

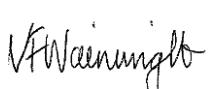


**St Mary Magdalene C of E School
with
Christ Church C of E Primary School**

ATTENDANCE POLICY

“So dear friends, stand strong. Do not let anything move you. Always give yourselves fully to the work of the Lord. You know that your work in the Lord is never wasted.”

1 Corinthians 15:58

	Reviewed and updated	Autumn 2025	
	Review	Annual	
Approved by		Mr Elliott	Mrs J Eastaugh
		Co-Chairs of Governors	
			
		Mrs C Harrison	Mrs V Wainwright
		Federation Co-Headteachers	
			

“Do unto others, as you would have them do unto you.”

In the Koinonia Federation we strive for excellence and high standards through:



A Koinonia student will go out into the world happy, courageous, resilient, motivated with a lifelong love of learning, fully equipped to make a positive contribution to society.

It is the intention of this Federation to offer a high-quality education for each of its pupils. For our children to gain the greatest benefit from their education, it is vital that they attend school regularly and punctually and this policy sets out **how we, together, will achieve this**.

In order for any attendance and punctuality policy to be effective it must be consistently applied throughout the whole school, by its staff, pupils' and parents.

It is the responsibility of all parents/carers to ensure punctual arrival for the start of the school day and collection at the end. We encourage parents to do all they can to ensure that their child attends school promptly and regularly.

Why regular attendance is so important:

Research has shown that regular attendance and good punctuality are key factors in children achieving their full potential at school. Good habits formed early will benefit a child's education and are a good preparation for life in order them to achieve the very best they can.

Any absence affects the pattern of your child's schooling and regular absence will seriously affect their learning and achievement. When children miss lessons, it can be difficult for them to catch up, which places them at a disadvantage to their peers. This creates significant gaps in their knowledge which will affect their academic outcomes and personal development.

Pupils attend school for 190 days each year – a total of 38 weeks. If they miss days from school this will affect their attendance rate:

- Less than 5 days absence = 98%+ attendance
- 14 days absence (approx.) = 93.5% attendance
- 20 days absence (approx.) = 90% attendance
- 30 days absence (approx.) = 88% attendance

Every School Day Counts

Although being absent cannot always be helped as we all do become ill from time to time, please take a look at the table below to show you exactly how much time your child could be missing.

365 Days in a Year	190 School Days in Total	Absence
100% Attendance	190 Days	0
95% Attendance	180 Days	2 Weeks
90% Attendance	171 Days	4 Weeks
85% Attendance	161 Days	6 Weeks
80% Attendance	152 Days	More than half a term
75% Attendance	143 Days	9+ Weeks

If a child achieves 80% attendance this means that they have missed approximately 40 days of education over the academic year, averaging 1 day per week. This clearly has a detrimental impact on a child's education and life chances.

Promoting regular attendance

Helping to create a pattern of regular attendance is everybody's responsibility – parent, pupils and all members of school staff. It is vital for us to work with and build strong and positive relationships with families in order to provide support and guidance to secure the highest levels of attendance for all students. Regular communication between the Federation and families is central to this and allows us to identify and overcome any barriers to attendance. To help us to promote regular attendance there are regular reminders and updates our newsletters and website.

Safeguarding

Effective attendance procedures are integral to ensuring all children are kept safe. Your child may be at risk of harm if they do not attend school regularly. Safeguarding children is our number one priority and is everyone's responsibility and within the context of this Federation, promoting the welfare and life opportunities for your child. Failure to attend school on a regular basis will be

considered as a safeguarding matter and the Federation will follow its attendance protocol and procedures to address persistence absence.

The Department for Education (DfE) has produced statutory guidance for maintained schools, academies, independent schools, and local authorities. It is called "[Working together to improve school attendance](#)" and it includes a National Framework in relation to absence and the use of legal sanctions. Our School Attendance Policy reflects the requirements and principles of that guidance.

