



Brunswick House
Primary School



Attendance Policy

Ratified: June 2026

Review Date: June 2027

By: Full Governing Body

Aims

Our school aims to meet its 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 and the benefits of 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 make sure pupils have the support in place to attend school

We will also promote and support punctuality in attending lessons.

1. 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 \(and 2010, 2011, 2013, and 2016 amendments\)](#)
- The School Attendance (Pupil Registration) (England) Regulations 2024
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013 and the 2024 amendment](#)
- It also refers to:
- [School census guidance](#)
- [Keeping Children Safe in Education](#)
- [Mental health issues affecting a pupil's attendance: guidance for schools](#)

2. Roles and Responsibilities

2.1 The Governing Board

The governing board is responsible for:

- Setting high expectations of all school leaders, staff, pupils and parents
- 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

Recognising and promoting the importance of school attendance across the school's policies and ethos

Making sure the school's attendance management processes are delivered effectively, and that consistent support is provided for pupils who need it most by prioritising staff and resources

Making sure the school has high aspirations for all pupils, but adapts processes and support to pupils' individual needs

Regularly reviewing and challenging attendance data and helping school leaders focus improvement efforts on individual pupils or cohorts who need it most

Working with school leaders to set goals or areas of focus for attendance and providing support and challenge

Monitoring attendance figures for the whole school and repeatedly evaluating the effectiveness of the school's processes and improvement efforts to make sure they are meeting pupil's needs

Where the school is struggling with attendance, working with school leaders to develop a comprehensive action plan to improve attendance

Making sure all staff receive adequate training on attendance as part of the regular continued professional development offer, so that staff understand:

The importance of good attendance

That absence is almost always a symptom of wider issues

The school's legal requirements for keeping registers

The school's strategies and procedures for tracking, following up on and improving attendance, including working with partners and keeping them informed regarding specific pupils, where appropriate

Making sure dedicated training is provided to staff with a specific attendance function in their role, including in interpreting and analysing attendance data

Holding the headteacher to account for the implementation of this policy

2.2 The Headteacher

The headteacher is responsible for:

- The 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, where necessary, and authorising the Senior Attendance Champions to be able to do so.
- Working in liaison with the school's inclusion leader, with the parents 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 continued, falling attendance, or where there are barriers to attendance that relate to the pupil's needs
- Communicating the school's high expectations for attendance and punctuality regularly to pupils and parents through all available channels

2.3 The designated senior leaders responsible for attendance

The designated senior leaders (also known as the 'senior attendance champions') are responsible for:

- Leading, championing and improving attendance across the school
- Setting a clear vision for improving and maintaining good attendance
- Evaluating and monitoring expectations and processes
- Having a strong grasp of absence data and oversight of absence data analysis
- Regularly monitoring and evaluating progress in attendance
- Establishing and maintaining effective systems for tackling absence, and making sure they are followed by all staff
- Liaising with pupils, parents/carers and external agencies, where needed
- Building close and productive relationships with parents to discuss and tackle attendance issues
- Creating intervention or reintegration plans in partnership with pupils and their parents/carers
- Delivering targeted intervention and support to pupils and families

The designated senior leaders responsible for attendance are Miss C Fullagar and Mrs L Pickard. They can be contacted at deputy@brunswick-house.kent.sch.uk and inclusion@brunswick-house.kent.sch.uk

2.4 The Attendance Officer

The school attendance officer is responsible for:

- Monitoring and analysing attendance data
- Benchmarking attendance data to identify areas of focus for improvement

- Providing regular attendance reports to school staff 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/Senior attendance champions (authorised by the headteacher) when to issue fixed-penalty notices

The attendance officer is **Mrs N Castle** and can be contacted via 01622 752102 or absence@brunswick-house.kent.sch.uk

2.5 Class Teachers

Class teachers are responsible for recording attendance for both morning and afternoon sessions on a daily basis, using the correct codes (*see Appendix 1*), and submitting this information to the school office by 9:05 and 13:05, 13:35 and 14:05 every day (this accounts for staggered lunch periods in our school).

2.6 Office Staff

- Take calls from parents/carers about absence on a day-to-day basis and record it on the school system (SIMS)
- Transfer calls from parents/carers to the Attendance Officer where appropriate, in order to provide them with more detailed support on attendance
- Support the process of first day calling where an absence has not been reported
- QR Codes on the website.

