



1 INTRODUCTION

The Trust aims to ensure that all children attend school regularly in order to enable them to take full advantage of the educational opportunities available.

Regular, punctual attendance is valued and positively encouraged for all of our pupils.

This Attendance Policy is part of a broader suite of Safeguarding policies including Safeguarding, Child Protection and Child Looked After Policies.

2 ROLE OF TRUST BOARD AND COMMITTEES

2.1 The Welfare and Safeguarding Board is responsible for ensuring that the school has an appropriate policy in place that reflects the current guidance from the Department of Education.

- May 2022 guidance can be found [here](#).

2.2 Reviewing attendance issue reports, at least termly.

3 ROLE OF PRINCIPAL AND SENIOR LEADERSHIP TEAM

3.1 The Principal and Senior Leadership Team (SLT) has been delegated responsibility for the implementation of this policy and for ensuring that it is complied with:

- Reviewing attendance matters.
- Supporting staff with the implementation of this policy.

4 AIMS

- To improve the overall attendance of students at school.
- To improve student attainment through good attendance.
- To encourage parents/carers to ensure students arrive on time at the premises.
- To prioritise attendance for all those associated with the Trust, including parents/carers, students, staff, and Trustees.

4.1 To achieve these aims for all students at the Trust is committed to the following:

- A welcoming, stimulating, and safe learning environment,
- All staff to feel happy to come to school to work with students, developing them to their full potential,
- High expectations of all students and all staff,
- A broad, balanced, and relevant curriculum,
- Recognise and celebrate achievements in all areas of Trust life,
- Equal access to all aspects of the curriculum and Trust life,
- High-quality teaching using a variety of teaching strategies,
- A range of resources that are effectively used to support and challenge learning,
- Provide experiences, which will develop our student's spiritual, moral, and cultural understanding,
- Support, guidance, and training for all those who teach and work with students,
- Foster and maintain links with our wider community,
- Listening to parents/carers and students to understand any barriers to attendance,
- Offering support, help and guidance to remove barriers to attendance.



