Exceptional Ideas ltd

Attendance Policy

September 2022
Review May 2025

Statement of intent

Exceptional Ideas Ltd believes that in order to facilitate teaching and learning, good attendance is essential. Students cannot achieve their full potential if they do not regularly attend school. We work from the basis that all students need, and are entitled to, a full-time school place, so all children are expected to be in school full time for all school days in the academic year. We will work with parents and carers to attempt to reach such goals for attendance where they are not being met. This work is something that Exceptional Ideas Ltd are dedicated to, and whilst we appreciate it may not be an overnight change, we are always working towards 100% attendance for all our students.

We are committed to:

- Promoting and modelling good attendance.
- Ensuring equality and fairness for all.
- Intervening early and working with other agencies to ensure the health and safety of our students.
- Working with parents/carers, families, professionals and students to improve attendance on a 1:1 basis.
- Ensuring parents are aware of and encourage them to follow the framework set in section 7 of the Education Act 1996, which states that the parent of every child of compulsory school age shall cause them to receive efficient full-time education suitable to their age, ability and aptitude, and to any SEND they may have, either by regular attendance at school or otherwise.

1. Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Education Act 1996
- Equality Act 2010
- The Education (Student Registration) (England) Regulations 2006 (as amended)
- DfE (2020) 'School Attendance'
- DfE (2016) 'Children Missing Education'
- DfE (2022) 'Keeping Children Safe in Education 2022'
- DfE (2022) 'Improving School Attendance: Support for Schools and Local Authorities'.

2. Definitions

The following definitions apply for the purposes of this policy:

Absence:
- Arrival at school after the register has closed.
- Not attending school for any reason.

Authorised absence:
- Any absence that falls within the 'authorised' category in Appendix B to this document.

Unauthorised absence:
- Any absence that falls within the 'unauthorised' category in Appendix B to this document.

Persistent absenteeism:
- Missing 10 percent or more of schooling across the year for any reason.

3. Roles and responsibilities

It is the legal right of every **child** to have access to education. Missing out on lessons and schooling leaves children vulnerable to falling behind, which can have knock on effects to the remainder of their school life.

As a **school**, we will always work with families and students to increase or maintain good attendance, however, **parents** should be aware that they have a **legal duty** to ensure children of compulsory school age who are registered at a school attend daily.

At Exceptional Ideas Ltd we expect, encourage and support the **students** to also take responsibility for their attendance at school and engagement whilst they are there.

The Directors have overall responsibility for:
- Monitoring the implementation of this policy and all relevant procedures across the school.
- Ensuring that this policy, as written, does not discriminate on any grounds including, but not limited to, ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- Handling complaints regarding this policy as outlined in the school's Complaints Procedures Policy.
- Having regard to 'Keeping Children Safe in Education' when making arrangements to safeguard and promote the welfare of children.
- Ensuring there is a Children Missing Education Policy in place and that this is regularly reviewed and updated.

The headteacher is responsible for:
- The day-to-day implementation and management of this policy and all relevant procedures across the schools.
- Ensuring all parents are aware of the school's attendance expectations and procedures.
- Ensuring that every student has access to full-time education and will act as early as possible to address patterns of absence.

Staff are responsible for:
- Following this policy and ensuring students do so too.
- Ensuring this policy is implemented fairly and consistently.
- Modelling good attendance behaviour.
- Using their professional judgement and knowledge of individual students to inform decisions as to whether any welfare concerns should be escalated.
- Where designated, reporting the attendance register to admin at the relevant times during the school day.

The Senior for Admin is responsible for informing the LA of any student being deleted from the admission and attendance registers if they:
- Are being educated from home.
- No longer live within a reasonable distance of the registered school.
- Have an authorised medical note.
- Are in custody for a period of more than four months and the proprietor does not reasonably believe they will be returning.
- Have been permanently excluded.

The senior for Admin is also responsible for forwarding the completed admissions and deletions data by the end of September each year.

Parents are responsible for:
- The attendance of their children at school.
- Providing accurate and up-to-date contact details.
- Providing the school with at least 2 emergency contact numbers.
- Updating the school if their details change.
- Promoting good attendance with their children.
- Working with the school to address any issues relating to attendance.

