



Attendance Policy

Bancroft's
Independent Co-educational Day School 7–18

Contents

1. Policy Statement	2
2. Key Personnel and Responsibilities	2
3. Completion of the registers	3
4. Signing Out when leaving the School site during the day	6
5. Signing Out arrangements for Sixth Form	6
6. Modern Language, Peripatetic Music and Speech and Drama Lessons	6
7. Attendance monitoring during the exam period for examination groups	7
8. Holidays and other personal absence during term time	7
9. Following up Unexplained Absences and Monitoring Attendance	7
10. Monitoring Attendance	8
11. Maintenance of the Attendance Register	8
12. Monitoring and Review	8
Appendix 1- Contents of the attendance register	9
Appendix 2 - Pupils leaving Bancroft's flow chart	9

ATTENDANCE POLICY

1. Policy Statement

For the welfare, health and safety and educational benefit of all students, Bancroft's School registers students in all years, including Sixth Form. Bancroft's School requires regular attendance, and the presence of students is checked twice daily at the start of morning lessons and in the afternoon. Registers are completed electronically via iSAMS. In effect they are completed in ink because the registers can be printed out. The electronic register is backed up at least once a month and is retained for six years from the date the data was entered. The attendance register is a legal document subject to the *School Attendance (Pupil Registration) (England) regulations 2024*.

Student absences are followed up promptly on the day of absence and parents/carers are required to notify absences in accordance with the procedures set out below.

The Policy applies to all members of the Senior School.

These policy and procedures are informed by the following guidance:

- Children Missing in Education (DfE, 2016)
- Working together to improve school attendance (DfE August 2024)

This document is available to all interested parties via the School's website and on request from the School Office. It should be read in conjunction with:

- Admissions Policy
- Missing Student Policy
- Safeguarding and Child Protection Policy
- First Aid Policy

The School is fully committed to ensuring that the implementation of this policy is non-discriminatory, in line with the UK Equality Act (2010). Further details are available in the School's Equal Opportunities Policy.

2. Key Personnel and Responsibilities

- 2.1 The Deputy Head Pastoral is the designated Senior Attendance Champion supported by the Assistant Deputy Head Pastoral and an Attendance Administrator.
- 2.2 All members of teaching staff must be familiar with the following procedures and must know how to access and complete the attendance registers in accordance with the procedures set out in this document.
- 2.3 The School Office is responsible for the initial following up of unexplained absences.
- 2.4 Form Tutors are responsible for monitoring attendance and following up on unexplained absences and/or poor patterns of attendance in liaison with House staff.
- 2.5 In some cases (e.g. absence that gives rise to concern or repeated failure to provide a reason for explaining an absence), the relevant Housemaster/Housemistress may also contact parents/carers.
- 2.6 In extreme cases (e.g. more than 5 school days of unexplained absence in a term or where the School has reason to think the student may be at risk) the Deputy Head (Pastoral) or the Head may take responsibility for following up absences and, where appropriate, informing the local authority.
- 2.7 Parents are, in law, responsible for making sure that their children of compulsory school age receive a suitable full-time education.
- 2.8 Parents should advise the school office of any unplanned absence by 8.15am.

3 Completion of the registers

3.1 Key Information for Students:

- 3.1.1 Students should be in their form room at 8.20am for morning registration
- 3.1.2 Afternoon registration will be undertaken at the start of P5 and will be open for the first 20 minutes of the lesson.
- 3.1.3 All pupils will be marked as either present or absent
- 3.1.4 Any student arriving after 8.20am must sign in at Reception writing their name and form group clearly along with an explanation for their lateness.
- 3.1.5 Students should then proceed to their form room where their tutor should record them as “late – before register closed”.
- 3.1.6 Students arriving after 8.30am must sign in at Reception writing their name and form group clearly along with an explanation for their lateness.
- 3.1.7 Pupils should then move directly to their tutor group, assembly or chapel or faith meeting as appropriate. Pupils (including sixth form) should not be in the Sixth Form Common Room, toilets or corridors.
- 3.1.8 Any pupil who has permission to leave School for a medical or similar appointment, must always sign out at Reception and sign back in at Reception.
- 3.1.9 No student is allowed to absent themselves from a lesson without permission from the subject teacher or appropriate member of the pastoral team or Senior Leadership Team.

