



Attendance & Punctuality Policy

This policy has been approved by the Board of Trustees with reference to the academy's Equality Policy. The aims of the Equality Policy are to ensure that Plume Academy meets the needs of all, taking account of gender identity, ethnicity, culture, religion, language, sexual orientation, age, ability, disability and social circumstances. It is important that in this academy we meet the diverse needs of students to ensure inclusion for all and that all students are prepared for full participation in a multi-ethnic society.

Author: Ash Stoneman, Deputy Head Teacher	Last Reviewed: November 2024	Next Review: September 2025
Ratified by Board of Trustees: Date: Chairs Action November 2024		

Attendance Policy

Department for Education – Attendance Guidance

School Attendance is central to raising standards in education and ensuring all pupils can fulfil their potential is an assumption so widely understood that it is insufficiently stated – pupils need to attend school regularly to benefit from their education. Missing out on lessons leaves children vulnerable to falling behind.

Children with poor attendance tend to achieve less in secondary school.

The government expects:

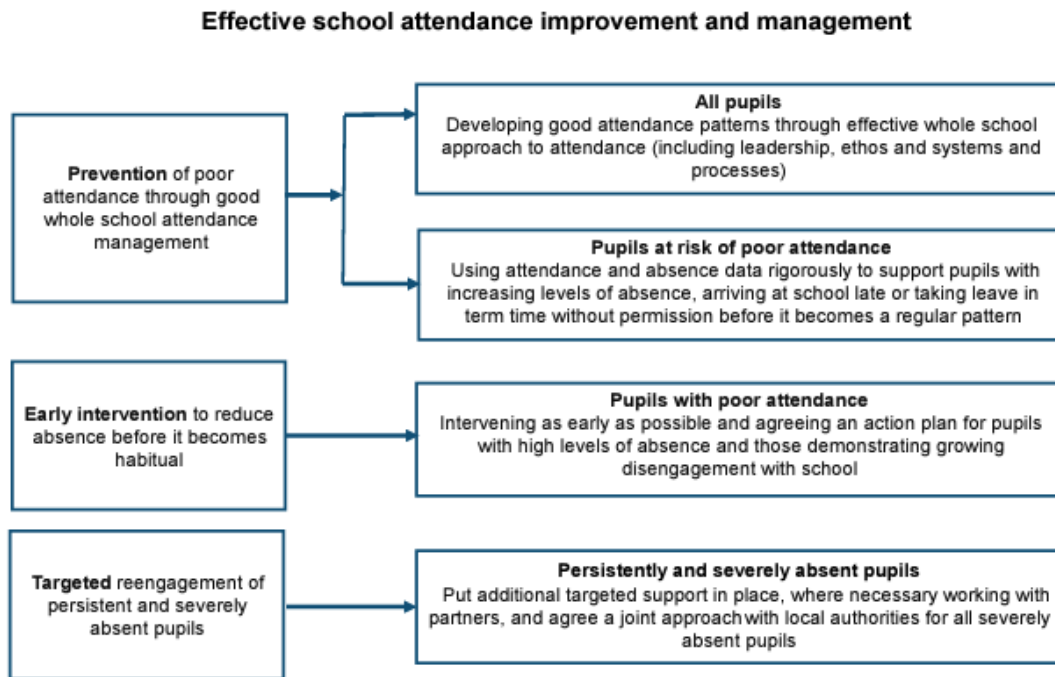
7. Schools and local authorities to:

- a. Promote good attendance and reduce absence, including persistent absence.
- b. Ensure every pupil has access to full-time education to which they are entitled; and
- c. act early to address patterns of absence.

8. Parents to perform their legal duty by ensuring their children of compulsory school age who are registered at school attend regularly.

9. All pupils to be punctual to their lessons.

School Attendance Guidance, Department for Education (August 2000)



Working Together to Improve School Attendance, Department for Education (May 2024)

Plume, Maldon's Community Academy's – Maximising School Attendance Programme

Being absent from education means a lost learning opportunity. It is vital that all stakeholders of the academy recognise the importance that good attendance plays in the life of all students. Without a high level of attendance, a student's level of progress and attainment is likely to stagnate and decline.