Students are responsible for:
- Attending their lessons and any agreed activities when at school.
- Communicating any issues relating to their attendance at school.

4. When do students need to be in school?

The law regulating the school day and school year applies to schools maintained by a Local Authority and special schools not maintained by a local authority.

Every school day must have two sessions divided by a break in the middle of the day. The length of each session, break and school day is determined by the Directors.

Schools must meet for at least 380 sessions or 190 days during any school year to educate their students. If a school is prevented from meeting for one or more sessions because of an unavoidable event, it should find a practical way of holding extra sessions. If it cannot find a practical way of doing this then it is not required to make up lost sessions.

Section 11 details the hours of the standard school day, however, it is worth noting that, as students' timetables differ from one another on occasion, the expectation of their school day may be altered to fit with their specific timetable. On these occasions, parents/carers and the student will be informed in writing and should confirm their agreement by return to the school.

If a student misses a taxi, it is essential that parent/carer contact the school immediately to inform the school of alternative arrangements to be made for transport. Should the student not attend school due to missing a taxi, this will be recorded as an unauthorised absence on the register.

5. Training of staff

The school will recognise that early intervention can prevent poor attendance. As such, staff will receive training in identifying potentially at-risk students as part of their induction and refresher training.

Operational Seniors, their deputies and the lead in admin for attendance recording, will receive training on this policy as part of their role. Following this initial training, staff will receive regular and ongoing training as part of their development.

Staff will receive training within annual safeguarding training to ensure they understand that increased absence from school could indicate a safeguarding concern and know how such concerns should be managed.

6. Student expectations

Students will be encouraged to communicate any concerns related to attendance and absence as soon as possible to the relevant member of staff.

7. Students at risk of persistent absence (PA)

The school will ensure it provides support to students at risk of persistent absence (PA), in conjunction with all relevant external authorities where necessary.

Prolonged periods of absence and absence where a child nor their parent/carer can be reached may represent grounds for safeguarding concerns and action will be taken in line with our safeguarding policy and procedures.

In order to ensure the school has effective procedures for managing PA, the Senior management team will:

- Establish a range of evidence-based interventions to address barriers to attendance.
- Monitor the implementation and quality of escalation procedures and seek robust evidence of the escalation procedures that work.
- Attend or lead attendance reviews in line with escalation procedures.
- Establish robust escalation procedures which will be initiated before absence becomes a problem by:
    - Sending letters to parents.
    - Parents and student meeting with a member of school staff weekly (in person or online) and in serious cases with the headteacher.
    - Engaging with LA attendance teams.
    - Using fixed penalty notices.

The Directors will engage in attendance panels to reinforce messages and outline relevance in terms of training and employment.

Where a student becomes at risk of PA, the school will:
- Welcome the student back following any absence and provide catch-up support to build confidence and bridge gaps in learning.
- Meet with the student to discuss patterns of absence, barriers to attendance, and any other problems they may be having.
- Establish plans to remove barriers and provide additional support.
- Lead daily check-ins to review progress and assess the impact of support.
- Make regular contact with the student's parent to discuss progress.
- Consider what support for re-engagement might be needed, including with regard to additional vulnerability.

Where a student at risk of PA is also at increased risk of harm, the school will work in conjunction with all relevant authorities, e.g. social services, to support the student in line with the school's duty of care.

The school attendance system will be used to give an accurate and informative view of attendance, reasons for absence and patterns within groups, including:

- Children in need
- LAC
- Students with EAL
- Students with SEND

8. Absence procedures

Parents will be required to contact the school office via telephone, or the school mobile via WhatsApp or SMS as soon as possible on the first day of their child's absence.

A telephone call will be made to the parent of any student who has not reported their child's absence on the first day that they do not attend school.

The school will always follow up any absences in order to:

- Ascertain the reason for the absence.
- Ensure the proper safeguarding action is being taken.
- Identify whether the absence is authorised or not.
- Identify the correct code to use to enter the data onto the school census system.