Note:

- If a student feels unwell, or is involved in an accident, they must tell a teacher who will arrange for them to go to the Medical Centre.
- Students who are not in a lesson, may take themselves to the First Aid Room.
- No student must ever make their own arrangements to go home during the School day. If necessary, the School Office will arrange for the student to be collected by calling parents to come and collect them if they are too unwell to stay in School.

3.2. Key Information for Staff:

- 3.1.1 Tutors should be in their form room at 8.20am for morning registration.
- 3.1.2 All teachers must complete a class register at the start of lesson one (P1) and notify any absences and NIL returns to the school office by phone /email.
- 3.1.3 All teachers must undertake afternoon registration by completing a class register within the first 10 minutes of the start of lesson five P5
- 3.1.4 Unexplained absences are followed up and monitored according to the process set out below [Section 9].

3.3. Process of registration

- 3.3.1 The attendance register includes the student's tutor group and records if they are absent or present at any given registration session. The codes used in registers are listed below with their meanings.
- 3.3.2 Open iSAMS and select the appropriate group shown on the teacher's personal timetable. This will include allocated 'Cover' lessons.
- 3.3.3 The register will be open from 8.20am to 8.50am and 1.55pm to 2.05pm

- 3.3.4 Take the register using the symbols for present 'P' or absent 'N'. If a student arrives late the 'N' should be changed to 'L' and the number of minutes late entered.
- 3.3.5 If an absence has been authorised or is known about enter the appropriate code and record the reason. The following codes will be input by the person making the decision:
 - 3.3.5.1 K – Head or Pastoral Office
 - 3.3.5.2 P – Head's office or House Staff
 - 3.3.5.3 B – Head's office or House Staff
 - 3.3.5.4 C1 – Head or Pastoral Office
 - 3.3.5.5 C2 - House staff or Pastoral office
 - 3.3.5.6 T - House staff or Pastoral Office
 - 3.3.5.7 R – Head's office or House Staff
 - 3.3.5.8 E – Head or Pastoral office
 - 3.3.5.9 Q – House Staff or Pastoral Office
 - 3.3.5.10 Y1 – House Staff or Pastoral office
 - 3.3.5.11 Y5 - Head or Pastoral Office
 - 3.3.5.12 Y6 - Head or Pastoral Office
 - 3.3.5.13 Y7 - Head or Pastoral Office
 - 3.3.5.14 G – Head's Office
 - 3.3.5.15 # - IT Support
- 3.3.6 The School Office will record any pupils arriving after 8.50am with a code U – arrived after register closed
- 3.3.5 If you require help with using iSAMS to register, please contact IThelpdesk@bancrofts.org

3.4 **Register Codes:** (for a full explanation of each code see appendix I)

Present

- / The pupil is present in school AM.
- \ The pupil is present in school PM.
- L Late arrival before the register is closed
- A Authorised late

The following codes will be used to explain authorised absence from school:

- B** Attending any other approved educational Activity
- C** Absence from School that has been authorised by the Head.
- CI** Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad
- C2** Leave of absence for a compulsory school age pupil subject to a part-time timetable
- D** Dual registered at another school
- E** Excluded but no alternative provision made
- H** Leave of absence for the purpose of a family holiday granted by the school
- I** Illness (not medical or dental appointment)
- JI** At an interview with prospective employers, or another educational establishment.
- K** Attending education provision arranged by the local authority
- M** Medical or dental appointment.
- N** No reason provided.
- O** Absence from School that has been taken without authorisation from the Head.
- P** Sporting activities – where it has been approved by the Head that the student may be absent from School for external sporting activities, or where the PE department has a fixture off-site.
- Q** Unable to attend the school because of a lack of access arrangements
- R** Religious observance - where a request has been made to, and authorised by, the Head.
- S** Study leave for the purpose of studying for a public examination
- T** Parent travelling for occupational purposes
- U** Student arrived in School after registration has closed.
- V** School organised Educational visit or trip.
- W** Work experience
- YI-7** Unable to attend due to exceptional circumstances as defined in the DfE *Working together to improve school attendance guidance document. (see appendix I)*

School closure. When the School is closed to students, for example for weather reasons, INSET days, Bank Holidays or end of term times, the registers will be marked as "School Closed" (#) by the Attendance Administrator.