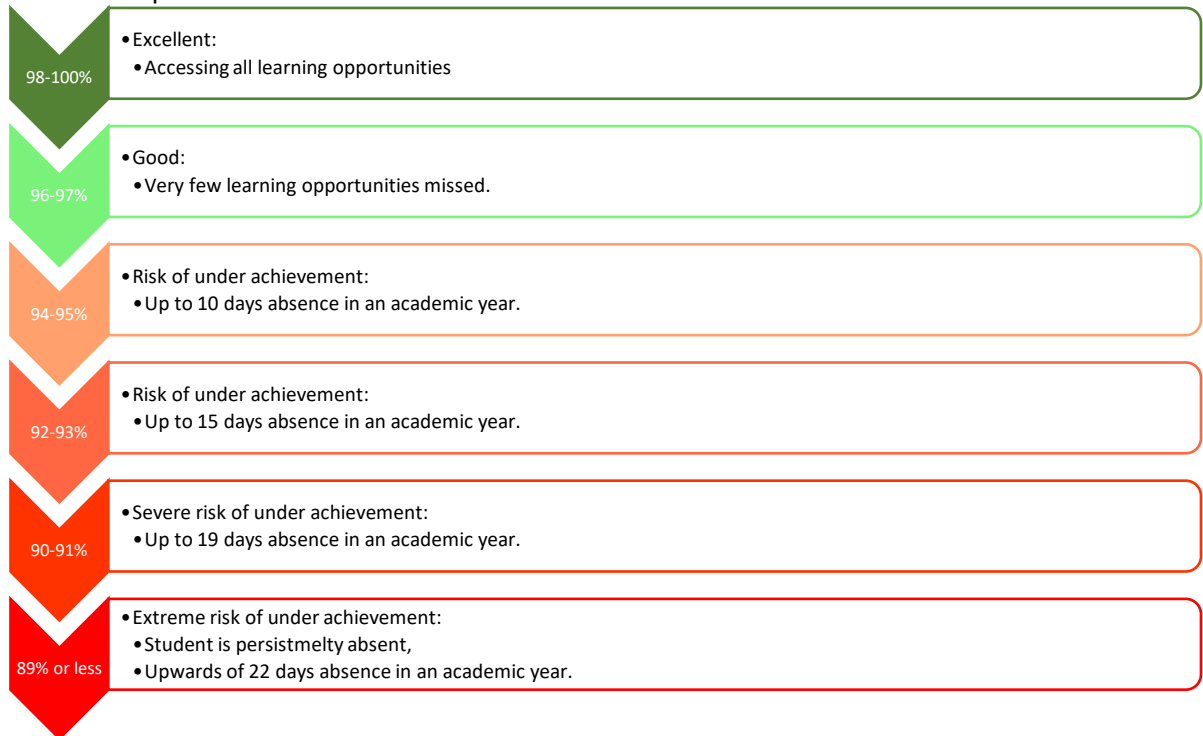
5 LEGISLATIVE FRAMEWORKS

- 5.1 Parents/Carers of registered students have a legal duty until the Education Act 1996 (Section 444) to ensure that children of compulsory school age attend school regularly and full-time.
- 5.2 Permitting unauthorised absence from school is an offence, and parents/carers may be reported to the Education Authority if problems cannot be resolved by agreement.
- 5.3 All children, regardless of their circumstances, are entitled to a full-time education suitable to their age, ability, aptitude, and any special educational needs and disabilities they may have.
- 5.4 Local authorities have a duty to establish, as far as possible, the identity of children of compulsory school age who are missing education in their area.

6 EXPECTED LEVELS OF ATTENDANCE

- 6.1 Attending school regularly and on time positively impacts learning, progress and, therefore, the best life chances for students. Research shows that attendance and punctuality are essential factors in school success.

- 6.2 The Trust expects all children to achieve attendance that is at least 96%.



7 ATTENDANCE PARTNERSHIP EXPECTATIONS

7.1 All students are expected to:

- To attend school regularly,
- To arrive on time and appropriately prepared for the day, having eaten breakfast or some food bought from the canteen,
- To tell a staff member about any problem or reason that may prevent them from attending school.

7.2 All parents/carers are expected to:

- To ensure their child attends school regularly and punctually.
- To ensure contact is made with the school as soon as is reasonably practical whenever their child cannot attend.
- To ensure that their child arrives fully prepared for the day, having eaten breakfast, or with sufficient funds to purchase food for breakfast from the canteen and time to eat it before registration.
- Talk to your child's Pastoral staff about anything that may prevent your child from attending school regularly.

7.3 Parents/carers and students can expect:

- Early contact with parents/carers when a student fails to attend without providing a good reason,
- Regular, efficient, and accurate recording of attendance,
- To be kept informed of attendance levels and any concerns,
- Follow-up support, as needed.

8 ROLES AND RESPONSIBILITIES FOR ATTENDANCE

8.1 The Trust is responsible for:

- Providing a named member of staff who is the school attendance champion with responsibility for attendance issues,
- Ensuring that all teaching and non-teaching staff members have responsibility for attendance issues.
- For detailed roles and responsibilities, please see SAFEG-A02-1-Attendance-Roles and Responsibilities-00,
- Ensuring that the Principal and members of SLT review attendance matters,
- Ensuring that attendance issues are reported, on a minimum termly basis, to the Trust Board to help reduce the number of persistently absent (below 90%) pupils and improve whole school attendance,

8.2 Parents/carers are responsible for:

- Informing the school as soon as possible about an unplanned absence and continuing to contact the school throughout the period of absence. This ensures the ongoing care and support of the family and the student,
- Ensuring that their contact numbers and details on Insight are always correct,
- All schools are required to hold more than one emergency contact per student. Emergency numbers must be provided and updated by the parents/carers with whom the student lives typically.

8.3 The attendance officer is responsible for informing the parents/carer about an unexplained absence of a student. This applies to:

- Students who are marked absent on the register,
- Parent/carers have not contacted the school via Insight or phone.

