



Successful learners; Success for life.

St Andrew's CE School and Nursery Attendance Policy

At St Andrew's CE School and Nursery, we believe in promoting excellent attendance and punctuality for all of our pupils in order for them to ensure they achieve to their full potential make the most of the opportunities that school has to offer.

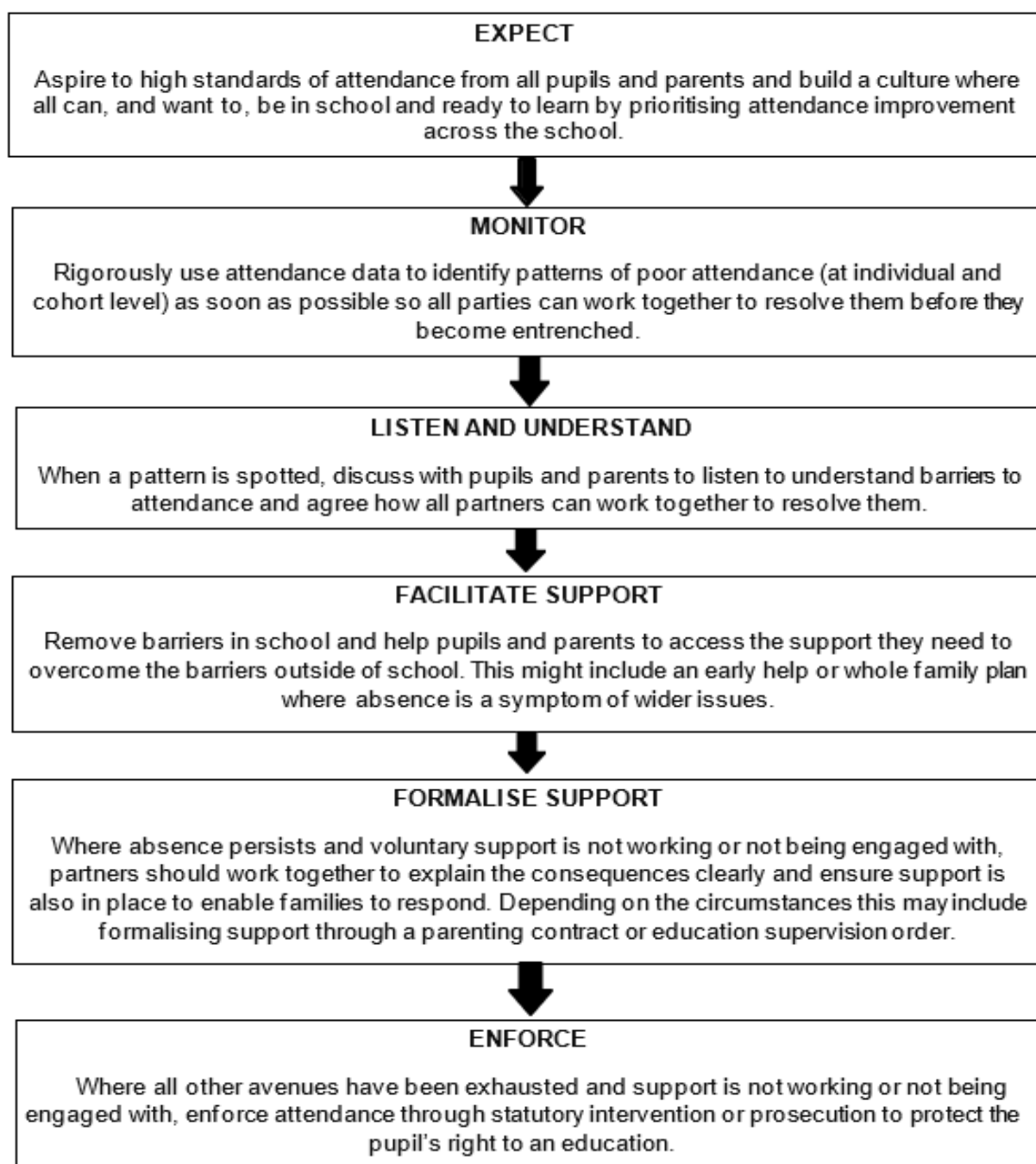
We believe that regular attendance is vitally important in promoting successful learning, as well as developing key life skills which are essential for success in the world beyond school. We recognise that it ""This is essential for pupils to get the most out of their school experience, including their attainment, wellbeing, and wider life chances. The pupils with the highest attainment at the end of key stage 2 and key stage 4 have higher rates of attendance over the key stage compared to those with the lowest attainment." (Working together to improve school attendance, July 2026)

