

Yesodey Hatorah Senior Girls School

Attendance and Children Missing from Education Policy



Approved by:	Curriculum Committee	Date: January 2025
Last reviewed on:	December 2024	
Next review due by:	February 2026	

Contents

1. Aims	2
2. Legislation and guidance	2
3. Roles and responsibilities	3
4. Recording attendance	5
5. Authorised and unauthorised absence	6
6. Strategies for promoting attendance	8
7. Attendance monitoring	9
8. Monitoring arrangements	10
9. Links with other policies	10
Appendix 1 – Attendance Codes	11
Appendix 2 – Procedure to remove a pupil from admissions register at non-standard transition point	17

1. Aims

This policy aims to show our commitment to meeting our obligations with regards to school attendance, including those laid out in the Department for Education's (DfE's) statutory guidance on [working together to improve school attendance \(applies from 19 August 2024\)](#), through our whole-school culture and ethos that values good attendance, including:

- › Setting high expectations for the attendance and punctuality of all pupils
- › Promoting good attendance
- › Reducing absence, including persistent and severe absence
- › Ensuring every pupil has access to the full-time education to which they are entitled
- › Acting early to address patterns of absence
- › Building strong relationships with families to ensure pupils have the support in place to attend school

We will also promote and support punctuality in attending lessons.

2. Legislation and guidance

This policy is based on the Department for Education's (DfE's) statutory guidance on [working together to improve school attendance \(applies from 19 August 2024\)](#) and [school attendance parental responsibility measures](#). The guidance is based on the following pieces of legislation, which set out the 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 \(Pupil Registration\) \(England\) Regulations 2006 \(and 2010, 2011, 2013, 2016 amendments\)](#)
- › [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)

It also refers to:

- › [School census guidance](#)
- › [Keeping Children Safe in Education](#)
- › [Mental health issues affecting a pupil's attendance: guidance for schools](#)

3. Roles and responsibilities

3.1 The Governing Board

The governing board is responsible for:

- Promoting the importance of school attendance across the school's policies and ethos
- Setting high expectations of all school leaders, staff, pupils and parents/carers
- Making sure school leaders fulfil expectations and statutory duties, including:
 - Making sure the school records attendance accurately in the register, and shares the required information with the DfE and local authority
 - Making sure the school works effectively with local partners to help remove barriers to attendance, and keeps them informed regarding specific pupils, where appropriate
- Regularly reviewing and challenging attendance data
- Monitoring attendance figures for the whole school
- Making sure staff receive adequate training on attendance
- Holding the headteacher to account for the implementation of this policy

3.2 The Headteacher

The headteacher is responsible for:

- Implementation of this policy at the school
- Monitoring school-level absence data and reporting it to governors
- Supporting staff with monitoring the attendance of individual pupils
- Monitoring the impact of any implemented attendance strategies
- Issuing fixed-penalty notices, and/or authorising Attendance Officer to be able to do so
- Communicating the school's high expectations for attendance and punctuality regularly to pupils and parents/carers through all available channels
- Working with the parents/carers of pupils with special educational needs and/or disabilities (SEND) to develop specific support approaches for attendance for pupils with SEND, including where school transport is regularly being missed, and where pupils with SEND face in-school barriers
- Communicating with the local authority when a pupil with an education, health and care (EHC) plan has falling attendance, or where there are barriers to attendance that relate to the pupil's needs
- Sharing information from the school register with the local authority, including:
 - Notifying the local authority when a pupil's name is added to or deleted from the school admission register outside of standard transition times
 - Providing the local authority with the details of pupils who fail to attend school regularly, or who have been marked with an unauthorised absence for a continuous period of 10 school days
 - Providing the local authority with the details of pupils who the school believes will miss 15 days consecutively or cumulatively because of sickness

3.3 The designated senior leader responsible for attendance

The designated senior leader is responsible for:

- Leading attendance across the school
- Offering a clear vision for attendance improvement

- › Evaluating and monitoring expectations and processes
- › Having an oversight of data analysis
- › Devising specific strategies to address areas of poor attendance identified through data
- › Building relationships with parents/carers to discuss and tackle attendance issues
- › Liaising with pupils, parents/carers and external agencies, where needed
- › Creating intervention re-integration plans in partnership with pupils and their parents/carers
- › Delivering targeted intervention and support to pupils and families

The designated senior leader responsible for attendance is Mrs Y Steinberg and can be contacted via email at y.steinberg@yesodeyhatorah.org or by phone on 020 8826 5500.

