Policy Last Reviewed: Sept 26 by KH

Next Review completed by: Aug 27 by KH

DENSTONE COLLEGE

Attendance Registers Policy

Section 1	Attendance Introduction	Page 2
Section 2	Understanding absence	Page 3
Section 3	Absence and punctuality procedures in The College	Page 7
Section 4	Absence and Punctuality Concerns	Page 11
Section 5	Attendance data and Reporting	Page 14
Appendix 1	Grounds for deleting a pupil from the school admission register	Page 15
Appendix 2	Procedures for absence Page	Page 16
Appendix 3	Attendance and absence codes -Summary Page	Page18
Appendix 4	Sample Letters	Page 24

Senior Attendance Champion

The Senior Attendance Champion in the College is the Deputy Head Pastoral Karenann Hood KHood@denstonecollege.net 01889590484.

Monitoring Attendance

Monitoring attendance is the responsibility of the Deputy Head (Pastoral)/DSL and the Safeguarding Team alongside other key personal, including the relevant Housemasters/Housemistresses and Heads of House.
Monitoring attendance and punctuality will be at least half termly.

Section 1 - Attendance Introduction

For pupils to benefit fully from the educational opportunities provided by the School, they must have high levels of attendance and punctuality. Ineffective registration or poorly executed follow-up procedures can increase the risks of truancy and educational under-performance, which can negatively affect personal and social development among pupils. Poor attendance or a child going missing from school is a potential indicator of abuse or neglect or in itself may indicate that a pupil is at risk of harm. Consequently, attendance and registration arrangements are hugely important and must be seen to be regarded as such by pupils, parents and staff.

Pupils are encouraged to take full advantage of their educational opportunities through maximum attendance, and are expected to attend all prescribed lessons and activities. Punctuality is equally important. Parents and teachers have a duty to ensure that pupils attend school for every school day except in the case of illness or if prior permission for absence has been granted.

For the welfare, health and safety and educational benefit of all pupils, Denstone College registers pupils in all years, including Sixth Form. Denstone College requires regular attendance and the presence of pupils is checked twice daily at the start of morning lessons and in the afternoon. This attendance register is a legal document subject to the Education (Pupil Registration) (England) Regulations 2006 and Working together to improve school attendance 2026.

This policy applies to all members of our school community, including those in the Sixth Form. It is thus relevant to all day and boarding pupils. **Members of the Sixth Form who do not have a lesson scheduled during a session are still expected to be in school for independent study.**

In addition, all schools follow the DfE's statutory safeguarding guidance, Keeping Children Safe in Education September 2026 ,which emphasises the importance of understanding the potential vulnerabilities of children who are missing or absent from education:

- Every pupil of compulsory school age is entitled to an efficient full-time education suitable to their age, aptitude, and any special educational need they may have.
- Denstone College expects high standards of attendance and punctuality from all its pupils and will work together with families to achieve this.
- Develop and maintain a whole school culture that promotes the benefits of high attendance and punctuality
- Fulfil their legal responsibility in the completion of pupil registers.
- Ensure good level of Attendance (95+%)
- Monitor attendance within the school, identify issues and put procedures in place to work with families and the Local Authority to support children in accessing their right to a high-quality education.

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

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

For our children to gain the greatest benefit from their education it is vital that they attend regularly and be at school, on time, every day the school is open unless the reason for the absence is unavoidable

Promoting Regular attendance

At Denstone we believe in developing good patterns of attendance and set high expectations for the attendance and punctuality for all our pupils.

We recognise the strong connections between attendance, attainment, safeguarding and wellbeing.

Helping to create a pattern of regular attendance is the responsibility of parents, pupils and all members of school staff.

To help us all to focus on this, we will:

- Have necessary information to return to the Department of Education, in line with the legal expectations placed on all schools;
- Build strong relationships and work jointly with families;
- Give parents and guardians details on attendance in our correspondence;
- Promote the benefits of high attendance;
- Accurately complete admission and attendance registers and have effective day-to-day processes in place to follow-up absence as required by law;
- Report to parents and guardians regularly on their child's attendance and the impact on their progress;
- Contact parents and guardians should their child's attendance fall below the school's target for attendance.

Senior Attendance Champion

The Senior Attendance Champion is the Deputy Head Pastoral Karenann Hood khood@denstonecollege.net 01889590484. The Senior Attendance Champion monitors the attendance registers and will liaise with Heads of House/Boarding on attendance.

The Senior Attendance Champion has the following responsibilities:

- Promote good attendance and punctuality
- Report to the Head any emerging patterns of absence or when a pupil is absent without a good reason or if a pupil's attendance or punctuality falls below 90% (persistent absence) or below 50% (severely absent).
- Support Heads of House/Boarding, with working with the parents of the pupil to discuss the reasons or barriers for their low attendance or low punctuality and how their attendance or punctuality can improve, with support from the school if necessary.
- Liaise with Local Authority to support families and pupils whose attendance does not improve after the steps above, or continues to remain below 90% and below 50%.

Responsibilities of Parents

- Parents with a child of compulsory school age have a legal duty to make sure that their child receives effective full-time education suitable to their age, aptitude and ability (and to any special education needs they may have). Children must legally be in education between the school term after their 5th birthday and the last Friday in June in the school year they turn 16. Pupils must stay in some form of education or training until their 18th birthday.
- Ensure good level of Attendance (95+%)
- Contact the school on the first day of any absence to explain the reason for the absence. Parents should understand that in law, it is the school who decides whether the absence is going to be authorised or not. Schools will base this judgement on the reason provided for the absence and/or the level of absence. Parents must NOT expect any leave of absence to be granted for the purpose of a holiday.
- Parents need to see themselves as partners with the school in the education of their children.

Section 2 Understanding types of Absence

Any absence affects the routine of a child's schooling and regular absence will seriously affect their learning journey and ability to progress. Any pupil's absence or late arrival disrupts teaching routines and so may affect the learning of others in the same class. Ensuring a child's regular attendance at school is a parental responsibility and allowing absence from school, without a good reason, creates an offence in law and may result in prosecution.

Every half-day absence from school has to be classified by the school (not by the parent), as either **authorised** or **unauthorised**. This is why information about the cause of any absence is always required. Each half-day is known as a 'session'.

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.

Authorised absences are for morning and/or afternoon sessions away from school for a genuine reason such as illness (although you may be asked to provide medical evidence for your child before this can be authorised), medical or dental appointments which unavoidably fall in school time, emergencies or other unavoidable cause.

Granting Leave of Absence

All schools can grant a leave of absence when a pupil needs to be absent from school with permission.

All schools are expected to restrict leaves of absence to specific circumstances set out in regulation 11 of the **School Attendance (Pupil Registration) (England) Regulations 2024**

Generally, the DfE does not consider a need or desire for a holiday or other absence for the purposes of leisure and recreation to be an exceptional circumstance.