If there are problems which affect a student's attendance, we will investigate, identify and, in partnership with the respective parent/carer and student, attempt to resolve those problems as quickly as possible. Meetings are an essential form of support and parents/carers are expected to attend meetings with the academy or our associated partner's, Aquinas, where attendance is of real concern.

Intervention letters will also be sent to parents/carers when attendance falls below 92% as part of Plume Academy's attendance procedure.

Attendance Targets

Plume Academy has an annual attendance target set by the Board of Trustees. It is expected that the whole academy community will work together to achieve this target. The current attendance target for the academy is **95%**. Plume Academy also continually aims to reduce the number of students who are Persistently Absent (below 90% attendance).

Application for Leave of Absence

There is no automatic entitlement in law to time off during term time.

A leave of absence is not a legal right. Plume Academy strongly discourages parents/carers from taking their children out of the academy during term time. If, under '*Exceptional Circumstances*' parents/carers wish to request a leave of absence, they should complete the academy 'Application Leave for Absence' form which will be automatically submitted to the Joint Head of Academy, Mrs Clark at **least four school weeks** in advance of the proposed date, stating the exact circumstances relating to the request.

Whilst the Joint Head of Academy can authorise requests which are deemed 'exceptional', please be aware that the vast majority of time taken out of the academy will be classified as **unauthorised**. Should a parent/carer wilfully remove their child after the Joint Head of Academy declines the leave of absence request, the Joint Head of Academy will refer the case to the Deputy Head Teacher with responsibility for attendance, Aquinas and Essex Local Authority Attendance Compliance Team, who will decide whether to issue a Penalty Notice for each parent/carer. If the leave is then taken with disregard to the outcome of the application, the academy will seek to apply for a Penalty Notice in accordance with Education (Penalty Notices) Regulation 2004.

Procedures - Parents/Carers

- If a student is unwell and unable to attend the academy, parents/carers should contact our Attendance Team by 8:45am on 01621 854681, option 1 or attendance@plume.essex.sch.uk and explain the reason for absence—reasons such as 'unwell', 'poorly' etc. will result in an unauthorised absence. Unless there are exceptional circumstances, contact should be made with our Attendance Team on a daily basis to keep us informed of the absence. Failure to contact the academy to report absences may result in a Children Missing Education referral being made to the Local Authority and/or the academy requesting a Police welfare check to be undertaken.
- Home visits are routinely made for students with continuous absence of two or more days or in circumstances where there are additional concerns.

- Campus First Aid Areas – Students must report to the respective campus First Aid area and follow what is asked of them if they are feeling ill.

The procedure is as follows:

- If a student feels ill, they must get an 'exeat' from the classroom teacher they are registered within for that period.
- They must then report to the First Aid area of the respective campus they are on.
- The First Aid Administrator will assess them and if they deem it necessary, will contact a parent/carer to collect the student.

Students must not call parents/carers to come and collect them. A parent/carer can only collect the student if a member of staff has contacted them to do so. Otherwise, the absence, as a result of collection, will be deemed as unauthorised.

- Medical Appointments - Please note that for medical appointments, we will authorise a morning or an afternoon session, if the correct supporting medical paperwork is submitted to the academy's Attendance Team. If circumstances dictate that a whole day is required, please provide evidence to support this. If there are any further problems, please contact the Attendance Officer in the first instance. It is expected that students attend the academy around medical appointments.

Absence due to Illness

- Where there are persistent absence concerns, Plume Academy will require supporting evidence of medical intervention. This may take the form of:
 - ✓ A note from the Practice Nurse.
 - ✓ Proof of prescription.
 - ✓ Packaging for prescribed medication.
 - ✓ Medical card stamped at the Doctor's Practice – this will only authorise the day of the appointment.
- There is an expectation that parents/carers provide Plume Academy with regularly updated medical evidence to support those students with long term medical conditions.