The following codes will be used to record unauthorised absence from school:

- G** Holiday not granted by the school or in excess of the period determined by the school
- N** Reason for absence not yet provided
- O** Absent without authorisation
- U** Arrived in school after registration closed

4. Signing Out when leaving the School site during the day

- 4.1 Students should sign out in Reception if they need to leave the School premises for treatments or appointments. Such absences must be explained by the parent/carer and the register updated to explain the absence. If such absences are not notified in advance, the School Office will mark the register as 'N' and update it with the appropriate symbol once the nature of the absence has been confirmed.
- 4.2 If the School Nurse has contacted the parent/carer to pick up a sick student, the School Office will mark them with 'I' for that day/session. Parents/carers are required to follow standard procedures for notifying the school of any subsequent absences relating to this illness.

5. Signing Out arrangements for Sixth Form

- 5.1 Sixth form student absences will be authorised at the discretion of the Head or the Head of Sixth Form.
- 5.2 All Sixth form students must sign out at Reception, before leaving the School premises. Students also needs to sign in at Reception on their return to School.
- 5.3 Sixth form pupils may leave the school during lunch times in accordance with the school Rules and Procedures.
- 5.4 At all other times Sixth form pupils must seek authorisation from their form tutor or Head of Sixth Form for any absence during the school day, including illness.
- 5.5 If a student does not sign in or out as required this will be dealt with as a disciplinary matter by the Head of Sixth Form.

6. Modern Language, Peripatetic Music and Speech and Drama Lessons

- 6.1 Any student missing morning registration due to a Modern Language speaking session, Music lesson, practice or LAMDA session must sign in before the lesson on the signing in sheet in Reception.
- 6.2 If a student fails to attend the music lesson, the peripatetic/LAMDA teacher will check if the student is absent from school by calling Reception. Reception will notify the Pastoral Office immediately (via the pastoral@ email), copying in the Tutor and Hsm/JHsm if the student is not in their lesson but has registered in school that day.
- 6.3 Students should inform subject teachers personally if they have a planned music or Speech and Drama lesson which will mean that they will miss a subject lesson. In addition, if there is an anticipated absence from a Music or Speech and drama lesson – eg for a School trip, students should give advance notice of this arrangement to their Music or Speech and Drama teacher.

7. Attendance monitoring during the exam period for examination groups

- 7.1 In most cases the Year 11 students and Year 13 students will be marked as being on 'study leave' when the exam period commences.
- 7.2 Some Year 12 students may also be sitting exams during the same period and will not be marked as being on study leave. In these cases, the Exams Officer will contact the School Office so that iSAMS can be updated accordingly.
- 7.3 Note: Year 12 students sitting an external exam are allowed study leave for the session immediately prior to their exam, and hence will be marked as being on 'study leave' for that period. (They should, however, not take a full day as study leave. If this happens, half the day will be deemed as being unauthorised absence, while the other half will be authorised study leave.)
- 7.4 On exam days pupils sign in at reception and the academic office complete an attendance register

8. Holidays and other personal absence during term time

- 8.1 The School requests that family holidays are not arranged during term time. If this is unavoidable, requests for authorised absences should be made in writing to the Head well in advance of the date.
- 8.2 Other absence for personal reasons is sometimes unavoidable. In these circumstances, parents/carers should write to the Head requesting leave of absence in advance of the date, using the email address office@bancrofts.org