Applications for an authorised leave of absence

Applications for authorised leaves of absence during the school day will only be granted in exceptional circumstances and will only be permitted if made in writing, permission for a pupil to be out of school for a day is granted by the Head of House/Housemaster/Housemistress boarding. Requests should always be made in writing by the parents, via the Head of House/ Housemaster/Housemistress who will confirm whether the leave of absence has been granted by the Head and ensure that the Lodge is informed of any authorised absence. Authorised absence is whether the school has given approval for a pupil of compulsory school age to be absent from school or has accepted an explanation offered afterwards as satisfactory justification for absence. Absences will only be authorised when the Head is satisfied that the reason for absence is genuine and meets the following criteria:

- The child is attending an approved educational activity off site, ie interviews, school trips, sporting events, music examinations etc;
- The child is unable to attend through exceptional circumstances (unavoidable closure of school site or part of it; unavailability of transport provided by school or local authority, where the home is not within walking distance);
- The child is observing a religious festival;
- The child has an agreed medical appointment and the school has been notified in advance;
- The child is too ill to come to school and parents have given specific symptoms;
- There are specific circumstances, usually agreed in advance by the Head, where a child is unable to attend the school, ie parent graduation, family bereavement and/or funeral, public performances, emergencies, family weddings (usually for 1 day only, although for weddings in foreign countries, the Head has the discretion to authorise up to 5 days);
- A temporary time-limited part-time timetable, where the pupil is of compulsory school age, both the parent who the pupil normally lives with and the school agree the pupil should temporarily be educated on a part-time basis for exceptional reasons and have agreed the times and dates when the pupil will be expected to attend school as part of that timetable;
- Leave for Exceptional circumstances can be granted at the discretion of the Head. Each application will be considered individually taking into account the specific facts and circumstances and relevant background context behind the request. If granted, the Head will determine the length of time the pupil can be away from school;
- Children of non-compulsory school age will be allowed to be absent for sessions they are not timetabled.

No parent can demand leave of absence for the purpose of a holiday as of right. The Head has discretionary power to grant authorised leave of absence on behalf of governors. Holidays within term-time will normally be regarded as unauthorised.

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, no pupil should be away from school without prior permission. If a leave of absence is granted, it is for the Head to determine the

length of the time the pupil is permitted to be away from school. It will be recorded as an authorised absence. A leave of absence will usually be authorised for religious observance if the day concerned is exclusively set apart for religious observance by the religious body to which parents and pupils belong. Parents are expected to make a request for this type of leave of absence in advance.

PLEASE NOTE: leave of absence cannot be granted retrospectively except in the case of illness and emergency medical appointments.

Unauthorised Absences

Unauthorised absences are those which the school does not consider reasonable and for which no 'leave' has been granted. This type of absence can lead to the school liaising with the Local Authority.

Unauthorised absence includes, (however this list is not exhaustive):

- Parents/guardians keeping children off school unnecessarily e.g. because they had a late night or for non-infectious illness or injury that would not affect their ability to learn;
- Absences which have never been properly explained;
- A child who arrives at school after the close of registration without valid reason is marked using a 'U'. This indicates that they are in school for safeguarding purposes, however is counted as an absence for the session;
- Shopping trips;
- Looking after other children or children accompanying siblings or parents to medical appointments;
- Their own or family birthdays;
- Holidays taken during term time, not deemed 'for exceptional purposes' by the Head, including any arranged by other family members or friends;
- Day trips;
- Other leave of absence in term time which has not been agreed.

Persistent Absenteeism (PA) and Severe Absenteeism (SA)

A pupil is defined by the Government as a **'persistent absentee'** when they miss 10% or more schooling across the school year for any reason; this can be authorised or unauthorised absence. Absence at this level will cause considerable damage to any pupil's education and we need the full support and co-operation of parents to resolve this.

All pupils who have attendance levels of 90% or below are considered to be a persistent absentee.

A pupil who has missed 50% or more schooling is defined by the Government as '**severely absent'**. Pupils within this cohort may find it more difficult to be in school or face bigger barriers to their regular attendance and, as such, are likely to need more intensive support.

Arriving in school after the registration has closed: pupils MUST SIGN IN at / Lodge.

In very exceptional circumstances, where it is in a pupil's best interests, there may be a need for the school to provide a pupil of compulsory school age with less than full-time education through a temporary part-time timetable to meet their individual needs.

The part-time timetable will:

- Have the agreement of both the school and the parent the pupil normally lives with;
- Have a clear ambition and be part of the pupil's wider support, health care or reintegration plan;
- Have regular review dates which include the pupil and their parents to ensure it is only in place for the shortest time necessary;
- Have a proposed end date that takes into account the circumstances of the pupil, after which the pupil is expected to attend full-time, either at school or alternative provision. It can, however, be extended as part of the regular review process. In some limited cases, a pupil with a long-term health condition may require a part-time timetable for a prolonged period.

In agreeing to a part-time timetable, a school has agreed to a pupil being absent from school for part of the week or day and therefore must record the absence accordingly – if the pupil is absent from school for a scheduled lesson they will be recorded as absent with the appropriate code (for those sessions it has been agreed that the pupil does not need to come into school code C2 will be used).

Section 3 – Absence and Punctuality in The College

Daily Absences

Parents are responsible for informing the school on any occasion when their child is unable to attend due to illness. This should be done by either by leaving a message on the Lodge answer machine 01889 590484 before 8:00 a.m. or emailing the Lodge on absence@denstonecollege.net on the pupil's first day of absence which has not previously been agreed with the school and every subsequent day of illness. The school should be informed of the reason for the absence and, if possible, the expected date of the child's return to school. Please be aware that, if a parent leaves a voicemail to report their child's absence, they may receive a call from the school so that the school may discuss the absence before making a decision as to whether the absence is to be recorded as authorized. If a child is unwell, the nature of the illness should be disclosed, otherwise the lodge staff will call to ascertain why the child is off ill. Contact the school on every further day of absence, again before 8.00am. Ensure that your child returns to school as soon as possible and you provide any medical evidence, if requested, to support the absence. Medical evidence may be requested where your child is having multiple periods of absence which are reported as being owing to medical reasons.

The school has more than one emergency contact number for each pupil. If no contact can be made, then the school will attempt to contact the child's parents using the other school contact numbers for the child. If the child is known to any other service such as Children's Social Care or Family Support, then the school will contact them for relevant information. If the Lodge staff are unable to make contact with the parents by 10.30am the pupils the Head of House will be informed, who will make every effort to make contact with the parents, if this is not possible the Safeguarding Team will be notified. Distance permitting a home visit may be made in the interest of safeguarding so a decision on next steps can be made. The school will ascertain the reason for the absence; ensure that proper safeguarding action is taken as required; identify whether the absence is approved or not; and identify the correct code to be used before entering it on to the School's electronic register. Housemaster/Housemistress should be informed of any boarding pupils missing these registrations.

