SCHOOL ATTENDANCE POLICY AND PROCEDURES

Responsible for review of policy	Deputy Head Pastoral
Last review/update date	September 2026 - School Update
Review Period	Annually
Next review due	September 2027
Referral to Governor Sub-Committee (exception)	
Reviewed by Sub Committee (Meeting date)	5 November 2026
Related policies	Safeguarding Missing child policy and procedures Inclusion policy Disability policy; Relational Terms and Conditions

Uploaded to Staff Shared	November 2026
Uploaded to MSP & Website	November 2026

Key School contacts

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1 Aims

This is the attendance policy of RMS

The School aspires to high levels of attendance from all pupils. Good attendance is essential for all pupils to get the most out of their school experience, including their attainment, well-being and wider life chances.

The aims of this policy are as follows:

- to develop and maintain a whole school culture that promotes the benefits of good attendance;
- to ensure, so far as possible, that every pupil in the School is able to benefit from and make their full contribution to the life of the School;
- to prioritise and where possible improve attendance and punctuality across the School, reduce absence and set out the School's approach to the management of absence / non-attendance;
- to recognise the linkages between attendance / absence and pupil wellbeing, specifically ensuring a consistent whole school approach to safeguarding; and
- to help to promote a whole school culture of safety, equality and protection.

2 Scope and application

This policy applies to the whole School including the Early Years Foundation Stage [EYFS). It includes all pupils whether under or over the age of 18 and includes adult pupils aged 19+ years.

This policy is designed to address the specific statutory obligations on the School to record attendance and absence.

3 Regulatory framework

This policy has been prepared to meet the School's responsibilities under:

- Education (Independent School Standards) Regulations 2014;
- National minimum standards for boarding schools (Department for Education (DfE), September 2022);
- EYFS statutory framework for group and school-based providers (DfE, January 2024);
- Education and Skills Act 2008;
- Children Act 1989;
- Childcare Act 2006;
- Sponsorship Duties (UKVI, July 2023);
- The School Attendance (Pupil Registration) (England) Regulations 2024;
- Equality Act 2010; and
- Data Protection Act 2018 and UK General Data Protection Regulation (UK GDPR)

This policy has regard to the following guidance and advice:

Working together to improve school attendance (DfE, August 2024);

Summary table of responsibilities for school attendance (DfE, August 2024);

Toolkit for schools: communicating with families to support attendance (DfE, August 2024);

Guidance for Parents on school attendance (Office of the Children's Commissioner, July 2024);

'Is my child too ill for school?' guidance (NHS, April 2024);

Keeping children safe in education (DfE, September 2025);

Children missing education (DfE, August 2024);

Supporting pupils with medical conditions at school (DfE, August 2017);

Behaviour in schools: advice for headteachers and school staff (DfE, February 2024);

Mental health and behaviour in schools (DfE, November 2018);

Mental health issues affecting a pupil's attendance: guidance for schools (DfE, February 2023);

Support for pupils where a mental health issue is affecting attendance (DfE, February 2023);

Providing Remote education: guidance for schools (DfE, updated August 2024); and

SEND Code of practice: 0 to 25 years (DfE and Department of Health, May 2015)].

Guidance for schools regarding communicating with parents about attendance

The following School policies, procedures and resource materials are relevant to this policy:

- Safeguarding
- Missing child policy and procedures
- Inclusion policy
- Disability policy;
- Relational Policy
- Rewards and Consequences
- Terms and Conditions

4 Publication and availability

- This policy is published on the School website.
- This policy will be sent to Parents when pupils join the School and Parents will be reminded of it at the beginning of the school year and when the policy is updated.
- This policy is available in hard copy on request.
- This policy can be made available in large print or other accessible format if required.

5 Definitions and interpretation

Where the following words or phrases are used in this policy:

- references to attendance include references to attendance for all or part of the timetabled school day.
- references to a Parent means:
    - all natural parents, whether they are married or not;
    - any person who has parental responsibility for a pupil; and
    - any person who has day to day responsibility for a pupil (i.e. lives with and looks after a pupil).
- References to a pupil includes anyone who is receiving an education at the school except a person who is 19 or over for whom further education is being provided, or a person for whom part-time education suitable for people over compulsory school age is being provided.
- SAC means the School's attendance champion.