3.4 The attendance officer

The school attendance officer is responsible for:

- › Monitoring and analysing attendance data (see section 7)
- › Benchmarking attendance data to identify areas of focus for improvement
- › Providing regular attendance reports to school staff via the attendance secretary, and reporting concerns about attendance to the designated senior leader responsible for attendance and the headteacher
- › Working with education welfare officers to tackle persistent absence
- › Advising the headteacher when to issue fixed-penalty notices

The attendance officer is Mrs Y Steinberg and can be contacted via email at y.steinberg@yesodeyhatorah.org

3.5 Class teachers

Class teachers/form tutors are responsible for recording attendance for each of their lessons using SIMS.

3.6 School attendance secretary

School attendance secretary will:

- › Ensure that registration is taken, using the correct codes on SIMS before registration closes and again after lunch time
- › Take calls from parents/carers or make calls to parents/carers about absence on a day-to-day basis and record it on the school system
- › Enter these absences accurately into SIMS
- › Send attendance daily to senior leaders

3.7 Parents/carers

Parents/carers are expected to:

- › Make sure their child attends every timetabled session on time
- › Call the school to report their child's absence before 8.30am or as soon as practically possible on the first day of the unplanned absence, and advise when they are expected to return
- › Call the school before 8.30am if their child is going to be absent due to ill health. Should their child be absent for more than one day due to poor health, it is expected for a parent/carer to call the school daily until the pupil returns to school
- › Provide the school with more than 1 emergency contact number for their child
- › Ensure that, where possible, appointments for their child are made outside of the school day

3.8 Pupils

Pupils are expected to:

- Attend every timetabled session on time

4. Recording attendance

4.1 Attendance register

We will keep an attendance register, and place all pupils onto this register.

We will take our attendance register at the start of the first session of each school day and once during the second session. It will mark whether every pupil is:

- Present
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to exceptional circumstances

Any amendment to the attendance register will include:

- The original entry
- The amended entry
- The reason for the amendment
- The date on which the amendment was made
- The name and position of the person who made the amendment

See appendix 1 for the DfE attendance codes.

We will also record:

- Whether the absence is authorised or not
- The nature of the activity if a pupil is attending an approved educational activity
- The nature of circumstances where a pupil is unable to attend due to exceptional circumstances

We will keep every entry on the attendance register for 3 years after the date on which the entry was made.

Pupils must arrive in school by 8.15am on each school day.

Registration opens at 8am and closes at 8.30am. The register for the afternoon session opens at 1.20pm and closes at 1.30pm.

4.2 Unplanned absence

The pupil's parent/carer must notify the school of the reason for the absence on the first day of an unplanned absence by 8.30am or as soon as practically possible. Parents can use the school's automatic recording telephone system to call in to inform the school regarding any unplanned absence. (see also section 7).

We will mark absence due to physical or mental illness as authorised unless the school has a genuine concern about the authenticity of the illness.

Where the absence is longer than 3 days or there are doubts about the authenticity of the illness, the school may ask for 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 the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents/carers will be notified of this in advance.

4.3 Planned absence

Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent/carer notifies the school in advance of the appointment. Advanced notice is required for authorizing these absences.

All requests for planned absences must be done via the pupil's homework diary and submitted at least a week in advance. Wherever possible, medical appointments should be after 2.55pm. When a pupil leaves school for an appointment she may not go into any shop during school hours.

However, we encourage parents/carers to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary. Where possible, appointments cards to be shown to reception.

The pupil's parent/carer must also apply for other types of term-time absence as far in advance as possible of the requested absence. Go to section 5 to find out which term-time absences the school can authorise.

