Attendance and Registers Policy

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<u>Document Owner</u>: **Emma Parsons (Deputy Head - Pastoral)**		
<u>Description</u>: This policy outlines the School's approach to pupil attendance and registration.		

OUR SCHOOL AIMS

- ❖ *To be a safe and trusted foundation for our pupils to achieve their individual academic, social and creative potential.*
- ❖ *To cultivate the skills, knowledge, self-awareness and academic credentials our pupils will need to confidently meet the challenges of our rapidly changing world.*
- ❖ *To instil and nurture a strong sense of social responsibility, integrity and environmental awareness so our pupils positively contribute to a sustainable and just society.*
- ❖ *To guide each pupil in the discovery, delight and development of their individual gifts, talents and character.*
- ❖ *To create and sustain an inclusive contemporary school culture, where diversity, difference and individuality are recognised and celebrated.*
- ❖ *To prioritise physical and emotional wellbeing across every facet of our school community.*

1.0 INTRODUCTION

1.1 Lingfield College has a responsibility to proactively manage and improve attendance across the School. Pupil attendance is considered to be the essential foundation to positive outcomes for all pupils and is therefore seen as everyone's responsibility. Full attendance at school is crucial for a child's future life chances and wellbeing and establishes a positive work ethic early in life. We expect parents to support us in promoting attendance and punctuality at school.

1.2 In order to manage and improve attendance effectively the School:

- is developing and maintaining a whole school culture that promotes the benefits of high attendance;

- has a clear school attendance policy;

- accurately completes attendance registers together with effective day-to-day processes in place to follow up absence;

- will regularly monitor and analyse attendance and absence data to identify pupils or cohorts that require support with their attendance;

- Build strong relationships with families;

- Share information and work collaboratively with partners when absence is at risk of becoming persistent or severe.

2.0 AIMS

The School has adopted the following aims for its attendance programme:

- to offer a clear vision for attendance, underpinned by high expectations and core values, which are communicated to and understood by all staff, governors, parents and pupils.

- to create a culture in which full attendance is accepted as the norm.

- to demonstrate that high attendance and punctuality is valued by the school.

- to maintain and develop effective communication regarding attendance between home and school.

- to ensure the safeguarding of pupils by establishing the whereabouts of all absent pupils by contacting parents if the school has not been informed of their child's absence.

- to ensure compliance with all relevant legislation connected to this policy.

- to have procedures in place to prevent truancy.

- to share good practice with others in order to improve this policy.

3.0 LEGISLATION AND GUIDANCE

3.1 This policy meets the requirements of the school attendance guidance from the Department for Education (DfE) and refers to DfE's statutory guidance on school attendance parental responsibility measures. These documents are drawn from the following legislation setting out legal powers and duties that govern school attendance:

- Part 6 of the Education Act 1996

- Part 3 of the Education Act 2002

- Part 7 of the Education and Inspections Act 2006

- The Education (child Registration) (England) Regulations 2006 (and 2010, 2011, 2013, 2016 amendments)

3.2 This policy also refers to the DfE's guidance on the school census, which explains the persistent and severe absence thresholds below:

Persistent Absence	Severe Absence
On or below 90%	On or below 50%

3.3 Any absence below 90% will be highlighted at the meetings between the Deputy Head Pastoral and the Local Authority Attendance Officer.

4.0 ROLES AND RESPONSIBILITIES

4.1 The role of the Governors:

- take an active role in attendance improvement, support the school in prioritising attendance, and work with school leaders to set whole school cultures.

- ensure school leaders fulfil expectations and statutory duties.

- ensure school staff receive training on attendance.

- regularly review attendance data and help school leaders focus support on the pupils who need it.

4.2 The role of the Headmaster:

- The dedicated senior leader with overall responsibility for championing and improving attendance is the Headmaster. He is responsible for implementation of this policy at the school.