8.4 Staff are responsible for using their professional judgement and knowledge of the student to inform their actions. They may decide that welfare concerns should be escalated (Department for Education (DFE) Attendance Guidance 2022).

- Staff who are concerned about a student's absence will follow the procedure SAFEG-P02-3-Attendance-Raising a Concern about Attendance-00



9 ACTIONS AT EACH LEVEL OF ATTENDANCE



When attendance has deteriorated rapidly, there are concerning patterns of absence, or several unauthorised absences, or parents/carers have yet to respond to concerns raised about attendance, a referral may be made to the Attendance Support Officer.

When a student has 10 or more authorised absences, a referral will be made to the Education Enforcement team for the issue of penalty notices.

Rewards are described in SAFEG-A02-2-Attendance-Rewarding Good and Improved Attendance-00.

10 ATTENDANCE, SAFEGUARDING AND CHILDREN MISSING EDUCATION

- 10.1 A student missing from education is a potential indicator of abuse or neglect. The Trust must follow its procedures for dealing with students that go missing from education, particularly on repeat occasions, to help identify the risk of abuse and neglect, including sexual and criminal exploitation, and to help prevent the risks of their going missing in future.
- 10.2 All schools are required to make the local authority aware of every registered student who fails to attend school regularly and any student who has been absent from school, where the absence has been treated as unauthorised for a continuous period of not less than 10 school days education (Pupil Registration (England) Regulations 2006 regulation 12).
- 10.3 The Trust is permitted to remove compulsory-school-aged students from roll on the limited grounds set out in regulation 8 of the Education (Pupil Registration) (England) Regulations 2006 as amended by the Education (Pupil Registration) (England) (Amendment) Regulations 2016.
- 10.4 Removing a student from the school roll is a significant decision.
- Children who fall out of the education system are likely to have poor outcomes and may be exposed to increased risk of harm. Schools must follow correct procedures to ensure that they do not breach their legal and safeguarding duties.
 - The statutory guidance to reflect the 2016 amendments to the Education (Pupil Registration) (England) 2006 Regulations (amended 2016) must be followed:
 - *All schools must notify their local authority when they are about to remove a pupil's name from the school admission register under any of the fifteen grounds listed in regulation 8 of 2006 regulations (as amended),*
 - *Schools must make reasonable enquiries to establish the whereabouts of the child jointly with the Child Missing Education (CME) officer before deleting the pupil's name from the register if the deletion is under regulation 8(1), subparagraphs (f)(iii) and (h)(iii).*

11 REGISTERS AND USE OF ATTENDANCE DATA

11.1 Registers

- An accurate and consistent registration system is crucial to provide a solid foundation for analysis of absence and support any statutory interventions.
- The register is a legal document and must be kept accurate. Attendance registers will be kept following legal requirements, local authority guidelines and school regulations.
- Every half day of absence from school must be classified as authorised or unauthorised. Authorised absence can be given only when the Principal has either approved in advance for a pupil of compulsory school age to be away or has accepted an explanation offered afterwards as satisfactory justification for absence. All other absences, including persistent lateness, must be treated as unauthorised.
- Absence can only be authorised by a person designated to do so by the Principal [see The Education (Pupil Registration) (England) Regulations 2006 (SI No.2006/1751) – reg 7(1)].
- There are procedures in place to resolve unexplained absences within two weeks.
- The Trust complies with and uses the DFE Compulsory National Attendance Codes to categorise absence (see SAFEG-A02-4-Attendance-Attendance Codes Descriptions and Meanings-00).

11.2 Use of attendance data

All schools must provide attendance data to the DFE; the Trust uses its management information systems to send the data via school census.

The figures returned are then published by the DFE as part of the annual publication of school statistics.

The Trust collects, uses and stores attendance information about its students and may receive information about students from schools previously attended.

The attendance information stored by the Trust includes name, contact details, attendance records, late records, and any relevant medical information.

Attendance data is analysed for individual students, the whole school, and at group levels such as year groups and vulnerable groups.