Punctuality

- Students should arrive by 8:25am and registration will commence at 8:30am. Registration closes at 8:35 am. Any student who arrives after 8:35 am will be required to sign in at the student reception on their respective campus. If a student does not sign in, they will be marked on the register as 'U'. This code means 'Late (After registration closes)' and is an unauthorised absence.
- Parents/carers should be aware that Penalty Notices could also be issued if punctuality does not improve and continues to be a persistent issue.

Examples of Authorised or Unauthorised Absences

Absences can <i>only be authorised</i> by the academy. Legitimate reasons for absence:	The following absences will <i>not be authorised</i> by the academy:
<ul style="list-style-type: none"> ● Sickness – if this is going to be for an extended period of time, the academy will request support from a medical professional. ● Medical or dental appointments* ● Exceptional family circumstances e.g. bereavement ● Days of religious observance ● Agreed study leave. <p><i>* Wherever possible, these should be arranged outside of school hours.</i></p>	<ul style="list-style-type: none"> ● Looking after the house ● Looking after brothers and sisters or sick relatives ● Shopping ● Birthdays ● Translating ● Attending relatives’ medical appointments

Missed Work due to Absence

When students are unable to attend Plume Academy as a result of illness, it is acknowledged that students are unlikely to be able to complete work and may be unable to do so as a result of missing crucial aspects of a lesson.

Plume Academy expects that students who have missed work to catch up upon their return. This includes copying up missed notes and asking the teacher if there is anything that they do not understand.

Authorised absence due to sickness for 1 or 2 days

If a student is absent due to sickness for up to 2 consecutive days, it is his/her responsibility to liaise with subject teachers on his/her return to catch up on any missed work.

Authorised absence due to sickness for 3 days or more

If a student is sick for more than 3 days, his/her parent/carer must contact the relevant timetabled teaching staff to request the missed work. They will endeavour to reply within 48 hours. If a student is sick for more than five days, his/her parent/carer must contact the relevant pastoral team who will work with the attendance team to discuss the specific requirements of their return.

All other authorised Absences

If a student knows that he/she will be missing one or more days of education, he/she must collect his/her work from the subject teachers prior to the absence.

Unauthorised absence

Staff will not provide any work missed in cases of unauthorised absences.

Circumstances in which a Penalty Notice may be issued

Penalty Notices apply to students at statutory school age (which ends at the end of Year 11). Aquinas and the Local Authority have agreed to use Penalty Notices for the following circumstances:

Penalty Notices for Truancy

Penalty Notices may be issued where there has been unauthorised absence and the supportive options have been exhausted. Parent/carers will receive a Notice to Improve before the issue of a Penalty Notice.

If the law continues to be broken around school attendance, the legal intervention process will be used. The penalty for each parent/carer is £80 for each child if paid within 21 days of receipt of the notice, rising to £180 if paid after 21 days but within 28 days of receipt of the Notice.

Failure to ensure that the child attends school punctually and regularly could lead to legal action being taken against the respective parent/carer. This could result in **each** parent/carer receiving a fine of up to £2,500 for each time or up to 3 months' imprisonment.

Rewards

Our Satchel One and whole academy reward system exist to recognise and encourage good attendance as well as reward students for the progress and learning they complete during the time they are in the academy.

Summary

Plume Academy has a legal duty to publish its absence figures to parents/carers and to promote attendance. An up-to-date attendance figure for each student can be found upon Satchel One and will enable all students, parents and carers to ensure they are aware of the attendance figure and try, where possible, to keep attendance above 95%.



Equally, parents/carers have a duty to make sure that their children attend the academy. All members of staff are committed to working with parents/carers and students as this is the best way to ensure the highest level of attendance for our academy community.

Review of the Attendance Policy

This policy will be reviewed annually but may be subject to changes due to local and/or national policy.

Punctuality

Our Academy target is 100% punctuality

Monitoring punctuality to lessons, tutor time and assemblies (Appendix 3):

To lessons:

- a. Every student late to lesson 2 or more times in a day, will receive a 30-minute lunchtime reflection (next day). This will be logged on SIMS (L).