4.3 The role of the Deputy Head Pastoral SS/Head of Prep School:

- have a clear vision and high expectations for attendance which is communicated to and understood by school staff, pupils and parents;

- ensure all staff understand that absence from school is a potential safeguarding risk, and affects attainment, wellbeing and wider outcomes;

- to maintain attendance in communication with form teachers;

- to work with the Surrey Inclusion Officer on a regular basis;

- to expect full attendance and punctuality from everyone and ensuring that pupils understand its importance;

- ensure school personnel receive professional development and support to deploy attendance systems effectively;

- ensure governors have an accurate view of school attendance and engage in ways to improve it when appropriate;

- In Senior School, the Pastoral Support Officer works with the Deputy Head Pastoral to produce regular attendance reports for students whose attendance is below 93%

4.4 The role of Teachers:

- comply with and implement this policy;

- reinforce attendance and punctuality expectations continually with pupils;

- emphasise the importance of attendance and its impact on attainment;

- promote the next lesson and the sequence of the lesson to motivate pupils to be in the classroom;

- apply rewards and sanctions consistently;

- follow up on absence and lateness with pupils to identify barriers and reasons for absence;

- contact parents and carers regarding absence and punctuality;

- review form or tutor group attendance weekly to share data, identify issues, intervene early and help set targets;

- consider the individual needs and vulnerabilities.

3.5 The role of Office Staff:

School Office Staff are responsible for -

- Taking calls from parents about absence and recording it on the school system

- Following up calls to parents if a child is absent and ensuring records are kept up to date

- Providing a welcoming environment for the children

- Ensuring that students who are late sign in using the electronic system in reception.

- Ensure that office staff sign child in and out if leaving for or returning from an appointment.

- To take registers to the fire assembly point when the fire alarm rings.

- Where necessary advising the Local Authority of attendance for looked after children (Local Authority to contact school).

- Providing a half termly report for the Head of Prep School

- In Senior School, a daily report of students absent from school is distributed to the pastoral team and contact made with parents to obtain the reason for longer periods of absence, if required

4.5   The role of parents:

- Encourage regular school attendance and be aware of their legal responsibilities.

- Ensure that the child/children in their care arrive at school punctually.

- Ensure that they leave a message on the school absence line whenever the child/(ren) is/are unable to attend school.

- Contact the school on every day of the child's absence by leaving a message on the absence line.

- Work as partners with the school in the education of their children;

- Provide a letter confirming medical appointments, if one has been issued, for school records.

- Follow government guidelines about when children should be kept off school and when they shouldn't.

- Inform the school of any changes to their contact details; asap.

- Avoid taking family holidays in term time.

RECORDING ATTENDANCE

5.0   SENIOR SCHOOL REGISTRATION PROCEDURES

- The calling of the register and the reading of notices is a formal process with pupils sitting silently.

- Registration takes place in form rooms from 08:30-08:40 and 13:55-14:00 each day.

- Registers are also taken at the start of every lesson

- Pupils are not permitted to take the register. There is a register pack that should be collected from the School Office either by the Form Tutor or a designated pupil.

- In the event of computer failure, a paper register must be completed on the class list located in the register pack.

- Parents are asked to email absence@lingfieldcollege.co.uk before 08:30am giving reasons for their child's absence from school. Good communication between the Office and Tutors is vital in establishing causes for absence. There should be an email for every day that a pupil is off school, unless prior permission for extended absence has been obtained from the Headmaster.

- The reason for each recorded absence must be established as soon as possible after registration. The School Office aims to have this completed by 10.00am each day. If necessary, a member of the Office Staff may come into a lesson to check on a particular pupil's whereabouts and will call home if necessary. If a call or message is not received, then a telephone call will be made home to clarify the reason for absence.

- A member of the pastoral team will call home if the pupil has missed three days of school to offer support and advice on catching up.

- Students can be onsite from 7.40am and go to the canteen area which is staffed and has food and drink items for purchase. All students are to be offsite by 5.10pm unless they are involved in the cocurricular programme. Sixth Form students may stay until 6pm if a member of the leadership team is present.

	Senior School
Dining Room open and snacks served	7.40 – 8.20
Children need to be in School by	8.30
Child marked as late in Senior after	8.40
Registration closed and child marked as absent	9.15

6.0 PREP SCHOOL REGISTRATION PROCEDURES

6.1 From 7.30am pupils attending Breakfast Club or Nursery will be taken to the Dining Room or Nursery and signed in by their parent/carer. After Breakfast Club pupils in EYFS and KS1 will be taken to their class where a member of staff will supervise them. KS2 children make their own way to class.