Where there is cause for concern, this information is shared with the Local Authority Inclusion Support team during their termly attendance meetings in line with the DFE Attendance Guidance (*Working Together to improve Attendance 2022*).

12 ILLNESS

- 12.1 Some illnesses require an absence from school; some do not. For childhood ailments such as minor coughs, colds, and earaches, we would not expect children to be absent.
- 12.2 Some illnesses do require absence from school. Suppose a child has symptoms of respiratory infections such as Covid 19 and has a temperature or is too unwell to attend school. In that case, they should stay home and avoid contact with others until they no longer have a temperature and are well enough to attend school.
- 12.3 When a parent/carer assesses that their child is unfit for school, they should follow the absence procedure SAFEG-P02-1-Attendance-Reporting Absence-00.
- 12.4 In most cases, a parent's explanation of their child's illness can be accepted without question or concern. In the circumstances with concerns about a child's attendance or reason for absence, further evidence of a child's illness may be requested.
- 12.5 In circumstances where there are concerns about a child's attendance or reason for absence, further evidence of a child's illness may be requested, for example:
- A student is absent and has a history of frequent odd days of absence due to reported illness,
 - The exact reasons for absence are frequently repeated,
 - Absence when the student's attendance is below expected levels, and there is a concerning pattern of absence/reasons for absence,
 - Where there is a known medical problem, and the school needs evidence to seek or provide additional support.

13 MEDICAL APPOINTMENTS

- 13.1 Parents should avoid making routine medical and/or dental appointments during the school day. In most cases, appointments can be made outside of the school day and during the school holidays.
- 13.2 Appointments which have to be during the school day are subject to the following limitations:
- The authorised absence period will only cover travel to and from the appointment and the appointment itself. Time outside this will be recorded as unauthorised. Students are required to attend school before and after the appointment,
 - A copy of the appointment letter/card must be provided before the appointment.

14 OTHER ABSENCES

14.1 The Trust will review each absence. Some reasons will be considered valid and accepted; others (e.g., shopping, birthdays, or child minding) will not. A note from the parents/carers will not always be acceptable.

14.2 Religious Observances.

British society encompasses multiple faiths.

Occasionally, religious festivals may fall outside school holiday periods or weekends. This necessitates a consideration of authorised absence or special leave for religious observance:

- It is reasonable for a parent to allow their children not to attend school on any religious observance recognised by the parents'/carers' religious body.
- Parents/Carers must give advance notice of at least one week to the school if they intend their child to be absent.
- Religious bodies may be contacted to verify these occasions.

14.3 Traveller Students

The aim for the attendance of all students, including those who are Travellers, is to attend school as regularly and as frequently as possible.

The Trust can only effectively operate as the child's base school if engaged in ongoing dialogue with Traveller families. This means that parents must advise the school of their forthcoming travelling patterns before they happen and inform the school regarding proposed return dates.

The Trust will authorise the absence of Traveller children if their parent(s) are engaged in a trade or business that requires them to travel from place to place and has indicated that they intend to return.

The Trust will investigate the unauthorised absence of any student similarly.

14.4 Requesting Leave of Absence for exceptional circumstances

- The Principal can only authorise leave of absence to a student when an application has been made in advance, and the circumstances can be considered exceptional ([The Education \(Pupil Registration\) \(England\)\(Amendment\) Regulations 2013](#), regulation 7, point 2). To help to understand, consider that students of serving police officers were given leave under the exceptional circumstance of the London 2012 Olympics as they would not be able to take holidays during the school vacations that year.
- What this means is:
 - Parents/carers must complete a leave of absence request form SAFEG-A02-3-Attendance-Leave of Absence Form-00 and submit it, with the required evidence, to the attendance officer at least 2 calendar weeks before the date of the absence,
 - If there are any language or literacy issues which prevent the form from being completed, please get in touch with the attendance officer for assistance,
 - Parents/carers may be asked to meet with the Principal to discuss the request.
- The process that will be followed is outlined in SAFEG-P02-2-Attendance-Leave of Absence-00

14.5 Long-Term Absences

Absence can significantly interrupt the continuity of students' learning, and positive strategies must be employed to minimise such effects.