To school:

- a. Every student late will receive a late lunchtime reflection (30mins) the same day. Form tutors will also communicate with parents to inform them of the possible sanctions if further lateness occurs.
- b. After a student is late 3 times, they will:
 - Receive a late reflection (1hr) the same night.
 - They will be issued a punctuality report by the tutor for a period of two weeks.
 - Parent meeting with Head of Year to discuss concerns.
- c. After a student is late 5 times, they will:
 - Receive a SLT late reflection (1hr ½) the same night.
 - They will be issued a punctuality report for a period of three weeks with AHOY.
 - Parent meeting will Head of Year and/or SLT to discuss concerns.
- d. Any student who misses their reflection will have their sanction increased the next day by the Head of Year. This may involve a 1hr ½ reflection and/or the loss of their break/lunch.

Rewards

Weekly: Students with 100% punctuality will be entered into the 'in it to win it' draw where winners will be awarded a lunch pass.

Termly: Students with 100% punctuality will have a commendation letter sent home to parents via email.

Yearly: Students with 100% punctuality will have a commendation letter sent home and be entered into a prize draw for the end of year rewards assembly.

Appendix 1 – Roles

The Department for Education (DfE) has set out clear expectations for both schools/academies and parents/carers¹ -

Schools/academies are expected to:

- 1. Promote good attendance and reduce absence, including persistent absence;*
- 2. Ensure every pupil has access to full-time education to which they are entitled; and,*
- 3. Act early to address patterns of absence.*
- 4. Promote children’s welfare and safeguarding*

Parents/carers are expected to:

- 1. Perform their legal duty by ensuring their children of compulsory school age who are registered at school attend regularly.*

All Staff

At Plume Academy, members of staff are responsible for promoting good levels of attendance and reducing absence. SIMS is used to accurately maintain attendance records for both registration periods and lessons. All members of staff are required to take registration of their lessons and form times. Staff who may be asked to cover for colleagues either at registration or in lessons should also register the class using SIMS.

Structure for Attendance Team – 2024-25

Position	Role
Mrs Catherine Frampton-Singh Mill Road Campus Attendance Officer	To support students and families collectively with attendance related issues at each campus. To ensure communications are sent home to parents and carers in a timely and supportive manner.
Mrs Claire Yorston Fambridge Road Campus Attendance Officer	
Mrs Mel Sarling Maximising School Attendance Coordinator (MSAC)	To support students who may be struggling to attend the academy on a daily basis. Also, with medical evidence provided will be supported by the local authority and academy via an Education Access Referral (EAT).
Mrs Donna Harrington Maximising School Attendance Visitor (MSAV)	To complete regular home visits to parents and carers addresses where the attendance policy has not been adhered to, and to ensure that the stakeholders are supported in a bespoke manner. Also, to encourage, and ensure that students continue to improve their overall attendance.

Attendance Officer

Plume Academy has Attendance Officers on each campus. These roles involve managing the first day call back process, identifying students with attendance issues and liaising with Heads/Assistant Heads of Year, Aquinas and Local

Authority. The Attendance Officer will also track and monitor students, particularly those in the category of Persistently Absent (below 90%).

Maximising School Attendance Programme Co-ordinator

Education Act 1996 (Section 19) and in the DfE Guidance: *Ensuring a good education for children who cannot attend school because of health needs* which states:

“Local Authorities must: Arrange suitable full-time education (or as much education as the child’s health condition allows) for children of compulsory school age who, because of illness, would otherwise not receive suitable education.

Local authorities should:

- *Provide such education as soon as it is clear that the child will be away from school for 15 days or more, whether consecutive or cumulative. They should liaise with appropriate medical professionals to ensure minimal delay in arranging appropriate provision for the child.”*

Plume Academy has a Maximising School Attendance Programme Co-ordinator (MSAP Coordinator) to ensure that any such student that cannot attend the academy for a cumulative or consecutive period of 15 academy days, as a result of a diagnosed medical condition, are supported and referred to the Local Authority in the correct manner. This is to seek support and input with regards to their education and their ability and rights to access an education that is befitting of their attendance and personal circumstances.