In the case of PA, arrangements will be made for parents to speak to the headteacher. The school will inform the LA, on a termly basis, of the details of students who fail to attend regularly, or who have missed 10 school days or more without authorisation.

If a student's attendance drops below 85 percent, the headteacher will be informed, and a formal meeting will be arranged with the student's parent.

Where a student has not returned to school for 10 days after an authorised absence or is absent from school without authorisation for 20 consecutive school days, the school will liaise with the Local Authority to discuss whether the placement remains viable and appropriate.

NB. Where absence is due to part of the student's diagnosed condition(s), we will refer to internal guidelines to determine whether absences are authorised or not. Details of these internal procedures can be found in Appendix A.

9. Parental involvement

The school will build respectful relationships with parents and families to ensure their trust and engagement. Open and honest communication will be maintained with students and their families about the expectations of school life, attendance and performance so that they understand what to expect and what is expected of them. The school will liaise with other agencies working with students and their families to support attendance, e.g. social services.

Parents will be expected to:

- Treat staff with respect.
- Actively support the work of the school.
- Call staff for help when they need it.
- Communicate with the school about possible circumstances which may affect their child's attendance or require support.

10.   Attendance register

Designated staff members will communicate the attendance register to the admin team at the start of each school day and at the start of the afternoon session. This register will record whether students are:

- Present.
- Absent.
- Attending an approved educational visit.
- Unable to attend due to exceptional circumstances.

The school will use the national attendance codes to ensure attendance and absence are monitored and recorded in a consistent way. The following codes will be used:

- / = Present in the morning
- \ = Present in the afternoon
- L = Late arrival before the register has closed
- C = Authorised absence
- E = Excluded but no alternative provision made
- H = Authorised holiday
- I   = Illness
- M = Medical or dental appointments
- R = Religious observance
- B = Off-site education activity
- G = Unauthorised holiday
- O = Unauthorised absence
- U = Arrived after registration closed

- N = Reason not yet provided
- X = Not required to be in school
- T = Gypsy, Roma and Traveller absence
- V = Educational visit or trip
- P = Participating in a supervised sporting activity
- D = Dual registered – at another educational establishment
- Y = Exceptional circumstances
- Z = Student not on admission register

Further information relating to the uses of these codes can be found in Appendix B.

When the school has planned in advance to be fully or partially closed, the code '#' will be used for the relevant students who are absent. This code will also be used to record year groups who are not due to attend because the school has set different term dates for different years, e.g. induction days.

(Schools are required to set the term dates of their school year. This will be done every July and notification of these dates will be distributed to parents/carers.)

All amendments made to the attendance register will include the original entry, the amended entry, the reason for the amendment, the date of amendment and the name and role of the person who made the amendment.

Every entry received into the attendance register will be preserved for three years.

11. Headteacher

If they are persistently absent, students will be referred to the headteacher who will attempt to resolve the situation through discussion. If the situation cannot be resolved and attendance does not improve, the headteacher has the power to issue sanctions such as prosecutions or penalty notices to parents.

The headteacher will monitor and analyse attendance data regularly to ensure that intervention is delivered quickly to address absence and will provide regular reports to staff across the school to enable them to track the attendance of students and to implement attendance procedures.

12. Lateness

Exceptional Ideas Ltd recognises that transport to school can cause lateness at times but encourages students to be ready for their transport in order to assist in their own way with the smooth running of taxis, and to enable prompt arrival at school.

The school day starts at **9:00am**. Students should be in their school by 9:30am.

Registers are taken as follows throughout the school day:

- Registers are marked by **9:30am**. Students will receive a late mark if they are not in their school by this time.
- The register closes at **10:00am**. Students will receive a late mark if they do not attend school before this time.
- After lunch, registers are marked by **1:15pm**. Students will receive a late mark if they are not in their school by this time.
- The register closes at **1:30pm**. Students will receive a mark of absence if they are not present.

13. Truancy

Truancy will be considered as any absence of part, or all, of one or more days from school, during which the school has not been notified of the cause behind such absence.

All staff will be actively engaged in supporting the regular attendance of students and understand the importance of continuity in each student's learning.

