is in excess of the period determined by the Head;
- the reason for absence has not been provided;
- a pupil is absent from school without authorisation;
- a pupil has arrived in school after registration has closed and without reasonable explanation.

Appendix 5 Attendance register and codes

1. Attendance codes are prescribed by law: the School Attendance (Pupil Registration) (England) Regulations 2024. See in particular regulation 10;

2. Government statutory guidance provides more detail: Working together to improve school attendance (August 2024);

3. The attendance register must be kept electronically;

4. A pupil cannot be deleted from the attendance register unless there is a prescribed reason (see regulation 9) to delete the pupil's name from the admission register. The pupil's name must be deleted from both registers at the same time.

5. The attendance register is taken at the beginning of each morning session and again at the start of the afternoon session.

Attendance at school: Register codes

Status	Code	Notes
Present at the school (morning session)	/	
Present at the school (afternoon session)	\	
Late arrival before the register is closed	L	Registers remain open for 30 minutes. Do not use if pupil arrives late after register has closed – see Code U.

Attendance at a place other than the school

Status	Code	Notes
Attending education provision arranged by the local authority	K	Nature of the provision must also be recorded.
Attending an educational visit or trip	V	
Participating in a sporting activity	P	
Attending work experience	W	
Attending any other approved educational activity	B	Nature of the activity must also be recorded.

Authorised absence

Status	Code	Notes
Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad	C1	
Leave of absence for the purpose of attending a medical or dental appointment	M	
Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution	J1	

Leave of absence for the purpose of studying for a public examination	S	
Non-compulsory school age pupil not required to attend school	X	
Leave of absence for a compulsory school age pupil subject to a part-time timetable	C2	
Dual registered at another school	D	
Leave of absence for exceptional circumstance	C	
Parent travelling for occupational purposes	T	
Religious observance	R	Usually limited to one day only: see para 361.
Illness (not medical or dental appointment)	I	Reporting to local authority required if pupil may miss 15 days.
Suspended or permanently excluded	E	

Unauthorised absence

Note: The Deputy Head (Pastoral) will provide the local authority with names and addresses of all pupils of compulsory school age who fail to attend school regularly or have been absent for a continuous period of 10 school days where their absence has been recorded with one or more of the codes below:

Status	Code	Notes
Holiday not granted by the school	G	
Reason for absence not yet established	N	Short-term code only: correct absence code should be entered as soon as the reason is ascertained. If a reason for absence cannot be established within 5 school days, amend to Code O.
Absent in other or unknown circumstances	O	

Arrived in school after registration closed	U	

Absent/not a possible attendance

Status	Code	Notes
Unable to attend the school because of a lack of access arrangements	Q	
Unable to attend due to transport normally provided not being available	Y1	
Unable to attend due to widespread disruption to travel	Y2	
Unable to attend due to part of the school premises being closed	Y3	
Unable to attend due to the whole school site being unexpectedly closed	Y4	
Unable to attend as pupil is in criminal justice detention	Y5	
Unable to attend in accordance with public health guidance or law	Y6	
Unable to attend because of any other unavoidable cause	Y7	Nature of the cause must also be recorded.

Other administrative codes

Status	Code	Notes
Prospective pupil not on admission register	Z	
Planned whole school closure	#	