Part time timetables, in the first instance, may well be issued and implemented as a strategy by the pastoral teams, to aid a student’s return to the academy after a period of illness or absence and this will be reviewed continually over a 6-week period. All part time timetables will be logged, processed in line with Local Authority guidance and come with a bespoke risk assessment with a fortnightly review.

The MSAP Coordinator will work with all stakeholders of the academy to ensure that this intervention is timely and that all parents/carers are kept informed continually throughout the process with the referral to Education Access Team (EAT) and the Local Authority.

The MSAP Coordinator will often need medical input from a doctor or relevant medical professional to support with any such referral to EAT or the Local Authority. This will involve both a letter to originally support the absence from the academy but furthermore, the completion of an Annexe A document which will be attached to the academy’s referral to the EAT. All documentation that is submitted by the MSAP Coordinator will be signed and agreed by the parent/carer so that they are aware of the recommended steps and process that the academy’s attendance staff are taking to ensure their child can access the education provided by the academy.

Any medical documentation or letter received by the academy from a medical professional, if to support a referral or authorise absence, should state the medical reason a student is unable to attend the academy and give a recommendation of how long that the non-attendance may well last for, even if it were to state, ‘ongoing’ or ‘long term absence more than 15 days’. This will only further support the student being given a bespoke education that the EAT and Local Authority can implement, once in receipt of the referral.

As with any student who is on roll at the academy, the academy’s primary intention is to support and seek support and steps to get a student to attend the academy on a full-time basis. However, at times, this may well not be suitable due to the medical condition or mental welfare (as diagnosed by a medical professional) and therefore, the academy will work with all stakeholders and the EAT and Local Authority, to seek an appropriate alternative.

Whilst a student will remain on roll at the academy when an EAT referral is submitted, the provision and support will primarily come from the Education Access Team and Local Authority. However, the MSAP Coordinator will support

with certain aspects of the provision being put in place, to ensure all students are supported and reassured that they remain part of the Plume Academy family.

Senior Member of Staff

Senior Attendance Champion, Deputy Headteacher and Designated Safeguarding Lead – Mr A Stoneman

Mr Stoneman, a member of the Senior Leadership Team, will oversee the academy strategy regarding attendance. He will liaise and line manage the work of Aquinas and Attendance Compliance to agree attendance targets, devise and implement strategies/development plans to raise attendance and review and evaluate procedures.

The role also entails linking with Campus Leads, Heads/Assistant Heads of Years, MSAP Coordinator, MSAV Home Visitor and Attendance Officers, as well as trustees and relevant attendance personnel.

Link Trustee

The Trustees are required to have a link person for attendance and through linking with the Local Authority, be aware of developments locally and nationally and to report back to the Board of Trustees on attendance at the academy. The Link Trustee will also advise the Board of Trustees on annual attendance target figures which will be set and suggested to the Department for Education for use in the following academic year.

On an annual basis, the Link Trustee will review the Attendance Policy. Where necessary, in conjunction with the Attendance Officer and Mr Stoneman, overseeing whole academy attendance, changes will be made to the policy and then circulated to the above groups for approval and ratification.

Appendix 2 - School Attendance and the Law – Roles of External Agencies and Attendance Compliance

School Attendance and the Law

New legislation was passed, The School Attendance (Pupil Registration) (England) Regulations 2024 which introduced a National Framework in England. By law all children of compulsory school age must receive an appropriate full-time education (Education Act 1996). Parents have a legal duty to ensure their child attends school regularly at the school at which they are registered.

Parents may be recognised differently under education law, than under family law. Section 576 of the Education Act 1996 states that a 'parent', in relation to a child or young person, includes any person who is not a parent (from which can be inferred 'biological parent') but who has parental responsibility, or who has care of the child.

A person typically has care of a child or young person if they are the person with whom the child lives, either full or part time and who looks after the child, irrespective of what their biological or legal relationship is with the child.