6.2 Children not attending Breakfast Club can be dropped off at the relevant entrance from 8.30am and they will then make their way to their classroom, registration will start at 8.45am and finish at 8.50am. Pupils must not be left by parents unattended before 8.30am when a staff member is present.

6.3 In the afternoon a bell will be rung on the playground at 1.15pm for the children to tidy up and they will return to class where they will be registered from 1.20pm to 1.25pm

6.4 If a child is not actually present at the time of the registration, then the code 'N' should be entered, unless a firm reason for absence is known. **Any errors in inputting must be advised to the Prep School Office Manager immediately**.

6.5 It is vital that all staff try to identify and address the underlying causes of pupils' absence.

	Prep School & Nursery
Breakfast Club in Prep School	7.30-8.30
Core day - Children can be dropped off	8.30-8.45
Children need to be in School by	8.45
Child marked as late in Prep after	8.50
Registration closed and child marked as absent	9.15

7.0 LATENESS AND PUNCTUALITY

7.1 Punctuality matters: missed minutes = missed learning = missed opportunities!

7.2 A child who arrives late will be marked as late, using the appropriate code if they arrive between:

- Prep School- 8.50-9.15am, after 9.15am will be marked as unregistered.

- Senior School – 8.30-8.40am, after 8.50am will be marked as late and after 9.15am will be marked as unregistered.

- All students will be marked as an unauthorised absence for the morning session, using the appropriate code, if they arrive after 9.15am.

7.3 If children are repeatedly late for school, parents will receive a letter from the Head of Prep or Deputy Head Pastoral in the Senior School to notify them of the time missed and try to action a solution to improve it.

7.4 Each day the Prep School Office Manager will print off a Status Report, which will be kept on file and used in the case of an emergency. In the Senior School, office staff produce a registration report on a daily basis listing which students are out of school and why. This is distributed to all of the pastoral team and phone calls home are made, if required.

7.5   Absence notes will be filed in the pupil's file in the office.

7.6 Nursery use Famly app to register and transfer to ISAMS.

8.0 PLANNED ABSENCE

8.1 Attending a medical or dental appointment will be counted as authorised as long as the child's parent notifies the school in advance of the appointment. If a letter has been provided for the appointment, we ask parents to provide the school with a copy of this for our records.

8.2 The child's parents must notify the school via phone or email.

8.3 However, we encourage parents to make medical and routine dental appointments out of school hours where possible. Where this is not possible, the child should be out of school for the minimum amount of time necessary.

8.4 The child's parent must also apply for other types of term-time absence as far in advance as possible of the requested absence.

8.5 In the event of a fire, class lists, and the Status Report will be brought to the assembly point, where numbers can be checked.

8.6 If there are ever concerns about a child's attendance or arrival time, then the Deputy head Pastoral SS/Head of Prep School must be informed. This information will be shared with the Headmaster. Following this, an appropriate letter to communicate the School's concern about the situation will be dispatched to the Parents by the Headmaster or his delegate.

8.7 Leaving school early

If a student leaves School for an appointment, they MUST sign out in the School Office and sign back in on their return, ensuring they include the time of departure and return. Prep pupils are signed out and in by Office Staff.

- Students in Year 13 are permitted to leave the School premises without permission at the end of their last taught lesson, but must sign out at the School Office before they do so.

- Students in Year 13 are permitted to leave the School premises without permission at lunchtime, but they must sign out at the School Office.

- Students in the Sixth Form who have permission to exercise off-site on Games afternoon must sign out in the Sixth Form Office.

9.0 UNPLANNED ABSENCE

9.1 Unplanned absences must be reported to the School Office by **8.50am**, either by telephone or via email to prepoffice@lingfieldcollege.co.uk. If a call or message is not received by then, a telephone call will be made to parents before 10.00am to clarify the reason for absence. Any absence of three days or more must be covered by a letter. If this is not forthcoming, an email will be sent home asking for the reason for the absence.

9.2 When a parent telephones the Prep School to report an absence the Prep School Office Manager will amend the register accordingly.