We rely on our partnership with parents and recognise that it is a parent's legal responsibility to ensure that their children attend school in a regular and committed manner. In support of this, the following information outlines our commitments in ensuring that attendance at St Andrew's CE School and Nursery continues to be of the highest priority

"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 either by attendance at a school or by education otherwise than at a school."

(Working together to improve school attendance, July 2026).

At St Andrew's CE School and Nursery we follow the DfE Working together to Improve School Attendance Approach:



We want our pupils to attend school every day unless they are not well enough to do so. We believe that children who attend school regularly are more likely to feel settled in school, maintain friendships, keep up with their learning and gain the greatest benefit from their education. We want all our pupils to enjoy school and grow up to become emotionally resilient, confident and competent

adults who are able to realise their full potential. Regular attendance and punctuality are essential requirements in the workplace and children who are used to attending school on time, and on every occasion unless they are too unwell to attend, will be better prepared for the world.

In April 2017 the Supreme Court clarified the definition of regular attendance to be attendance “in accordance with the rules prescribed by the school”, therefore if an absence is not authorised by the school, the pupil’s attendance is deemed to be irregular.

We will do all we can to encourage our pupils to attend. We will also make available the best provision we can, for any pupil who may experience any barriers preventing regular attendance.

One of the most important factors in promoting good attendance is the development of positive attitudes towards school and a sense of belonging. To this end, we strive to make our school a happy and rewarding experience for all children, and to foster positive and mutually respectful relationships with parents.

By promoting good attendance and punctuality we aim to:

- Make good attendance and punctuality a priority for all those involved and as part of the wider school community.
- Raise pupils’ awareness of the importance of good attendance and punctuality.
- Provide support, advice and guidance to parents, pupils and staff.
- Work in partnership with parents and carers, including regularly informing them about their child’s absence and attendance levels.
- Work with external agencies where required, such as health, the LA and local organisations to support our pupils, parents and school.
- Support pupils back into school following a lengthy or unavoidable period of absence and provide support to build confidence and bridge learning gaps.
- Celebrate good and improved attendance and punctuality.

Why is Attending School Regularly So Important?

Evidence shows pupils with excellent school attendance are more likely to reach higher standards of achievement and be at less risk of exposure to crime and other safeguarding risks.

Pupils who attend regularly are more likely to achieve better results than their peers that do not, both at Key Stage 2 tests in the Primary phase, and in GCSE's at Secondary.

Excellent attendance enables pupils to be part of the school community and develop a sense of belonging. This further supports each pupil's development socially, morally, and ethically, enhancing personal well-being.

If attendance over the school year is:	...a pupil will miss this many days:	...and this many lessons:
100%	0	0
95%	10	50
90%	19	95
85%	29	145
80%	39	195
75%	49	245
70%	58	290

Safeguarding and Attendance

St Andrew's CE School and Nursery will monitor trends and patterns of absence for all pupils as a part of our standard procedures. However, we are aware that sudden or gradual changes in a pupil's attendance may indicate additional or more extreme safeguarding issues. In line with government guidance [Keeping Children Safe in Education](#) we will investigate and report any suspected safeguarding cases to the relevant authorities. As part of our safeguarding duty and our standard procedures, we will inform the Local Authority and/or the Police of the details of any pupil who is absent from school when the school has made all reasonable enquiries and cannot establish their whereabouts and is concerned for the pupil's welfare and safety.