All students are expected to be in their schools by **9:30am** and **1:15pm**, where a mentor will record the attendance. Any student with permission to leave the school during the day must sign out at the **signing in and out sheet at the front door** and sign back in again on their return.

Immediate action will be taken when there are any concerns that a student might be truanting. If truancy is suspected, the headteacher is notified and they will contact the parent in order to assess the reasons behind the student not attending school.

The following procedures will be taken in the event of a truancy:

- In the first instance, a letter of warning will be sent to the parents of the student, informing them of the truancy and stating that any future occurrences could result in further action being taken.
- The school will work with parents/carers if the truancy is as a result of the student's special educational needs or disability.
- If any further truancy occurs, then the school will consider issuing a penalty notice.
- A penalty notice will be issued where there is overt truancy, inappropriate parentally condoned absence, excessive holidays in term-time and persistent late arrival at school.

14. Missing children

Issues around missing children are dealt with in the separate policy 'Missing Child Policy' available on the Cloud or on request from the school office.

15.   Term-time leave

The school will require parents to observe the school holidays as prescribed. Leave during term time will only be authorised in exceptional circumstances, for example bereavement or serious illness.

Any requests for leave during term time will be considered on an individual basis and the student's previous attendance record and point in their education will be taken into account. Requests for leave will not be granted in the following circumstances:

- During the first term when a student is settling into the school, unless certain exceptional circumstances apply, e.g. the death of a family member.
- Immediately before and during assessment periods.
- When a student's attendance record shows any unauthorised absence.
- Where a student's authorised absence record is already above **10 percent** for any reason.

If term-time leave is not granted, taking a student out of school will be recorded as an unauthorised absence and may result in sanctions, such as a penalty notice.

16.   Religious observances

The school will take advice from local religious leaders of all faiths to establish the appropriate number of days required for religious festivals. Parents must inform the school at least **7 days** in advance if absences are required for days of religious observance. The day(s) of absence must be exclusively set apart for religious observance by the religious body to which the student's parents belong.

17.   Appointments

As far as possible, parents will be encouraged to book medical and dental appointments outside of school hours. Where this is not possible, parents should make contact with the school in writing (via email is acceptable).

If the appointment requires the student to leave during the school day, they will be signed out at the school office by a parent and/or mentor. Students will be expected to attend school before and after the appointment wherever possible.

18.   Young carers

The school understands the difficulties young carers face and will endeavour to identify young carers at the earliest opportunity, as well as throughout their time at the school.

The school will take a caring and flexible approach to the needs of young carers and each situation will be examined on a case-by-case basis, involving other agencies if appropriate.

19.   Exceptional circumstances

Exceptional circumstances will include when a student is unable to attend because:

- Transport provided by the school, LA or parent is not available and the student's home is not within walking distance.
- There has been widespread disruption to travel services which has prevented the student from attending.
- The student is in custody and will be detained for less than four months.

The use of the 'Y' code for exceptional circumstances will be collected in the school census for statistical purposes.

20.   Mental health-related absences

The school will incorporate robust procedures to support students who find attending school difficult to cope with due to their mental health issues.

Where the school has concerns that a student's non-attendance may be related to mental health issues, parents will be contacted to discuss the issue and whether there are any contributory factors to their child's lack of attendance. Where staff have a mental health concern about a student that is also a safeguarding concern, they will inform the DSL and the Child Protection and Safeguarding Policy will be followed.

In order to support parents with their child's progress, the school will liaise with parents openly and honestly in a sensitive manner where mental health concerns have been identified in relation to absence.

All students will be supported with their mental health in accordance with the school's Social, Emotional and Mental Health (SEMH) Policy.

If a student is unable to attend school for long periods of time due to their mental health issues, the school will:

- Inform the LA if a student is likely to be away from the school for more than 15 school days.
- Provide the LA with information about the student's needs, capabilities and programme of work.
- Help the student reintegrate at school when they return.
- Make sure the student is kept informed about school events.
- Encourage the student to stay in contact with other students during their absence.

The school will incorporate an action plan to help any students with mental health issues cope with the stress and anxiety that attending school may cause them. Such

plans will be regularly monitored and reviewed until the student is attending school as normal and there has been signs of significant improvement.