2.7 Parents

Where this policy refers to a parent, it refers to the adult the school and/or local authority decides is most appropriate to work with, including:

- All natural parents, whether they are married or not
- All those who have parental responsibility for a child or young person
- Those who have day-to-day responsibility for the child (i.e. lives with and looks after them)

Parents are expected to:

- Make sure their child attends every day on time
- Call or email the school to report their child's absence before 9am on the day of the absence (and each subsequent day of absence), and advise when they are expected to return
- 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
- Keep to any attendance contracts that they make with the school and/or local authority
- Seek support, where necessary, for maintaining good attendance, by contacting the class teacher or Family Liaison officers, Mrs Martin/Miss Marques, who can be contacted via 01622 752102 or flo@brunswick-house.kent.sch.uk

2.8 Pupils

Pupils are expected to:

- Attend school every day, on time

3. School Procedures and Practice

3.1 Attendance register

We will keep an electronic 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, using the appropriate national attendance and absence codes from the School Attendance (Pupil Registration) (England) Regulations 2024, 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, where 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 6 years after the date on which the entry was made.

The school day starts at 8:45 - 9:00 and ends at 15:20 (15:15 for EYFS).

The register for the first session will open at 8:45am and will be kept open until 9am. The register for the second session will open at 13:15 (For EYFS, KS1 & KS2), and will be kept open until 13:30.

3.2 Unplanned absence

The pupil's parent must notify the school of the reason for the absence on the first day of an unplanned absence by 9am, or as soon as practically possible, by calling the school office staff, who can be contacted via 01622 752102 or absence@brunswick-house.kent.sch.uk

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 5 days, or there are doubts about the authenticity of the illness, the school will 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 will be notified of this in advance.

3.3 Planned absence

Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent notifies the school in advance of the appointment.

If a parent wants to request a leave of absence, they should complete our school form. This can be collected from the school office. Alternatively, parents can register the absence on the school website: www.brunswick-house.kent.sch.uk

However, we encourage parents 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.

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

3.4 Lateness and punctuality

A pupil who arrives late:

- Before the register has closed will be marked as late, using the appropriate code.
- After the register has closed will be marked as absent, using the appropriate code.

The Attendance Officer will look at punctuality on a weekly basis and will be sending letters out to pupils who are late on two or more occasions. This will be reviewed on a four weekly period. Where there are patterns of behaviour, the Attendance Officer in liaison with the school's Family Liaison Officer, will call the parents to discuss what support can be put in place. The FLO will also talk to the child. This information is recorded and monitored on a weekly basis. Where this is no improvement, the same procedures which are applied for poor attendance will be followed, e.g. formal letters, meetings and requests for penalty notices.

3.5 Following up unexplained absence

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

- If by 9:30am, no contact has been made to explain the absence, parents will receive a parentmail 'absence alert' prompting the parent to get in touch. If by 10am, the parent has still not made contact, then the school office will call the parent. The school office will continue ringing each day. If by the fourth day, no contact has been made, then the school may conduct a home visit, leaving a calling card if there is no one at the property.
- 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(s) for which the pupil was absent

- We will contact the parent on each day that the absence continues without explanation, to make sure proper safeguarding action is taken where necessary. If absence continues, the school will consider involving an education welfare officer
- Where appropriate, offer support to the pupil and/or their parents to improve attendance
- Identify whether the pupil needs support from wider partners, as quickly as possible, and make the necessary referrals
- Where support is not appropriate, not successful, or not engaged with: issue a notice to improve, penalty notice or other legal intervention as appropriate.

3.6 Reporting to parents

The school will regularly inform parents about their child's attendance and absence levels through our parent's evenings, attendance letters and end of year reports. For children who are below 90%, the parents will receive more frequent updates.

3.7 Granting 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 unexpected, unavoidable and outside of your control.

Leave of absence will not be granted for a pupil to take part in protest activity during school hours.

As a leave of absence will only be granted in exceptional circumstances, it is unlikely a leave of absence will be granted for the purposes of a family holiday.