6 Responsibility statement and allocation of tasks

- The Governors have overall responsibility for all matters which are the subject of this policy.

- The Governors recognise that improving attendance is a school leadership issue and have appointed a designated senior leader to have overall responsibility for championing and improving attendance in School, referred to in this policy as the SAC.
- To ensure the efficient discharge of its responsibilities under this policy, the Governors have allocated the following tasks:

Task	Allocated to	When / frequency of review
Keeping the policy up to date and compliant with the law and best practice	SAC	As required, and at least termly
Monitoring the implementation of the policy	SAC	As required, and at least termly
Analysing attendance and absence data	SAC	As required, and at least termly
Seeking input from interested groups (such as pupils, staff, Parents) to consider improvements to the School's processes under the policy	SAC	As required, and at least annually
Formal annual review	Governors	Annually

7 The importance of good attendance

- The School recognises the importance of developing good patterns of attendance from the outset. This is an integral part of the School's ethos and culture. In building a culture of good school attendance it recognises:
  - the importance of good attendance, alongside good behaviour, as a central part of the school's vision, values, ethos, and day to day life;
  - the interplay between attendance and wider school improvement efforts, building it into strategies on attainment, behaviour, bullying, special educational needs support, supporting pupils with medical conditions and / or disabilities, mental health issues, safeguarding wellbeing, and support for disadvantaged pupils;
  - the importance of setting high expectations for the attendance and punctuality of all pupils and communicating these regularly and effectively to pupils and Parents;
  - that attendance is never "solved" and is a continuous process requiring revision and updating of messages, processes and strategies; and
  - children missing education can act as a vital warning sign to a range of safeguarding issues, including neglect, sexual abuse and child sexual and criminal exploitation.

8 School responsibilities

- The School acknowledges that attendance is the essential foundation to securing positive outcomes for all pupils and that everyone has a responsibility to take proactive steps to manage and improve attendance across the School community.
- The School will consistently promote the benefits of good attendance, setting high expectations for every pupil and consistently communicating those expectations to pupils and Parents.
- Where there are challenges to attendance, the School will work effectively and respectfully with pupils, their families and, where appropriate, local authorities to address them.
- The School will respond to non-attendance and / or lateness proactively, firmly, consistently and with care, with appropriate reference to this policy, its safeguarding and behaviour policies and the School's terms and conditions. It will act in a proportionate and targeted way in response to data or intelligence and ensure intervention is regularly reviewed.

- The School will have robust systems in place to track and record attendance, reasons for absence and patterns at an individual level and by cohorts or groups in order to identify pupils at risk of non-attendance and those who are persistently absent and it will monitor and analyse this data regularly to facilitate early intervention to address issues.

9 Staff responsibilities

The SAC

The Governors have appointed a senior member of staff of the School's leadership team as SAC to have overall responsibility for championing and improving attendance in school. Details of the individual appointed are at the front of this policy and are widely publicised within School.

The SAC's responsibilities are:

- to set a clear vision for improving attendance in school;
- to establish and maintain effective systems for tackling absence and make sure the systems are followed by all staff;
- to regularly monitor and evaluate progress, including the efficacy of the school's strategies and processes;
- to have oversight of and analyse attendance data; and
- to communicate clear messages on the importance of attendance to pupils and Parents.

Staff with specific responsibilities for attendance:

The staff identified in Appendix 1 of this policy have day to day responsibility for monitoring and promoting good attendance and punctuality. They should:

- have a formal routine for registers being taken accurately each morning and afternoon;
- record all absences promptly and accurately using the processes specified;
- seek explanations of absences required from pupils on their return to School;
- make enquiries about unexplained absences, including those within the school day, and follow up with pupil to ensure that an explanation has been formally given to the School;
- look out for trends or patterns in a pupil's attendance and inform the SAC of any specific concerns;
- deal with lateness to lessons consistently and promptly;
- consider appropriate sanctions for pupils who arrive late to a lesson in line with the School's behaviour and discipline policies; and
- discuss non-attendance and / or lateness with pupils and Parents (where possible) and emphasise the importance of punctuality and attendance.

All staff

- The School ensures that all teaching and non-teaching staff know the importance of good attendance and are consistent in their communication with pupils and Parents about it.
- The School provides appropriate training and professional development for staff consistent with their roles and responsibilities.