9.3 We will mark absence due to illness as authorised unless the school has notified parents of a genuine concern about the level of absences due to illness. The school may ask the child's parent to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily. If medial evidence is not provided when requested, the absence will be recorded as unauthorised.

10.0 LEAVE OF ABSENCE FOR HOLIDAYS DURING TERM TIME

10.1 Time off for family holidays is not a right. In line with the Department of Education, it is not permitted to take students out of School for holidays in term time unless there are exceptional circumstances and there has been prior authorisation by the Headmaster.

10.2 Any requests to take students out of the School during term time over a day should be made in advance to the Headmaster/Head of Prep School in writing using the online form. These will be considered on a case-by-case basis but leave will only be granted if circumstances are exceptional and if the child's all time attendance percentage is above 90. Absence will only be authorised for children with an attendance figure of 90% or below in extenuating circumstances. The number of days authorised will be at the Headmaster's/Head of Prep School's discretion. The Headmaster's/Head of Prep School's PA keeps a log of these requests.

10.3 In the Senior School the Head of Year can authorise 0.5-1 day of absence as long as they have checked that the attendance rate is above 90%. If the attendance rate is 90% or below this would be referred to the Headmaster who may give permission in extenuating circumstances. Also need to check with Head of Prep if there is a sibling in Prep.

10.4 The Headmaster may grant permission in extenuating circumstances whereby service personnel are prevented from taking holidays outside term time or when a family needs to spend time together to support each other during or after a crisis. If it has been granted, then these children's absence can be marked with the code 'H'.

10.5 If the Headmaster does not grant permission and the leave is taken, it will be classed as unauthorised, and the register must be marked with the code 'O'. In the case of unauthorised leave a penalty fine of up to a maximum of £100 per day may be issued at the Headmaster's discretion.

10.6 If a poor excuse is given, the Head of Year or Deputy Head or Head of Prep School will call the parents to discuss the situation, but the absence will be logged as 'Unauthorised' (N).

10.7 If a Tutor/Class Teacher has any doubts about a reason for absence, they should check with the Head of Year or Deputy Head (Pastoral) or Head of Prep

11.0 OTHER AUTORISED ABSENCES

Valid reasons for authorised absence include:

- Illness and medical/dental appointments

- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the child's parents belong. If necessary, the school will seek advice from the parents' religious body to confirm whether the day is set apart.

- Performing Arts Exams, for example: music grading, dance exams etc.

- Entrance exams and interviews for other schools

- Pupils competing at national and international level

12.0 WHEN TO KEEP YOUR CHILD OFF SCHOOL

12.1   It can be tricky deciding whether or not to keep your child off school. There are government guidelines for schools about when children should be kept off school and when they shouldn't. Diarrhoea and vomiting can spread easily, and parents must keep their child away from school until they have not been sick nor had diarrhoea for at least 48 hrs. For advice please see - https://www.nhs.uk/live-well/is-my-child-too-ill-for-school/.

12.2   If your child is well enough to go to school but has an infection that could be passed on, such as headlice or threadworm, please treat your child before bringing them in to school and let the school office and class teacher know.

13.0 PERSISTENT / SEVERE ABSENCE

The School has established procedures to deal with pupils who may be at risk of persistent absence, such as:

- sending emails to parents and carers;

- having a weekly tutor review;

- engaging with local authority/independent attendance organisations;

- using fixed penalty notices;

- engaging with children's social care staff/ Inclusion Officer

14.0 INTERVENTION

14.1   The School will intervene to improve attendance, delivering the interventions in a targeted way in response to data or intelligence.

14.2   The School will use attendance, pastoral and SEND staff who are skilled in supporting pupils and their families to identify and overcome barriers to attendance;

14.3   Action plans will be created in partnership with families and other agencies that may be supporting families;

14.4   The interventions will be monitored, making adjustments if necessary and using findings to inform future strategy;

14.5 Where interventions fail to address attendance issues the reasons for the failure will be identified and, where appropriate, changes or adjustments to the intervention will be made.

14.6 Referrals will be made for statutory intervention when interventions have not resulted in improved attendance and relevant triggers/threshold are met.