4.4 Unauthorised Absence

When an absence is unauthorised, for each day of absence, the school will provide a pupil with 2 lessons of time to catch up her work. This will take place on pupil's immediate return to school.

4.5 Lateness and punctuality

A pupil who arrives late:

- Before the register has closed will be marked as late, using the appropriate code [L]. the pupil will sit a detention before school on the following school day.
- Once the register has closed pupils will be marked as absent due to late arrival (fire safety), using the appropriate code [U]. Pupils who arrive late after the register closes will be provided with alternative educational provision in the AP room for 1 lesson.

In extenuating circumstances, when there are known concerns e.g. medical or mental wellbeing issues, the head teacher will put alternative arrangements in place.

4.6 Following up unexplained absence

Where any pupil we expect to attend school does not attend, or stops attending, without reason, the school will:

- Call the pupil's parent/carer on the morning of the first day of unexplained absence to ascertain the reason.
- Identify whether the absence is approved or not
- Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than 5 working days after the session for which the pupil was absent
- Call the parent/carer on each day that the absence continues without explanation to ensure proper safeguarding action is taken where necessary. If absence continues, the school will consider involving an education welfare officer

4.7 Reporting to parents/carers

The school will regularly inform parents/carers about their child's attendance and absence levels as part of the pupil's formal written report.

5. Authorised and unauthorised absence

5.1 Approval for term-time absence

The headteacher will allow pupils to be absent from the school site for certain educational activities, or to attend other schools or settings.

The headteacher will only grant a **leave of absence** to a pupil during term time if the request meets the specific circumstances set out in the [2024 school attendance regulations](#). These circumstances are:

- Taking part in a regulated performance, or regulated employment abroad
- Attending an interview
- Study leave

- A temporary, time-limited part-time timetable
- Exceptional circumstances

A leave of absence is granted at the headteacher's discretion, including the length of time the pupil is authorised to be absent for.

We define 'exceptional circumstances' as an event that could not have been predicted under any circumstances.

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request.

Any request should be submitted as soon as it is anticipated and, where possible, at least a week before the absence, and in accordance with any leave of absence request form, accessible via the pupil's homework diary. The headteacher may require evidence to support any request for leave of absence.

Valid reasons for **authorised absence** include:

- Illness (including mental illness) and medical/dental appointments (see sections 4.2 and 4.3 for more detail)
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents/carers belong. If necessary, the school will seek advice from the parents'/carers' religious body to confirm whether the day is set apart
- Parent(s) travelling for occupational purposes – this covers Roma, English and Welsh gypsies, Irish and Scottish travellers, showmen (fairground people) and circus people, bargees (occupational boat dwellers) and new travellers. Absence may be authorised only when a traveller family is known to be travelling for occupational purposes and has agreed this with the school, but it is not known whether the pupil is attending educational provision

See additional guidance published in the pupil diary

- If the pupil is currently suspended or excluded from school (and no alternative provision has been made)

Other reasons the school may allow a pupil to be absent from the school site, which are not classified as absences, include (but are not limited to):

- Attending an offsite approved educational activity, sporting activity or visit or trip arranged by the school
- Attending another school at which the pupil is also registered (dual registration)
- Attending provision arranged by the local authority
- Attending work experience
- If there is any other unavoidable cause for the pupil not to attend school, such as disruption to travel caused by an emergency, a lack of access arrangements, or because the school premises are closed

5.2 Sanctions

There is no entitlement in law for pupils to take time off during the term to go on holiday or other absence for the purpose of leisure or recreation, or to take part in protest activity in school hours. In addition, the Supreme Court has ruled that the definition of regular school attendance is "in accordance with the rules prescribed by the school."

Our school will make use of the full range of potential sanctions – including, but not limited to, those listed below – to tackle poor attendance. Decisions will be made on an individual, case-by-case basis.

Penalty notices

The headteacher (or someone authorised by them), local authority or the police can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age, by issuing a penalty notice.

If the school issues a penalty notice, it will check with the local authority before doing so, and send it a copy of any penalty notice issued.