10 School arrangements

The School will accurately complete admission and attendance registers and have effective day to day processes in place to follow-up absence. These registers must be kept electronically. Contact details of relevant staff can be found at the front of the policy and other details about the School's arrangements can be found in Appendices 1-3.

11 Monitoring attendance

The School will undertake regular data analysis to identify and provide additional support to pupils or pupil cohorts that need it, and to look at historic and emerging patterns across the School and develop strategies to address them. Such analysis may include:

- monitoring and analysing weekly attendance patterns and trends and provide support in a targeted way to pupils and families;
- using this analysis to provide regular attendance reports to class teachers to facilitate discussions with pupils and to leaders (including the special educational needs coordinator and designated safeguarding lead);
- undertaking frequent individual level analysis to identify pupils who need support and focus staff efforts on developing targeting actions for those cases;
- conducting thorough analysis of half-termly, termly, and full year data to identify patterns and trends;
- benchmarking attendance data at whole school, year group and cohort level to identify areas of focus for improvement;
- devising specific strategies to address areas of poor attendance identified through data;
- monitoring the impact of school-wide attendance efforts, including any specific strategies implemented; and
- providing data and reports to the Governors to support its work.

12 Pupil responsibilities

- School attendance is important to pupil attainment, wellbeing and development. The School therefore has high expectations of pupils as to their attendance and has systems in place to reward good attendance and manage poor attendance.
- Pupils should be aware that:
    - they are expected to be present in-person for the duration of each School day;
    - they are expected to arrive on time and attend all timetabled lessons;
    - they should not leave a lesson or the School site without permission or otherwise in accordance with School rules;
    - they should engage with the School's arrangements for recording and managing attendance as set out in this policy;
    - any unexplained absence will be followed up;
    - persistent lateness or non-attendance will result in action being taken by the School. This may take the form of:
        (a) offers of support to seek to identify and address any barriers to attendance;
        (b) communication with Parents;
        (c) reporting to other agencies such as children's social care; and
        (d) sanctions against them or their Parents in line with the School's behaviour policies.
    - If pupils are having difficulties that might discourage or prevent them from attending School or specific lessons regularly, they may speak to any member of staff, although the School encourages them to speak to their form tutor or Head of Year or those staff identified in Appendix 1 in the first instance. Pupils are entitled to expect this information to be managed sensitively.

13 Additional needs

- The School recognises some pupils may find it harder than others to attend School, and will work with those pupils and parents to try to remove barriers to attendance by building strong and trusting relationships and working together to put the right support in place.

- The School will make reasonable adjustments where a pupil has a disability that puts them at a substantial disadvantage, in comparison with pupils without a disability, in relation to school attendance.

- It will also work with Parents, and where appropriate with the local authority, to develop specific support approaches for attendance for pupils with special educational needs and disabilities e.g. ensuring the provision outlined in a pupils education, health and care plan is accessed.

- Where a pupil has an education, health and care plan the School will communicate with the local authority where the pupil's attendance falls or the School become aware of barriers to attendance that relate to the pupil's needs.

- Suitable strategies and support will also be considered for pupils with any social, emotional or mental health issue that is affecting their attendance.

- Where barriers are outside of the School's control, the School will work with Parents and pupils to identify alternative sources of support or consider, where appropriate, making a referral for early help.

- The School will make a sickness return to the local authority if a pupil is recorded in the attendance register as absent using the national absence code I (unable to attend because of sickness) and there are reasonable grounds to believe that the pupil will have to miss 15 consecutive or cumulative school days or more for illness or the pupil's total number of school days missed during the current school year because of illness (whether consecutive or cumulative) will reach or exceed 15 school days

14 Parent / carer responsibilities

- The law entitles every child of compulsory school age to an efficient, full-time education suitable to their age, aptitude and any special educational need they may have. It is the legal responsibility of every parent to make sure their child receives that education.

- This means pupils must attend every day that the School is open, except in a small number of allowable circumstances such as being too ill to attend or being given permission for an absence in advance from the School.

- The School will help Parents to understand what is expected of them and why attendance is important to their child's attainment, wellbeing, and wider development and provide clarity on the short and long term consequences of poor attendance.

