



Attendance Policy

*Like the phoenix we
Rise to our challenges
Strengthen our Learning and
Shine in our community*

*At Wembley Primary School we have the right to article 28 children having the right to education
article 19 and children having the right to be protected at all times*

Reviewed:	Approved by	Date of next review
September 2026 In line with Working Together to improve attendance	P & E Committee	Autumn 2027
Completed by: Annmarie Taylor-Kent		

The Designated Attendance Champion	Mrs Taylor-Kent Headteacher admin@wembleyprimary.brent.sch.uk 02089043725
The Attendance Officer Parents/Carers should contact The Attendance Officer about attendance on a day-to-day basis	Mrs Akhtar admin@wembleyprimary.brent.sch.uk 02089043725

Contents

1. Aims
2. Legislation and guidance
3. Roles and responsibilities
4. Recording attendance
5. Authorised and unauthorised absence
6. Strategies for promoting attendance
7. Attendance monitoring
8. Monitoring arrangements
9. Links with other policies

Appendix 1: Attendance codes

Appendix 2: Example letters and emails

1. Aims

This policy aims to show our commitment to meeting our obligations with regards to school attendance, including those laid out in the statutory guidance on [Working together to improve school attendance](#) from the Department for Education (DfE). We aim to achieve this through our whole-school culture and ethos that values good attendance, which includes:

- › 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

2. Legislation and guidance

This policy meets the requirements of the [working together to improve school attendance](#) 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:

- o Part 6 of [The Education Act 1996](#)
- o Part 3 of [The Education Act 2002](#)
- o Part 7 of [The Education and Inspections Act 2006](#)
- o [The Education \(Pupil Registration\) \(England\) Regulations 2024](#)
- o The [Equality Act 2010](#)
- o [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)

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

3. Roles and responsibilities

In line with Working Together to Improve School Attendance the school concurs that ***Improving attendance is everyone's business***

3.1 The governing board

The governing board is responsible for:

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

- Making sure school leaders fulfil expectations, statutory duties and comply with the law on school attendance, 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 pupils' 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

3.2 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

- Working with the parents/carers of pupils with special educational needs and/or disabilities (SEND) to develop specific support approaches for attendance for pupils with SEND, including where school transport is regularly being missed, and where pupils with SEND face in-school barriers
- Communicating with the local authority when a pupil with an education, health and care (EHC) plan has falling attendance, or where there are barriers to attendance that relate to the pupil's needs
- Communicating the school's high expectations for attendance and punctuality regularly to pupils and parents/carers through all available channels
- Sharing information from the school register with the local authority, including:
 - Notifying the local authority when a pupil's name is added to or deleted from the school admission register outside of standard transition times
 - Providing the local authority with the details of pupils who fail to attend school regularly, or who have been marked with an unauthorised absence for a continuous period of 10 school days
 - Providing the local authority with the details of pupils who the school believes will miss 15 days consecutively or cumulatively because of sickness

3.3 The designated senior leader responsible for attendance (Senior Attendance Champion)

The designated senior leader is responsible for:

- Monitoring and analysing attendance data (see section 9)
- 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
 - 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
 - Delivering targeted intervention and support to pupils and families

The designated senior leader responsible for attendance is Mrs Taylor-Kent (Headteacher) and can be contacted via the school office number 02089043725

3.4 The attendance officer

The school attendance officer is responsible for:

- Monitoring and analysing attendance data (see section 7)
- Benchmarking attendance data to identify areas of focus for improvement

- o Providing regular attendance reports to school staff and reporting concerns about attendance to the designated senior leader responsible for attendance and the headteacher
- o Working with education welfare officers to tackle persistent absence
- o Arranging calls and meetings with parents to discuss attendance issues
- o Advising Brent School Attendance Service (BSAS) when to issue fixed-penalty notices

The attendance officer is Mrs Akhtar and can be contacted via telephone: 02089043725 extension 1 or via email admin@wembleyprimary.brent.sch.uk

3.5 Class teachers

Class teachers are responsible for recording attendance on a twice daily basis, using the correct codes, and submitting this information via sims

Teachers will also:

- Promote routines that support daily attendance
 - Greet pupils on arrival, start with a short, welcoming routine (desk task, story, basic skills) so pupils get immediate value from being in class.
 - Publicly praise good and improved attendance (keep it discreet for sensitive cases)
- Record and report concerns early
 - If a pupil is frequently late, absent without reason, or shows reluctance/anxiety about attending, log this on the school's system (or inform the attendance lead) the same day.
 - Share any safeguarding concerns immediately with the DSL rather than treating them as an attendance-only issue.
- Work with parents and carers constructively
- Contribute to school monitoring and interventions