Before issuing a penalty notice, the school will consider the individual case, including:

- Whether the national threshold for considering a penalty notice has been met (10 sessions of unauthorised absence in a rolling period of 10 school weeks)
- Whether a penalty notice is the best available tool to improve attendance for that pupil
- Whether further support, a notice to improve or another legal intervention would be a more appropriate solution
- Whether any obligations that the school has under the Equality Act 2010 make issuing a penalty notice inappropriate

Each parent who is liable for the pupil's offence(s) can be issued with a penalty notice, but this will usually only be the parent/parents who allowed the absence.

The payment must be made directly to the local authority, regardless of who issues the notice. If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

If issued with a **first** penalty notice, the parent must pay £80 within 21 days, or £160 within 28 days.

If a **second** penalty notice is issued to the same parent in respect of the same pupil, the parent must pay £160 if paid within 28 days.

A **third** penalty notice cannot be issued to the same parent in respect of the same child within 3 years of the date of the issue of the first penalty notice. In a case where the national threshold is met for a third time within those 3 years, alternative action will be taken instead.

A penalty notice may also be issued where parents allow their child to be present in a public place during school hours without reasonable justification, during the first 5 days of a suspension or exclusion (where the school has notified the parents that the pupil must not be present in a public place on that day). These penalty notices are not included in the National Framework, not subject to the same considerations about support being provided, and do not count towards the limit as part of the escalation process.

In these cases, the parent must pay £60 within 21 days, or £120.

Notices to improve

If the national threshold has been met and support is appropriate, but parents do not engage with offers of support, the school may offer a notice to improve to give parents a final chance to engage with support.

Notices to improve will be issued in line with processes set out in the local code of conduct for the local authority area in which the pupil attends school.

They will include:

- Details of the pupil's attendance record and of the offences
- The benefits of regular attendance and the duty of parents under [section 7 of the Education Act 1996](#)
- Details of the support provided so far
- Opportunities for further support, or to access previously provided support that was not engaged with
- A clear warning that a penalty notice may be issued if attendance doesn't improve within the improvement period, along with details of what sufficient improvement looks like, which will be decided on a case-by-case basis
- A clear timeframe of between 3 and 6 weeks for the improvement period
- The grounds on which a penalty notice may be issued before the end of the improvement period

6. Strategies for promoting attendance

School gives 100% attendance awards annually to pupils who do not miss school and are never late. In addition, school is setting up a half-termly system to reward pupils whose attendance is exemplary.

7. Attendance monitoring

7.1 Monitoring attendance

Data is collected on the school's data base. It is therefore essential that all pupils sign in when they arrive in school.

Senior leaders meet weekly together with pastoral leadership and each of the years' form tutors. Any pupil whose absence is persistent or unexplained is highlighted, and a multi-disciplinary approach is put into place to address any persistent or unexplained absence and other cause for concern.

The school will:

- Identify whether or not there are particular groups of children whose absences may be a cause for concern
- Monitor attendance and absence data termly and annually across the school, and daily at an individual pupil level

Pupil-level absence data will be collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics. The school will compare attendance data to the national average, and share this with the governing board.

7.2 Analysing attendance

The school will:

- Analyse attendance and absence data regularly to identify pupils or cohorts that need additional support with their attendance, and use this analysis to provide targeted support to these pupils and their families
- Identify pupils whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severe absence
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns

7.3 Using data to improve attendance

The school will:

- Provide regular attendance reports to form tutors, the attendance officer, and other school leaders, to facilitate discussions with pupils and families
- Provide targeted support to the pupils it has identified whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severe absence, and their families
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies

7.4 Reducing persistent and severe absence

Persistent absence is where a pupil misses 10% or more of school, and severe absence is where a pupil misses 50% or more of school.

If an individual pupil's attendance falls below 90%, the school will contact the parents to discuss the reasons for this and to see how the attendance of the pupil can improve. If after contacting parents/carers, a pupil's attendance continues to fall, school will consider involving the Education Officer.