- Expectations the School places on Parents can be found in Appendix 1 of this policy

- Parents are bound by the terms relating to conduct and attendance in the parent contract and failure to ensure a child's attendance or engage with the School about it could amount to a breach of contract or a finding that the parent is treating the School unreasonably.

15 Training

- **Staff:** The School ensures that regular guidance and training on attendance is arranged on induction and at regular intervals thereafter so that staff and volunteers understand what is expected of them by this policy and have the necessary knowledge and skills to carry out their roles. As a minimum this will include all staff understanding:

    - the importance of good attendance and that absence is almost always a symptom of wider circumstances; and

    - the School's strategies and procedures for tracking, following up and improving attendance.

- Dedicated attendance training is provided to any member of staff with a specified attendance function in their role, including administrative, pastoral and senior leaders. This should include:

  - the law and requirements of schools including on the keeping of registers;
  - the process for working with other partners to provide more intensive support to pupils who need it;
  - the necessary skills to interpret and analyse attendance data; and
  - any additional training that would be beneficial to support pupils and pupil cohorts overcome commonly seen barriers to attendance.

- The School maintains written records of all staff training.

16 Information sharing

- Personal information on attendance will only be shared in line with legal obligations and having regard to government guidance on attendance, safeguarding and children missing education.
- The School, local authorities and other local partners should work jointly and share data on individual cases where it is of benefit to a pupil (e.g. health services where there are medical conditions or the police where there are extra-familiar harms).
- Where appropriate the schools will attend regular targeting support meetings.
- The School is legally required to share information from the registers with the local authority. As a minimum this includes:

  - New pupil and deletion returns;
  - Attendance returns;
  - Sickness returns.

- The law allows local authority officers access to the attendance and admission registers of all types of schools to carry out their functions under the Education Acts to support joint working between schools and local authorities. These officers are also permitted to take digital or physical extracts of the School's registers.

- The School must provide specific pupil information on request to the Secretary of State. The School meets this requirement by having an electronic management information system containing the required information that can be accessed by the DfE. The School also uses this tool to monitor pupil level attendance and understand trends in attendance patterns.

- Where appropriate, the School is expected to inform a pupil's social worker and/or youth offending team worker if there are unexplained absences.

17 Record keeping and confidentiality

- All records created in accordance with this policy are managed in accordance with the School's policies that apply to the retention and destruction of records.

- The information created in connection with this policy may contain personal data. The School's use of this personal data will be in accordance with data protection law. The School has published privacy notices on its website which explain how the School will use personal data.

APPENDIX 1

School arrangements

1 Managing attendance

- The School monitors, records and shares data about pupil attendance and as part of its duty to safeguard and protect pupils and promote attendance. It accurately completes admission and attendance registers as required by law and set out in Appendix 2 and Appendix 3 respectively. The admission and attendance registers must be kept electronically and retained by the School for the relevant time period as stated by law.

- The School expects all pupils to be present at School for the whole of the School day, usually from registration at 8.20am to close at 4pm, but this period may be extended, for example for out of school clubs, sports fixtures or school trips and varies from the Ruspini, Cadogan and the Senior/Sixth schools

2 The role of Parents / carers

- The School expects all Parents to:
    - make any application for an authorised leave of absence at the earliest opportunity;
    - notify the School of any absence or delay as soon as reasonably possible in accordance with this policy and when doing so, give an accurate explanation for this; and
    - cooperate with the School to explore possible barriers to attendance and to improve it where attendance has been raised as an issue.
- Parents of day pupils should ensure their child attends School by 8.40am for morning registration;
- Parents of boarding pupils should ensure their child returns to their boarding accommodation by 6pm on Sunday before the beginning of the school week or the day before if the term starts midweek.