To support the attendance of students with mental health issues, the school will consider:

- Incorporating a therapeutic support plan.
- Carrying out any appropriate assessments.
- Identifying students' unmet needs through discussion with parents/carers and appropriate professionals.
- Referral to an external specialist (in liaison with Local Authority and other professionals).
- Enabling a student to have a reduced timetable.
- Ensuring a student can have somewhere quiet to spend lunch and breaktimes.
- 'Break cards' which allow a student to request to leave a classroom if they feel they need time out (if appropriate).
- Temporary late starts or early finishes.
- Phased returns to school where there has been a long absence.
- Small group work or on-to-one lessons.
- Tailored support to meet their individual needs.

21. Monitoring and review

Attendance and punctuality will be monitored throughout the year. The school's attendance target is 96 percent – full details of the school's absence levels can be found on the school website.

This policy will be reviewed every **three years** by the headteacher. The next scheduled review date for this policy is **May 2025.**

Any changes made to this policy will be communicated to all relevant stakeholders.

Attendance Monitoring Procedures

1. Admin will inform the headteacher if there are any concerns or anomalies with a student's attendance or when a student has been off school for over 5 days or where attendance drops below 93%.
2. Attendance will be discussed with Operational Seniors. Any attendance/punctuality trends noticed by headteacher should be passed immediately to Operational Senior.
3. Contact will be made with parents on the first day of absence for any student absence not reported. Second day N codes will be sent to Operational Seniors daily by the admin team. Operational Senior (or delegated member of staff) should contact home by telephone. Any N codes not established after a week will be recorded as unauthorised absence.
4. Student attendance drops below 95 percent – Operational Senior will speak to students to discuss any issues or problems to ascertain how the school can help to improve their attendance. Operational Senior will make a phone call home, if applicable.
5. Student attendance drops below 93 percent – a letter may be sent home (at the discretion of the headteacher) raising concerns that attendance has fallen below the school target of 95 percent.
6. Student attendance drops below 90 percent – Operational Senior will contact parents. Attendance monitored for two weeks. If attendance has not improved, then parents will be required to attend a meeting in school or on Teams with their child's Operational Senior.
7. If attendance has not improved within the two-week monitoring period (likely to be close to 85 percent or below), or if attendance has fallen rapidly, parents will be invited to either: a school attendance meeting with Operational Senior. or a medical action planning meeting with the Operational Senior and Senior for Therapeutic Provision. Provision will be discussed and targets will be set for raising attendance. This will be monitored over a further two-week period.