Legislation and Guidance

This policy meets the requirements of DfE guidance [Working together to improve school attendance](#). Documents are drawn from legislation setting out the legal powers and duties that govern school attendance including:

- The Education Act 1996
- The Children Act 1989
- The Crime and Disorder Act 1998
- The Anti-social Behaviour Act 2003
- The Education and Inspections Act 2006
- The Sentencing Act 2020
- The Education (Pupil Registration) (England) Regulations 2006
- The Education (Parenting Contracts and Parenting Orders) (England) Regulations 2007

- The Education (Penalty Notices) (England) Regulations 2007

Using data to support improvements in attendance

Any absence affects the pattern of a child's schooling and regular absence may seriously affect their learning. The Department for Education (DfE) defines a pupil as a 'persistent absentee' when they miss 10% or more schooling across the school year, for whatever reason. For pupils who miss more than 50% of possible sessions they are defined as 'severely absent'.

The school will ensure that data is routinely monitored to identify emerging attendance issues and will seek to prevent any pupil becoming persistently or severely absent. This will include: identifying the individual needs of pupils; working closely with families and wider support services to remove barriers to attendance; and where a formalised approach in conjunction with the local authority is required in line with the DfE guidance [Working together to improve school attendance - GOV.UK](#)

The school uses the DfE Tracker to analyse school attendance regularly. This includes analysis of bandings, comparison to 'similar schools' and heat maps. We aim to achieve and surpass our DfE attendance improvement figure provided to by the DfE. Half termly reports are shared with governors.

We use Arbor and Insight to analyse attendance for all pupils and for groups of pupils, including vulnerable pupils. This allows us to identify patterns and trends and put in proactive support. We also use a tracker in conjunction with our EWO which allows us to work collaboratively to tackle attendance issue and promote positive attendance.

We will use the following attendance banding this year to support attendance in conjunction with EWO.

Attendance Level	School Response
96%+	Universal Promotion
Below 95%	Early attendance review
Below 92%	Targeted attendance support meeting
Below 90%	Targeted attendance support plan
Severe absence	Multi-agency intervention

If there are concerns regarding attendance the following letters may be sent from the school in conjunction with the EWO:

- First Notice Letter
- Notice To Improve Letter
- Final Notice Letter

These form part of a graduated response which could ultimately lead to a Penalty Notice where attendance does not improve despite support being offered.

Procedures for absences from school

Parents/carers are asked to inform the school by telephone if a pupil is absent, because of illness, on the first day of absence no later than 9.30 a.m. providing the reason and where necessary on each subsequent day of absence. If school has not been contacted by the parents/carers, the office will make contact by telephone on the first day of absence. This will be recorded on the school Arbor system with the reason for absence. A text will usually be sent to remind parents to provide a reason for absence.

If a child attends school after 9:30am they will only be classified as present for half a day. Two lates will equal one day absence, so it is vitally important pupils are on time.

Persistent lateness has a significant impact on learning time and can contribute to poorer attendance outcomes

After 3 days of absence, where there has been no contact from parents/carers, this will be referred to the Attendance Champion or Head Teacher who will try to make contact with the parents/carers or any of the named contacts. If no contact is made a home visit will be conducted.

If no contact can be made a letter will be delivered by hand to the home address and where there are safeguarding concerns this will be reported to Family Front Door (Social Services).

Should there be frequent absence due to illness, the Attendance Champion will ask to meet parents and may ask for medical evidence, such as prescription/prescribed medication /appointment letter/letter from GP or consultant. If these are not provided the absence will be recorded as unauthorised.

If any member of staff is concerned about a reason for absence, the Attendance Lead or member of the Senior Leadership Team should be informed.

After 10 consecutive days' absence, we are required to report this on the Worcestershire Children's Services Portal. In line with the Education Regulation Act (1996) if a child is absent from school for longer than 20 days with no

authorised reason the child's name could be taken off roll. We may also report this absence to the 'Child Missing in Education' Team.

It is a school's decision whether to accept a reason for a child's absence and whether to authorise that absence. In the majority of cases a parents' note explaining that their child was ill, for example, can be accepted without question or concern. In exceptional circumstances further evidence of a child's absence may be requested. However, schools can challenge parents' statements or seek additional evidence if they have any concerns regarding a child's attendance.