Planned Absence

Please section 3 and paragraph on Applications for an authorised leave of absence

Absence affecting Sports Fixtures

When boys and girls train with a squad, it is an expectation that they are available for selection for every fixture. On the very rare occasion that a player is unavailable, parents should inform Director of Sport Mrs Durston EDurston@denstonecollege.net in writing at least a week in advance before selection stating the reason for this absence. Teams will be published on the sports noticeboards and College website no later than two days before the fixture. Once selected, if a player is injured or ill, parents should contact the school as soon as they suspect their child will be unable to make the fixture.

If for any reason a child does not want to attend school, it is important that parents or guardians discuss the problem with the school at the earliest opportunity so that appropriate measures, such as additional pastoral support and/or the support of appropriate external agencies, can be put in place to address the issues. Where parents need support to prevent their child from truanting or habitually arriving late, in the first instance the Head of House will meet with the parents and give advice. We expect that the parent will agree to comply with certain requirements in order to make the best use of this support.

Responsibilities of Pupils

Pupils have a responsibility to attend school when they are fit and well and to arrive at School in time for registration (morning and afternoon) each day during term time. All pupils are expected to be in for registration at 8.45am. If, for any reason, a pupil needs to leave the School site during the School day, they must first seek and receive a sign out form from their Head of House/Housemaster/Housemistress or member of SMT, or if a pupil is ill, the Medical Centre Staff.

Failure to attend school regularly or punctually or failing to attend registration without good reason, or leaving the School without a Sign out card and signing out at the lodge constitutes a breach of the School's Behaviour and Exclusion Policy and may lead to formal disciplinary action being taken.

Pupils must remain on school premises from morning registration to the end of the last afternoon session, unless they have the permission of the Head of House/ Housemaster/Housemistress/SMT to sign out, who will issue the sign out card which must be presented to the lodge.

Pupils in certain year groups may be granted study leave during periods of public examinations.

Fixtures take place on Saturdays and Wednesday: pupils are required to play if selected to represent the School. Requests to miss a fixture/ event must be made prior to the fixture/ event taking place. Pupils who absent themselves from practices, fixtures and other school events at which attendance is required will be regarded as having truanted and will incur the same disciplinary sanction as they would for deliberately not attending a lesson. This sanction is, in the first, instance, an extended detention.

Responsibilities of Staff

Staff should register attendance in each of their lessons and games/activities using iSAMS or SOCS respectively. Any absence should be followed up, using the methods above or directly with Heads of House or Housemaster/Housemistress. Staff may contact reception staff, the staff secretary and the medical centre by telephone from their departments. Any unaccounted for absence from a registration/ lesson must be followed up with Heads of House (day pupils) or Housemaster/Housemistress (boarders) as soon as is practically possible and preferably immediately on the same day. If an absent pupil has a known "potentially dangerous medical condition" signified by a red flag on their record shown on iSAMS, the member of staff should alert the Reception Staff in the Lodge to initiate a search immediately using the "Alert" function on the register.
Heads of House/Housemaster/Housemistress are responsible for looking at the weekly attendance data and bringing any causes of concern to the attention of the Deputy Head (Pastoral) who, working with the Heads of House/Housemaster/Housemistress will pursue any issues that require following up with a pupil's parents or guardians as appropriate.

Registration Procedure - The College

All schools have a statutory responsibility to maintain accurate records of attendance. The school day for pupils starts at 8.45am with first registration. First and second registration occur for all pupils, recording all absences and whether or not they are authorised. The attendance register must be completed at the start of each morning session and once during each afternoon session. It must show whether the pupil is:

- present;
- absent;
- attending an approved educational activity outside school approved by the school and supervised by a person approved by the school;
- unable to attend through exceptional circumstances (unavoidable closure of school site or part of it; unavailability of transport provided by school or local authority, where the home is not within walking distance);
- taking authorised absence (granted leave of absence by the Head; unable to attend by reason of sickness or unavoidable cause; observing a day exclusively set apart for religious observance by the religious body to which the parent belongs);
- taking unauthorised absence (if no reason is established when the register is taken; the entry may be corrected later when the reason is established).
- Registers are kept on ISAMS.
- Registrations are open for 30 minutes
- The register codes are set out in Appendix 3 together with explanatory notes.

These records are accessible to staff through iSAMS.

Morning Registration

Pupils should be present for tutorials at 8:45am
Tutors register pupils using the ISAMS Registration module on Monday, Tuesday, Wednesday, Thursday and Friday Mornings. On Saturday registration will take place in period 1.
Pupils must not be registered present unless they are sighted by the Tutor during tutorials

Pupils who have music lessons during registration with be registered in the music department, the music department will inform the lodge.

Afternoon Registration

Afternoon registration is taken at 14.10 daily expect for on Wednesday where e it takes place at 12.10 and Saturday where it takes place at 12.00

.

For afternoon registration the lodge will email all staff initially to ascertain whereabouts of any unaccounted pupils. Then a list of unauthorised absences will then be sent to Heads of House/ Housemaster/Housemistress who will then take the lead on determining the whereabouts of pupils. The Head of House/ Housemaster/Housemistress with Assistance Head (Wellbeing), Deputy Head (Pupil), Deputy Head Pastoral or the Safeguarding team to decide whether to invoke the Missing Pupil Policy.

Lateness.

Should a child be unavoidably late and miss the register they must report directly to the Lodge and should sign in, giving the reason why they are late. Persistent lateness for trivial reasons renders a pupil liable to a detention or other sanctions.

Signing in and signing out.

Pupils arriving in school following the closure of the register will receive a late mark – the reason for lateness should be supplied by the parent/guardian to avoid the use of code 'U'. Note the following:

Pupils who arrive at school after registration should sign in at the lodge. Pupils who leave the school site before the end of the school day must sign out at the lodge on their departure and present a sign out card, and on their return, they must sign back in. Pupils should not leave the school site in this way without first obtaining the permission of either their Head of House/ Housemaster/ Housemistress or member of SMT, who will issue the sign out card. The Medical Centre staff will update the Lodge for those children too unwell to sign it themselves, having contacted the pupil's parents/guardians to arrange for the pupil to be collected and taken home.

In accordance with the Regulations, if your child arrives after that time, they will receive a mark that shows them to be on site – 'U', but this will **not** count as a present mark and it will mean that they have an unauthorised absence. A reasonable reason for lateness MUST be given by the parent to the school in order to adjust the code in the register and so avoid the code 'U' against their child's name.