This policy is written with the above guidance in mind and underpins our school ethos to:

- promote children's welfare and safeguarding;
- ensure every pupil has access to the full-time education to which they are entitled;
- ensure that pupils succeed whilst at school;
- ensure that pupils have access to the widest possible range of opportunities at school, and when they leave school.

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.

There is no entitlement in law for pupils to take time off during the term to go on holiday or other absence for the purpose of leisure or recreation, or to take part in protest activity in school hours. In addition, the Supreme Court has ruled that the definition of regular school attendance is "in accordance with the rules prescribed by the school."

The School Attendance (Pupil Registration) (England) Regulations 2024 set out the statutory requirements for schools. All references to family holidays and extended leave have been removed. The amendments specify that headteachers may not grant any leave of absence during term time unless there are "exceptional circumstances" and they do not have any discretion to authorise up to ten days of absence each academic year.

It is a rule of this Federation that a leave of absence shall not be granted in term time unless there are reasons considered to be exceptional by the headteacher, irrespective of the child's overall attendance. Only the headteacher or his/her designate (not the local authority) may authorise such a request and all applications for a leave of absence must be made in writing, in advance, on the prescribed form provided by the school. The school will usually consider that the parent who has made the application is therefore allowing the leave of absence, and also that all parents who are on the holiday are allowing the leave. Where a parent removes a child after their application for leave was refused or where no application was made to the school, the absence will be recorded as unauthorised. It is likely that penalty notices will be requested, in line with the National Framework and Royal Greenwich Code of Conduct, in respect of each parent believed to have allowed the absence.

Understanding Types of Absence

The school has a legal duty to share our attendance register on a daily basis with the Department for Education. Every half-day's absence from school has to be classified by the Senior members of the Leadership Team (not by the parents or other staff), as either **AUTHORISED** or **UNAUTHORISED**. This is why information about the cause of any absence is always required, preferably in writing.

Authorised absences are mornings or afternoons away from school for a good reason such as illness, medical/dental appointments which cannot be made outside of school time or unavoidably fall in school time, emergencies or other unavoidable causes.

In order to enable the school to authorise an absence due to illness, parents/carers are requested to;

- **Provide medical evidence to the school. This can be in the form of GP/Hospital/Medical/Dental Appointment letters/cards, copies of prescriptions/antibiotics issued (providing the child's name is indicated there on) . Screenshots of appointment cards and on-line referrals are acceptable as long as your child's name is evident.**

In order to enable the school to authorise an absence due to an emergency or unavoidable cause, parents/carers are requested to;

- **Speak to the Office staff, advise them of the issue and request the absence be authorised by the Senior Leadership Team.**
- **Write to the school and request the absence be authorised.**

If the absence is not related to illness we have a Leave of Absence Form which we ask parent/carers to complete. (The form is attached to this policy and also available at the school office and on the website under attendance tab.)

Absence will only be authorised for educational or medical reasons. **The Senior Leadership Team** will authorise absences in accordance with their professional judgement and the requirements of the law.

There may also be occasions when the Federation permits one day's authorised absence for a day of religious observation and parents must complete a Leave of Absence Form.

Please note that any authorised absences will affect your child's attendance figures. They will only achieve 100% attendance if they are in school 100% of the time (regardless if we are aware of the reason for their absence and their absence has been authorised).

Unauthorised absences are those which the school does not consider reasonable and for which no "authorised leave of absence" has been given. This type of absence can lead to the use of sanctions and/or referring to the Local Authority for legal intervention.

Unauthorised absences are:

- Parents/carers keeping children off school unnecessarily e.g. because they had a late night or for a non- infectious illness or injury that would not affect their ability to learn
- Parents/carers not communicating the reason for absence to the school
- Absences which have never been properly explained or evidenced
- Parents not providing medical evidence to the school to support the absence as being due to ill health
- Children who arrive at school after the Registration period has ended
- Truancy before or during the school day
- Shopping, looking after other children or birthdays
- Day trips, holidays or overseas trips in term time
- Looking after other children or children accompanying siblings or parents to medical appointments.

All the above unauthorised absences are marked in the register as a 'U'.