3 Registration and attendance checks

- Morning registration is at 8.20 (Cadogan), 8.25 (Senior/Sixth), 8.45 (Ruspini). The registers will remain open for 25 minutes after the start of morning registration.
- Afternoon registration will be at 2pm during tutor time, 1.20pm in Cadogan
- Once the morning and afternoon registers close, a pupil will be recorded as absent if not present in the classroom/lesson.
- If a pupil is absent when the register started being taken but arrives before the register is closed they will be recorded as a late arrival (code L).
- If a pupil arrives after the register has closed but before the end of the session without a satisfactory explanation e.g. because of an unavoidable cause, then this will be recorded as an unauthorised absence (code U) and the reasons given/not given will be recorded.
- Registers will also be called at the beginning of each lesson (in Senior/Sixth and when appropriate in Cadogan) in order to identify and follow-up on absences from lessons that might occur after morning or afternoon registration
- RMS uses iSAMS as its management information system and School BI to analyse attendance data

4 Reporting absence

- If a pupil is to be absent from School for any reason, the parent / carer should contact the following below by email:

  Senior school: absence@rmsforgirls.com

  Cadogan House: prep@rmsforgirls.com

  by 8.00am on first morning of absence

- Where a pupil is ill, the School should be notified of the nature of the illness.

5 Arrangements for reporting subsequent absence

- Absence will be recorded on the Attendance Register as set out in Appendix 3.

6 Managing absence

- **Authorised absences**
  - Authorised absence means that the School has either given approval in advance for a pupil to be away (granted an authorised leave of absence) or has accepted an explanation offered afterwards as justification for absence/

- **Applications for an authorised leave of absence**
  - Applications for authorised leaves of absence during the School day will only be granted in exceptional circumstances and will only be permitted if requested via MSP using the Request for Absence form.
  - The School will consider each application for an authorised leave of absence individually, taking into account the specific facts and circumstances, the pupil's past attendance record and the relevant background context behind the request.
  - Apart from illness or where there are additional needs, no pupil should be away from School without prior permission from the member of staff authorised to grant permission
  - Dental or medical appointments should be made during School holidays or after the school day except in cases of emergency when RMS should be informed via MSP or by email to the relevant absence email address alongside evidence of the medical/dental appointment:

    Senior school: absence@rmsforgirls.com

    Cadogan House: prep@rmsforgirls.com
  - If a leave of absence is granted, it is for the member of staff authorised to grant permission to determine the length of the time the pupil is or was permitted to be away from School. It will be recorded as an authorised absence. See section 3 of Appendix 3 for more details.
  - A leave of absence will usually be authorised for religious observance if the day concerned is exclusively set apart for religious observance by the religious body to which Parents and pupils belong. Parents are expected to make a request for this type of leave of absence in advance.

9 Reporting duties

- The School has statutory reporting obligations if a pupil fails to regularly attend their absence is unauthorised. The School must report unauthorised absences for a continuous period of 10 days or more to the local authority.
- The School also has to report to Hertfordshire attendance team when a pupil is absent due to illness or medical reasons for 15 school days in an academic year whether this is consecutively or cumulatively. This can be reported in advance if this 15 days is known absence for medical reasons, for example, following an operation or long term illness.
- In the event that a pupil holding a Student or Child Student visa sponsored by the School under the Points Based System goes missing, the School will report to UKVI if the pupil misses ten consecutive expected contact points.
- Each time the School's morning attendance register is completed it is treated as a contact point for these purposes.
- The report will be made by the School's Level 1 user via the Sponsor Management and in accordance with prevailing UKVI guidance
- Action will also be taken in accordance with the Missing child policy and safeguarding policies if any absence of a pupil from the School gives rise to a concern about their welfare.

APPENDIX 2

ADMISSION REGISTER

1 Admission register

- In accordance with the requirements of the School Attendance (Pupil Registration) (England) Regulations 2024 the School will:
    - maintain an admission register of all pupils (of both compulsory and non-compulsory school age) admitted to the School (also known as the school roll); and
    - inform the local authority of any pupil who is going to be added to or deleted from the School's admission register at non-standard transition points.
- The admission register must be kept electronically and a back-up copy of the register is made at least once a month in the form of an electronic or printed copy.
- The school must ensure that every entry in the School's admission register is preserved for six years beginning with the day on which the entry was made; and every back-up copy of the register is preserved for six years after the end of the school year that it relates to.
- The admissions register contains specific personal details of every pupil in the School, including their date of admission, information regarding Parents and carers and details of the school they last attended and whether any pupil of compulsory school age is a boarder or day pupil
- A pupil's name can only be deleted from the admission register for a reason set out in regulation 9 of the School Attendance (Pupil Registration) (England) Regulations 2024. When any of the situations set out in regulation 9 occurs, the pupil's name must be deleted
- Where the School notifies the local authority that the pupil's name is to be deleted from the admission register, the School must provide it with the following information:
    - the full name of the pupil;
    - the address of the pupil;
    - the full name and address of any parent the pupil normally lives with;
    - at least one telephone number of any parent with whom the pupil lives or can be contacted in an emergency;
    - the pupil's future address, the full name and address of the parent who the pupil is going to live with, and the date the pupil is expected to start living there, if applicable;
    - name of the pupil's other or future school and pupil's start date or expected start date there, if applicable;
    - the ground (prescribed in regulation 9) under which the pupil's name is to be deleted from the admission register.