9. Following up Unexplained Absences and Monitoring Attendance

- 9.1 Parents/carers are required to contact the School before 8:15 am to advise of absence or illness by phone or email.
- 9.2 Any unexplained absences are followed up by the School Office as soon as possible on the day via text and/or telephone calls to parents /carers in the first instance and the attendance records updated.
- 9.3 Any students designated as vulnerable are followed up as a priority and for any student with a Child Protection Plan, the Local Authority will be notified within 48 hours.
- 9.4 If the school is unable to make contact, unless it is inappropriate to do so, the student's friends may be asked whether they have heard from the student and, if so, they should ask their friend to contact the School.
- 9.5 The Deputy Head Pastoral or the Head may also be involved in following up absences, particularly where there is a pattern of poor attendance or where the school has particular concern for the safety of a student.
- 9.6 Should a student be missing from School without authorisation or explanation and there has been no contact with parents/carers or the student, the Designated Safeguarding Lead and Head will be informed and a decision taken about how to proceed.
- 9.7 To support pupils returning after a long period of absence (illness or other reasons), the pupil's needs are considered and reasonable adjustments made by the School in liaison with, but not exclusively, the child, their family, the Pastoral Office, Academic Office, Learning Support team, House staff, School Nurse and Head of Year. Such adjustments are regularly reviewed and amended as appropriate, including formal reasonable adjustments made under section 20 of the Equality Act 2010 where a pupil has a disability.

10. Monitoring Attendance

- 10.1 Heads of Year, and Heads of House receive regular reports of student attendance 'to date'. Appropriate actions are then initiated.
- 10.2 Where there is cause for concern, parents are informed about their child's attendance and absence levels.
- 10.3 A referral may be made to the Local Authority if a student's termly attendance falls below 90% and all attempts to work with the parents/carers to improve attendance have failed.
- 10.4 The School will also report the following attendance issues to the Local Authority:
 - 10 school days unauthorised absence per academic year
 - Non-return within 5 school days after authorised absence of 10 school days or more
 - Failure to attend regularly.
 - All pupils of compulsory school age who have been recorded with code I (illness) and who the school has reasonable grounds to believe will miss 15 days consecutively or cumulatively because of sickness.
- 10.5 Notification of deletion from the School's Admissions Register will be done in accordance with the Education (Student Registration) (England) Regulations 2006.

11. Maintenance of the Attendance Register

- 11.1 The attendance register records the following information:
 - Original and amended entries;
 - Name or title of any person making an amendment and the date the amendment is made.
- 11.2 The iSAMS manager is responsible for creating an additional back up of the Attendance Register at least once a month and this is retained for six years after the school year in question.

12. Monitoring and Review

The Governing Body is ultimately responsible for the effective oversight, review and amendment of this policy and understands its legal obligation to do so.

Day to day management and responsibility for the strategic approach to attendance in school is delegated to the Deputy Head, Pastoral.

This policy will be reviewed and updated biennially by the Deputy Head, Pastoral or as events or legislation requires.

Appendix I- Contents of the attendance register

All schools, except those where all the pupils are boarders, must keep an attendance register in accordance with the [School Attendance \(Pupil Registration\) \(England\) Regulations 2024](#). Regulation 10 sets out the contents of the attendance register. The attendance register must be kept electronically to aid accuracy and reduce the burden of information sharing.

Schools must take the attendance register at the beginning of each morning session and once during each afternoon session. Usually, a substantial break such as a lunchbreak separates one session from the next. Lessons that take place after the lunchtime break will therefore be a different session from the ones before the break.

Attendance and absence codes

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

The codes enable schools to record and monitor attendance and absence in a consistent way and are used to collect statistics. The data helps schools, local authorities, and the government gain a greater understanding of the delivery of education and the level of, and reason for, absence.

The codes are set out in regulation 10(2) Table 1, 10(3) Table 2 and 10(4) Table 3, 10(8) and 10(10) of the regulations and summarised below.

Attending the school

Relevant regulation 10(2) Table 1

Code / \: Present at the school / = morning session \ = afternoon session

This code is classified for statistical purposes as attending.

Code L: Late arrival before the register is closed

The pupil was absent when the register started being taken but arrives before the register is closed. Schools should actively discourage late arrival and be alert to patterns of late arrival.