Whilst any child may be off school because they are ill, sometimes they can be reluctant to attend school. Any problems with regular attendance are best sorted out between the school, the parents and the child. If your child is reluctant to attend, it is never better to cover up their absence or to give into pressure to excuse them from attending. This gives the impression that attendance does not matter and usually make things worse. Across our Federation we have dedicated Home School Link Workers who are there to help you as a family in these matters.

Absence in Term Time:

Holidays or overseas trip absences in term time will affect your child's schooling as much as any other absence and we expect parents to support the school by not taking children away during school time.

Remember that any savings you think you may make by taking a holiday/overseas trip in school time are offset by the cost to your child's education. Because of the damage to your child's learning caused by this, **we do not authorise any holidays/overseas trips in term time unless travel is necessary for very exceptional circumstances.** There is no automatic entitlement in law to time off school to go on holiday/overseas trip.

Persistent Absenteeism (PA):

A child becomes a 'persistent absentee' when they miss 10% or more schooling from the beginning of the school year **for whatever reason** (this includes authorised and unauthorised absences). This measure is set by the Government. Absence at this level is doing considerable damage to any child's educational prospects and we need parents' fullest support and co-operation to tackle this.

We monitor all absence thoroughly. Any case that is seen to have reached the PA threshold or is at risk of moving towards it, is given priority and you will be informed of this immediately.

Projected PA children are tracked and monitored carefully through our attendance system. All our PA children and their parents are subject to an Intervention Plan. All PA cases are also automatically made known to the Attendance Advisory Officer and some cases may lead to a referral to the Attendance Advisory Service of the Local Authority, whereby legal action could be initiated.

If your child is absent you must:

- Contact the school as soon as possible on the first day of absence, advising of the reason and likely length of absence, either by telephoning the school office or e mailing the school.

The secondary phase also has an attendance form found on our website. (Please note a phone call will be made to parents each time the child has been marked with an unauthorised absence code and no reason has been given for the absence).

- Contact the school on the subsequent days of absence as necessary. If a call is not made our Secondary Student Welfare Team or Primary Home School Link Workers will contact you.
- Provide evidence where possible, supporting the reason for absence.
- Ensure your child returns to school as soon as possible and you provide any medical evidence, if requested, to support the absence.

What we will do if Attendance is a Concern:

- Letters will be sent to parents to alert them to the concerns school has about their child's attendance and/or punctuality.
- Invite you into the school to discuss the situation with either the Home School Link Worker/ Student Welfare Officer and/ or Attendance Lead/ Officer.
- Undertake interventions and offer support where possible/appropriate, through school resources and/or outside agencies.
- Use Royal Borough of Greenwich's guidance as well as statutory guidance to improve attendance.
- Undertake home visits, as necessary.
- Hold Pre-referral meetings to address irregular school attendance, in the presence of the Officer from the Attendance Advisory Service of the Local Authority.
- Undertake a referral to the Attendance Advisory Service if your child's **unauthorised** absence reaches 10% or more.

The Attendance Advisory Officer:

Parents are expected to contact school at an early stage and to work with the school staff in resolving any problems related to attendance together. This is nearly always successful. If difficulties cannot be resolved this way, and unauthorised absences continue, the school may refer to the Attendance Advisory Service. The Attendance Advisory Officer will try to resolve the situation by agreement but, if other ways of trying to improve your child's attendance have failed and unauthorised absences persist, the Attendance Advisory Service can use sanctions such as Penalty Notices or Prosecutions in the Magistrates Court.

Parents may wish to contact the Attendance Advisory Service themselves to ask seek advice or information. They are independent of the school and will give impartial advice. Their telephone number is **020 8921 8510**.

Lateness:

Poor punctuality is not acceptable and is categorised as 'irregular school attendance'. If your child misses the start of the day they can miss spending time with their peers, their class teacher and getting vital information/news for the day. The late arrival of a child(ren) disrupts lessons, places the child at a disadvantage and can be embarrassing for them. All of which can contribute to a reluctance to attend school. In the primary phase our gates open at 8.40am so students can go straight to class and settle into class ready for lessons to start promptly at 8.55am.