APPENDIX 3

ATTENDANCE REGISTER

1 Attendance register

- The School records and monitors the attendance of all pupils (both of compulsory and non-compulsory school age including boarders in accordance with the School Attendance (Pupil Registration) (England) (Regulations) 2024
- The School uses the appropriate national attendance and absence codes system to enable it to record and monitor attendance and absence in a consistent way which complies with regulation 10 of the Attendance Regulations.
- The attendance register is kept electronically and a back-up copy of the register is made at least once a month in the form of an electronic or printed copy.
- The School will also use these records to identify patterns of poor attendance (at individual and cohort level) and work with pupils and Parents to resolve any issues before they become entrenched.
- The School is required by law to take attendance registers twice daily - once at the start of the morning session and once during the afternoon session during the school week
- On each occasion it will be recorded whether every pupil is:
    - physically present in school when the attendance register begins to be taken; or
    - absent from the school when the attendance register begins to be taken but attends before the taking of the register has ended; or
    - attending a place other than the school; or
    - absent.
- The circumstances in which a pupil may be recorded as attending a place, other than the school, can include:
    - Attending educational provision arranged by a local authority;
    - For an educational visit or trip arranged by or on behalf of the school and supervised by a member of school staff;
    - Attending a place for an approved educational activity that is a sporting activity;
    - Attending an approved educational activity that is work experience provided under arrangements made by the school as part of the pupil's education;
    - Attending a place for any other approved educational activity.

2 Recording absence

- Absence will be recorded in accordance with the national absence codes set out in regulation 10 of the School Attendance (Pupil Registration) (England) (Regulations) 2024 and statutory guidance Working together to improve school attendance relating to:
    - leaves of absence;
    - other authorised reasons;
    - unable to attend school because of unavoidable cause;

- unauthorised absence.

3 Remote education

- The School is required to record all absence from in-person lessons.
- The School may, in limited circumstances, provide remote education to enable pupils, who are well enough to learn but unable to attend the School site, to keep pace with their education. This will be in the form of work provided on Google Classroom. It will not be online lessons.
- In the limited circumstances when the School decides to use remote education for individual pupils when they are absent, the following will be considered:
  - ensuring mutual agreement of remote education by the School, Parents or carers, potentially pupils, and if appropriate a relevant medical professional. If the pupil has an Education, Health and Care plan or has a social worker, the local authority should also be involved in the decision;
  - if remote education is being used as part of a plan to reintegrate back to school, putting a formal arrangement in place to review its efficacy regularly, alongside identifying what other support and flexibilities can be put in place to help ease the pupil back to school at the earliest opportunity;
  - setting a time limit within which the period of remote education provision should be reviewed, with the aim that the pupil returns to in person education with the required support in place to meet their needs.
- Pupils who are absent from school and receiving remote education still need to be recorded as absent using the most appropriate absence code. The School will keep a record of, and monitor pupil's engagement with remote education, but this is not formally tracked in the attendance register. Where appropriate, this information may be used to make plans for a pupil's reintegration to school.
- The School will utilise Google Classroom that will be kept up-to-date and keep pupils safe. Staff will remain trained and confident in its use.
- The School will maintain pages on its website that provide information and guidance about the remote education provision and links to any trusted external education websites. This is reviewed annually.

4 Unauthorised absence

- The "unauthorised absence" code will be used when prior permission for absence has not been given and where the School is not satisfied with the explanation given for absence or delayed attendance or where no explanation has been given meaning that the code for "unable to attend due to an exceptional circumstance" is not appropriate. Examples include:
  - holiday has not been authorised by the School or is in excess of the period determined by the member of staff authorised to grant permission];
  - the reason for absence has not been provided;
  - a pupil is absent from school without authorisation;
  - a pupil has arrived in school after registration has closed and without reasonable explanation.