Key Principles

- The Pastoral and Academic Managers and the Tutor must keep in touch with a student/and their family during a long absence.
- All staff must make sure that the student is welcomed back:
 - there must be positivity about the return of the student, which will have taken hours of work by all involved,
 - and take any necessary steps to support their reintegration.

The Principal and Assistant Principal for attendance will consider a phased return, where appropriate. It will be considered in line with the Solihull LA process and procedure, which includes seeking expert advice from relevant professionals and coordinating a multi-agency meeting. Consideration needs to be given to

- any special needs the pupil may have, and appropriate support identified,
- the package of support required which may include providing a mentor (staff member/student).

14.6 Truancy within the School

- Attendance at each lesson period of the school day is recorded, and the registers taken are used to monitor attendance to ensure all students are safe and their whereabouts are known.
- If a student does not present for registration at their scheduled lessons/activities, they will be recorded as absent, the Attendance Officer will be informed, and staff will be alerted to find them.
- If the student cannot be located and is suspected of leaving the premises, parents/carers will be informed, and the police will be notified of a missing child.

14.7 Alternative Education Providers/Alternative Provision

- A few students may access an alternative education provider agreed upon for all or part of their timetable.
- In this instance, the student remains on roll at the Trust.
- Attendance to approved alternative providers is monitored and reflected on attendance registers.
- The responsibility of ensuring pupils are safeguarded and receiving appropriate education remains with the Trust.
- The decision to place a student into an alternative provision, either full or part-time, is essential in collaboration with parents/carers.
- The trust will ensure the student is kept updated on events in school and that progress is monitored.
- A risk assessment will be produced.
- Well-being checks will be conducted regularly.
- Only the Principal and Assistant Principal for Attendance can authorise an alternative provision package.
- To access an alternative provision provider, the following criteria must be considered:
 - Does the student have SEND?
 - Does the student have an EHCP?
 - Does the student have poor attendance?
 - What is the parent's/carers' thoughts?
 - Will the provision be short or long-term?
 - Will the student have access to a broad and balanced curriculum?



15 PART-TIME TIMETABLES

- 15.1 A Part-time timetable (PTTT) can only be authorised by the Principal and the Assistant Principal responsible for attendance. A PTTT is the last resort when re-engaging a student back into school. A PTTT is a student receiving less than 25 hours of education per week.
- 15.2 All PTTTs must be reported to the Local Authorities Inclusion Team.
- 15.3 PTTTs are for up to six weeks, pending a review meeting.
- 15.4 A risk assessment must be completed to ensure the student is safeguarded at home. Parents/Carers must give written consent for a PTTT.
- 15.5 A PTTT can be revoked at any time.
- 15.6 The following criteria must be applied when considering a Part-time timetable.
- Do they have a medical condition?
 - Are they SEND? Do they have an EHCP?
 - Have external agencies been involved, e.g., SOLAR/RISE.
 - Has the school had regular contact with parents/carers?
 - Have the barriers to learning been identified and reasonable adjustments made?
 - Have the views of the student been considered?
 - Were subject teachers aware of the issues through the Pastoral Manager or Academic Manager?
 - Does the student already have a persistent absence? Persistent absence is classed as below 90%.