	Christ Church	St Mary Magdalene Woolwich	St Mary Magdalene Greenwich Peninsula	St Mary Magdalene Secondary Phase
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Gates Open and Pupils Allowed in School Building	8.40am	8.40am	8.40am	8.30am
School Start time	8.55am	8:55am	8:55am	8.40am
School end time	3:10pm	3:10pm	3:10pm	3.10pm – Y7 & 8 3.15pm – Y9, 10, 11, 12 & 13

Thirty minutes **after the school start time** the registers will be closed. In accordance with the regulations, if your child arrives after that time they will receive a mark that shows them to be on site, but this will **not** count as a present mark and it will mean they have an unauthorised absence.

Poor punctuality is classified as 'irregular school attendance' and action will be undertaken to address it, following the Federation's attendance procedure.

If your child has a persistent late record you will be asked to meet with the School Attendance Officer/Senior Leader to address and hopefully resolve the problem.

It is very important to inform us at any time if you are experiencing problems getting your child to school on time as our Home School Link Worker can offer advice about this.

At 9.20am the registers will be closed. In accordance with the Regulations, if your child arrives after this time, they will receive a mark that shows them to be on site - 'U' - but this will not count as a present mark and it will mean that they have an unauthorised absence.

Every Minute Counts

As well as being absent a lot from school effecting your child's development, being late also has a big effect on their learning time, please look at the table below:

Lateness = Lost Learning (figures below are calculated over the school year)	
5 mins late each day	3 days lost
10 mins late each day	6.5 days lost
15 mins late each day	10 days lost
20 mins late each day	13 days lost
30 mins late each day	19 days lost

Federation Targets, Projects and Special Initiatives:

The Federation has targets to improve attendance and punctuality and your child has an important part to play in meeting targets.

The minimum level of attendance and punctuality for this Federation is 96% attendance and we will keep you updated regularly about progress to reach this level and how your child's attendance and punctuality compares.

Our target is to achieve better than this, however, because we know that good attendance is the key to successful schooling.

Through the school year we monitor absences and punctuality to show us where improvements need to be made.

Our Federation Procedures for improving attendance:

- Our Home School Link Worker/ Student Welfare Team or Office Staff will contact parents by either phone call or text by 9.45am if a student is absent and the school office has not been informed of the absence.
- We hold an induction interview/meeting before the child enters school if their previous school has reported poor attendance.
- All new parents are given a letter outlining that the school expectations with regard to attendance.
- There is a series of letter proformas we issue in relation to attendance matters which will be sent to parent/ carers when there are concerns regarding attendance.
- Each of our Campuses has:
 - 1- A member of the Senior Leadership Team who oversees the Attendance procedures and policy.
 - 2- A member of the office Administration team who enters all attendance data onto the school's Arbor system, which is used for data analysis, and attendance reports.
 - 3- A Home School Link Worker who can support families when attendance concerns arise. In our secondary phase, we also have one Student Welfare Officer for each year group to provide support for students.
- The school works very closely with the Attendance Advisory Service and is visited by an officer every fortnight at secondary and every month at primary. Parents who have not followed the school's attendance guide are referred to the AAO (Attendance Advisory Officer) if attendance continues to be poor.
- At every campus senior leaders award 100% attendance and punctuality certificates at the end of each school term. Alongside this the names of all pupils with 100% termly attendance and punctuality are put in a draw. The names are drawn for a 1st, 2nd and 3rd prize.
- Pupils achieving 100% attendance for the entire school year receive a special certificate and prize.
- On our end of year reports we report on attendance and punctuality.
- The designated Senior Leader with responsibility for attendance will work closely with parents, the school attendance officer for the Royal Borough of Greenwich and the child to improve poor performance, in line with borough and national policies.

