



Robert Clack School of Science

Attendance Policy 2026 - 2027

Approved by Executive Headteacher:

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Signed by Chair of Governors:

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1. Aims and Rationale

This policy will set out Robert Clack School principles and procedures around attendance that adhere to and follow Department for Education guidance and statutory guidance.

Robert Clack School recognises that the ethos of the school is the main vehicle that drives and encourages pupils to embrace the school community. Robert Clack School is committed to providing a full and efficient education for all pupils. We acknowledge the importance of the curriculum and the need to provide academic and vocational routes for all pupils. In enabling an accessible pathway for all pupils, we hope to go against the evidence of a correlation between absence from school and under-achievement, as well as potential pathways to criminality.

This policy is directed at:

- Reducing the likelihood of absence from school
- The swift detection of non-legitimate absence including a supportive response from the school to the circumstances of absence and continued absence
- Mentoring of pupils whose level of attendance at school causes concern, in particular of those pupils who fall into the 'persistent absence' category
- Safeguarding pupils

2. Legislation and guidance

At Robert Clack School we ensure that this policy meets the requirements of the [school attendance guidance](#) from the Department for Education (DfE), and refers to the DfE's statutory guidance on [school attendance parental responsibility measures](#). These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

- [The Education Act 1996](#)
- [The Education Act 2002](#)
- [The Education and Inspections Act 2006](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2010](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2011](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2013](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2016](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)
- [Department for Education Working together to Improve School Attendance](#)
https://assets.publishing.service.gov.uk/media/66bf300da44f1c4c23e5bd1b/Working_together_to_improve_school_attendance_-_August_2024.pdf

This policy also refers to the DfE's guidance on the [school census](#), which explains the persistent absence threshold.

3. Attendance Procedures at Key Stage 3, 4 and 5

3.1 Attendance register

By law, all schools are required to keep an attendance register, and all pupils must be placed on this register.

The attendance register will be taken 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

3.2 Daily Recording of Attendance

- At Key Stage 3 and 4 the register is taken at 8.40a.m. and at the beginning of period 3 every day
 - a. Form Tutors will record the students present using the / code or absent using the N code. The Form Tutor does not need to use any other attendance coding
 - b. The N code will be changed by the Attendance Secretaries once contact has been made by/to parents/carers and the appropriate coding will then be considered
- At KS5, the register is taken at the beginning of period 1 and at the beginning of period 3 every day
 - a. Subject teachers will record the students present using the / code, absent using the N code and late using the code L. The Subject Teacher does not need to use any other attendance coding
 - b. The N code will be changed by the Attendance Secretaries once contact has been made by/to parents/carers and the appropriate coding will then be considered

3.3 Procedures for dealing with recording the attendance for those pupils on an Internal Fixed Term Exclusion (IFTE)

- Our process is the same attendance procedure for children who are on an IFTE as we do for all other pupils, i.e. the expectation is that a call to home is made if a pupil is absent to inform the parent and inquire what the reason is for the absence
- In order to ensure that this happens in a reliable and prompt manner the following should happen:
 1. For the purpose of monitoring the attendance of these pupils, the member of staff responsible for the area that the pupil has been placed in is responsible for checking whether the pupil is present and informing the attendance office on the site on which they are normally based by updating the off-site register. In the case of the LSC, this will be the responsibility of the member of staff that is permanently based in that location.
 2. If a 6th Form student is based in the IFTE, the KS5 attendance team, based at Gosfield Road, are responsible for checking the off-site register to ascertain if they are present or absent.

3. The person who is responsible for checking attendance will check whether the pupil has arrived by 9.00am and will update the off-site register accordingly with which pupils are present and which pupils they expected to be present but are absent. They will then update the register as and when students arrive to school. The attendance office should be checking the off-site register regularly to inform next steps.
4. The attendance office on each site is responsible for following up with the relevant areas if they have not received information about attendance by 9:15am in the same way they would with a Form Tutor
5. It is the responsibility of each attendance office to contact their counterparts if they are expecting to receive information about the attendance of a pupil on an IFTE and they have not received this by 10:30am.
6. It is the responsibility of the attendance office where the pupil would normally be based to contact the parent to inform them of the absence in the usual way. KS5 attendance officer will call home for Year 12 and 13 students.
7. If no contact is made the normal procedures for recording attendance will apply.