3.6 School [admin/office] staff

School [admin/office] staff will:

- o Take calls from parents about absence on a day-to-day basis and record it on the school system
- o Transfer calls from parents to the Attendance Officer/member of SLT in order to provide them with more detailed support on attendance

3.7 Parents/carers

Parents/carers are expected to:

- o Make sure their child attends every day on time
- o Call the school to report their child's absence before 10am on the day of the absence and each subsequent day of absence, and advise when they are expected to return

- o Provide the school with more than 1 emergency contact number for their child (at least 2-which must be kept up-to-date)
- o Ensure that, where possible, appointments for their child are made outside of the school day
- o Apply for exceptional leave by completing a formal request by completing the '*Request for leave of absence during term time*'
- o Keep to any attendance contracts that they make with the school and/or local authority
- o Seek support, where necessary, for maintaining good attendance, by contacting the school through the email learning@wembleyprimary.brent.sch.uk

4. Recording attendance

4.1 Attendance register

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

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

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

Any amendment to the attendance register will include:

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

See appendix 1 for the DfE attendance codes.

We will also record:

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

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

Pupils must arrive in school by 8.50am on each school day.

The register for the first session will be taken at 8.50am and will be kept open until 9.20am
The register for the second session will be taken at 1.30pm and will be kept open until 1.40pm

4.2 Unplanned absence

The pupil's parent/carer must notify the school of the reason for the absence on the first day of an unplanned absence by or as soon as practically possible by calling the school staff (see also section 7). The attendance officer is Mrs Akhtar and can be contacted via telephone:02089043725 extension 1 or via email admin@wembleyprimary.brent.sch.uk

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

If the authenticity of the illness is in doubt, the school may ask the pupil's parent/carer 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.

4.3 Planned absence

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

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.

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

4.4 Lateness and punctuality

A pupil who arrives late:

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

A daily text message is sent when a child is late for school. This is followed up by a letter/meeting if a child is 'persistently' late. If there are 5 lates in a 6 week period - actions will be agreed in order to ensure that improvement is made.

Start times at Wembley Primary School

Gates open	Classroom doors open at	The school gate closes at	Child marked late if they arrive after
8.30am	8.35am-for soft start	8.50am (Official start time)	8.50am

End of School times at Wembley Primary School

Gates open	Classroom doors open at (this is the end of the school day)	The school gate closes at	Late picking up of children arrangements
3.15pm	Reception - Year 2 3.20pm Years 3-6 3.30pm	3.45pm	At 3.45pm children will be taken to the welfare room. Parent signs out children.

4.5 Following up unexplained absence

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

- o Call the pupil's parent/carer on the morning of the first day of unexplained absence to ascertain the reason. If the school cannot reach any of the pupil's emergency contacts, the school may contact Education Welfare Services We will contact EWS on day 3 of an unexplained absence unless the child is considered 'vulnerable' - then a referral may be made on day 1 or 2.
- o Identify whether the absence is approved or not
- o 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
- o Call the parent/carer on each day that the absence continues without explanation to ensure proper safeguarding action is taken where necessary. If absence continues, the school will consider involving an education welfare officer-see above
- o Where relevant, report the unexplained absence to the pupil's social worker and/or youth offending team officer
- o Where appropriate, offer support to the pupil and/or their parents to improve attendance
- o Identify whether the pupil needs support from wider partners, as quickly as possible, and make the necessary referrals
- o Where support is not appropriate, not successful, or not engaged with the council may issue a notice to improve, penalty notice or other legal intervention

4.6 Reporting to parents/carers

The school will regularly inform parents about their child's attendance and absence levels via emailed letters, text messages, parents' evening meetings and school reports.

Where possible, we personalise our messages to parents, and frame absence in days and learning missed, rather than percentages.

5. Authorised and unauthorised absence

5.1 Approval for term-time absence

The headteacher will only grant a leave of absence to a pupil during term time if they consider there to be '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.

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

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

Valid reasons for **authorised absence** include:

- Illness and medical/dental appointments (see sections 4.2 and 4.3 for more detail)
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents belong. If necessary, the school will seek advice from the parents' religious body to confirm whether the day is set apart for religious observance. Pupils should attend school on the days surrounding those set apart for religious observance.
- 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

If a leave request is rejected a letter is sent to parents to inform them that they could be at risk of being issued a penalty notice if they decide to take their child out of school.

Parents are reminded annually of the school's position on unauthorised leave.

5.2 Legal sanctions

The school or local authority can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age.

If issued with a fine, or penalty notice, each parent must pay £60 within 21 days or £120 within 28 days. The payment must be made directly to the local authority.