APPENDIX 4

Attendance codes:

Code	Meaning	Criteria
/	Present at the school during AM registration	The session is a morning session and the pupil is present at the school when the attendance register begins to be taken.
\	Present at the school during PM registration	The session is an afternoon session and the pupil is present at the school when the attendance register begins to be taken.
L	Late arrival before registration has closed	The pupil is absent from the school when the attendance register begins to be taken but attends before the taking of the register has ended.
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.		
K	Attending Education provision arranged the LA	· The nature of the provision must also be recorded. · Code K can only be used if the child is present at the provision.
V	Attending an Educational visit or trip	· The pupil is attending a place, other than the school or any other school at which they are a registered pupil, for an educational visit or trip · Arranged by or on behalf of the school and supervised by a member of school staff. · The visit or trip must take place during the session for which it is recorded. · Code V can only be used if the pupil is present at the visit.
P	Participating in a Sporting Activity P code can only be used if the pupil is present at the activity	· 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 it is 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.
W	Attending Work Experience	· W code can only be used if the pupil is present at the activity Under arrangements by school or LA · In session for which it is 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.
B	Attending any other approved Educational Activity	· B code can only be used if the pupil is present at the activity Under arrangements by school or LA · In session for which it is 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
D	Dual Registered at another school	· The school at which the pupil is scheduled to attend must record the pupil's attendance and absence with the relevant code. · Code D may only be used by either school for a session where the pupil is scheduled to attend the other school at which they are registered. · Schools should ensure that they have in place arrangements whereby all unexpected and unexplained absences are promptly followed up.
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)		
C1	Leave of absence – performance or regulated employment abroad	· 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

M	Leave of absence for Medical or dental Appointment	· Agreement in advance · Application by parent child normally lives with · Minimum time necessary · Where pupil is absent at registration
J1	Leave of absence for Interview	· Agreement in Advance · Application by parent child normally lives with · In session absence recorded
S	Leave of absence for Studying for public examination	· Study leave should be used sparingly and only granted to Year 11 pupils for public exams. Students should still be able to come into school to revise.
X	Non – Compulsory School age pupil not required to attend school	· For part time attendance · Absence for timetabled sessions to use appropriate code and not X
C2	Leave of absence – compulsory school age pupil subject to part time timetable	· Exceptional circumstances · if the school and a parent who the pupil normally lives with have agreed that, exceptionally, the pupil should temporarily be educated only part-time · Temporary · See Working Together to improve attendance
C	Leave of absence exceptional circumstances	· Exceptional circumstances · 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.
Pupil Absent other Authorised reasons		
T	Parent travelling for occupational purposes.	· The pupil is a mobile child and their parent(s) is travelling in the course of their trade or business and the pupil is travelling with them. A mobile child is a child of compulsory school age who has no fixed abode and whose parent(s) is engaged in a trade or business of such a nature as to require them to travel from place to place. · 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.
R	Religious Observance	· The pupil is absent on a day that is exclusively set apart for religious observance by the religious body the parent(s) belong to (not the parents themselves)
I	Illness (not medical appointment)	· The pupil is unable to attend due to illness (both physical and mental health related). Schools should advise parents to notify them on the first day the child is unable to attend due to illness.

E	Suspended or Permanently excluded with no alternative provision made	· The pupil is suspended from school or permanently excluded from school, but their name is still entered in the admission register, and no alternative provision has been made for the pupil to continue their education
Pupil Absent – Unavoidable Cause		
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.
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
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
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.
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.
Y5	Unable to attend as pupil is in criminal justice detention	The pupil is unable to attend the school because they are: • in police detention, • remanded to youth detention, awaiting trial or sentencing, or • detained under a sentence of detention. 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
Y6	Unable to attend in accordance with public health guidance or law	The pupil's travel to or attendance at the school would be: • 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.
Y7	Unable to attend because of any other unavoidable cause	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))
Absent for unauthorised reasons		
G	Holiday not granted by school	The school has not granted a leave of absence and the pupil is absent for the purpose of a holiday. A school cannot grant a leave of absence retrospectively. If the parent did not apply in advance, leave of absence should not be granted.
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
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.
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