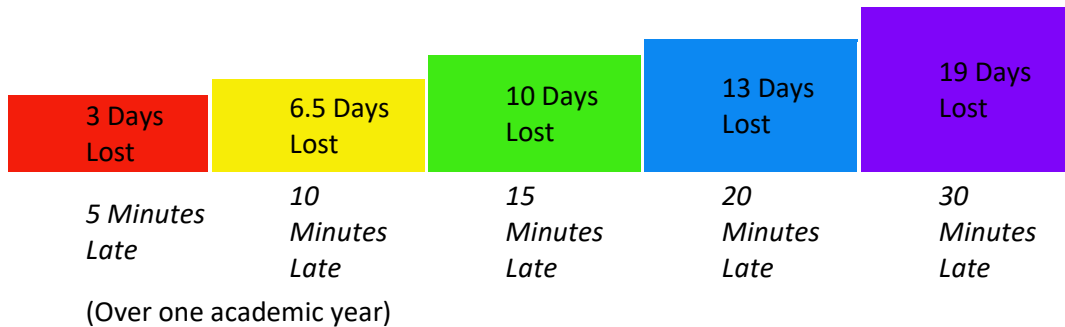
16 REDUCED TIMETABLES

- 16.1 A reduced timetable is defined as a reduction in a student attending lessons. However, they are still in the school building full-time.
- 16.2 A reduced timetable is for up to two weeks.
- 16.3 Only the Principal and Assistant Principal responsible for Attendance can authorise a reduced timetable.
- 16.4 The Local Authority Inclusion Team do not need to be notified.



17 PUNCTUALITY

- 17.1 It is essential that pupils are punctual so that they do not miss out on the beginning of each school day. Children must attend on time to be given a present mark for the session.
- 17.2 If a student arrives late to school every day, their learning begins to suffer. This graph shows how being late to school every day over a school year adds to lost learning time.



- 17.3 To benefit the most from the school day, we ask parents/carers to ensure their children are in school for 8.50am.
- 17.4 Children arriving after 8.55am will be late for school and must report to the school office. When a pupil arrives after the register closes, this will be classed as an unauthorised absence (code U as per DFE compulsory attendance codes; these are explained in SAFEG-A04-Attendance-Attendance Codes Descriptions and Meanings - 00).
- 17.5 School registration will close at 9.20am.
The registers are monitored daily to identify pupils who are arriving late. Regular late arrival for school will be challenged as not acceptable. Pupils with 10 or more U codes will be referred to the Education Enforcement Team for the issue of a penalty notice.

18 AUTHOR

- 18.1 The author of this policy is Assistant Principal: Attendance/Progress/Intervention/KS4. They should be contacted for any points of clarification or suggested future amendments.



19 VERSION CONTROL

Policy Number	SAFEG-02
Policy Name	Attendance
Version Number	02
Publication Method	External A copy must be made available in U:\Staff Information\Policies\SAFEGuarding Policies
Approved by	Welfare and Safeguarding Committee
Date of Approval	July 2023
Key changes since previous version	1. Addition of information on Alternative Provision, section 14.6, Part Time section, section 14.7 and Reduced Timetable, section 15.
Next Review Date	July 2024



APPENDIX

SAFEG-A02-1-ATTENDANCE-ROLES AND RESPONSIBILITIES-00

1 INTRODUCTION

1.1 This appendix contains a table of what roles manage which responsibilities.

1.2 It must be used in conjunction with the SAFEG-02-Attendance Policy.

2 DETAILS

Name	Role	Responsibilities
Student Conduct and Welfare Committee	Board of Trustees	<ul style="list-style-type: none">• Ensure compliance with relevant legislation (eg pupil registration, attendance registers)• Setting Attendance targets• Reviewing school attendance• Agreeing and Reviewing School Policy• Chairing attendance panels
Ms J Hughes-Williams	Principal	<ul style="list-style-type: none">• Compliance with relevant legislation• Putting into practice school policy• Authorising / unauthorising absences• Leave of absence request• Line management• Contact with parents : overview of clear and escalating interventions• Responsibility for links with Education Enforcement Team• Attendance at attendance panels
Mr J Haston	Senior member of school staff /Attendance lead	<ul style="list-style-type: none">• Compliance with relevant legislation• Putting into practice school policy• Line management• Contact with parents• Overview of clear and escalating interventions• Recording and evaluation of interventions• Data analysis• Responsibility for links with Education Enforcement Team• Data analysis• Promoting school attendance• Management of reward scheme• Pupil Profiles• Planning attendance panels