15.0 CHILDREN WITH MEDICAL CONDITIONS OR SPECIAL EDUCATION NEEDS AND DISABILITIES

Whilst every pupil has a right to a full-time education and high attendance expectations should be set for all pupils, the attendance policy should account for the specific needs of certain pupils and pupil cohorts. The policy should be applied fairly and consistently but in doing so schools should always consider the individual needs of pupils and their families who have specific barriers to attendance. In development and implementation of their policy, schools should consider their obligations under the Equality Act 2010 and the UN Convention on the Rights of the Child.

16.0 SYSTEMS AND DATA

16.1 The School uses the iSAMs database to provide useful data at cohort, group and individual pupil level in order to give an accurate view of attendance, reasons for absence and patterns

16.2 iSAMS will be available for registers to be taken first thing in the morning and again straight after lunch.   It is important that the registers are completed during this window of time, otherwise access to the registers will be denied.

16.3 Designated staff will monitor and analyse attendance data regularly to:

- allow early intervention to address issues;
- identify when a pupil's attendance starts to drop so that the school proactively engage with the pupil and his/her parents early before it becomes a big issue;
- pick up patterns.

16.4 The iSAMS database will provide regular reports to designated staff to enable them to track attendance of pupils and to implement attendance procedures. Nursery use Famly as well as iSAMS.

17.0 RECOGNIZING ABSENCE TRENDS

17.1 In the Senior School the Form Tutors must inform the Head of Year of any irregularities in a pupil's attendance (lateness or absence) that need to be investigated, and Heads of Year check their Year Group's attendance on a weekly basis to gain an overview.

17.2 If a pattern is emerging of absence, the Head of Year/Deputy Head or Head of Prep School will contact parents to discuss the matter and record the outcome. If the problem continues the School will send an email to express concern and let them know that their attendance will be closely monitored. If the attendance still does not improve, the parents will be invited in for a meeting to discuss the situation and to establish ways of supporting the student so that he/she catches up with their work.

17.3 An attendance record of 90% has constituted 'persistent absence' in law since September 2015; any student whose attendance falls below 90% may be referred by the Deputy Head (Pastoral) / Head of Prep School to the Inclusion Officer who visits on a termly basis and checks all attendance documentation. Any absence below 50% is considered as 'severe' and weekly communication with parents and the student will be established.

17.4 In the case of persistent absence through illness, the Tutor, Head of Year or Deputy Head (Pastoral) may request evidence such as:

- A Doctor's note

- A copy of a medical appointment card / letter

- A copy of the medication label showing the child's name and the date prescribed

- A Medical Prescription

18.0 MONITORING THE IMPLEMENTATION AND EFFECTIVENESS OF THE POLICY

18.1 The practical application of this policy will be reviewed annually, or when the need arises, by the policy owner and the dedicated senior leader responsible for the attendance.

18.2 A report will be made to the Headmaster/Head of Prep School and the governors.

18.3 A statement of the policy's effectiveness and the necessary recommendations for improvement will be presented to the governors for bi-annual review, further discussion, and endorsement.

19.0 RELATED POLICIES

- Behaviour Management (LP-PP-005 and LP-PS-006)

- First Aid (LP-PW-014)

- Medical Conditions (LP-PP-021 and LP-PS-027)

- Missing Child (LP-PP-024 and LP-PS-025)

- Children Missing in Education (CME) Policy (SP-PW-038)

- Safeguarding & Child Protection (LP-PW-034)

- Inclusion and SEND (LP-CJ-022 and LP-PS-033)

Last reviewed August 2023

Next review due August 2024

ATTENDANCE CODES

Present at School: Registration

Pupils must not be marked present if they were not in school during registration. If a pupil were to leave the school premises after registration they would still be counted as present for statistical purposes.

Code / \ Present in school / = am \ = pm
Present in school during registration.

Code L Late arrival before the register has closed

Schools should have a policy on how long registers should be kept open; this should be for a reasonable length of time but not that registers are to be kept open for the whole session. A pupil arriving after the register has closed should be marked absent with code U, or with another absence code if that is more appropriate.