3.4 Attendance Coding

- If an absence is authorised the appropriate absence code is entered in the register.
- If no note or satisfactory explanation is provided for an absence, it is classified as an unauthorised absence.
- If an Attendance Concern 3 letter has been issued medical evidence is normally required to consider the authorisation of the absence

3.5 Reporting of Attendance to the Local Authority

Attendance figures, including unauthorised absences, are reported to the Local Authority.

3.6 Unplanned absence

Parents/carers must notify the school on the first day of an unplanned absence – for example, if their child is unable to attend due to ill health – by 8.40 am for KS3 and 4 and by 9.00am for KS5, or as soon as practically possible (see also section 6).

For all Key Stages, to report a child absent parents/carers should call the site their child is based on to inform the school they will be absent on that day. All parents/carers should contact the school on 0208 270 4200.

Absence due to illness will normally be authorised unless the school is working with the family due to attendance concerns. If this is the case the school may ask for medical evidence that will be taken into consideration to support the absence.

In line with DFE guidance, if the school does require evidence to support the absence, we may ask parents/carers 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 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.

3.7 Safeguarding Procedures for dealing with absence from school

Attendance secretaries are based on each site. First day of absence contacts are made by telephone to establish whether a pupil is legitimately absent.

- a. If the attendance secretaries have not been able to make contact with parent/carer after **two days**, the attendance secretaries will attempt to make contact with the alternative numbers **(email if available)** provided to the school
- b. On the **third day** of no contact the attendance secretaries will refer the absence to the Head of Year who will seek support from the Family Engagement Lead/Attendance Officer for consideration around conducting a home visit.

- c. Continued non-contact will deem the child to be considered as missing in education and will be referred to the Designated Safeguarding Lead.

3.8 Medical or dental appointments

Missing registration for a medical or dental appointment is counted as an authorised absence; advance notice is required for authorising these absences.

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.

If it is necessary for a medical appointment to take place during the school day. Parents/carers are asked to provide in writing that their child needs to take some time away from school. This can be one of the following:

- A written letter from the parent (not a note recorded in the child's planner)
- An appointment card from the GP/CAMHS/Dentist/Orthodontist
- A letter from the hospital/consultant

Applications for other types of absence in term time must also be made in advance. Information relating to whether the school can authorise such absences can be found in section 4.

3.9 Lateness and punctuality

The Robert Clack School day begins at 8.40am, it is expected that all pupils are in their form rooms at this time so that the Form Tutor can take the register. Any pupil who arrives after the 8.40am bell will report to the:

- IEU (Gosfield Road)
- INF (Green Lane)
- Main Office (Lymington Fields) to be marked present.

It is also expected that if a child is going to be late for school that the parent contacts the School Office of the site they attend to inform the school of the lateness. (Please see 3.2 for contact details)

A late mark is recorded in the pupil planner and a late mark is entered in the register.

A pupil who arrives late but before the register has closed will be marked as late, using the appropriate code. If a pupil arrives to school after the 9am bell appropriate coding of this late mark will be considered. Students arriving after 9:30 am will be given a 'U' code which affects their attendance percentage. If a pupil receives two or more L marks from Wednesday to Tuesday, they will receive a one-hour detention on Friday.

At Key Stage 5 pupils are required to be in lessons by 9.00am when period 1 begin. It is expected that Sixth Form students are in their classrooms at this time so that an accurate register can be taken. Any pupil who arrives after the 9:00am bell will be marked in with an L code. If a pupil receives two or more L marks from Monday to Friday, they will receive a one-hour detention on the following Thursday.

3.10 Following up absence

The school will follow up any absences to ascertain the reason, ensure proper safeguarding action is taken where necessary, identify whether the absence is approved or not and identify the correct attendance code to use.

At all Key Stages, following an absence, a note is provided by the parents/carers to explain the absence. The absence note is initialised by the registration teacher and placed in the form folder for removal by the Attendance Secretaries.

If an absence is authorised the appropriate absence code is entered in the register. If no note or satisfactory explanation is provided for an absence, it is classified as an unauthorised absence.

3.11 Reporting to parents/carers

At three points during the academic year parents/carers receive information in regards their child's academic progress. Along with this information parents/carers will also receive information about their child's attendance year-to-date.