Understanding barriers to attendance

Whilst any child may occasionally have time off school because they are too unwell to attend, sometimes they can be reluctant to attend school. Any barriers preventing regular attendance are best resolved between the school, the parents and the child. If a parent thinks their child is reluctant to attend school, then we will work with that family to understand the root problem and provide any necessary support. We can use outside agencies to help with this, such as the School Nurse, Mental Health and Emotional Wellbeing support services, a Child and Family Support Worker or the relevant Local Authority team/s. Where outside agencies are supporting the family, you may be invited to attend a Team Around the Family meeting (TAF) to consider what is working well and what needs to improve. An individual support plan will be agreed and subsequently reviewed.

Some pupils face greater barriers to attendance than their peers. These can include pupils who suffer from long-term medical conditions or who have special educational needs and disabilities, or other vulnerabilities. High expectations of attendance remain in place for these pupils, however we will work with families and pupils to support improved attendance whilst being mindful of the additional barriers faced. We can discuss reasonable adjustments and additional support from external partners, where appropriate.

Under the DfE's statutory guidance, schools are required to submit a sickness return to the Local Authority for all pupils who have missed/are likely to miss 15 or more school days (consecutive or cumulative) due to medical reasons/illness.

Deletion from Roll and Children Missing Education (CME)

For any pupil leaving our Federation, other than at the end of year 6 or at the end of year 11, parents/carers are required to complete a Leavers form which can be obtained from the school office. This provides school with the following information: Child's name, class, current address, date of leaving, new home address, name of new school, address of new school. This information is essential to ensure that we know the whereabouts and may appropriately safeguard all of our pupils, even those who leave us.

Children who leave school without the provision of a forwarding address and/or identified school place, can become 'children missing education' [Children Missing Education - Guidance for Local authorities \(publishing.service.gov.uk\)](https://www.gov.uk/government/publications/children-missing-education-guidance-for-local-authorities). Schools must take appropriate action to safeguard all children and where necessary, refer the matter to the LA, where a child is determined to be missing. This may necessitate the involvement of Social Care and/or the police.

It is crucial that parents keep school updated with current addresses and contact details for the pupil and key family members, in case of emergency.

Under Pupil Regulations 2006, all schools are now **legally required** to notify their Local Authority of **every new entry** to the admission register **within five days** of the pupil being enrolled. In addition to this, **every deletion** from the school register must also be notified to the Local Authority, as soon as the ground for deletion has been met in relation to that pupil, and in any event no later than the time at which the pupil's name is deleted from the register. This duty does not apply when a pupil's name is removed from the admission register at a standard transition point – when the pupil has completed the final year of education normally provided by that school.

Non starters

Pupils who are allocated places but fail to start are also treated as CME. If the school has been unable to make contact with the family during a ten-day period after their expected arrival, they will refer the pupils to the local authority CME team for further checks.

Communication – What we Need to Know

Telephone Numbers:

There are times when we need to contact parents about lots of things, including absence, so we need to have your contact numbers at all times. Please help us to help you and your child by making sure we have always got current contact details including phone numbers for yourself and at least one other nominated persons who are your emergency contacts.

Home Address:

Please inform us of any change of address and the date you are moving immediately.

Removing a Pupil from Our School:

If you make the decision to transfer your child to another school as a matter of priority you need to provide the school with all of the necessary details.

In line with legislation/statutory guidance now in force, schools are required to inform the local authority when adding or removing a pupil from their school roll.

Within the Royal Borough of Greenwich (RBG), the notification is made via an online school reporting web form.

Leavers Form

You will be required to complete a Leavers Form, as we need to know your new address (if relevant) and the school your child is transferring to. If we do not receive this information and your child ceases to attend our school, they become a '**Child Missing in Education**'. *The procedure will be followed as detailed above. Please contact your school office for a copy of the form.

Elective Home Education:

If you make the decision to educate your child at home, you are required to advise us of this in writing.

Once the letter/email is received, we will remove your child from the school roll and advise the Elective Home Education Officer of the Local Authority, who will make contact with you regarding this matter.

If a letter/email is not received, your child remains on the roll of the school and their absence is treated as unauthorised. *Action to address the unauthorised absence, will be followed as detailed above.