If a child has a persistent lateness record, the parent(s) may be asked to meet with the Head of House in the first instance but a parent can approach the school at any time if they are having difficulties getting their child to school on time. The school expects parents and staff to encourage good punctuality by being good role models to our children

Sanctions for lateness and failure to register

Tutors should report frequent or regular lateness to the Head of House/ Housemaster/Housemistress. At lower levels of concern, the tutor should contact home to raise concern about punctuality. If this fails to amend behaviour, the Head of House will contact home to address this problem. If a pupils fails to register at all in the morning during either registration period (including if the pupil has failed to register at a music lesson) then the pupil will immediately incur a sanction

The Law.

The law states that it is the responsibility of the parent / guardian to ensure that a child attends school regularly and on time. Neglect of this responsibility will result in the school taking action to ensure attendance and ultimately can lead to further action being taken (Education Act 1996).

Monitoring and Review

All teaching staff are required to monitor attendance and punctuality in the classes or forms they teach and report any concerns to the Deputy Head Pastoral (Senior Attendance Champion). It is the House Tutor's responsibility to ensure pupils arrive punctually and to make contact with the parents if a pupil is late on more than two occasions in any given week.
Tutors should monitor lateness in their tutor group and report any worrying patterns to the Head of House/ Housemaster/Housemistress. This would include frequent late marks or regular late marks (eg late every Thursday). Tutors are

expected to notify the Head of House/ Housemaster/Housemistress when a pupil has reached three late marks and speak to the pupil about strategies for addressing this. On the fourth late mark, the pupil should expect to be placed on 'report' to their tutor for punctuality. Heads of House should report any worrying patterns of absence to the Deputy Head Pastoral (Senior Attendance Champion). This would include frequent absences, an extended period of absence (more than 5 days) and regular absences (eg many Tuesdays)

Such analysis may include:

1. Monitoring and analysing weekly attendance patterns and trends and provide support and early help in a targeted way to pupils and families;
2. Using this analysis to provide regular attendance reports to Head of House/Housemaster/Housemistress to facilitate discussions with pupils and to other key personal (including the Special Educational Needs Coordinator and Designated Safeguarding Lead);
3. Conducting thorough analysis of half-termly, termly, and full year data to identify patterns and trends;
4. Benchmarking attendance data at whole school, year group and cohort level to identify areas of focus for improvement;
5. Devising specific strategies to address areas of poor attendance identified through data;
6. Monitoring the impact of school-wide attendance efforts, including any specific strategies implemented

Section 4 Absence and Punctuality Concerns

In order to ensure the success of this policy every member of the school staff will make attendance a priority and convey to the pupils the importance of their education.

The Deputy Head (Pastoral) as the Senior Attendance Champion has responsibility for monitoring the attendance of children and will work with Heads of House/ Housemaster/Housemistress and parents to resolve any difficulties.. Attendance is reviewed regularly and the Head of House/ Housemaster/Housemistress will contact the parent / guardian should a child's attendance fall below 90% and where the reason for such absence is unknown. Where necessary, measures will be agreed to improve attendance which will continue to be monitored closely.

Identifying pupils at risk of poor attendance

The Attendance Champion will use attendance and punctuality data rigorously to support pupils with increasing levels of absence, arriving at school late or taking leave in term time without permission before it becomes a regular pattern.

Early intervention for pupils with poor attendance and punctuality

The Senior Attendance Champion will intervene as early as possible and agree with families an action plan for pupils with high levels of absence and/or poor levels of punctuality, and those demonstrating growing disengagement with the school.

Targeted management of persistently and severely absent pupils

The Senior Attendance Champion will put additional support in place, where necessary, working with families and partners, and agree a joint approach with local authorities for all severely absent pupils.

Procedure followed for absence and/or punctuality – early concerns

Stage 1

1. The first step will be made by the pupil's Tutor who will have a discussion with the pupil to see if there are any reasons for the absences or not. This will be recorded on CPOMS.
2. The second step will be made by the pupil's Head of House/ Housemistress/ who will have a discussion with the parents to see if there are any reasons for the absences or not. This should be recorded on CPOMS.

The procedure followed for absence and/or poor punctuality – persistent concerns

Stage 2

1. The Head of House/ Housemistress/Housemaster, will write to the parent if their child's attendance is nearing 90% (causing concern) commencing after the first half term;
2. The Head of House/ Housemistress/Housemaster, will write to the parent if their child's punctuality continues to be a concern;
3. Parents can be invited into school to discuss the attendance pattern and will work through an attendance improvement plan. This applies to pupils who have a repeating pattern of sick days etc.

Stage 3

1. A meeting will be arranged with the parent(s) to discuss the situation with the Head of House/ Housemistress /Housemaster. At this stage Senior Attendance Champion will also attend.

2. A personalised action/support plan will be drawn up, to address any barriers to attendance and make clear each person's role in improving the attendance patterns of the child concerned;
3. Support will be offered including signposting support to other agencies or services, if appropriate;

The school may need to liaise with the Local Authority if attendance deteriorates following the above actions.

Failure to Register and Lateness - Sanctions

In some instances, a failure to register and persistent lateness may result in a pupil incurring a sanction.

Understanding Barriers to Attendance

Whilst any child may occasionally have time off school because they are too unwell to attend, sometimes they can be reluctant to attend school. Any barriers preventing regular attendance are best resolved between the school, the parents and the child. If a parent thinks their child is reluctant to attend school, then the school will work with that family to understand the root problem and provide any necessary support. The school can use outside agencies to help with this, such as the relevant Local Authority team(s).

Some pupils face greater barriers to attendance than their peers. These can include pupils who live with long-term medical conditions, who have special educational needs and disabilities, or have other vulnerabilities. High expectations of attendance remain in place for these pupils, however the school will work with families and pupils to support improved attendance whilst being mindful of the additional barriers faced. The school will discuss reasonable adjustments and additional support advice from external partners, where appropriate.

Additional Needs and Support for Pupils

- 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 endeavour to 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;
- The school 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;
- Suitable strategies 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 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.

For a pupil who has had an extended period of absence the pastoral and safeguarding teams will work with the pupil and their parents to draw up a bespoke support plan, this may involve adjustments to the pupil's timetable and length of day. Depending on the reasons for absence other support may be sought for the School Counsellor or external agencies. The focus will be on reintegration into school and not just academic 'catching up'.