Attendance Reporting Structure

1. • Student mentor/admin

2. • Operational Senior

3. • Headteacher
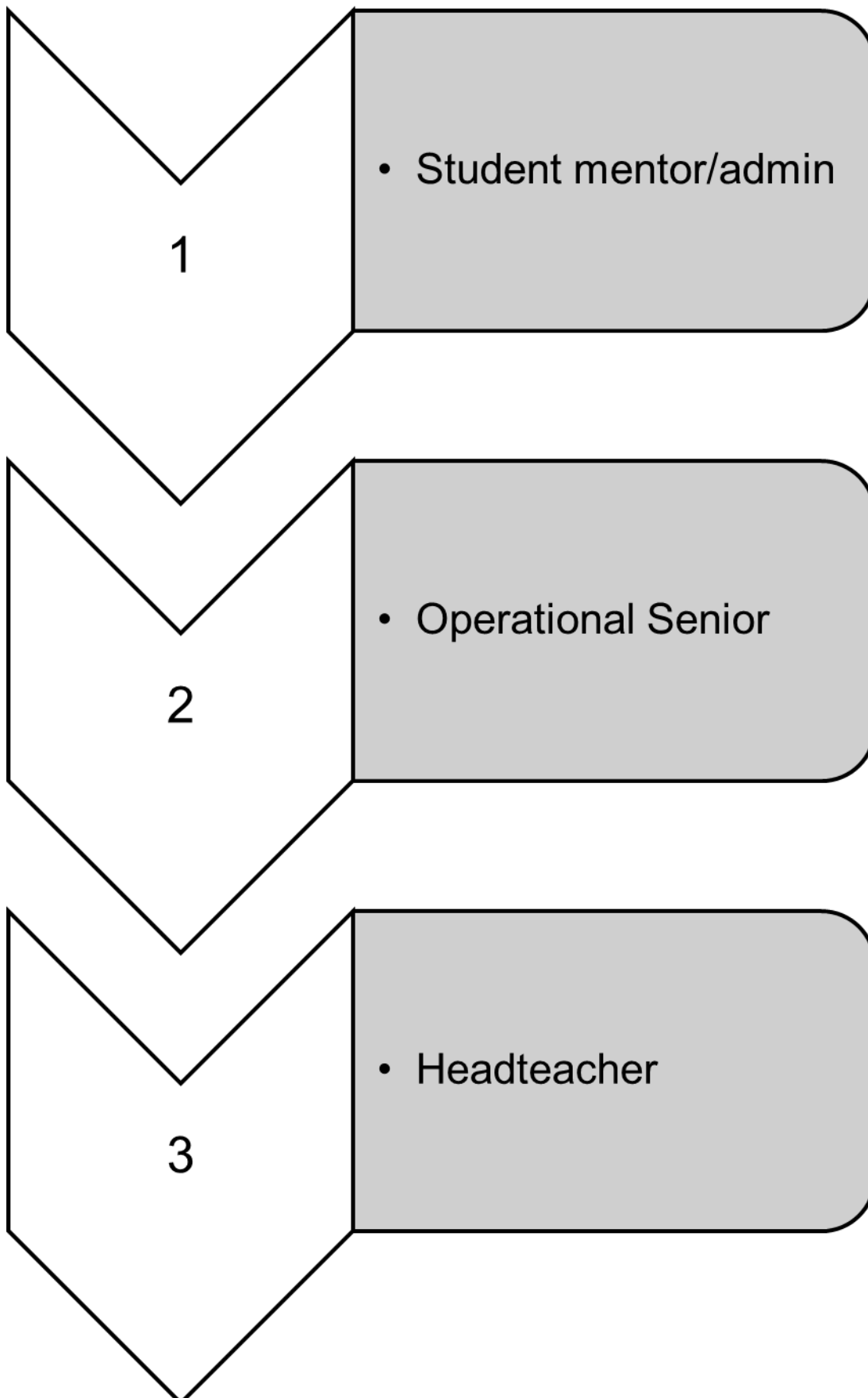
Appendix A

Attendance Guidance for Brook View School
Any clear sickness is authorised
Late = in after 9:30 and before 10.00am
U = in after close of register – 10:00am onwards

(must be amended with each new student)

Name of student	Condition that may affect attendance	Questions to be asked	Register Code (a or u/a)
	Being up all night Brother's kidney failure – anxiety Medical appointments for heart and hearing	Why/how is xx feeling? Is it just xx refusing to come in? Does mum need to have both children with her? Will someone be home for xx? Prior knowledge of appointments / evidence?	Authorised if genuine and unauthorised if mum feels he is just refusing. Authorised as not xx fault as xx cannot be left alone. Authorised if evidence.
	Mum's health Travel sickness	Are you or someone else able to bring xx in? Can xx manage the car journey?	Unauthorised as xx can come onto Teams for a lesson. Only authorised if her sickness was severe that she couldn't check in on xx lessons. Unauthorised – Teams.
	Anxiety	Is it over students being loud in the taxi? Is it over being late?	All unauthorised unless a melt.
	Lack of control Melt due to boundaries being out into place Physical aggression Xx family are unwell.	What does xx need control of? Can we speak to xx to come up with a compromise? What behaviours has xx displayed? Can someone else that is not mum bring xx in?	Not authorised if it about control. Authorised if a risk to others if xx is forced to come in. Unauthorised if xx does not come in due to family issues.