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

Any request should be submitted as soon as it is anticipated and, where possible, at least 2 weeks before the absence, and in accordance with any leave of absence request form, accessible via the school office and on our website. The headteacher may require evidence to support any request for leave of absence.

Other valid reasons for **authorised absence** include (but are not limited to):

- Illness (including mental-health illness) and medical/dental appointments
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parent(s) belong(s). If necessary, the school will seek advice from the parent's 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
- 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

3.8 Unauthorised absence

Only the Headteacher can authorise absence using a consistent approach. Although we aim to work in harmony with parents and carers to ensure 100% attendance, the Headteacher is not obliged to accept a parent's explanation. A letter or telephone message from a parent does not in itself authorise an absence. If absences are not authorised, parents will be notified. The following reasons are examples of absence that will not be authorised:

- Persistent nonspecific illness e.g. poorly/unwell (Letter from the Doctor/Hospital will be required)
- Absence of siblings if one child is ill (the illness authorisation will only apply to the child that is sick, not the sibling)
- Oversleeping
- Inadequate clothing/uniform
- Confusion over school dates (term calendars are sent out a year in advance, copies are also on our website)
- Medical/dental appointments of more than half a day without very good reason
- Child's/family birthday
- Shopping trips
- Family Holidays

3.9 Responding to non-attendance

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.

3.10 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

3.11 Timeline of Staged Approach for Managing Poor Attendance

Group	Attendance percentage	Actions/support
Group 1	>96%	Weekly monitoring by the Attendance Officer
Group 2	<96%	Attendance is scrutinised for unauthorised absence, patterns of absence and unexplained absence. Letter 1 is sent at the end of the short term, reminding them of the importance of good attendance, if appropriate.
Group 3	<90%	Letter 2 requesting a meeting with the parent, the FLO, the Attendance Officer and/or headteacher/deputy headteacher, to establish any underlying reasons for absence. May include a written plan of support called an, 'Attendance Support plan' and/or signposting/referrals to relevant services such as the School Nurse or Early Help. FLO may offer regular check ins.
Group 4	<80%	Letter 3 , if there is no improvement, then the school will contact a representative from the Local Authority to chair a meeting with the parents to discuss next steps of support.
Group 5	<50%	If there is still no improvement, the school will issue a notice to improve.

3.12 Supporting pupils who are absent or returning to school

a. Pupils absent due to mental or physical ill health or SEND

For pupils who have more complex barriers to attendance, we will engage with other professionals for support and advice. This may include using EBSA training, resources and the EBSA clinic. This may also include working with healthcare professionals or the Specialist Teaching and Learning Service or making a referral to Early Help. We will work closely with families to ensure they are getting the support they need as well as making reasonable adjustments at a school level.

Where a pupil has an education health and care (EHC) plan and their attendance falls, or the school becomes aware of barriers to attendance that are related to the pupil's needs, the school will inform the local authority.

b. Pupils returning to school after a lengthy or unavoidable period of absence

Pupils who are absent for more than two weeks will be provided with catch up work and interventions where possible. For children who have been out of education for more than a month, a staggered start may be used to support their reintegration to school.

3.13 Strategies for Promoting Good Attendance

At Brunswick House Primary School, we celebrate attendance through:

- Attendance Ted and certificate are awarded every week during Celebration Assembly to the class with the highest percentage attendance that week
- The class with the best punctuality per week will receive additional time on the Ball Court at playtimes. The class with the most at the end of the small term gets an ice cream party.
- Each large term, children with 100% attendance (for this term only not cumulative) will be presented with a personalised keepsake badge.
- At the end of the year, 100% and 97% cumulative attendance awards will be presented with a certificate and commemorative gift.
- The school will discuss measures with parents to overcome any barriers to attendance
- The school will use attendance support plans to work with parents, to improve their child's attendance.

3.14 Monitoring attendance

The school will monitor attendance and absence data (including punctuality) on a weekly basis, at an individual pupil, year group and cohort level. They will also analysis vulnerable groups and look at trends and patterns.

Specific pupil information will be shared with the DfE on request.