The people responsible for attendance matters across the Federation are:

	Christ Church	St Mary Magdalene Woolwich	St Mary Magdalene Peninsula Primary Phase	St Mary Magdalene Peninsula Secondary Phase	St Mary Magdalene Peninsula Sixth Form
Senior Leader	Mrs Eggelston	Mrs Badesha	Mrs Ajayi	Mr Gayle	Mr Marshall
Home School Link Worker	Miss Lamont	Miss T Thomas	Miss Williams	Ms Van Der Maas	Ms Van Der Maas
Student Welfare Support				Ms Ghimis Ms Roberts Ms Kilburn Ms Kargbo Ms Padmore Ms Gordan	Miss March
Attendance Admin Officer	Miss Parsons	Ms Ogunbunmi	Mrs Mogford	Ms Topcu	Mrs Ahmed

DFE & Governor Monitoring

The school complies with the requirement to complete the DFE Attendance Monitoring form each term. This form is completed by the Headteachers. Attendance data is also sent to the RBG's Standards and Strategy team and Attendance Advisory Service.

Each term's Executive Co-Headteacher's report to Governors contains an update of the attendance statistics within the school for that term.

Specific Guidance and Procedures for Sixth Form (Key Stage 5)

Section 2 of the Education and Skills Act 2008 requires young people to continue in education or training, until the end of the academic year in which they turn 17. As young adults our Sixth Form students are expected to be on time every day, aiming for 100% attendance and follow the absence protocols if they are unable to attend school. As with other year groups the student or parent must inform us of any absence.

If the absence can be foreseen, then students must apply for authorisation at least **2 days** in advance by completing an absence request form. This is available in the student support area on the Sixth Form website. You must submit this form alongside any required evidence. Absence taken for foreseeable reasons will not be authorised retrospectively.

Absences which cannot be foreseen in advance:

In the case of an unforeseeable absence, we will consider whether or not this should be authorised. In such cases you should notify the school on the day in question; unless there is a good reason why this could not be done. This should be done by a phone call to the Sixth Form Administrator or Student Support Officer by 8:40am on the day of the absence.

Sickness Absence:

In the event of an absence due to sickness you should notify the school on the day(s) in question; unless there is a good reason why this could not be done. This should be done as above.

Absences will be authorised or unauthorised as set out in this policy on page 4. In addition to these Sixth Formers may also be permitted an authorised absence for a career/ further education interview or a test/ exam e.g. driving test.

Legislation and guidance

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

- [The Education Act 1996](#)
- [The Education Act 2002](#)
- [The Education and Inspections Act 2006](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2010](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2011](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2013](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2016](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)
- [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1099677/Working together to improve school attendance.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1099677/Working_together_to_improve_school_attendance.pdf)
- [https://assets.publishing.service.gov.uk/media/66bf300da44f1c4c23e5bd1b/Working together to improve school attendance - August 2024.pdf](https://assets.publishing.service.gov.uk/media/66bf300da44f1c4c23e5bd1b/Working_together_to_improve_school_attendance - August 2024.pdf)

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- OUR FEDERATION PROTOCOL FOR FINING PARENTS:

1. Our HSLW and/or student welfare staff team monitor absence daily. If a pupil has met the national threshold of 10 sessions (5 days) of unauthorised absence the team alert the Senior Attendance Leader for the Phase/ Campus.
2. The Senior Leader for the Phase/ Campus will assess the case and decide if it would trigger a fine.
3. The HSLW or Student Welfare staff team member will alert the parent/ guardian to say the absence is subject to a fine unless evidence is provided to change the absence to authorised.
4. If the case is deemed by the Senior Leader as unauthorised then they seek permission of the Headteacher(s) to issue the fine.
5. A letter will be sent to the parent/ guardian within 10 school days from the first day of absence.
6. Fines to be made payable to RBG.

APPENDIX 3 is a suite of the letters used by our Federation which are used alongside our **APPENDIX 4** Attendance Protocol.