	Travel-distance Transition into a new home	Why is travel an issue? Is it due to transport or anxiety? Are you or someone else able to bring xx in? Can he manage the car journey? Can we offer work sent home or Teams?	Authorised if beyond his control. Unauthorised if work sent home or Teams lessons are not attempted.
	Anxiety due to induction	What are you anxious about? Is it school related? How has this communicated? What can we do to support your transition into Brook View School?	Authorised if evidence from carer.
	Anxiety due to induction	What is the trigger? How has this been communicated? What can we do to support your transition into Brook View School?	Authorised if evidenced.

Attendance Guidance for Teaseldown School
Any clear sickness is authorised
Late = in after 9:30 and before 10.00am
U = in after close of register – 10:00am onwards

(must be amended with each new student)

Name of student	Condition that may affect attendance	Questions to be asked	Register Code (a or u/a)
	Anxiety, Autism, ADHD.	Is the non-attendance related to either of these?	Yes = a No = u/a
	Anxiety, ADHD, social and emotional difficulties, difficulties with sleep.	Is absence related to any of these conditions?	Yes = a No = u/a
	Anxiety, Developmental Language Disorder,	Is absence clearly related to anxiety?	Yes = a No = u/a
	Complex Trauma, Attachment Disorder, ADHD, Neurodevelopmental	Is absence due to mental health, behaviour?	Yes = a No = u/a

	Autism Spectrum Disorder, severe mental health difficulties, anxiety, depression, Sensory Processing difficulties, insomnia.	Is absence due to mental health or lack of sleep?	Yes = a No = u/a
	Autism Spectrum Disorder, social anxiety, ADHD, Hypermobility.	Is absence related to Hypermobility of anxiety?	Yes = a No = u/a
	Ehlers Danlos Syndrome, heat intolerant, Hypermobility Syndrome, anxiety, iron deficiency, sleep issues, Autism Spectrum Disorder, mental health difficulties.	Is absence related to anxiety, EDS, lack of sleep or exhaustion?	Yes = a No = u/a
	ADHD, Autism Spectrum Disorder, sleep issues, anxiety	Is absence related to anxiety or lack of sleep?	Yes = a No = u/a
	ADHD, Autism Spectrum Disorder, and high anxiety	Is absence related to anxiety?	Yes = a No = u/a
	Sensory processing disorder, Developmental coordination disorder, anxiety, Auditory processing disorder, Social interaction difficulties-this affects xx eating and bowel movements, Anxiety.	Is absence related to anxiety or eating issues?	Yes = a No = u/a

Attendance guidance for Primrose Hill School - any clear sickness is authorised

Late = in after 9:30 and before 10.00am
U = in after close of register – 10:00am onwards

(must be amended with each new student)

	Anxiety Mental Health	Staff to offer alternative solutions to coming in. Is xx anxiety the reason for non-attendance?	Yes = a No = u/a

	Anxiety Meltdown Obsessive behaviours resulting in lack of control	What behaviours has xx displayed? Is this likely to continue when with us? Staff to be aware that parents can project their own anxieties and be reassuring that we are there to help and we can cope with the situation at hand. If heightened and struggling today, would you like to reduce the amount of time, or people, xx sees today to reduce the anxiety?	Authorised if xx behaviour would put others at risk. Not authorised if parents' anxieties become a block to learning. Authorised if is seeing us as well as other professionals today would be overload for him, to start fresh the following day. Authorised if unexpected change and anxieties become a barrier.
	Meltdown	Staff to offer alternative solutions to coming in. Is xx anxiety the reason for non-attendance?	Yes = a No = u/a
	Functional Neurological Disorder Anxieties	Staff to ask will pain worsen being in school or having us out. Staff to see if xx can attend in xx wheelchair if unable to walk. Staff to offer alternative solutions to coming in If needed. Is xx anxiety the reason for non-attendance?	Yes= a No = follow up question: Can xx manage the pain and be able to work? Yes = u/a No = a Yes = a No = u/a
	Anxiety Melt down	Is xx anxiety the reason for not seeing us? Do you think xx would cope with us turning up and trying to see xx? Would the melt down continue all day in school?	Authorised if parents think it will affect our relationship seeing xx whilst anxiety is high, or xx is heightened. Yes = a

Appendix B

Present at school:

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

Registration Code	Representative Meaning	Notes
Authorised Codes		
/	Present in school am.	Present in school **during registration.**
\	Present in school pm.	Present in school **during registration.**
L	Late arrival before the register has closed.	
B	Off-site educational activity.	Used when students are present at an offsite educational activity approved by the school. Schools are responsible for the safeguarding and welfare of students under this code, so are certifying that they are supervising and have taken measures to ensure safeguarding of students. **Not to be used for unsupervised educational activity or where student is working at home.**
D	Dual registered – at another educational establishment.	Not counted as possible attendance in school census. This code indicates that the student was not expected to attend the session in question as were scheduled to be at another school. E.g. pupil referral unit, hospital school.
J	Interview 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.
P	Participating in a supervised sporting activity.	Sporting activity approved by the school and supervised by someone authorised by the school.
V	Educational visit or trip.	Organised trip or visit, including residential, organised by the school or attendance at a supervised trip of a strictly educational nature arranged by an organisation approved by the school.
W	Work experience.	Students in final 2 years of compulsory education **only**. Work experience placement provider should be asked to notify the school of any absence. Absence will be recorded with the appropriate code.

C	Leave of absence authorised by the school.	Only exceptional circumstances warrant this – each application should be considered individually taking into account specific facts and circumstances and relevant background context behind the request.
E	Excluded but no alternative provision made.	If still on the admission register but no alternative provision made whilst they are excluded. Alternative provision must be arranged for each excluded student from the **6th consecutive day of any fixed period or permanent exclusion.**
H	Holiday authorised by the school.	These should not be granted by headteachers unless there are exceptional circumstances. Where this is granted, the headteacher must be satisfied that there are exceptional circumstances based on the individual facts and must determine the number of days students will be away from school.
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 these absences unless they have genuine concern about the veracity of an illness. If the authenticity is in doubt, the school can request parents provide medical evidence. Schools can record absence as unauthorised if unsatisfied with the authenticity but should advise parents of their intention to do so.
M	Medical or dental appointments.	This is counted as an authorised absence. Schools should, however, encourage parents to make appointments out of school hours. Where this is not possible, students should only be out of school for the amount of time necessary for the appointment.
R	Religious observance.	Must treat as authorised when due to this. The day must be exclusively set apart for religious observation 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.
S	Study leave	Authorised absence, should be used sparingly and only granted to year 11 during public examinations.

T	Gypsy, Roma and Traveller absence.	Number of different groups 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 student 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 codes		
G	Holiday not authorised by the school or in excess of the period determined by the headteacher.	
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 student's absence. When the reason for the absence has been established, the register should be amended. This code should not remain on a student's record indefinitely – if no reason for absence is provided after a reasonable amount of time, it should be replaced with code O.
O	Absent from school without authorisation.	If the school is not satisfied with the reason given for absence they should record it as unauthorised.

U	Arrived in school after registration closed.	To be used if a student arrives after the register has closed (or an alternative absence code if one is more suitable). Schools should be alert to patterns of late arrival and seek an explanation from the parent.
X (COVID RELATED)	Not attending in circumstances relating to COVID 19.	Was used between 2021-22 to show where student's travel or presence at school would conflict with either guidance relating to Covid or any legislation relating to it. THIS CODE IS NOT TO BE USED AS OF MARCH 2022 – ANOTHER APPROPRIATE CODE SHOULD BE SELECTED.
X	Not required to be in school.	Used to record sessions that non-compulsory age children are not expected to attend.
Y	Unable to attend due to exceptional circumstances.	Can be used where student is unable to attend because: the school or part of it is closed to an unavoidable cause, the transport provided by the school or LA is not available and where the student's home is not in walking distance, a local or national emergency has resulted in widespread disruption to travel which has prevented the child from attending school. This code can also be used where a student is unable to attend because they are in custody, detained for a period of less than 4 months. If the school has evidence from the place of custody that the student is attending educational activities then they can record those sessions as code B.
Z	Student not on admission register.	Enables schools to set up registers in advance of students joining to ease administration burdens.
#	Planned or whole partial school closure.	Known or planned only, e.g. between terms, half terms, occasional days (e.g. bank holidays), weekends, PD days and use of schools as polling stations.