Penalty notices can be issued by the Local Authority.

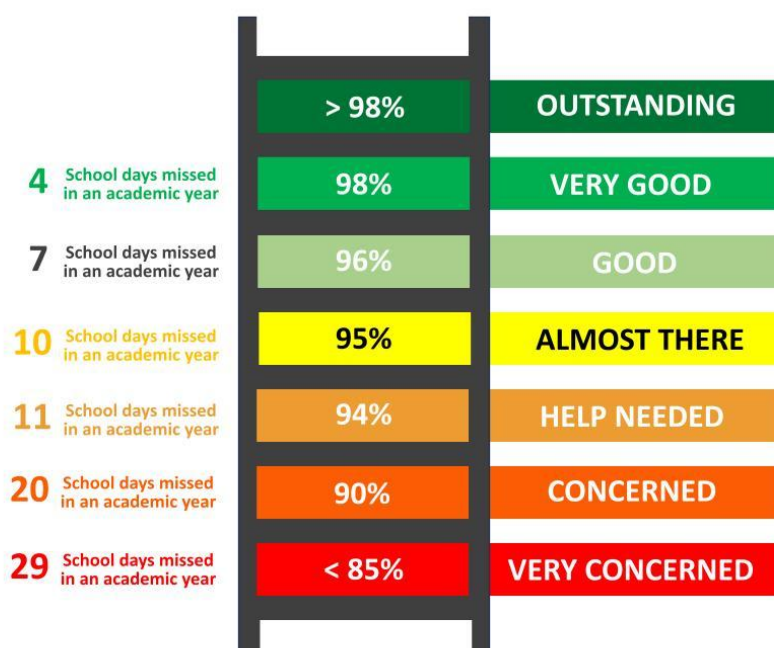
The decision on whether or not to issue a penalty notice may take into account:

- o The number of unauthorised absences occurring within a rolling academic year
- o One-off instances of irregular attendance, such as holidays taken in term time without permission
- o Where an excluded pupil is found in a public place during school hours without a justifiable reason

If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

6. Strategies for promoting & incentivising good attendance

Attendance ladder used to illustrate levels of good attendance



Assemblies

Certificates/ Informing Parents

Attendance Raffle

Class celebration-Leader Board

100% Weeks

Phone calls/letters for improved attendance

Attendance weeks-100% pencils

7. Supporting pupils with poor attendance

Our school will make use of the full range of support and 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.

7.1 Attendance contract

We use attendance contracts as a form of attendance support.

An attendance contract is a formal written agreement between a parent and the school to address irregular attendance at school. An attendance contract is not legally binding, but it provides a more formal route where previous support has not worked or would not have been appropriate.

Parents cannot be compelled to enter an attendance contract, and the school cannot agree an attendance contract in a parent's absence.

Where an attendance contract would be an appropriate form of support, the school will arrange a meeting with the parent (and pupil if they are old enough to understand) to discuss how we can work in partnership to improve the pupil's attendance.

Where parents fail to comply with an agreed attendance contract, the school may seek an alternative course of action. In the first instance, this will include discussions with the parents to seek explanations and determine whether the attendance contract remains useful. Where there is further non-compliance following these discussions, the school may take further action.

7.2 Education supervision order

In cases where voluntary early help plans and attendance contracts have been unsuccessful, we may work with the local authority to issue an education supervision order. If an education supervision order is considered, the local authority will inform the parent(s) in writing and will set up a meeting.

An education supervision order is a formal intervention but **not** criminal prosecution.

An education supervision order initially lasts for 1 year, but it can be extended within the last 3 months for a period of up to 3 years at a time.

In cases where parents persistently fail to meet the directions given under the education supervision order, they may be liable to a fine of up to £1,000 upon conviction.

7.3 Notice 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.

A notice 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.

It 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, or prosecution considered, 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
- ›

7.4 Penalty notices

The 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.

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.

8. Supporting pupils who are absent or returning to school

8.1 Pupils absent due to complex barriers to attendance

If the school becomes aware of barriers that relate to the pupil's needs, we will inform the local authority.

8.2 Pupils absent due to mental or physical ill health

Pupils at Wembley Primary are expected to attend regularly, including those struggling with mental or physical ill-health. Where illness prevents attendance the school will authorise absence as appropriate, but will work quickly with parents, the pupil and relevant staff to identify barriers and agree time-limited, evidence-based reasonable adjustments (for example phased returns, reduced timetable with review dates, classroom adaptations or access to the Rainbow Room).