APPENDIX

Name	Role	Responsibilities
Pastoral Manager for each year group	Non-teaching staff	<ul style="list-style-type: none">• Promoting the importance of regular school attendance• Providing early warning of attendance concerns• Positive role modelling• Following policy and procedures• Working in partnership with the Academic Managers.
Academic Managers	Teaching and non-teaching staff	<ul style="list-style-type: none">• Responsible for attendance in their designated year group.• Regular data analysis of attendance.• Raise issues with the Attendance Lead.• Identify and put in place plan if poor punctuality is evident
Mrs A Ruddy	School Office Attendance Officer	<ul style="list-style-type: none">• Maintaining registers• First day calling• Late arrivals• Attendance targeting• Process for clearing registers• Day to day responsibility for escalating approach• Maintain an accurate record using the relevant tracking systems.
Mrs S Abbott	Attendance and Welfare Officer	<ul style="list-style-type: none">• Regular well-being checks on students.• Link to the local authority.• Work with our persistent absent students through the parents.• Liaise with the SENDCO about external support.• Liaise with the attendance lead and attendance officer.• Keep an accurate record of interventions put in place.



APPENDIX

3 APPENDIX AUTHOR

- 3.1 The author of this appendix is the Assistant Principal: KS3, Reporting and Assessment. They should be contacted for any points of clarification or suggested future amendments.

4 VERSION CONTROL

Appendix Number	SAFEG-A02-A-1
Appendix Name	Attendance-Roles and Responsibilities-00
Version Number	00
Publication Method	External A copy must be made available in U:\Staff Information\Policies\Appendices for Policies\SAFEGuarding Appendices
Approved by	Welfare and Safeguarding Committee
Date of Approval	July 2022
Key changes since previous version	1. This is a new Appendix
Next Review Date	July 2023

APPENDIX

SAFEG-A02-2-ATTENDANCE-REWARDING GOOD AND IMPROVED

ATTENDANCE-00

1 INTRODUCTION

- 1.1 This appendix describes the ways in which the Trust promotes good attendance and rewards improved attendance.
- 1.2 It must be used in conjunction with the SAFEG-02-Attendance Policy.

2 DETAILS

- A display board that promotes the importance of regular attendance with parents/carers.
- Whole school displays to promote attendance with students.
- Assemblies are used to promote the importance of regular and high attendance.
- Rewarding good attendance.
- Good class attendance is rewarded weekly through a class award.
- Individual students' attendance is rewarded termly by certificates for students with at least 95% attendance
- Good attendance is recognised in the student's report.
- Good attendance is recognised with parents/carers through regular letters home.
- Improved attendance is recognised.
- Individual rewards.
- Letters sent to parents/carers.

3 APPENDIX AUTHOR

- 3.1 The author of this appendix is the Assistant Principal: KS3, Reporting and Assessment. They should be contacted for any points of clarification or suggested future amendments.



APPENDIX

4 VERSION CONTROL

Appendix Number	SAFEG-A02-A-2
Appendix Name	Attendance-Rewarding Good and Improved Attendance-00
Version Number	00
Publication Method	External A copy must be made available in U:\Staff Information\Policies\Appendices for Policies\SAFEGuarding Appendices
Approved by	Welfare and Safeguarding Committee
Date of Approval	July 2022
Key changes since previous version	1. This is a new Appendix
Next Review Date	July 2023



APPENDIX

SAFEG-A02-3-ATTENDANCE-LEAVE OF ABSENCE REQUEST FORM - 01

1 INTRODUCTION

- 1.1 The form **on the next page** is the one you must complete when you want to apply for a period of absence for your child.
- 1.2 At least **2 weeks before you want the absence to start** you must **return** the completed form to the **school office**.
- 1.3 There is no automatic right for students to be granted authorised leave of absence.
- 1.4 Requests will only be considered when there are exceptional circumstances.

2 APPENDIX AUTHOR

- 2.1 The author of this appendix is the Assistant Principal: KS3, Reporting and Assessment. They should be contacted for any points of clarification or suggested future amendments.