290. This code is classified for statistical purposes as attending.

Attending a place other than the school

Relevant regulation 10(3) Table 2

Code K: Attending education provision arranged by the local authority

The pupil is 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). A pupil attending provision arranged by the school rather than the local authority must be recorded using Codes P or B instead.

Schools must also record the nature of the provision (regulation 10(5)), examples are:

- attending courses at college;
- attending unregistered alternative provision such as, home tutoring.

Schools should ensure that the arrangements are in place whereby the provider notifies the school of any absence by the pupil. The school must record the pupil's absence using the relevant absence code.

This code is classified for statistical purposes as attending an approved educational activity.

Code V: Attending an educational visit or trip

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

If the pupil does not attend the visit or trip the school must record the pupil's absence using the relevant absence code.

This code is classified for statistical purposes as attending an approved educational activity.

Code P: Participating in a sporting activity

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

A pupil can only be recorded as attending a place for an approved educational activity if:

- the place is somewhere other than the school, another school where the pupil is registered, or a place where educational provision has been arranged for the pupil by a local authority under section 19(1) of the Education Act 1996 or sections 42(2) or 61(1) of the Children and Families Act 2014;
- the activity is of an educational nature;
- the school has approved the pupil's attendance at the place for the activity; and
- the activity is supervised by a person considered by the school to have the appropriate skills, training, experience and knowledge to ensure that the activity takes place safely and fulfils the educational purpose for which the pupil's attendance has been approved.

If schools have concerns about the appropriateness of an activity, they can seek advice from the sports' national governing body. The final decision on approving the activity, however, rests with the school and they should take the effect on the pupil's general education into account.

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. 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 must record the pupil's absence using the relevant absence code.

This code is classified for statistical purposes as attending an approved educational activity.

Code W: Attending work experience

The pupil is attending a place for an approved educational activity that is work experience provided under arrangements made by a local authority or the school as part of the pupil's education. The work experience must take place during the session for which it is recorded.

A pupil can only be recorded as attending a place for an approved educational activity if:

- the place is somewhere other than the school, another school where the pupil is registered, or a place where educational provision has been arranged for the pupil by a local authority

under section 19(1) of the Education Act 1996 or sections 42(2) or 61(1) of the Children and Families Act 2014;

- the activity is of an educational nature;
- the school has approved the pupil's attendance at the place for the activity; and
- the activity is supervised by a person considered by the school to have the appropriate skills, training, experience and knowledge to ensure that the activity takes place safely and fulfils the educational purpose for which the pupil's attendance has been approved.

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. Schools should ensure that they have in place arrangements whereby the provider of the work experience notifies the school of any absence by the pupil. The school must record the pupil's absence using the relevant absence code.

This code is classified for statistical purposes as attending an approved educational activity.

Code B: Attending any other approved educational activity

The pupil is attending a place for an approved educational activity that is not a sporting activity or work experience. The educational activity must take place during the session for which it is recorded.

A pupil can only be recorded as attending a place for an approved educational activity if:

- the place is somewhere other than the school, another school where the pupil is registered, or a place where educational provision has been arranged for the pupil by a local authority under section 19(1) of the Education Act 1996 or sections 42(2) or 61(1) of the Children and Families Act 2014;
- the activity is of an educational nature;
- the school has approved the pupil's attendance at the place for the activity; and
- the activity is supervised by a person considered by the school to have the appropriate skills, training, experience and knowledge to ensure that the activity takes place safely and fulfils the educational purpose for which the pupil's attendance has been approved.

Schools must also record the nature of the approved educational activity (regulation 10(5)), examples are:

- attending taster days at other schools;
- attending courses at college;
- attending unregistered alternative provision arranged by the school.

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. Schools should ensure that they have in place arrangements whereby the provider of the educational activity notifies the school of any absences by the pupil. The school must record the pupil's absence using the relevant absence code.

As set out in the DfE's guidance on '[Providing remote education](#)', pupils who are absent from school and receiving remote education still need to be recorded as absent using the most appropriate absence code. Schools should keep a record of, and monitor pupil's engagement with remote education, but this is not formally tracked in the attendance register.

This code is classified for statistical purposes as attending an approved educational activity.