National Framework for Penalty Notices

There is now a single consistent national threshold for when a penalty notice must be considered by all schools in England, of 10 sessions (usually equivalent to 5 school days) of unauthorised absence within a rolling 10 school week period. The 10 sessions of absence do not have to be consecutive and can be made up of a combination of any type

of unauthorised absence (G, O and/or U coded within the school's registers). The 10 school week period can span different terms, school years or education settings.

Sanctions may include issuing each parent (for each child) with a Penalty Notice for £160, reduced to £80 if paid within 21 days (for the first offence). A second Penalty Notice issued within a three year period will result in a fine of £160 per parent, per child. If a third offence is committed the matter may be referred to the local authority for consideration of prosecution via the Magistrates Court. If prosecution is instigated for irregular school attendance, each parent may receive a fine of up to £2500 and/or up to 3 months in prison. If a parent is found guilty in court, they will receive a criminal conviction.

The role of Aquinas at Plume, Maldon's Community Academy



Our parents/carers are expected to contact the academy at an early stage and to work with the relevant staff in resolving any problems in a collaborative manner. This is usually successful, however, if the attendance issues are not resolved in this way, the academy may refer the child to Aquinas via our Maximising School Attendance Programme.

Aquinas works alongside the academy's internal attendance team to help promote good attendance and reduce absence, including Persistent Absence, and to act early to address patterns of absence.

Aquinas conduct weekly attendance reviews for all students, identify individual concerns and recommend the appropriate action. The process of intervention implemented by Aquinas, is solely designed to overcome any identified barrier to a student's attendance without the need for pursuing a legal pathway.

The process is primarily aimed at working with parents/carers to identify and resolve any barriers affecting an individual student's attendance (via an early help plan).

Parents/carers are advised to attend Early Help Meetings when invited to do so. If attendance remains a concern after an Early Help Meeting, a formal Attendance Contract meeting will be arranged will be issued to parents/carers, which may be followed by a Notice to Improve if attendance does not improve.

It is only where all support-centred measures have failed to make an impact and the unauthorised absences continue that legal action in the form of Penalty Notice will be considered. Aquinas may alter the intervention process where necessary and which may involve additional meetings, home visits, requests for medical evidence, and/or undertaking an interview directly with the student.

Aquinas is accredited by Essex Police under the Community Safety Accreditation Scheme (CSAS) with the power to issue Penalty Notices'. Aquinas also works very closely with the Essex Attendance Compliance Team, is a member of The National Association of Social Workers in Education (NASWE), and a signed member of a Whole Essex Information Sharing Framework (WEISF).

Attendance Compliance Team (ACT)

This carries out statutory duties on behalf of the Local Authority to ensure parents/carers fulfil their legal requirements in relation to school attendance.

The academy may refer a student to ACT where attendance remains a concern following school intervention by Aquinas. The ACT team will work with schools/academies and families to address serious attendance issues, however, if attendance fails to improve, legal action may be taken against the respective parents/carers.

Further details of the options open to enforce attendance at school are available from www.direct.gov.uk.

Attendance Codes

Summary of Attendance Codes and Meanings

In accordance with the School Attendance (Pupil Registration) (England) Regulations 2024 a pupil should be recorded as present or absent in the Attendance Register.

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 admissions register at the time (exception may be applied for boarders)

Full information contained in the School Attendance (Pupil Registration) (England) Regulations 2024 and the statutory attendance guidance “Working Together to Improve Attendance 2024.”

1. If a pupil is present in school the following codes from table 1 should be used

Code	Meaning	Criteria	Statistical Value
/	Present at school AM	Must be in school at registration	Attending (Present)
\	Present at school PM	Must be in school at registration	Attending (Present)
L	Late arrival before register is closed	The pupil was absent when the register was started to be taken but arrives before the register is closed.	Attending (present)

2. If a pupil is absent from school so that they can attend a place other than school for any of the following reasons the relevant code from table 2 should be used.