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 benchmark its attendance data at whole school, year group and cohort level against local, regional, and national levels to identify areas of focus for improvement, and share this with the governing board.

a. Analysing attendance

The school will:

- Analyse attendance and absence data regularly to identify pupils, groups or cohorts that need additional support with their attendance, and
- Identify pupils whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severe absence
- Conduct thorough analysis of half-termly, termly, and full-year data to identify patterns and trends
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns

b. Using data to improve attendance

The school will:

- Develop targeted actions to address patterns of absence (of all severities) of individual pupils, groups or cohorts that it has identified via data analysis
- 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
- Provide regular attendance reports class teachers, to facilitate discussions with pupils and families, and to the governing board and school leaders (including special educational needs co-ordinators, designated safeguarding leads and pupil premium leads)
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies
- Share information and work collaboratively with other schools in the area, local authorities and other partners where a pupil's absence is at risk of becoming persistent or severe, including keeping them informed regarding specific pupils, where appropriate

c. 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. Reducing persistent and severe absence is central to the school's strategy for improving attendance.

The school will:

- 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 of pupils who the school (and/or local authority) considers to be vulnerable or at risk of persistent or severe absence, or who are persistently or severely absent, to:
 - Discuss attendance and engagement at school
 - Listen, and understand barriers to attendance
 - Explain the help that is available
 - Explain the potential consequences of, and sanctions for, persistent and severe absence
 - Review any existing actions or interventions
- Provide access to wider support services to remove the barriers to attendance, in conjunction with the local authority, where relevant
- 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

3.15 Children Missing Education

No child should be removed from the school roll without consultation between the Headteacher and the Inclusion and Attendance Service, when appropriate. Please see the circumstances below:

- If the whereabouts of the child is unknown and the school has failed to locate him/her.
- The family has notified the school that they are leaving the area but no Common Transfer Form (pupil file) has been requested by another school.

3.16 Changing schools

If parents/carers decide to send their child/children to another school or to Home Educate, then they must inform the school in writing as soon as possible. A pupil will not be removed from the school roll until the following information has been confirmed:

- The date the pupil will be leaving Brunswick House Primary School, the name of the new school and their starting date.
- The parents' new home address and that of the new school.

The pupil's school records will be sent on to the new school as soon as possible. In the event that the school has not been informed of the above information, the family will be referred to the Child Missing Education Team at Kent County Council who will carry out rigorous checks to ascertain the child's whereabouts and ensure their safeguarding. If the school has been notified that you wish to Home Educate, the family will be referred to the Elective Home Education Team at Kent County Council, who will get in touch with you at their earliest opportunity.

4. Monitoring arrangements

This policy will be reviewed annually by the Governing Board.

5. Links with other policies

This policy is linked to our Child Protection/Safeguarding Policy

6. Governor approval

Policy Update Statement.

This policy has been updated to bring it in-line with the latest statutory requirements. It has been amended to remove duplications, improve structure and ensure it informs current school policy.

Reviewed: July 2025

Next Review: July 2026

Full Governing Body

Appendix 1: attendance codes

The following codes are taken from the DfE's [guidance on school attendance](#).

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
Attending a place other than the school		
K	Attending education provision arranged by the local authority	Pupil is attending a place other than a school at which they are registered, for educational provision arranged by the local authority
V	Attending an educational visit or trip	Pupil is on an educational visit/trip organised or approved by the school
P	Participating in a sporting activity	Pupil is participating in a supervised sporting activity approved by the school
W	Attending work experience	Pupil is on an approved work experience placement
B	Attending any other approved educational activity	Pupil is attending a place for an approved educational activity that is not a sporting activity or work experience
D	Dual registered	Pupil is attending a session at another setting where they are also registered
Absent – leave of absence		
C1	Participating in a regulated performance or undertaking regulated employment abroad	Pupil is undertaking employment (paid or unpaid) during school hours, approved by the school
M	Medical/dental appointment	Pupil is at a medical or dental appointment
J1	Interview	Pupil has an interview with a prospective employer/educational establishment
S	Study leave	Pupil has been granted leave of absence to study for a public examination
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
C2	Part-time timetable	Pupil is not in school due to having a part-time timetable