Code D: Dual registered at another school

Relevant regulation 10(4) Table 3

The law allows a pupil to be registered at more than one school. This code is used to indicate that the pupil is absent with leave to attend the other school at which they are registered. The main examples of dual registration are pupils who are attending a pupil referral unit, a hospital school or a special school on a temporary basis.

The school at which the pupil is scheduled to attend must record the pupil's attendance and absence with the relevant code. Code D may only be used by either school for a session where the pupil is scheduled to attend the other school at which they are registered. Schools should ensure that they have in place arrangements whereby all unexpected and unexplained absences are promptly followed up.

This code is classified for statistical purposes as not a possible attendance to avoid double counting.

Absent - leave of absence

Relevant regulation 10(4) Table 3

All schools must use the following codes to record the reason for a pupil being absent with leave:

Code CI: Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad.

All schools can grant leaves of absence for pupils to undertake employment (paid or unpaid) during school hours. Schools maintained by a local authority and special schools not maintained by a local authority can only do so in the following circumstances (under regulation 11(2)):

- Where the local authority have granted a licence for the pupil to take part in a performance regulated by section 37(2) of the Children and Young Persons Act 1963.
- 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, including where a Body of Persons Approval (BOPA) covering the pupil has been issued by the local authority in whose area the performance will take place or the Secretary of State.
- Where a Justice of the Peace has given the pupil a licence to go abroad for a performance or other regulated purpose under section 25(2) of the Children and Young Persons Act 1933.

Schools should be sympathetic to requests for leave of absence that are supported by a licence issued by a local authority or a BOPA; as long as the school remains satisfied that this will not have a negative effect on a pupil's education. Where a local authority licence specifies the dates that a pupil is to be away from school to perform, the school should record the absence for those days as if a leave of absence had been applied for and granted. Where the terms of the local authority licence do not specify dates, however, or where a BOPA or other exemption or licence from a Justice of the Peace applies, it is at the discretion of the school to grant leave of absence.

Schools that are not required to follow regulation 11, must still use this code to record a pupil who is absent with leave for the purpose of participating in a regulated performance or work abroad under a licence or exemption as described above.

This code is classified for statistical purposes as authorised absence.

Code M: Leave of absence for the purpose of attending a medical or dental appointment

Schools should encourage parents to make appointments out of school hours. Where this is not possible, they should get the school's agreement in advance and the pupil should only be out of school for the minimum amount of time necessary for the appointment.

Schools maintained by a local authority and special schools not maintained by a local authority can only grant leave of absence for this under regulation 11(11), where an application is made in advance by a parent the pupil normally lives with (or the pupil if they will be over compulsory school age by the time of the absence), and the school is satisfied that, based on the individual facts of the case, there are exceptional circumstances which justify the leave.

Schools that are not required to follow regulation 11, must still use this code to record a leave of absence has been granted for the purpose of attending a medical or dental appointment.

If a pupil is present at registration but then leaves the school to attend a medical or dental appointment during the session in question, no absence needs be recorded for that session.

This code is classified for statistical purposes as authorised absence.

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

Schools maintained by a local authority and special schools not maintained by a local authority can grant leave of absence, under regulation 11(4), where an application has been made in advance by the parent who the pupil normally lives with (or the pupil if they will be over compulsory school age by the time of the absence) and the leave is to enable the pupil to attend an interview for employment or admission to another educational institution.

Schools that are not required to follow regulation 11, must still use this code to record a leave of absence has been granted for the purpose of attending an interview for employment or for admission to another educational establishment.

This interview must take place during the session for which it is recorded.

This code is classified for statistical purposes as authorised absence.

Code S: Leave of absence for the purpose of studying for a public examination

Schools maintained by a local authority and special schools not maintained by a local authority can grant leave of absence, under regulation 11(5), for a pupil to study for a public examination and the leave has been agreed in advance with a parent who the pupil normally lives with (or the pupil if they will be over compulsory school age by the time of the absence).

Study leave should not be granted by default once tuition of the exam syllabus is complete and should be used sparingly. If schools do decide to grant study leave, provision must still be made available for those pupils who want to continue to come into school to revise.