Legal intervention to improve Attendance and Punctuality

The school will prioritise providing support first before attendance legal intervention. As absence is so often a symptom of wider issues a family is facing, the school will always work together with families, partners and local authorities to understand the barriers to attendance and provide support. Where that is not successful, or is not engaged with, the law protects pupils' right to an education and provides a range of legal interventions to formalise attendance improvement efforts, and where all other avenues have been exhausted, enforce it through prosecuting parents. Attendance legal intervention can only be used for pupils of compulsory school age and decisions should be made on an individual case by case basis. The school and local authorities will work together and make use of the full range of legal interventions rather than relying solely on penalty notices or prosecution. The school and local authorities will decide whether to use them in an individual case after considering the individual circumstances of a family. These are:

- Attendance contracts, a formal agreement between the parent and the school or local authority to address irregular attendance;

- Education supervision orders, which is made though a Family or High Court, giving the Local Authority a more formal role in advising, helping and directing the pupil and parent(s) to ensure the pupil receives an efficient, full-time, suitable education;
- Attendance Prosecution, if all other voluntary or formal support has failed or support is deemed inappropriate in the individual circumstances of the case, as a last resort the Local Authority can prosecute the parent(s) in the Magistrates Court, which could lead to a fine or prison sentence.
- Parenting orders, which can be imposed by the Court following conviction for non-attendance, which can include a requirement for parent(s) to attend counselling or guidance sessions for up to 3 months.

Further details can be found in 'Working Together to improve Attendance (August 2026)'. If any of the above are used the Head and local authorities will make it clear that it is the most appropriate intervention to change parental behaviour and in making the decision to use an intervention, will have regard to their safeguarding duties as set out in 'Keeping Children Safe in Education'.

Section 5 Attendance Data and reporting

ALL Attendance and Admissions registers are retained for six years from the date of entries.

The School Roll

Under Pupil Regulations, all schools are **legally required** to notify their Local Authority of **every new entry** to the Admission Register **within five days** of the pupil being enrolled. In addition to this, **every deletion** from the school register must also be notified to the Local Authority, as soon as the ground for deletion has been met in relation to that pupil, and in any event no later than the time at which the pupil's name is deleted from the register. This duty does not apply when a pupil's name is removed from the admission register at a standard transition point – when the pupil has completed the final year of education normally provided by that school.

It is crucial that parents keep school updated with current addresses and contact details for the pupil and key family members, in case of emergency.

Absence Data

The school uses data to monitor, identify and support individual pupils or groups of pupils when their attendance needs to improve, and schools are required to submit pupil attendance data to the Department for Education on a daily basis

Persistently and severely absent pupils are tracked and monitored carefully. The school also combine this with academic tracking, as increased absence affects attainment.

Sharing Information

ALL schools are legally required to share information with the Local Authority. This includes:

New Pupil and Deletion returns: notifying the Local Authority when a pupil's name is added or deleted from the school's Admissions Register outside of standard transition times.

- **ATTENDANCE RETURNS:** providing the Local Authority with the 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 ten school days where their absence has been recorded with one or more of the codes statistically classified as unauthorized (G, N, O and/or U);
- **SICKNESS RETURNS:** providing the Local Authority with the full name and address of all pupils of compulsory school age who have been recorded with code (illness) and who the school has reasonable grounds to believe will miss 15 days consecutively or cumulatively because of sickness. Only one sickness return is required for a continuous period of sickness in a school year.

Back-up Storage of Admissions

The IT support department is responsible for ensuring back-up procedures are followed.

Attendance registers are backed up monthly. (Both attendance and admissions registers are retained for six years after the end of the school year in question.)

Appendix 1 - Grounds for deleting a pupil of compulsory school age from the school admission register set out in Working together to improve school attendance

https://assets.publishing.service.gov.uk/media/6a4f9ec6a6586e258d371bd0/Working_together_to_improve_school_attendance_2026.pdf

Appendix 2

PROCEDURES FOR ABSENCE

Illness / Emergency medical appointment

My child is unable to attend school (unplanned)



In the College, the Parent or guardian should email the child's Head of House/Housemaster/Housemistress copying in absence@denstonecollege.net before 8.00am on the first day of absence.

If the absence continues for more than one day, the parent / guardian must email on each day of the absence.

If the illness is expected to last for an extended period of time e.g., the child has a medical note, this can be submitted to the school and further emails about the absence will not be required.

Please note that following an extended absence, parents / guardians are asked to contact the school ahead of the child returning to school to ensure that any support measures can be put in place.

If no reason for absence is given, the school will make contact with the parents / guardians via telephone or email.

The absence will recorded as 'N' (reason for absence not yet provided) until the reason has been established.

Planned absence

My child has a planned medical / dental appointment.

I would like to request a leave of absence for my child (exceptional circumstances).

This does not relate to a medical appointment.

Parent or guardian should email the Head of House / Housemistress/Housemaster in advance stating the date and time of the appointment.

Parent or guardian must contact the Head via the Head of House/Housemistress/Housemaster The reason for the absence must be given.

This will be recorded on the register as 'M' (Medical) – Authorised leave.

The child should sign in / out of school (as appropriate) Lodge. Children should be collected from / dropped off here.

The absence will be approved by the Head and this will be recorded on the register as 'C' (authorised leave for exceptional purposes).

The absence request will not be approved

(deemed not to be exceptional circumstances e.g. general holiday request).

This will be recorded as an unauthosrised absence

Please note that, due to new regulations which came into force in August 2024, holidays in term time would not generally be deemed to be an exceptional circumstance and cannot be authorised by the school. **Additionally, the school cannot grant leave of absence retrospectively.**

Appendix 3 Attendance and absence codes -Summary

KEY: **Main Codes Used** **Frequently Used** **Sometimes Used** **Rarely Used**

Code	Explanation
TABLE 1 - ATTENDANCE	
/	Present in morning registration when the register begins to be taken.
\	Present in afternoon registration when the register begins to be taken.
L	Late arrival before the register has closed - closes at 9am and 2.15pm. *If the register has closed, mark absent with code U or another code below if more appropriate.* Attendance registers should not be 'open' for more than 30 minutes for each session.
TABLE 2 - ATTENDANCE	
K	The pupil is attending a place, other than the school or another school at which they are a registered pupil, for education provision arranged by the local authority under s19(1) of the 1996 Act or s42(2) or 61(1) of the 2014 Act. School must record the nature of the provision e.g. college course.
V	The pupil is attending an educational visit or trip (including residential trips) arranged by the school and supervised by a member of school staff e.g. Geography trip, Art trip.
P	Participating in an approved educational activity that is a sporting the activity is supervised by a person considered by the school to have the appropriate skills, training, experience and knowledge to ensure that the activity takes place safely and fulfils the educational purpose for which the pupil's attendance has been approved. Supervision means the pupil is physically supervised by someone who meets this definition..: e.g. GB match
W	Work experience provided under arrangements made by the local authority or the school as part of the pupil's education.
B	The pupil is attending a place for an approved (by the school) educational activity which is not the school or any other school at which the pupil is registered. The activity is educational but not educational provision arranged by the local authority or an educational visit or trip arranged by or on behalf of the school and supervised by a member of school staff – our staff are NOT present . (Not to be used if pupil is at home doing school work).
TABLE 3 – ABSENT: LEAVE OF ABSENCE **For statistical purposes the following codes are classed as AUTHORISED ABSENCE**	
C1	The pupil is absent with leave for the purpose of participating in a regulated performance or undertaking regulated employment abroad.
D	Dual registered at another school – pupil is registered at more than one school.
M	Leave of absence for the purpose of attending medical or dental appointments.
J1	Interview with prospective employer or another educational establishment.
S	The pupil is absent with leave for the purpose of studying for a public examination.
X	The pupil is not of compulsory school age and is absent with leave because their timetable does not require them to attend. Used for sixth form on Saturdays
C2	The pupil is of compulsory school age and is absent with leave, as agreed with the parent they normally live with and the school that the pupil should temporarily be educated on a part-time basis, their timetable does not require them to attend. Used very rarely – exceptional circumstances.
C	The pupil is absent with leave for any other purpose e.g. pupil to attend a snowboarding competition – exceptional circumstances. *Generally, a need or desire for a holiday or other absence for the purpose of leisure and recreation would not constitute an exceptional circumstance. Where flexi-schooling is agreed and the school has authorised absence for the sessions not attended, these should be recorded using code C.*
T	The pupil is a mobile child, their parent is travelling in the course of their trade or business and the pupil is travelling with that parent.
R	The day is exclusively set apart for religious observance by the religious body to which a parent of a pupil belongs.