At Robert Clack School we frequently monitor our pupil's attendance. When pupil's attendance in school is becoming a concern, the school will write to parents/carers and meet with them when and where necessary/appropriate in the following ways (more details in section 7):

1. Attendance Concern 1 Letter from the Attendance Secretary
2. Attendance Concern 2 Letter and phone call and/or meeting with Head of Year (HOY)
3. Attendance Concern 3 Letter and Meeting with HOY and/or Lead Attendance officer and/or Parent Support Advisor.
4. Attendance Concern 4 Letter and Meeting with Family Engagement Lead/Attendance Officer and/or Assistant Headteacher and Parent Support Advisor.

The above process will apply as appropriate; however, if needs present, may progress directly to the Family Engagement Lead for interventional support.

4. Authorised and unauthorised absence

4.1 Granting approval for term-time absence

Headteachers may not grant any leave of absence to pupils during term time unless they consider there to be 'exceptional circumstances'.

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request. A leave of absence is granted entirely at the headteacher's discretion. If a parent wishes to apply for a term-time absence they should put this request in writing using the 'Leave of absence' link on the school website and with as much notice as possible. Please provide evidence.

Valid reasons for **authorised absence** include:

- Illness and medical/dental appointments – medical evidence may be requested (further explained in sections 3.2 and 3.3)
- 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
- Traveller pupils 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.

4.2 Legal sanctions

A child is required to attend school regularly and on time as required by Section 7 of The Education Act 1996. Robert Clack have in place a range of interventions and support measures to address attendance concerns. However, for students whose attendance and/or punctuality fails to improve, a parent/carers may be guilty of an offence under s.444 Education Act 1996.

Actions for Unauthorised Attendance:

On the 19th August 2024 the Department for Education (DfE) introduced a national threshold for all schools and Local Authorities to adhere to in respect of issuing penalty notices for irregular school attendance. If a child does not attend school regularly and the majority of absences are unauthorised, the following legal penalties can apply in the form of a penalty notice or summons to court:

- Penalty notices can be issued if there have been 10 (half days) or 5 (full days) of unauthorised absence sessions in the preceding 10 school weeks.
- First penalty notice of £80 per child issued to a parent/carer if paid within 21 days rising to £160 if paid between days 22 to 28.
- If a second Penalty Notice is issued to the same parent/carer, in respect of the same child, (within the same 3-year period) it will be £160 with 28 days in which to pay. Failure to pay a penalty notice will result in the parents or carers being prosecuted in court.

If there is a third requirement to take legal action for irregular school attendance in relation to the same parent/carer, for the same child, then it is likely that the parent/carer will be summoned to court. If found guilty of the offence of failing to ensure regular school attendance, the court has the following range of sanctions which can be applied:

- fines of up to £2,500 and/or a prison sentence of up to three months
- curfew with electronic tag fitted
- Community Order
- conditional discharge
- bill for court costs

The court may also impose a Parenting Order, which usually last for six months. Where parents are required to attend parenting classes. Failure to attend will result in further legal proceeding.

5. Removal from the School Roll

5.1 Failure to attend school within 10 days following a period in which leave was granted.

If a child has not returned on the agreed date following an authorised term-time leave of absence The Education (Pupil Registration) (England) Regulations 2006 were amended on the 1 September 2013. In the case of a pupil granted leave of absence exceeding 10 school days:

- The pupil has failed to attend the school within the 10 school days immediately following the expiry of the period for which such leave was granted
- The Headteacher does not have reasonable grounds to believe that the pupil is unable to attend the school by reason of sickness, or any unavoidable cause;
- Both the Headteacher and the local education authority have failed, after reasonable enquiry, to ascertain where the pupil is.

For a pupil to be removed from the school roll under this sub-section, all three of the above criteria must be met.

5.2 Where a child has been continuously absent from the school for a period of not less than 20 school days

If a child has been absent from school for a continuous 20-day period and there are no safeguarding concerns surrounding the child and family the school reserves rights to withdraw the school place. This can take place if the following criteria are met:

- At no time was his/her absence during that period authorised
- The Headteacher does not have reasonable grounds to believe that the pupil is unable to attend the school by reason of sickness or any unavoidable cause
- Both the Headteacher of the school and the Local Authority have failed, after reasonable enquiry, to ascertain where the pupil is.