Schools that are not required to follow regulation 11, must still use this code to record when a pupil is absent with leave that has been granted for the purpose of studying for a public examination.

This code is classified for statistical purposes as authorised absence.

Code X: Non-compulsory school age pupil not required to attend school

Schools maintained by a local authority and special schools not maintained by a local authority can grant a leave of absence, under regulation 11(7) or (8) for a pupil not of compulsory school age to attend school part-time.

Schools that are not required to follow regulation 11, must still use this code to record when a pupil is absent with leave because their timetable does not require them to attend.

Where the pupil is absent when timetabled to attend the school, the absence must be recorded using the appropriate absence code not code X.

This code is classified for statistical purposes as not a possible attendance.

Under compulsory school age

In cases where a parent wishes their child to begin school on a part-time basis in line with the school admissions code, schools maintained by a local authority and special schools not maintained by a local authority may give leave of absence for sessions the pupil is not expected to attend. This must be agreed between the school and the parent they normally live with and must end at the point at which the pupil reaches compulsory school age. The times and dates when the pupil is expected to attend the school must be agreed by the school and the parent with whom the pupil normally lives with.

Over compulsory school age

Where a sixth form pupil's timetable does not require them to be on site for every session of the week, a school maintained by a local authority or a special school not maintained by a local authority may give leave of absence. The times and dates when the pupil is expected to attend the school must be agreed with the parent with whom the pupil normally lives with or the pupil.

Code C2: Leave of absence for a compulsory school age pupil subject to a part-time timetable

All pupils of compulsory school age are entitled to a full-time education. In very exceptional circumstances, where it is in a pupil's best interests, there may be a need for a temporary part-time timetable to meet their individual needs in line with paragraphs 67 – 70.

Schools maintained by a local authority and special schools not maintained by a local authority can grant a leave of absence, under regulation 11(6) to temporarily reduce the timetable of a pupil of compulsory school age to part-time, if the school and a parent who the pupil normally lives with have agreed that, exceptionally, the pupil should temporarily be educated only part-time and have agreed the times and dates when the pupil will, during the period of temporary part-time education, be expected to attend the school.

Schools that are not required to follow regulation 11, must still use this code to record when a pupil is absent with leave because they are subject to a part-time timetable in line with an agreement between the school and a parent the pupil normally lives with that the pupil should temporarily be educated part-time.

Where a pupil is receiving a full-time education, but only part-time at the school in question (e.g. dual registration, part-time unregistered alternative provision or flexi-schooling) this code must not be used and the appropriate code for why the pupil is not in school for that session should be used.

Code C: Leave of absence for exceptional circumstance

All schools are able to grant a leave of absence at their discretion. A leave of absence should not, and from school maintained by a local authority or a special school not maintained by a local authority, must not be granted unless there are exceptional circumstances.

Schools must judge each application individually considering the specific facts and circumstances and relevant background context behind each request. Where a leave of absence is granted, the school will determine the number of days a pupil can be absent from school. A leave of absence is granted entirely at the school's discretion.

Schools maintained by a local authority and special schools not maintained by a local authority can only grant such a leave of absence under regulation 11(11), where an application is made in advance by a parent the pupil normally lives with (or the pupil if they will be over compulsory school age by the time of the absence).

Generally, a need or desire for a holiday or other absence for the purpose of leisure and recreation would not constitute an exceptional circumstance.

Schools that are not required to follow regulation 11, must still use this code to record where a pupil is absent with leave for a reason that is not covered by another leave of absence code.

This code is classified for statistical purposes as authorised absence.

Pregnant pupils

Leave for maternity is treated like any other leave of absence in exceptional circumstances. Schools are expected to act reasonably and grant a sufficient period of leave from school, taking into consideration the specific facts and circumstances of each case. Ultimately, it is at the school's discretion how much leave to grant.

Absent - other authorised reasons

Code T: Parent travelling for occupational purposes

The pupil is a mobile child and their parent(s) is travelling in the course of their trade or business and the pupil is travelling with them. A mobile child is a child of compulsory school age who has no fixed abode and whose parent(s) is engaged in a trade or business of such a nature as to require them to travel from place to place

Code R: Religious observance

The pupil is absent on a day that is exclusively set apart for religious observance by the religious body the parent(s) belong to (not the parents themselves).