C	Exceptional circumstances	Pupil has been granted a leave of absence due to exceptional circumstances
Absent – other authorised reasons		
T	Parent travelling for occupational purposes	Pupil is a ‘mobile child’ who is travelling with their parent(s) who are travelling for occupational purposes
R	Religious observance	Pupil is taking part in a day of religious observance
I	Illness (not medical or dental appointment)	Pupil is unable to attend due to illness (either related to physical or mental health)
E	Suspended or excluded	Pupil has been suspended or excluded from school and no alternative provision has been made
Absent – unable to attend school because of unavoidable cause		
Q	Lack of access arrangements	Pupil is unable to attend school because the local authority has failed to make access arrangements to enable attendance at school
Y1	Transport not available	Pupil is unable to attend because school is not within walking distance of their home and the transport normally provided is not available
Y2	Widespread disruption to travel	Pupil is unable to attend because of widespread disruption to travel caused by a local, national or international emergency
Y3	Part of school premises closed	Pupil is unable to attend because they cannot practicably be accommodated in the part of the premises that remains open
Y4	Whole school site unexpectedly closed	Every pupil absent as the school is closed unexpectedly (e.g. due to adverse weather)
Y5	Criminal justice detention	Pupil is unable to attend as they are: • In police detention • Remanded to youth detention, awaiting trial or sentencing, or • Detained under a sentence of detention
Y6	Public health guidance or law	Pupil’s travel to or attendance at the school would be prohibited under public health guidance or law
Y7	Any other unavoidable cause	To be used where an unavoidable cause is not covered by the other codes
Absent – unauthorised absence		

G	Holiday not granted by the school	Pupil is absent for the purpose of a holiday, not approved by the school
N	Reason for absence not yet established	Reason for absence has not been established before the register closes
O	Absent in other or unknown circumstances	No reason for absence has been established, or the school isn't satisfied that the reason given would be recorded using one of the codes for authorised absence
U	Arrived in school after registration closed	Pupil has arrived late, after the register has closed but before the end of session
Administrative codes		
Z	Prospective pupil not on admission register	Pupil has not joined school yet but has been registered
#	Planned whole-school closure	Whole-school closures that are known and planned in advance, including school holidays

Appendix 7 – Attendance Contract

Initial Meeting & Agreement Attendance Contract		
Date of Meeting:		Time of Meeting:
Chair of Meeting and Job Title:		
Pupil Name:		Pupil DOB:
Pupil Address:		
Pupil's Attendance:		
Attendance this time last year:		Total Days Missed:
Meeting Participants:		
Full Name:	Role:	Attending:
Barriers to Attendance. What are the reasons for the pupil's absence?		

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Appendix 7 – Attendance Contract

What do parents need to do to remove barriers for their child's attendance?		
Action to be taken:	Who can help with this?	When will this be done by?
Pupil Voice. What does the pupil think they can do to help?		
What does the school need to do to remove barriers to help improve the pupil's absences?		
Action to be taken:	Who can help with this?	To be completed by

Support from services outside of school. Please include details of any relevant external agencies.		
Any additional comments from meeting attendees?		
Parental consent to information sharing: I/we understand that information about me/us has been and will continue to be collected by schools and local authority services (where relevant) to assess and provide appropriate support. I understand the school and/or local authority may also use this information for monitoring and safeguarding purposes and information could be shared with external agencies and service providers. A copy of this attendance contract will be circulated to all participants present as well as any relevant professions unable to attend the meeting. As stated in in part (7), section 19 of the Anti-social Behaviour Act 2003 a parent contract must be signed by parent(s) and signed on behalf of the governing body, therefore this contract may be viewed by the chair of governors. Additional information for schools parents and local authorities about parenting contracts can be found in Department of Education guidance, including Working together to improve school attendance and School attendance parental responsibility measures.		
Declaration For parents, a signature is acknowledgement that failure to comply with the requirements set out in this attendance contract without justifiable reasons may result in the contract being terminated and other routes being pursued, including prosecution by the local authority in accordance with the Education Act 1996 444(1), 444(1A); or 444(ZA) in the case of an alternative curriculum provision. For Attendance and Punctuality Policy 2024/2025 16 schools, a signature by a member of staff is made on behalf of the governing board as detailed in part (7), section 19 of the Anti-social Behaviour Act 2003.		

Full Name	Role	Signature	Date
Details of next meeting:			
Date of next meeting:	Time of next meeting:	Location of next meeting:	