Code	Meaning	Criteria	Statistical Value
K	Attending Education provision arranged by the LA	<ul style="list-style-type: none"> The nature of the provision must also be recorded. Code K can only be used if the child is present at the provision. 	Attending an approved educational activity (present)
V	Attending an Educational visit or trip	<ul style="list-style-type: none"> 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 this code is being recorded. 	Attending an approved educational activity (present)

		<ul style="list-style-type: none"> Code V can only be used if the pupil is present at the visit. 	
P	<p>Participating in a Sporting Activity.</p> <p>P code can only be used if the pupil is present at the activity</p>	<ul style="list-style-type: none"> P code can only be used if the pupil is present at the activity. The sporting activity must take place during the session for which this code is being recorded. 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. 	<p>Attending an approved educational activity (present)</p>
W	<p>Attending Work Experience</p>	<ul style="list-style-type: none"> W code can only be used if the pupil is present at the activity under arrangements by school or the LA. Taking place during the session for which the code is being recorded. 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 	<p>Attending an approved educational activity (present)</p>

		<ul style="list-style-type: none"> 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. 	
B	Attending any other approved Educational Activity	<ul style="list-style-type: none"> B code can only be used if the pupil is present at the activity under arrangements by school or the LA. Taking place during the session for which this code is being recorded. 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. 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. 	Attending an approved educational activity (present)
D	Dual Registered at another school	<ul style="list-style-type: none"> The school at which the pupil is scheduled to attend must record the pupil's attendance and absence with the relevant code. 	Not a possible attendance (neither present or absent)

		<ul style="list-style-type: none"> 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. 	
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3. If a pupil is absent with leave (NB. schools not required to follow regulation 11 in granting a leave of absence should still use the relevant code)

Code	Meaning	Criteria	Statistical Value
C1	Leave of absence – performance or regulated employment abroad	<ul style="list-style-type: none"> Performance licence issued by LA or Body of Persons Approval issued by LA or Justice of peace has given licence for pupil to go abroad for performance or regulated purpose 	Authorised absence
M	Leave of absence for Medical or dental Appointment	<ul style="list-style-type: none"> Agreement in advance Application by parent child normally lives with Minimum time necessary Where pupil is absent at registration 	Authorised absence
J1	Leave of absence for Interview	<ul style="list-style-type: none"> Agreement in Advance Application by parent child normally lives with In session absence recorded 	Authorised absence
S	Leave of absence for Studying for public examination		Authorised absence
X	Non-compulsory school age pupil not required to attend school	<ul style="list-style-type: none"> For part time attendance Absence for timetabled sessions - must use appropriate code and not X 	Not a possible attendance (neither present or absent)
C2	Leave of absence – compulsory school age pupil subject to part time timetable	<ul style="list-style-type: none"> Exceptional circumstances if the school and a parent who the pupil normally lives with have agreed that, exceptionally, the pupil should temporarily be educated on a part-time basis. Temporary. See “Working together to improve school attendance” 	Authorised Absence
C	Leave of absence exceptional circumstances	<ul style="list-style-type: none"> Exceptional circumstances 	Authorised absence

		<ul style="list-style-type: none"> • No blanket approach • School discretion • Generally, a need or desire for a holiday or other absence for the purpose of leisure and recreation would not constitute an exceptional circumstance. 	
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4. Pupil Absent other Authorised reasons

Code	Meaning	Criteria	Statistical Value
T	Parent travelling for occupational purposes.	<ul style="list-style-type: none"> • The pupil is a mobile child and their parent(s) is/are 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. • To help ensure continuity of education for pupils, when their parent(s) is travelling for occupational purposes in England, it is expected that the pupil should attend a school where their parent(s) is travelling and be dual registered at that school and their main school. 	Authorised absence
R	Religious Observance	<ul style="list-style-type: none"> • 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) 	Authorised Absence
I	Illness (not medical appointment)	<ul style="list-style-type: none"> • 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. 	Authorised Absence
E	Suspended or permanently excluded with no alternative provision made	<ul style="list-style-type: none"> • 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 	Authorised Absence