Appointments

- We encourage parents/carers to make appointments outside of school hours. Many GP surgeries, dentists and hospitals offer before and after school appointments.
- We accept occasionally there will be the need for emergency appointments, however these will be rare. Parents/carers are requested to provide written or verbal confirmation of these appointments.
- Pupils must be signed in and out at the office and these absences will be recorded as appropriate.
- We do not expect pupils to be absent all day for a medical appointment, unless there are exceptional circumstances.
- When appointments are during the day please try and make sure they are after morning register or afternoon register, so children still get their attendance mark. If the appointment is at 10:30am children should still come to school for the start of the morning to achieve their attendance mark and participate in learning until the appointment rather than keeping children off for the whole morning.

Planned absence from school

- Government legislation states that no planned absence from school will be authorised, unless there are exceptional circumstances.
- Parents must notify school of any planned absence from school in writing using the 'Leave of Absence Request Form' available at the office, or on the school website. This must be made prior to the absence taking place. Absence requests for exceptional circumstances will only be accepted by the Headteacher when completed on this form.

"All schools can grant a leave of absence for other exceptional circumstances at their discretion. In the case of schools maintained by local authorities and special schools not maintained by local authorities, it must be requested in

advance by a parent who the pupil normally lives with. Schools are then expected to consider each application individually taking into account the specific facts and circumstances and relevant background context behind the request, and should not apply blanket policies under which leaves of absence are granted automatically in response to particular circumstances or events. If a leave of absence is granted, it is for the school to determine the length of the time the pupil can be away from school. **Generally, the DfE does not consider a need or desire for a holiday or other absence for the purpose of leisure and recreation to be an exceptional circumstance."**

Punctuality

- Pupils are expected to arrive at school from 8.45 a.m to 8:55 a.m. arriving after 8:55 a.m. will be considered as late.
- Pupils arriving after 8:55 a.m. must report to the School Office so that their attendance can be recorded and will need to sign in, giving reason for lateness.
- For pupils in Nursery, and attending the morning session, school will start at 9:00am.
- Action to address lateness will be the responsibility of the Attendance Champion and/or Headteacher.
- Class registers MUST reflect the correct late code ('L' to be used prior to 9.30am, 'M' to be used if a medical appointment has resulted in the late arrival of a pupil). For further guidance on register codes please see Appendix 1.
- If a pupil arrives after the register has closed they will be marked with the unauthorised absence code "Late after registers close" (U) which is an unauthorised absence mark. However, if the pupil is late arriving due to a valid reason such as an unavoidable medical appointment, the absence will be authorised and coded accordingly.
- Valid reasons for lateness could include medical appointments, which have been agreed with school prior to the appointment

A child who is 10 minutes late for school every day effectively misses out on 6 full days of their education over a year, having an impact on their achievement. Persistent lateness is a form of absence and requires the Attendance Champion to speak with parents/carers to try and understand and support reasons for lateness. It is important that parents/carers are aware that persistent lateness can make a significant difference to their child's achievement. Persistent lateness is monitored by the Attendance Champion who will make contact with parents if lateness becomes persistent. If lateness persists the parents/carers will be invited in for a formal meeting to discuss it further. In some cases, the same procedure will be followed for those families taking unauthorised holidays. In certain circumstances, extremely low

attendance with unexplained absences may also result in prosecution of parents for not ensuring their child's attendance at school.

Minutes late per day...	Equates to days of teaching lost in one year...	Which means this number of lessons have been missed...
5 mins	3 Days	15 Lessons
10 mins	6 Days	30 Lessons
15 mins	9 Days	45 Lessons
20 mins	12 days	60 Lessons
30 mins	18 days	90 Lessons

Reporting attendance to parents

- A child's overall attendance will be reported to the parents/carers at the end of the academic year distributed within the end of year school report.
- If a child is seen as being a persistent absentee (below 90%) a copy of their child's attendance summary will be sent home. This will be done termly.
- When attendance is below 90% then a phone call/meeting may be arranged to inform the parent of their child's attendance and support offered.

Promoting attendance

We have a number of ways to promote the importance of attendance and punctuality and our ethos that 'school attendance matters.'