For a child to be deleted under this regulation, all three of the above criteria must be met. Reasonable enquiries should be made during the 20-day period. The term 'reasonable enquiries' is not defined but must include investigating every reasonable avenue available.

6. Strategies for promoting attendance

6.1 Developing an expectation of good attendance at Key Stage 3, 4 and 5

Pupils are motivated and encouraged to maintain high levels of attendance through the use of:

1. An 'Attendance Prize wheel' is spun every Friday during Form Time for those who have received 100% attendance in the previous corresponding week A or B.
2. Year Group Assemblies to reinforce the benefits of good attendance.
3. Award of weekly attendance trophy. (KS3 and 4 only)
4. KS5 Pupils are nominated for a half-termly prize received in assembly.
5. Award of achievement certificates where appropriate.
6. Use of Jack Petchey Award System to celebrate exceptional achievement in difficult circumstances.
7. Attendance prizes awarded at the annual Presentation Evening for each year group.
8. Regular, high profile, attendance and register checks.
9. Regular attendance monitoring by a designated senior member of staff with high profile attendance displays in the main school entry point.
10. Family Support/Early Help where needed

Robert Clack works collaboratively with parents/carers and pupils to ensure that all pupils achieve their best outcomes.

Our expectations around attendance are:

Levels of Attendance	
Excellent Attendance	98-100%
Average Attendance	94-97%
Attendance of concern	91-93%
Persistent Absentee	<90%
Severe Absentee	<50%

The table below informs on the impact of missing school:

Attendance during one school year	Equals days absent	Which is approximately	This means the number of lessons missed equals
95%	10 days	2 weeks	30 lessons = 50hours
90%	19 days	4 weeks	60 lessons = 100 hours
85%	29 days	6 weeks	90 lessons = 150 hours
80%	38 days	8 weeks	120 lessons = 200 hours
75%	48 days	10 weeks	150 lessons = 250 hours
70%	57 days	11.5 weeks	172.5 lessons = 287.5 hours
65%	67 days	13.5 weeks	202.5 lessons = 337.5 hours

A student that has 80% over a 5-year period will have missed a whole year of their education by the time they leave Robert Clack School. Promoting and maintaining outstanding attendance will also improve our student's life chances when they leave us for further education and/or employment.

7. Attendance monitoring

7.1 Monitoring attendance at KS3, 4 and 5

The attendance officer monitors pupil absence on a daily basis.

Parents/carers are expected to call the school by 8.40am if their child is going to be absent due to ill health (see section 3.2) and should continue to call on each day of the child's absence. If a child is going to have an extended period of time away from school due to injury or significant health concerns, the parent/carer is required to contact their child's Head of Year (HOY) so that they can make a referral to the Home Tuition Team where appropriate. If successful, some Home Tuition will be provided by the Local Authority.

If after contacting parents/carers a pupil's absence continues to rise, we will consider using the Attendance Concern process to offer early intervention to support the parents/carers and child in improving their attendance, through collaborative working.

The school's persistent absence threshold is 5%. If a pupil's individual overall absence rate is greater than or equal to 5%, the pupil will be classified as a persistent absentee. This will be continually tracked and if no improvement has been made after two weeks, early intervention from the HOY will take place to assist in improving the students' attendance. In addition to the percentage of absence, the attendance team will also look at 'broken weeks' of attendance and contact parents/carers to discuss patterns of absence that may be forming.

Pupil-level absence data is 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. We compare our attendance data to the national average and share this with governors.

7.2 Monitoring the attendance of those pupils in Alternative Provision

If a pupil is educated at an alternative provision, attendance will be monitored by the HOY and the Lead Attendance Officer (LAO) where appropriate. It is the responsibility for the alternative provision to provide attendance data to the school. This usually takes place weekly. If a pupil is persistently absent from their alternative provision the normal persistent absence policy will be applied, please refer to point 7.3.

7.3 Persistent Absence Policy

The School will investigate pupils whose attendance is below 95%. The following procedure must be adopted at all Key Stages with consideration to adherence to School Safeguarding as appropriate.

Continuation of the AC process will be considered based on the previous academic year.