The school will generally:

- Use attendance data to find patterns and trends of persistent and severe absence
- Consider potential safeguarding issues and, where suspected or present, address them in line with Keeping Children Safe in Education
- Hold regular meetings with the parents/carers of pupils who the school (and/or local authority) considers to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement at school

- Provide access to wider support services to remove the barriers to attendance
- Consider alternative support that could be put in place to remove any barriers to attendance and re-engage these pupils. In doing so, the school will sensitively consider some of the reasons for absence
- Implement sanctions, where necessary (see section 5.2, above)

8. Monitoring arrangements

This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum annually by the designated senior leader responsible for attendance, Mrs Y Steinberg. At every review, the policy will be approved by the full Governing Board.

9. Links with other policies

This policy links to the following policies: Child Protection and Safeguarding Policy; Behaviour Policy

Appendix 1 – Attendance Codes

ATTENDANCE CODES, DESCRIPTIONS AND MEANINGS from August 2024

CODE	DESCRIPTION	MEANING
I	Present (AM)	Present
\	Present (PM)	Present
L	Late (before registers closed)	Present
K	Attending education provision arranged by the local authority	Approved Educational Activity
B	Educated off site (NOT Dual registration)	Approved Educational Activity
P	Approved sporting activity	Approved Educational Activity
V	Educational visit or trip	Approved Educational Activity
W	Work experience	Approved Educational Activity
C	Other Authorised Circumstances (not covered by another appropriate code/description)	Authorised absence
C1	Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad.	Authorised absence
C2	Leave of absence for a compulsory school age pupil subject to a part-time timetable	Authorised absence
J1	Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution	Authorised absence
E	Excluded (no alternative provision made)	Authorised absence
I	Illness (NOT medical or dental etc. appointments)	Authorised absence
M	Medical/Dental appointments	Authorised absence
R	Religious observance	Authorised absence
S	Study leave	Authorised absence
T	Traveller absence	Authorised absence
U	Late (after registers closed)	Unauthorised absence
G	Family holiday (NOT agreed <u>or</u> days in excess of agreement)	Unauthorised absence
N	No reason yet provided for absence	Unauthorised absence
O	Unauthorised absence (not covered by any other code/description)	Unauthorised absence
D	Dual registration (i.e. pupil attending other establishment)	Not counted in possible attendances

Q	Unable to attend the school because of a lack of access arrangements	Not counted in possible attendances
X	Untimetabled sessions for non-compulsory school-age pupils	Not counted in possible attendances
Y1	Unable to attend due to transport normally provided not being available	Not counted in possible attendances
Y2	Unable to attend due to widespread disruption to travel	Not counted in possible attendances
Y3	Unable to attend due to part of the school premises being closed	Not counted in possible attendances
Y4	Unable to attend due to the whole school site being unexpectedly closed	Not counted in possible attendances
Y5	Unable to attend as pupil is in criminal justice detention	Not counted in possible attendances
Y6	Unable to attend in accordance with public health guidance or law	Not counted in possible attendances
Y7	Unable to attend because of any other unavoidable cause	Not counted in possible attendances
Z	Pupil not yet on roll	Not counted in possible attendances
#	School closed to pupils	Not counted in possible attendances

KEY

Present
Authorised absence
Unauthorised absence
Approved Education Activity (Present)
Not counted in possible attendances

U	Late (after registers closed)	Unauthorised absence
Where a pupil has arrived late after the register has closed and the school is not satisfied that the reason for lateness is an authorised absence.		
G	Family holiday (NOT agreed <u>or</u> days in excess of agreement)	Unauthorised absence
N	No reason yet provided for absence	Unauthorised absence
Correct code should be put in no more than 5 days after the session. If can't establish a reason after 5 days, schools should put in the O code		
O	Unauthorised absence (not covered by any other code/description)	Unauthorised absence
No reason for absence established or the school is not satisfied with the reason given is an authorised absence		