5. Pupil Absent – Unavoidable Cause

Code	Meaning	Criteria	Statistical Value
Q	Unable to attend school because of lack of access arrangements	There is a lack of access arrangements for a pupil whose home is in England if— (a) a local authority have a duty to make travel arrangements in relation to the pupil under section 508B(1) of the 1996 Act(13) for the purpose of facilitating the pupil’s attendance at the school and have failed to discharge that duty; (b) a local authority have a duty to make travel arrangements in relation to the pupil because of section 508E(2)(c) of the 1996 Act(14) for the purpose of facilitating the pupil’s attendance at the school and have failed to discharge that duty; or (c) the school is an independent school that is not a qualifying school and— (i) the school is not within walking distance of the pupil’s home; (ii) no suitable arrangements have been made by a local authority for boarding accommodation for the pupil at or near the school; and (iii) no suitable arrangements have been made by a local authority for enabling the pupil to become a registered pupil at a qualifying school nearer to their home.	Not a possible attendance
Y1	Unable to attend due to transport normally provided not been 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	Not a possible attendance
Y2	Unable to attend due to widespread travel disruption	The pupil is unable to attend the school because of widespread disruption to travel caused by a local, national, or international emergency	Not a possible attendance
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.	Not a possible attendance
Y4	Unable to attend due to the whole school site being unexpectedly closed	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.	Not a possible attendance

Y5	Unable to attend as pupil is in criminal justice detention	<p>The pupil is unable to attend the school because they are:</p> <ul style="list-style-type: none"> • in police detention, • remanded to youth detention, awaiting trial or sentencing, or • detained under a sentence of detention. <p>A pupil's absence should be recorded under code Y7 (Unable to attend because of any other unavoidable cause) if they are unable to attend because they are serving a community based (i.e. non-detained) part of a sentence of detention, referral order, or youth rehabilitation order that requires them to be absent during the school day</p>	Not a possible attendance
Y6	Unable to attend in accordance with public health guidance or law	<p>The pupil's travel to or attendance at the school would be:</p> <ul style="list-style-type: none"> • contrary to any guidance relating to the incidence or transmission of infection or disease published by the Secretary of State for Health and Social Care (or the equivalent in Scotland, Wales and Northern Ireland), or • prohibited by any legislation relating to the incidence or transmission of infection or disease. 	Not a possible attendance
Y7	Unable to attend because of any other unavoidable cause	<p>This code should be used only where something in the nature of an emergency has prevented the pupil from attending the session in question. The unavoidable cause must be something that affects the pupil, not the parent. The fact that a parent has done all they can to secure the attendance of the pupil at school does not, in itself, mean the pupil has been prevented by unavoidable cause. Schools must also record the nature of the unavoidable cause (regulation 10(6))</p>	Not a possible attendance

6. Absent for unauthorised reasons

Code	Meaning	Criteria	Statistical Value
G	Holiday not granted by school	<p>The school has not granted a leave of absence and the pupil is absent for the purpose of a holiday.</p> <p>A school cannot grant a leave of absence retrospectively.</p> <p>If the parent did not apply in advance, leave of absence should not be granted.</p>	Unauthorised absence

N	Reason for absence not yet established	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	Unauthorised absence
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.	Unauthorised absence
U	Arrived in school after registration closed	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	Unauthorised absence

Administrative Codes

Code	Meaning	Statistical Value
Z	Prospective pupil not on admission register	NOT COLLECTED
#	Planned whole school closure	NOT COLLECTED

Other Policies

Summary Table of Responsibilities for School Attendance – May 2024,

(https://assets.publishing.service.gov.uk/media/65e8ae343649a2001aed63aa/Summary_table_of_responsibilities_for_school_attendance_applies_from_19_August_2024_.pdf)

Working Together to Improve School Attendance – May 2024,

(https://assets.publishing.service.gov.uk/media/65f1b048133c22b8eecd38f7/Working_together_to_improve_school_attendance_applies_from_19_August_2024_.pdf)

Summary of responsibilities where a mental health issue is affecting attendance – February 2023

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1136965/Summary_of_responsibilities_where_a_mental_health_issue_is_affecting_attendance.pdf

[Essex Code of Conduct for Penalty Notices](#)

(<https://www.essex.gov.uk/schools-and-learning/schools/attendance-and-absence/penalty-notices>)