I	The pupil is unable to attend owing to illness (not medical or dental appointments).
E	Suspended or permanently excluded and no alternative provision made.
TABLE 4 – ABSENT: unable to attend school because of unavoidable cause For statistical purposes the following codes are classed as NOT A POSSIBLE ATTENDANCE	
Q	The pupil is unable to attend because of a lack of access arrangements for them: if the local authority has a duty to make travel arrangements and the school is not within walking distance, the local authority has not made arrangements for the pupil to board, the local authority has not made arrangements for the pupil to attend a qualifying school nearer their home.
Y1	The pupil is not able to attend because the school is not within walking distance of the pupil's home and the transport to and from school that is normally provided by the school (or local authority) is not available.
Y2	The pupil is unable to attend owing to widespread disruption to travel caused by a local, national or international emergency. E.g. disruption caused by snow.
Y3	Part of the school premises is unavoidably out of use and the pupil is one of those who the school thinks cannot practicably be accommodated in those parts of the school that remain in use.
Y4	Unable to attend due to the whole school site being unexpectedly closed.
Y5	The pupil is unable to attend because they are in criminal justice detention.
Y6	The pupil's travel to school would be: • Contrary to any guidance relating to the incidence or transmission of infection or disease published by the Secretary of State for Health and Social Care; • Prohibited by any enactment relating to the incidence or transmission of infection or disease or any instrument made under such an enactment.
Y7	The pupil is unable to attend because of any other unavoidable cause. This code should only be used where the nature of the emergency prevented the pupil from attending – the unavoidable cause must be something that affects the pupil, not the parent. The school must record the unavoidable cause.
TABLE 5 – ABSENT: UNAUTHORISED ABSENCE For statistical purposes the following codes are classed as UNAUTHORISED ABSENCE	
Unauthorised Absence Codes – to be used where school is not satisfied with reasons given for the absence The school must ensure that reasonable steps are taken to establish the circumstances of a pupil's absence and that the register is amended within 5 school days.	
G	The pupil is absent without leave for the purpose of a holiday: i.e. a holiday NOT granted by the school. (The school cannot grant leave of absence retrospectively).
N	Reason for absence not yet provided. Where absence is recorded as code N (reason not yet established) in the attendance register, the correct absence code should be entered as soon as the reason is ascertained, but no more than 5 school days after the session. Code N must not therefore be left on the pupil's attendance record indefinitely; if a reason for absence cannot be established within 5 school days, schools must amend the pupil's record to Code O.
O	If circumstances have not been established, the code N is to be replaced with code O (add a note to the register). Where no reason for absence is established or the school is not satisfied that the reason given is one that would be recorded using one of the codes statistically classified as authorised.
U	Arrived in school after the registration is but attended before the end of a session, other codes, other than C or T do not apply**.**
Administration Codes	
Z	Used when registers are set up in advance – prospective pupil not on the admission register. This code is not collected for statistical purposes.
#	Planned whole school closures: e.g. half terms , days between terms etc. This code is not collected for statistical purposes.

If a code is changed a note MUST be included to give

- **The original code;**

- **The date when the code was changed;**
- **The reason for changing the code;**
- **The name of the person changing the code.**

Codes MUST NOT be changed after 5 days.

Attendance and absence codes -Summary

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

The codes enable schools to record and monitor attendance and absence in a consistent way and are used to collect statistics.

Code / \: Present at the school / = morning session \ = afternoon session 287. Pupils must not be recorded as present if they are not in school during registration. If a pupil were to leave the school premises after registration, they will still be counted as attending for statistical purposes.

Code L: Late arrival before the register is closed. The pupil was absent when the register started being taken but arrives before the register is closed. The Pupils will be marked as absent if not accounted for within 30 minutes of the registration time. If a pupil is marked N but arrives later in the session after the register has closed, the attendance register must be amended to mark them as absent using code U or another absence code that is more appropriate.

Code V: Attending an educational visit or trip. The pupil is attending a place, other than the school or any other school at which they are a registered pupil, for an educational visit or trip arranged by or on behalf of the school and supervised by a member of school staff. The visit or trip must take place during the session for which it is recorded

Code P: Participating in a sporting activity. The pupil is attending a place for an approved educational activity that is a sporting activity. The sporting activity must take place during the session for which it is recorded.

Code W: Attending work experience. The pupil is attending a place for an approved educational activity that is work experience provided under arrangements made by the school as part of the pupil's education. The work experience must take place during the session for which it is recorded. A pupil can only be recorded as attending a place for an approved educational activity if: the activity is of an educational nature; the school has approved the pupil's attendance at the place for the activity; and the activity is supervised by a person considered by the school to have the appropriate skills, training, experience and knowledge to ensure that the activity takes place safely and fulfils the educational purpose for which the pupil's attendance has been approved.

Code D: Dual registered at another school The law allows a pupil to be registered at more than one school. This code is used to indicate that the pupil is absent with leave to attend the other school at which they are registered. The main examples of dual registration are pupils who are attending a pupil referral unit, a hospital school or a special school on a temporary basis. Code D may only be used by either school for a session where the pupil is scheduled to attend the other school at which they are registered. Schools should ensure that they have in place arrangements whereby all unexpected and unexplained absences are promptly followed up.