B	Educated off site (NOT Dual registration)	Approved Education Activity
<p>Attending an off-site educational activity that has been approved by the school and supervised by someone authorised by the school. Using B code means that the school is certifying that safeguarding measures have been put in place – must be a supervised activity.</p> <p>Must take place in the session it is recorded.</p> <p>Schools must also record the nature of the approved educational activity</p> <p>Should not be used for remote education - this should be the most appropriate absence code</p> <p>For example:</p> <p>attending taster days at other schools;</p> <p>attending courses at college</p> <p>attending unregistered alternative provision arranged or agreed by the school</p>		
K	Attending education provision arranged by the local authority	Approved Educational Activity
<p>Attending a place, other than the school or any other school at which they are a registered pupil, for educational provision arranged by a local authority under section 19(1) of the Education Act 1996 (exceptional provision of education), section 42(2), or 61(1) of the Children and Families Act 2014 (special educational provision off site). If the pupil does not attend, the school should mark as absent</p> <p>Schools must record the nature of the provision (eg, home tutoring)</p> <p>This could also include:</p> <ul style="list-style-type: none"> • Attending courses at college • Attending unregistered alternative provision such as home tutoring 		
P	Approved sporting activity	Approved Educational Activity
<p>Schools have responsibilities for the safeguarding and welfare of pupils attending an approved educational activity. The school will need to be satisfied that appropriate measures have been taken to safeguard the pupil.</p> <p>The activity must be supervised by a person considered by the school to have the appropriate skills, training, experience and knowledge</p> <p>Schools should ensure that they have in place arrangements whereby the provider of the sporting activity notifies the school of any absence by the pupil. The school should record the pupil's absence using the relevant absence code.</p>		
V	Educational visit or trip	Approved Educational Activity
<p>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.</p> <p>The school should record the pupil's absence using the relevant absence code.</p>		
W	Work experience	Approved Educational Activity
<p>Work experience is for pupils in the final 2 years of compulsory school age.</p>		
C	Other Authorised Circumstances (not covered by another appropriate code/description)	Authorised absence

<p>Must be granted in advance. Granted at HT discretion only. Circumstances must be considered exceptional. Generally, a need or desire for a holiday or other absence for the purpose of leisure and recreation would not constitute an exceptional circumstance</p> <p>Pregnant pupils</p>		
C1	Participating in a regulated performance or undertaking regulated employment abroad.	Authorised absence
<p>Must be granted in advance. Granted at HT discretion only and in the following circumstances:</p> <p>Local authority have granted a licence for the pupil to take part in a performance</p> <p>Where a pupil does not need a licence for such a performance because an exception applies under section 37(3) of the Children and Young Persons Act 1963</p> <p>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</p>		
C2	A compulsory school age pupil subject to a part-time timetable	Authorised absence
<p>Reduced timetable agreed to be in the best interests of the pupil</p> <p>Parent agreement is essential</p> <p>Agreement around days and times to attend</p> <p>Not to be used for</p>		
E	Excluded (no alternative provision made)	Authorised absence
Can be used for up to 5 days. 6 th day, alternative provision must be made		
I	Illness (NOT medical or dental etc. appointments)	Authorised absence
No need for evidence. Parents tell them on the first day they are unable to attend. Schools should only ask for medical evidence where schools have a genuine and reasonable doubt about the authenticity of the illness		
M	Medical/Dental appointments	Authorised absence
<p>Should get schools agreement in advance and pupil should only be out of school in the minimum time necessary.</p> <p>If pupil is present at registration but has a medical app in that session, no absence needs to be recorded for that session</p>		
R	Religious observance	Authorised absence
<p>Day set by the parents' religious body</p> <p>Parents must apply for additional days and schools can grant and Code C</p> <p>Seek advice from religious body if in doubt</p>		
S	Study leave	Authorised absence
<p>Unsupervised and therefore an absence</p> <p>Used sparingly and only for year 11 pupils during public examinations</p>		
T	Traveller absence	Authorised absence
<p>It must only be used when the pupil's parent(s) is travelling for occupational purposes and the school has granted a leave of absence following a request from the parent.</p> <p>Must attend for at least 200 sessions/ year</p> <p>Should also be dual registered</p>		