At Lingfield College, a child who arrives late will be marked as late, using the appropriate code if they arrive between:

- Prep School- 8.50-9.15am, after 9.15am will be marked as unregistered.
- Senior School – 8.30-8.40am, after 8.50am will be marked as late and after 9.15am will be marked as unregistered.
- All students will be marked as an unauthorised absence for the morning session, using the appropriate code, if they arrive after 9.15am.

Present at an Approved Off-Site Educational Activity

An approved educational activity is where a pupil is taking part in supervised educational activity such as field trips, educational visits, work experience or alternative provision.

Pupils can only be recorded as receiving off-site educational activity if the activity meets the requirements prescribed in regulation 6(4) of the Education (Pupil Registration) (England) Regulations 2006. The activity must be of an educational nature approved by the school and supervised by someone authorised by the school. The activity must take place during the session for which the mark is recorded.

Attendance codes for when pupils are present at approved off-site educational activity are as follows:

Code B Off-site educational activity

This code should be used when pupils are present at an off-site educational activity that has been approved by the school. Ultimately schools are responsible for the safeguarding and welfare of pupils educated off-site.

Therefore, by using code B, schools are certifying that the education is supervised and measures have been taken to safeguard pupils. This code should not be used for any unsupervised educational activity or where a pupil is at home doing schoolwork. Schools should ensure that they have in place arrangements whereby the provider of the alternative activity notifies the school of any absences by individual pupils. The school should record the pupil's absence using the relevant absence code.

Code D Dual Registered at another educational establishment

This code is not counted as a possible attendance in the School Census. The law allows for dual registration of pupils at more than one school. This code is used to indicate that the pupil was not expected to attend the session in question because they were scheduled to attend the other school at which they are registered. It can be used when the pupil is known to be registered at another school during the session in question.

Each school should only record the pupil's attendance and absence for those sessions that the pupil is scheduled to attend their school. Schools should ensure that they have in place arrangements whereby all unexplained and unexpected absence is followed up in a timely manner.

Code J At an interview with prospective employers, or another educational establishment

This code should be used to record time spent in interviews with prospective employers or another educational establishment. Schools should be satisfied that the interview is linked to employment prospects, further education, or transfer to another educational establishment.

Code P Participating in a supervised sporting activity

This code should be used to record the sessions when a pupil is taking part in a sporting activity that has been approved by the school and supervised by someone authorised by the school.

Code V Educational visit or trip

This code should be used for attendance at an organised trip or visit, including residential trips organised by the school, or attendance at a supervised trip of a strictly educational nature arranged by an organisation approved by the school.

Code W Work experience

Work experience is for pupils in the final two years of compulsory education. Schools should ensure that they have in place arrangements whereby the work experience placement provider notifies the school of any absences by individual pupils. Any absence should be recorded using the relevant code.

Authorised Absence from School

'Authorised absence' means that the school has either given approval in advance for a

pupil of compulsory school age to be away or has accepted an explanation offered afterwards as justification for absence. Absence codes when pupils are not present in school are as follows:

Code C Leave of absence authorised by the school

Only exceptional circumstances warrant an authorised leave of absence. Schools should consider each application individually considering the specific facts and circumstances and relevant background context behind the request.

Code E Excluded but no alternative provision made

If no alternative provision is made for a pupil to continue their education whilst they are excluded but still on the admission register, they should be marked absent in the attendance register using Code E. Alternative provision must be arranged for each excluded pupil from the sixth consecutive day of any fixed period or permanent exclusion. Where alternative provision is made, they should be marked using the appropriate attendance code.

Code H Holiday authorised by the school

Head teachers should not grant leave of absence unless there are exceptional circumstances. The application must be made in advance and the head teacher must be satisfied that there are exceptional circumstances based on the individual facts and circumstances of the case which warrant the leave.

Where a leave of absence is granted, the head teacher will determine the number of days a pupil can be away from school. A leave of absence is granted entirely at the head teacher's discretion.

Code I Illness (not medical or dental appointments)

Schools should advise parents to notify them on the first day the child is unable to attend due to illness. Schools should authorise absences due to illness unless they have genuine cause for concern about the veracity of an illness. If the authenticity of illness is in doubt, schools can request parents to provide medical evidence to support illness. Schools can record the absence

as unauthorised if not satisfied of the authenticity of the illness but should advise parents of their intention. Schools are advised not to request medical evidence unnecessarily. Medical evidence can take the form of prescriptions, appointment cards, etc. rather than doctors' notes.