Where a pupil has SEND or an EHCP we will ensure provision is accessed and, where necessary, liaise with the local authority to review the plan. We will seek medical evidence only in a minority of complex or long-term cases, monitor attendance closely (including where a pupil's illness is likely to reach 15 school days or more) and make timely referrals to school nursing, mental-health services or the LA so that every pupil receives appropriate support and a prompt, safe reintegration into school

Parents should consult the NHS guidance [Is my child too ill for school?](#) when deciding whether to keep their child home due to illness. We will share this guidance with parents, and provide support in understanding it, in order to promote school attendance wherever appropriate.

8.3 Pupils absent due to other barriers to attendance

Pupils at Wembley Primary who miss school for reasons other than illness (for example transport difficulties, caring responsibilities, disrupted routines, housing instability, family trauma or barriers linked to SEND) will be treated as entitled to a full education and supported to overcome those barriers.

We will quickly identify the specific cause, agree time-limited reasonable adjustments (for example travel arrangements, staggered start, alternative drop-off, protected access to safe spaces at breaktimes, or targeted curriculum adaptations), and record these in an individual support plan with clear review dates.

Where issues sit beyond school capacity we will make timely referrals to the local authority, Early Help, school nursing or other appropriate partners and work collaboratively to coordinate interventions; we will also encourage medical or specialist appointments to be scheduled outside the school day where practicable.

Attendance for pupils with SEND or EHC plans will be managed in line with their provision, and we will monitor and report data on pupils with repeated non-attendance to governors and at Targeting Support Meetings so that escalation (including formalising support with the LA) is used only as a last resort.

Where a pupil has an education health and care (EHC) plan and their attendance falls, the school will inform the local authority.

9. Attendance monitoring

9.1 Monitoring attendance

The school will:

- o Monitor attendance and absence data half-termly, termly and yearly across the school and at an individual pupil level

- o Identify whether or not there are particular groups of children as well as individuals whose absences may be a cause for concern

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

9.2 Analysing attendance

The school will:

- › Analyse attendance and absence data regularly to identify pupils, groups or cohorts that need additional support with their attendance
- › 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

9.3 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 we have identified whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severe absence, and their families (see section 9.4 below)
- › Provide regular attendance reports to classteachers, 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

9.4 Reducing persistent and severe absence

Persistent absence is where a pupil misses 10% or more of school, and severe absence is where a pupil misses 50% or more of school. 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 (see section 7, above)

9.5. Monitoring arrangements

This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum every three years by the Headteacher, Mrs Taylor-Kent. At every review, the policy will be approved by the full governing board.

9.6 Links with other policies

This policy links to the following policies:

- Child protection and safeguarding policy
- Behaviour policy
- SEN Policy
- Supporting pupils with medical conditions
-

Conclusion

This attendance policy framework is designed to create a comprehensive approach to managing attendance at Wembley Primary School, ensuring that all stakeholders are engaged and informed. By implementing these strategies, the school can foster a positive culture of attendance that supports the educational success of all pupils.

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: <ul style="list-style-type: none"> • 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 2: Example letters and emails

General messages about the importance of attendance

Dear Parent/Carer of {Pupil Name}

We need your help, please.

{Pupil Name} has been absent for {#} days of school, which is equal to {#} lessons missed so far this school year.

We know that sometimes our pupils cannot come to school because they are really unwell - and that's the right thing to do for them and other students. Medical advice is clear however that children with mild illness will often be well enough to attend - for example if they have a cough, or cold, without a temperature. The NHS guidance [Is my child too ill for school? - NHS \(www.nhs.uk\)](#) is designed to support parents in their decision making about mild illness.

We also know that pupils fall behind their friends and classmates when they miss school. At _____ school we want the amount of missed education to be reduced as much as possible. We believe that our community is stronger together, with all of our pupils in school, on time, every day. We are building life skills, life-long friendships and preparing your child for future success.

We also know that you can have a significant effect on {Pupil Name} absences this academic year and we would really appreciate your help and support ensuring that {Pupil Name} comes to school every day so that they can get the best possible outcomes. We want to work with you to achieve this – please call or come in and meet {Pupil Name}'s class teacher or tutor if there is anything we can do to support you or your child. We appreciate that every family's situation is unique.

We will be in touch again to request a meeting with you if we have ongoing concerns about your child's attendance.

Kind regards

Absence due to lateness

Dear Parent/Carer of {Pupil Name}

We have noticed that {Pupil Name} is often absent in the mornings.

We know that mornings can be difficult for some pupils, and we are keen to help to improve {Pupil Name}'s attendance.

We would love to talk to you to discuss avenues for support to help {Pupil Name} attend school well. Please contact [insert staff member name and contact information] to make an appointment or arrange a phone call.

Kind regards