Attendance Concern 1

- Attendance Secretary to communicate reason(s) for absence with HOYs as appropriate.
- HOY will speak to those pupils for whom there are no obvious/acceptable reasons for absence and send home to parents/carers Attendance Concern Letter 1 (AC1). All pupils with attendance below 95% will receive this letter. Unless there is medical evidence validating reasons for absence.
- In the first term, it may be pertinent to assess which pupils have broken weeks in their attendance, if pupils have more than 4 broken weeks then the AC process may need to begin, particularly if the pupil was PA in the previous academic year.

Attendance Concern 2

- If, after a period of two weeks, there has been no obvious improvement, or if the pupil's attendance deteriorates following an initial improvement, Attendance Concern Letter 2 (AC2) must be sent to parents/carers and the HOY will conduct a telephone calls and/or meeting with the family to discuss school support to address attendance concerns.
- If parents/carers fail to attend arranged meeting, the HOY will call home and send an AC2 non-engagement letter to rearrange the meeting before escalating to the next level of concern. If the second attempt has failed the Year Team should aim to make contact, this could be a home visit, before escalation takes place.

Attendance Concern 3

- If, after a period of two weeks following the meeting with the pupil and his/her parent/carer, there has been no obvious improvement, or if the pupil's attendance deteriorates following an initial improvement, or if the pupil's parent/carer fail to engage, the case must be escalated to the Attendance Concern 3 stage.
- If there has been a further decline in attendance since the AC2 meeting, the HOY will organise an Attendance Concern 3 meeting and letter will be sent home. At this meeting the need for medical evidence will be discussed to support absences, and parents/carers will be made aware that if no evidence is provided absences will remain unauthorised. In addition, the school may offer extra support where appropriate through the following:
 - Family Engagement Lead/Attendance Officer (LAO)
 - Parent Support Advisor (PSA)
 - Completion of an Early Help Assessment to seek support and guidance from outside agencies
 - Pastoral Contract

Attendance Concern 4

- If, after a period of two weeks following the meeting, there has been no obvious improvement, or if the pupil's attendance deteriorates following an initial improvement, or if the pupil's parent/carer fails to respond to the letter within one week, escalation to Attendance Concern 4 will be made to LAO/PSA.
- At this stage in line with DFE guidance a notice to improve letter may be sent to parents/carers providing a final opportunity to engage in support. A period of monitoring will commence if during this period further unauthorised absences take place a Penalty Notice may be issued.

NOTE: When it is identified that an earlier intervention is required the AC process will begin at the stage deemed most appropriate.

In addition to the procedures outlined above, the School also incorporates learning about the importance of good attendance with pupils through assemblies, Form Time, and PSHE curriculum. At KS5 attendance will be addressed in assemblies, mentoring, Year 12 Tutorials and UCAS sessions.

8. Roles and responsibilities

8.1 The governing board

The governing board is responsible for monitoring attendance figures for the whole school on at least a termly basis. It also holds the Headteacher to account for the implementation of this policy

8.2 The Headteacher

The Headteacher is responsible for ensuring this policy is implemented consistently across the school, and for monitoring school-level absence data and reporting it to governors.

The Headteacher also supports other staff in monitoring the attendance of individual pupils and issues fixed-penalty notices, where necessary.

8.3 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
- Ensuring processes are followed to enable collaborative working with parents and carers to address attendance issues.

- The designated senior leader responsible for attendance is Ms L. Grimshaw and can be contacted via the school office.

8.4 The Attendance Team

Main office staff

- Office and staff are expected to take calls from parents/carers about absence and record it on the school system.
- Monitors attendance data at the school and individual pupil level
- Reports concerns about attendance to the relevant members of the Pastoral Teams
- Arranges calls and meetings with parents/carers to discuss attendance issues

The Family Engagement Lead/Attendance Officer

- Advises the Headteacher when it has been deemed appropriate to follow legal processes issue fixed-penalty notices

8.5 Form Tutor and Period 5 Teacher

The Form Tutor and Period 3 teacher are responsible for recording attendance on a daily basis, using the correct codes, and submitting this information to the school office. The Period 3 teacher must ensure that the register is taken **within the first 5 minutes of the lesson**.