Code M Medical or dental appointments

Missing registration for a medical or dental appointment is counted as an authorised absence. Schools should, however, encourage parents to make appointments out of school hours. Where this is not possible, the pupil should only be out of school for the minimum amount of time necessary for the appointment.

Code R Religious observance

Schools must treat absence as authorised when it is due to religious observance. The day must be exclusively set apart for religious observance by the religious body to which the parents belong. Where necessary, schools should seek advice from the parents' religious body about whether it has set the day apart for religious observance.

Code S Study leave

Schools must record study leave as authorised absence. Study leave should be used sparingly and only granted to Year 11 pupils during public examinations. Provision should still be made available for those pupils who want to continue to come into school to revise.

Code T Gypsy, Roma and Traveller absence

A number of different groups are covered by the generic term Traveller: Roma, English and Welsh Gypsies, Irish and Scottish Travellers, Showmen (fairground people) and Circus people, Bargees (occupational boat dwellers) and New Travellers.

This code should be used when Traveller families are known to be travelling for occupational purposes and have agreed this with the school, but it is not known whether the pupil is attending educational provision. It should not be used for any other types of absence by these groups.

To help ensure continuity of education for Traveller children it is expected that the child should attend school elsewhere when their family is travelling and be dual registered at that school and the main school. Children from these groups whose families do not travel are expected to register at a school and attend as normal. They are subject to the same rules as other children in terms of the requirement to attend school regularly once registered at a school.

Unauthorised Absence from School

Unauthorised absence is where a school is not satisfied with the reasons given for the absence.

Absence codes are as follows:

Code G Holiday not authorised by the school

If a school does not authorise a leave of absence for the purpose of a holiday but the parents still take the child out of school, or the child is kept away for longer than was agreed, the absence is unauthorised. The regulations do not allow schools to give retrospective approval. If the parents did not apply for leave of absence in advance, the absence must be recorded as unauthorised.

Code N Reason for absence not yet provided

Schools should follow up all unexplained and unexpected absences in a timely manner. Every effort should be made to establish the reason for a pupil's absence. When the reason for the pupil's absence has been established the register should be amended. This code should not be left on a pupil's attendance record indefinitely; if no reason for absence is provided after a reasonable amount of time it should be replaced with code O (absent from school without authorisation).

Code O Absent from school without authorisation

If the school is not satisfied with the reason given for absence they should record it as unauthorised.

Code U Arrived in school after registration closed

Schools should actively discourage late arrival, be alert to patterns of late arrival and seek an explanation from the parent.

- Prep School- 8.50-9.15am, after 9.15am will be marked as unregistered.
- Senior School – 8.30-8.40am, after 8.50am will be marked as late and after 9.15am will be marked as unregistered.

Administrative Codes

Code X Not required to be in school

This code is used to record sessions that non-compulsory school age children are not expected to attend.

Code Y Unable to attend due to exceptional circumstances

This code can be used where a pupil is unable to attend because:

• The school site, or part of it, is closed due to an unavoidable cause; or

• The transport provided by the school, or a local authority is not available and where the pupil's home is not within walking distance; or

• A local or national emergency has resulted in widespread disruption to travel which has prevented the pupil from attending school.

This code can also be used where a pupil is unable to attend because:

• The pupil is in custody; detained for a period of less than four months.

If the school has evidence from the place of custody that the pupil is attending educational activities, then they can record those sessions as code B (present at approved educational activity).

This code is collected in the School Census for statistical purposes.

Code Z Pupil not on admissions register

This code is available to enable schools to set up registers in advance of pupils joining the school to ease administration burdens. Schools must put pupils on the admission register from the first day that the school has agreed, or been notified, that the pupil will attend the school.

Code # Planned whole or partial school closure

This code should be used for whole or partial school closures that are known or planned in advance such as: between terms; half terms; occasional days (for example, bank holidays); weekends (where it is required by the management information system); up to five non-educational days to be used for curriculum planning/training; and use of schools as polling stations.