As a general rule, 'a day exclusively set apart for religious observance' is a day when the pupil's parents would be expected by the religious body to which they belong to stay away from their employment in order to mark the occasion. If in doubt, schools should seek advice from the parent's religious body about whether it has set the day apart for religious observance.

If a religious body sets apart a single day for a religious observance and the parent applies for more than one day, the school may only record one day using this code; the rest of the time would need a leave of absence, and this is granted at the school's discretion as set out under Code C.

Code I: Illness (not medical or dental appointment)

The pupil is unable to attend due to illness (both physical and mental health related). Schools should advise parents to notify them on the first day the child is unable to attend due to illness.

Code E: Suspended or permanently excluded and no alternative provision made

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

Absent - unable to attend school because of unavoidable cause

Code Q: Unable to attend the school because of a lack of access arrangements

The pupil is unable to attend the school because a local authority has a duty set out in regulation 10(12) or (13) to make access arrangements to enable the pupil's attendance at school and have failed to do so.

This code is classified for statistical purposes as not a possible attendance.

Code Y1: Unable to attend due to transport normally provided not being available

The pupil is unable to attend because the school is not within walking distance of their home and the transport to and from the school that is normally provided for the pupil by the school or local authority is not available.

Walking distance in relation to a child under the age of 8, means 2 miles, and for a child of 8 or above, means 3 miles. In each case measured by the nearest available route.

Code Y2: Unable to attend due to widespread disruption to travel

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

This code is classified for statistical purposes as not a possible attendance.

Code Y3: Unable to attend due to part of the school premises being closed

Part of the school premises is unavoidably out of use and the pupil is one of those that the school considers cannot practicably be accommodated in those part of the premises that remain in use.

This code is classified for statistical purposes as not a possible attendance.

Code Y4: Unable to attend due to the whole school site being unexpectedly closed

Relevant regulation 10(10)

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

This code may not be used for any planned closure such as weekends or holidays.

This code is classified for statistical purposes as not a possible attendance.

Code Y5: Unable to attend as pupil is in criminal justice detention

Relevant regulation 10(14)

The pupil is unable to attend the school because they are:

- in police detention,
- remanded to youth detention, awaiting trial or sentencing, or
- detained under a sentence of detention.

Absent - unauthorised absence

Code G: Holiday not granted by the school

The school has not granted a leave of absence and the pupil is absent for the purpose of a holiday.

A school cannot grant a leave of absence retrospectively. If the parent did not apply in advance, leave of absence should not be granted.

This code is classified for statistical purposes as unauthorised absence.

Code N: Reason for absence not yet established

Schools must follow up all unexplained and unexpected absence in a timely manner. Every effort should be made to establish the reason for a pupil's absence. When the reason for absence has not yet been established before the register closes, the absence must be recorded with code N.

Where absence is recorded as code N (reason not yet established) in the attendance register, the correct absence code should be entered as soon as the reason is ascertained, but no more than 5 school days after the session (regulation 10(7) to (9)). Code N must not therefore be left on the pupil's attendance record indefinitely; if a reason for absence cannot be established within 5 school days, schools must amend the pupil's record to Code O.

This code is classified for statistical purposes as unauthorised absence.

Code O: Absent in other or unknown circumstances

Where no reason for absence is established or the school is not satisfied that the reason given is one that would be recorded using one of the codes statistically classified as authorised.

This code is classified for statistical purposes as unauthorised absence.

Code U: Arrived in school after registration closed

Relevant regulation 10 (7) and (8)

Where a pupil has arrived late after the register has closed but before the end of session.

Schools should actively discourage late arrival, be alert to patterns of late arrival and seek an explanation from the parent. All schools are expected to set out in their attendance policy the length of time the register will be open, after which a pupil will be marked as absent. This should be the same for every session and not longer than 30 minutes.

This code is classified for statistical purposes as unauthorised absence.