Code C1: Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad. All schools can grant leaves of absence for pupils to undertake employment (paid or unpaid) during school hours. Eg where the local authority have granted a licence for the pupil to take part in a performance regulated. Where a pupil does not need a licence for such a performance because an exception applies under the Children and Young Persons Act 1963, including where a Body of Persons Approval (BOPA) covering the pupil has been issued by the local authority in whose area the performance will take place or the Secretary of State. Where a Justice of the Peace has given the pupil a licence to go abroad for a performance or other regulated purpose under section 25(2) of the Children and Young Persons Act 1933. Schools should be sympathetic to requests for leave of absence that are supported by a licence issued by a local authority or a BOPA; as long as the school remains satisfied that this will not have a negative effect on a pupil's education. Where a local authority licence specifies the dates that a pupil is to be away from school to perform, the school should record the absence for those days as if a leave of absence had been applied for and granted. Where the terms of the local authority licence do not specify dates, however, or where a BOPA or other exemption or licence from a Justice of the Peace applies, it is at the discretion of the school to grant leave of absence.

Code M: Leave of absence for the purpose of attending a medical or dental appointment Schools should encourage parents to make appointments out of school hours. Where this is not possible, they should get the school's agreement in advance and the pupil should only be out of school for the minimum amount of time necessary for the appointment.

Code J1: Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution

Code S: Leave of absence for the purpose of studying for a public examination Schools, must still use this code to record when a pupil is absent with leave that has been granted for the purpose of studying for a public examination.

Code X: Non-compulsory school age pupil not required to attend school, Schools must still use this code to record when a pupil is absent with leave because their timetable does not require them to attend. Where the pupil is absent when timetabled to attend the school, the absence must be recorded using the appropriate absence code not code X. In cases where a parent wishes their child to begin school on a part-time basis in line with the school admissions code, schools maintained by a local authority and special schools not maintained by a local authority may give leave of absence for sessions the pupil is not expected to attend. This must be agreed between the school and the parent they normally live with and must end at the point at which the pupil reaches compulsory school age. The times and dates when the pupil is expected to attend the school must be agreed by the school and the parent with whom the pupil normally lives with. Where a sixth form pupil's timetable does not require them to be on site for every session of the week,

Code C2: Leave of absence for a compulsory school age pupil subject to a part-time timetable. All pupils of compulsory school age are entitled to a full-time education. In very exceptional circumstances, where it is in a pupil's best interests, there may be a need for a temporary part-time timetable to meet their individual needs

Code C: Leave of absence for exceptional circumstance All schools are able to grant a leave of absence at their discretion. A leave of absence should not, and from school maintained by a local authority or a special school not maintained by a local authority, must not be granted unless there are exceptional circumstances. Schools must judge each application individually considering the specific facts and circumstances and relevant background context behind each request. Where a leave of absence is granted, the school will determine the number of days a pupil can be absent from school. A leave of absence is granted entirely at the school's discretion. Generally, a need or desire for a holiday or other absence for the purpose of leisure and recreation would not constitute an exceptional circumstance. Pregnant pupils- leave for maternity is treated like any other leave of absence in exceptional circumstances. Schools are expected to act reasonably and grant a sufficient period of leave from school, taking into consideration the specific facts and circumstances of each case. Ultimately, it is at the school's discretion how much leave to grant. Where flexi-schooling is agreed and the school has authorised absence for the sessions not attended, these should be recorded using code C.

Code T: Parent travelling for occupational purposes. The pupil is a mobile child and their parent(s) is travelling in the course of their trade or business and the pupil is travelling with them. A mobile child is a child of compulsory school age who has no fixed abode and whose parent(s) is engaged in a trade or business of such a nature as to require them to travel from place to place. Schools should not unnecessarily ask for proof that the parent is travelling for occupational purposes, this should only happen when there are genuine and reasonable doubt about the authenticity of the reason for absence given. If there is doubt over the reason given, the school may ask for proof that the family are required to travel for occupational purposes during the period of absence. To help ensure continuity of education for pupils, when their parent(s) is travelling for occupational purposes in England, it is expected that the pupil should attend a school where their parent(s) is travelling and be dual registered at that school and their main school.

Code R: Religious observance The pupil is absent on a day that is exclusively set apart for religious observance by the religious body the parent(s) belong to (not the parents themselves).. As a general rule, 'a day exclusively set apart for religious observance' is a day when the pupil's parents would be expected by the religious body to which they belong to stay away from their employment in order to mark the occasion. If in doubt, schools should seek advice from the parent's religious body about whether it has set the day apart for religious observance. If a religious body sets apart a single day for a religious observance and the parent applies for more than one day, the school may only record one day using this code; the rest of the time would need a leave of absence, and this is granted at the school's discretion as set out under Code C.

Code I: Illness (not medical or dental appointment). The pupil is unable to attend due to illness (both physical and mental health related). Schools should advise parents to notify them on the first day the child is unable to attend due to illness. Schools are not expected to routinely request that parents provide medical evidence to support illness absences, and should not have blanket rules requiring this. In the majority of cases a parent's notification that their child is too ill to attend school can be accepted without question or concern. However, schools may request reasonable evidence where they have genuine and reasonable doubt about the authenticity of the illness, or when they are seeking to support pupils with prolonged or repeated patterns of illness. In such cases, medical evidence may play a role in supporting schools to better understand the pupil's health needs inform what reasonable adjustment may need to be made and/or to accurately record absence in the attendance register – i.e. making a decision that code I is the absence code that accurately describes the reason the pupil is not in school for the session in question

Where medical evidence is deemed necessary, schools should not be rigid about the form of evidence requested, and should be mindful that requesting additional medical evidence from health professionals can unnecessarily place pressure on health professionals, their staff and their appointment system, particularly if the illness is one that does not routinely require treatment by a health professional. As a starting point, schools should have a conversation with the parent, and pupil if appropriate, which may in itself be sufficient to identify the code which will allow for the accurate recording of the absence. They may also speak to the family about what wider evidence is available, including (but not limited to) prescriptions, medication and evidence of appointments. In some cases where the child has an ongoing health condition which is being clinically managed, this evidence might also include letters from medical professionals. Where a parent cannot provide evidence in the form requested but can provide other evidence, schools should take this into account.

Code E: Suspended or permanently excluded and no alternative provision made. The pupil is suspended from school or permanently excluded from school, but their name is still entered in the admission register, and no alternative provision has been made for the pupil to continue their education

Code Q: Unable to attend the school because of a lack of access arrangements. Code Q is only used where a pupil is absent because the local authority has a legal duty to arrange home to school travel for the pupil and they have not done so (including where they are in the process of doing so but have not yet done it), or because the pupil has no choice but to attend a school that does not qualify for such travel arrangements and is more than walking distance from where they live

Code Y1: Unable to attend due to transport normally provided not being available. The pupil is unable to attend because the school is not within walking distance of their home and the transport to and from the school that is normally provided for the pupil by the school is not available. Walking distance in relation to a child under the age of 8, means 2 miles, and for a child of 8 or above, means 3 miles. In each case measured by the nearest available route.

Code Y2: Unable to attend due to widespread disruption to travel. The pupil is unable to attend the school because of widespread disruption to travel caused by a local, national, or international emergency.