X	Untimetabled sessions for non-compulsory school-age pupils	Not counted in possible attendances
For example, where parents have chosen for their 4 year-old child to attend part time until later in the school year but not beyond the point at which the child reaches compulsory school age		

D	Dual registration (i.e. pupil attending other establishment)	Not counted in possible attendances
Main examples: PRU, hospital school or special school on temporary basis Check whether the pupil has been added to the admission register of the school to determine whether D or B code should be used		
Q	Unable to attend because of a lack of access arrangements	Not counted in possible attendances
Local authority has a duty to make access arrangements and have failed to do so Access arrangements must be made for pupils under Section 508B(1) of the 1996 Act		

Y1	Unable to attend due to transport normally provided not being available	Not counted in possible attendances
School not within walking distance Transport that is usually provided is not provided		
Y2	Unable to attend due to widespread disruption to travel	Not counted in possible attendances
Widespread travel disruption caused by a local or national or international emergency		
Y3	Unable to attend due to part of the school premises being closed	Not counted in possible attendances
Part of the school premises is out of action and therefore certain pupils are not able to attend		
Y4	Unable to attend due to the whole school site being unexpectedly closed	Not counted in possible attendances
Planned to be open for the whole session but due to unexpected emergency, school is closed to all pupils All pupils should be marked with this code Not to be used for planned closures		
Y5	Unable to attend as pupil is in criminal justice detention	Not counted in possible attendances
The pupil is unable to attend the school because they are: in police detention		

remanded to youth detention, awaiting trial or sentencing detained under a sentence of detention Do not use this code if: they are serving a community based (i.e. non-detained) part of a sentence of detention referral order youth rehabilitation order that requires them to be absent during the school day Use Y7 for these situations		
Y6	Unable to attend in accordance with public health guidance or law	Not counted in possible attendances
A pupils travel or attendance at school would be contrary to any guidance relating to the incidence or transmission of infection or disease		
Y7	Unable to attend because of any other unavoidable cause	Not counted in possible attendances
Anything not covered above Unavoidable cause should relate to pupil not parent Must record nature of unavoidable cause 'staggered starts' or 'induction days' where different term dates have been agreed for different year groups - this code is used to record the year group(s) that is not due to attend;		
Z	Pupil not yet on roll	Not counted in possible attendances
#	School closed to pupils	Not counted in possible attendances
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 use of school as a polling station		

Appendix 2 – Procedure to remove a pupil from admissions register at non-standard transition point

When a parent/carer notifies the school that a pupil is registered at another school or will be attending a different school in future, we record the name of the new school and the date when the pupil first attended or is due to start attending that school. The following procedures also apply.

The following are procedures to inform the local authority when the school plans to take pupils off-roll when pupils:

- a) leave school to be home educated. Where parents inform the school that they wish to home educate their child, the school will seek to ensure the parents/carers have considered what is in the best interests of their child. This is particularly important where a child has SEND, is vulnerable, and/or has a social worker.
- b) move away from the school's location
- c) remain medically unfit beyond compulsory school age
- d) are in custody for four months or more (and will not return to school afterwards); or
- e) are permanently excluded.

When a pupil leaves the school (except at normal transition points), the school will provide the following to our LA via a CML file created from our SIMS programme, and send via encrypted means:

- the pupil's full name
- the full name and address of any parent/carer with whom the pupil lives
- at least one telephone number of a parent/carer with whom the pupil lives
- the full name and address of the parent/carer the pupil is going to live with and the date they are expected to start living there, if applicable
- the name of the pupil's destination school and expected start date there, if applicable
- the grounds for deleting the pupil's name from the register

The school will also provide the destination school with the created CML (also known as CTF common transfer file) which the DSL/deputy DSL will send securely together with any relevant academic information, and/or information relevant to child protection.

Transfers of information will be automatically logged via the SIMS system.

When a pupil is removed from the admission register due to continuous absence, the school will only delete the pupil on failing to establish their whereabouts after making reasonable enquiries jointly with the school's LA.