KS5 teachers are responsible for recording attendance to each lesson, using the correct codes and submitting this information to the school office. **Registers should be taken within the first 5 minutes of the lesson.** Attendance officers update the AM and PM marks.

9. Monitoring arrangements

This policy will be reviewed Ms L Grimshaw the Assistant Headteacher. At every review the policy will be shared with the governing board.

10 Links with other policies

This policy is linked to our child protection and safeguarding policy.

Robert Clack School also has a 'Parent Friendly' Guide to attendance. Please see school website.

Appendix 1: Attendance Codes

The following codes are taken from the DfE's guidance on school attendance.

Code	DfE Description / Explanation	Meaning
/	Present (AM)	Present
\	Present (PM)	Present
B	Attending any other approved educational activity. Not to be used for Virtual learning	Approved Education Activity (Counts as present)
C	Leave absence for exceptional circumstance	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
D	Dual registered to another school	Approved Education Activity (Counts as present)
E	Suspended or permanently excluded and no alternative provision	Authorised absence
G	Unauthorised absence as pupil on a family holiday, not agreed, or is taking days more than an agreed family holiday	Unauthorised absence
I	Illness (not medical or dental appointment)	Authorised absence
J1	Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution	Authorised absence
K	Attending education provision arranged by the local authority	Approved Education Activity (Counts as present)
L	Late arrival before the register closed	Present
M	Leave of absence for the purpose of attending a medical or dental appointment	Authorised absence

N	Reason absence not yet established	Unauthorised absence
O	Absence in other or unknown circumstance	Unauthorised absence
P	Participating in sports activity	Approved Education Activity (Counts as present)
Q	Unable to attend the school because of lack of access arrangements	Not counted in possible attendances
R	Religious observance	Authorised absence
S	Study leave for public examination	Authorised absence
T	Traveling with parent for occupational purposes	Authorised absence
U	Late (after registers closed)	Unauthorised absence
V	Attending an educational visit or trip	Approved Education Activity (Counts as present)
W	Attending work experience	Approved Education Activity (Counts as present)
X	Not required to attend-non-compulsory school age pupil	Not counted in possible attendances
Y1	Unable to attend due to transport normally provided not being provided	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 schools' 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	Prospective pupil not on admission requester	Not counted in possible attendances
#	Planned whole school closure	Not counted in possible attendances

Codes where a reason will be required with the attendance code:

Code	Description	DfE Description / Explanation
B	Attending any other approved educational activity. Not to be used for Virtual learning	Approved Education Activity (Counts as present)
K	Attending education provision arranged by the local authority	Approved Education Activity (Counts as present)
Y7	Unable to attend because of any other unavoidable cause.	Not counted in possible attendances

Appendix 2: Example of School Attendance Notice to Improve 1

Full name/s of parent/s
Home address



School Attendance Notice to Improve

Date:

Dear (name of parent),

Child's name:

DOB:

Year Group:

School attendance is hugely important. For your child to gain the full benefit from their education, for their learning, wellbeing, and wider development, they need to attend on time, every day possible.

If a child of compulsory school age who is a registered pupil at a school fails to attend regularly at the school or fails to regularly attend the child's parent may be guilty of an offence under s.444 Education Act 1996

You, «FORENAME» «SURNAME» are a parent/carer of «Students_Name», who is a registered pupil at «School_Name».

The school have offered support to you and your family to try and help improve «Students_Name»'s attendance, including:

School to list here interventions taken, and support offered:

Unfortunately, despite the support that was offered to your family, attendance remains a cause for concern. Between (add the dates being referred to for the absences) the pupil failed to attend regularly at «School_Name», which resulted in 10 sessions (half days) or more of unauthorised absences being recorded. Please see the attached registration certificate for details.

You now have (minimum twenty school days) in which to improve your child's attendance. During this time, your child must show significant improvements in attendance and avoid having any unauthorised absences from school during this period. Should we not see sufficient improvement and further unauthorised absences take place during this period, a Penalty Notice may be issued. A penalty notice is charged at £160 if paid within 28 days. There is usually the opportunity to pay a reduced amount of £80 if paid within 21 days.

If you wish to discuss this notice, or discuss what further support is available, please contact me as soon as possible on:

Yours sincerely,

(Name)
(Job Title)