Code Y3: Unable to attend due to part of the school premises being closed. Part of the school premises is unavoidably out of use and the pupil is one of those that the school considers cannot practicably be accommodated in those part of the premises that remain in use.

Code Y4: Unable to attend due to the whole school site being unexpectedly closed. Where a school was planned to be open for a session, but the school is closed unexpectedly (e.g. due to adverse weather), the attendance register is not taken as usual because there is no school session. Instead, every pupil listed in the admission register at the time must be marked with code Y4 to record the fact that the school is closed.

Code Y5: Unable to attend as pupil is in criminal justice detention. The pupil is unable to attend the school because they are: in police detention, remanded to youth detention, awaiting trial or sentencing, or detained under a sentence of detention. Schools are expected to communicate with the pupil's Youth Offending Team worker while the pupil is in custody and remains on the school roll to discuss the pupil's educational needs, progress and return to the school upon their release where appropriate. Education is a key part of effective resettlement; therefore, it is important that schools maintain contact with the Youth Offending Team throughout the sentence to support the child's resettlement where appropriate.

Code Y6: Unable to attend in accordance with public health guidance or law. The pupil's travel to or attendance at the school would be: contrary to any guidance relating to the incidence or transmission of infection or disease published by the Secretary of

State for Health and Social Care (or the equivalent in Scotland, Wales and Northern Ireland), or prohibited by any legislation relating to the incidence or transmission of infection or disease.

Code Y7: Unable to attend because of any other unavoidable cause. An unavoidable cause, that is not covered by one of the other 'unable to attend' codes detailed above, is preventing the pupil from attending the school. This code should be used only where something in the nature of an emergency has prevented the pupil from attending the session in question. The unavoidable cause must be something that affects the pupil, not the parent. The fact that a parent has done all they can to secure the attendance of the pupil at school does not, in itself, mean the pupil has been prevented by unavoidable cause. Schools must also record the nature of the unavoidable cause.

Code G: Holiday not granted by the school. The school has not granted a leave of absence and the pupil is absent for the purpose of a holiday. A school cannot grant a leave of absence retrospectively. If the parent did not apply in advance, leave of absence should not be granted.

Code N: Reason for absence not yet established. Schools must follow up all unexplained and unexpected absence in a timely manner. Every effort should be made to establish the reason for a pupil's absence. When the reason for absence has not yet been established before the register closes, the absence must be recorded with code N. Where absence is recorded as code N (reason not yet established) in the attendance register, the correct absence code should be entered as soon as the reason is ascertained, but no more than 5 school days after the session. Code N must not therefore be left on the pupil's attendance record indefinitely; if a reason for absence cannot be established within 5 school days, schools must amend the pupil's record to Code O.

Code O: Absent in other or unknown circumstances. Where no reason for absence is established or the school is not satisfied that the reason given is one that would be recorded using one of the codes statistically classified as authorised.

Code U: Arrived in school after registration closed. Where a pupil has arrived late after the register has closed but before the end of session. Schools should actively discourage late arrival, be alert to patterns of late arrival and seek an explanation from the parents this is 30 minutes after the time registration ends

Code Z: Prospective pupil not on admission register. To enable schools to set up registers in advance of pupils joining the school to ease administration burdens. – unlikely to be relevant to us

Code #: Planned whole school closure. Whole school closures that are known and planned in advance such as: days between terms; half terms; occasional days (for example, bank holidays); weekends (where it is required by the management information system); up to 5 non-educational days; and use of the whole school as a polling station.

Appendix 4 : Sample parents letters

Letter Regarding Absences

Re: Pupil Absences
Dear
Attendance is an essential component to a pupil's academic success. Often, the number of days that pupils are absent accumulate without the realisation of how many days have been missed.
Your child has accumulated _____absences since_____.
We realise some absences are unavoidable due to health problems or other circumstances. We also know that when pupils miss too much school it can cause them to fall behind academically.
We look forward to working with you to improve your child's attendance. Please let us know if we can assist in this process. Thank you in advance for your support and cooperation.

Yours Sincerely,

Improvement in school attendance

Re: Pupil Absences

Dear

Since last writing to you regarding …….'s attendance, we have seen a suitable/significant improvement over the last few weeks. His/her attendance is now at ……%.

Consequently, we would like to congratulate ……on reaching this level of attendance. It is important to note that there is a strong link between academic success and attendance and therefore this should have a positive impact on …….'s achievements in school.

If we can support you and …….. further in maintaining a good level of attendance, please do not hesitate to contact us.

Yours Sincerely

Letter to Parents about Persistent Lateness

Dear

Re: Persistent Lateness

I am writing to inform you that your child _____ is persistently late for school. Between *date* and *date* he/she was late on ____ occasions.

When pupils arrive late, they miss out on essential instructions given at the beginning of the school day lesson. This can significantly reduce achievement, regardless of academic ability. Your child may also feel awkward arriving to the classroom when everyone else is settled. Furthermore, when one pupil arrives late, it disrupts the entire class and the teacher – everyone's education is compromised.

Meanwhile, if anything can be done to support _____ getting to school on time, please do not hesitate to contact me.

Yours sincerely,

Example Body of email for pupils when they reach 10 days illness

I am writing to inform you about a recent change in attendance regulations that affects pupils. Under the updated government guidelines schools are now required to notify the Local Authority with the full name and address of all pupils of who have been recorded with code I (illness) for 15 days consecutively or cumulatively because of illness in any one academic year. These regulations are in place to ensure that appropriate support is provided to students and families, particularly where health may be impacting a child's ability to attend school regularly.

XXX has not reached this threshold yet however to date he has had 10 days of absence through innless since September, thus missing X% of his educational provision. Any notification would be a procedural requirement to help the local authority to agree any provision needed to ensure continuity of education for pupils who cannot attend because of health needs. As a school rest assured, we will continue to do all we can to support XXX.
I will continue to do all to support X, however if you feel he does need extra support please don't hesitate to contact me

Example Body of email for pupils when they reach 15 days illness

Subject: Notification Regarding Student Attendance and Reporting Requirements
I hope this email finds you well. I am writing to inform you about a recent change in attendance regulations that affects pupils. Under the updated government guidelines schools are now required to notify the Local Authority with the full name and address of all pupils of who have been recorded with code I (illness) for 15 days consecutively or cumulatively because of illness in any one academic year. These regulations are in place to ensure that appropriate support is provided to students and families, particularly where health may be impacting a child's ability to attend school regularly.
XXXX has been unwell for XX days this school year due to illness, to date. As a result, we are obligated to inform the Local Authority. This notification is a procedural requirement to help the local authority to agree any provision needed to ensure continuity of education for pupils who cannot attend because of health needs. As a school rest assured, we will continue to do all we can to support XXX, and in our reporting it will be made clear that no support from the local authority is needed.