3 VERSION CONTROL

Appendix Number	SAFEG-A02-3
Appendix Name	Attendance – Absence Request Form
Version Number	01
External	External A copy must be made available in U:\Staff Information\Policies\Appendices for Policies\SAFEGuarding Appendices
Approved by	Welfare and Safeguarding Committee
Date of Approval	July 2022
Key changes since previous version	1. More space required to complete the exceptional circumstances section of form. Slight reformat took place.
Next Review Date	July 2023



APPENDIX

SCHOOL ABSENCE REQUEST FORM

Form to be returned to the school office with a minimum of two weeks notice

Please note that there is no automatic right for pupils to be granted authorised leave of absence and requests will only be considered where there are exceptional circumstances.

Name of Student		Tutor Group	
Date of Birth		Year Group	

Please detail below the **exceptional circumstances** which apply for you to request to take your child out of school. You may be invited into school to discuss your request with your child's Pastoral Manager or a member of the Leadership Team. You **must** attach supporting evidence to this request.

Day and date the absence will start	Day and date the absence will end.	Total number of days of missed schooling.	
Your name and address			
Relationship to the student			
Your signature		Date	

If the Leave of absence is refused and the student is not present in school the register will show "Unauthorised Absence" and the student may be referred to the Education Enforcement Team for consideration, which could result in a Penalty Notice.

For School Use:

Previous requests?	YES NO	Current attendance:	%
Evidence of exceptional circumstances?	YES....NO	Date of meeting:	
Meet with parent/carer?	YES NO	Time of meeting:	
<input type="checkbox"/> Authorised	<input type="checkbox"/> Unauthorised	By Principal	

APPENDIX

SAFEG-A02-4-ATTENDANCE-ATTENDANCE CODES, DESCRIPTIONS

AND MEANINGS - 00

1 INTRODUCTION

- 1.1 All students on the school's roll have their attendance recorded on the register for every session and every lesson.
- 1.2 Attendance and absence is given a code. This document shows the codes that are used, their descriptions and further information on each code, to aid understanding.

2 DETAILS

Code	Description	Meaning
/	Present (AM)	Present
\	Present (PM)	Present
B	Educated off site (NOT Dual registration)	Approved Education Activity
C	Other Authorised Circumstances (not covered by another appropriate code/description)	Authorised absence
D	Dual registration (i.e. pupil attending other establishment)	Approved Education Activity
E	Excluded (no alternative provision made)	Authorised absence
G	Family holiday (NOT agreed <u>or</u> days in excess of agreement)	Unauthorised absence
H	Family holiday (agreed)	Authorised absence
I	Illness (NOT medical or dental etc. appointments)	Authorised absence
J	Interview	Approved Education Activity
L	Late (before registers closed)	Present
M	Medical/Dental appointments	Authorised absence
N	No reason yet provided for absence	Unauthorised absence
O	Unauthorised absence (not covered by any other code/description)	Unauthorised absence
P	Approved sporting activity	Approved Education Activity
R	Religious observance	Authorised absence
S	Study leave	Authorised absence
T	Traveller absence	Authorised absence
U	Late (after registers closed)	Unauthorised absence
V	Educational visit or trip	Approved Education Activity
W	Work experience	Approved Education Activity
X	Non-compulsory school age absence	Not counted in possible attendances
Y	Enforced closure	Not counted in possible attendances
Z	Pupil not yet on roll	Not counted in possible attendances
#	School closed to pupils	Not counted in possible attendances



APPENDIX

3 APPENDIX AUTHOR

- 3.1 The author of this appendix is Assistant Principal: KS3, Reporting and Assessment. They should be contacted for any points of clarification or suggested future amendments.

4 VERSION CONTROL

Appendix Number	SAFEG-A02-4
Appendix Name	Attendance – Attendance Codes, Descriptions and Meanings
Version Number	00
Publication Method	External A copy must be made available in U:\Staff Information\Policies\Appendices for Policies\SAFEGuarding Appendices
Approved by	Welfare and Safeguarding Committee
Date of Approval	July 2022
Key changes since previous version	This is a new Appendix
Next Review Date	July 2023