- All staff reward good attendance and punctuality on a daily basis through praise and encouragement.
- The weekly overall school attendance figure is displayed on the weekly newsletter with the school target.
- Pupils who have previously had poor attendance/punctuality and make significant improvement following intervention will be issued with positive communication acknowledging their improvements.
- Attendance improvement and positive engagement with attendance support will be recognised and celebrated e.g. house cup

Traveller Absence

The school will authorise the absence of a Traveller pupil of no fixed abode who is unable to attend school because they are travelling with their parent who is engaged in a trade or business of such a nature as to require them to travel from place to place. This is subject to certain limits, depending on the child's age and number of sessions absent. The school will discuss cases individually with Traveller parents as necessary. Parents should let the school know of their plans as far in advance as possible. Authorised Traveller absence will be recorded appropriately in the register.

To help ensure continuity of education for Traveller children, wherever possible, the child should attend school elsewhere when their family is travelling for occupational purposes. In such situations the child will be dual registered at that school and this school will remain their 'main' school. Where families choose to educate their child otherwise than at school, this will be managed in accordance with Elective Home Education guidance and local authority procedures. If a pupil later wishes to return to school, the school will work with the family and local authority to support reintegration wherever possible.

Children from Gypsy, Roma and Traveller communities whose families do not travel for occupational purposes are expected to register at school and attend as all other peers. They are subject to the same rules as other children in terms of the requirement to attend school regularly.

Mental Health and Attendance

The school recognises that mental health can be a significant barrier to attendance. We will work collaboratively with families and relevant professionals to understand the underlying causes of absence and provide appropriate support. We will seek to avoid approaches that increase anxiety and will prioritise reintegration plans, reasonable adjustments and pastoral support where appropriate. The school recognises that emotionally based school avoidance may require a tailored and multi-agency response.

Approved Educational Activity

When pupils are attending educational activities off the school site, that have been approved by the school, the register will be marked to show this is the case.

If a pupil is attending an alternative education provider such as another school, or Pupil Referral Unit, for part or all of their education, our school will arrange for the pupil to be dual registered at the other setting and mark our registers accordingly.

If a pupil is attending an alternative education provider, which is not a school or Pupil Referral Unit, for part or all of their education, we will mark the sessions which the pupil attends the alternative setting as code B (off-site educational activity). We will liaise regularly with alternative providers to ensure we become aware of any attendance concerns as soon as possible and take follow up action as necessary. Attendance updates will be provided on a daily basis, with the alternative setting.

Support for Poor School Attendance (other than unauthorised term time leave)

Sometimes pupils can be reluctant to attend school. We encourage parents and pupils to be open and honest with us about the reason for the pupil's absence. If a child is reluctant to attend, it is never better to cover up their absence or for a parent to give in to pressure to let the child stay at home. This can give the impression to the child that attendance does not matter and can make things worse. As a school, we need to understand the reasons why a pupil is reluctant to attend in order to be able to support pupils and parents in the best way.

When we have concerns about the attendance of a pupil, we will do our best to make the parent/s aware of the concerns about their child's attendance and give them the opportunity to address this. However, if parents do not make use of the support offered and improve their child's attendance to an acceptable level, this may result in legal sanctions. Where there are no genuine reasons for the absences, parents may be asked to meet with a member of the attendance team to discuss the matter. In some cases, this may result in a formal attendance action plan or parenting contract being drawn up.

If our school is unable to work in partnership with parents to overcome any barriers preventing regular attendance we may refer a case of poor school attendance to the Local Authority for legal sanctions. We will show all the steps we have taken to support parents and pupils and that we have warned the parent/s that they are at risk of receiving a Penalty Notice or other legal sanction. This will be evidenced via the sending of a warning letter and school records will be shared with the Local Authority.

We will not usually request legal sanctions from the Local Authority in cases where poor attendance is symptomatic of complex family circumstances. In such circumstances our school will take a holistic, early help approach to the issue and will involve other agencies if deemed necessary. The exception to this will be where parents fail to accept or engage with support offered by the school and/or other agencies, or, fail to implement the suggested changes. Again, when referring for legal sanctions, we will show that we have warned the parent/s that they are at risk of receiving a penalty notice or other legal sanction.

If our school has safeguarding concerns about a pupil who is absent, we will share information with other agencies as we deem necessary.

Vulnerable Pupils

The school will monitor attendance among vulnerable groups including:

- Pupils with SEND
- Pupils eligible for Pupil Premium
- Children with a Social Worker
- Children Looked After and Previously Looked After Children
- Children who are Young Carers
- Pupils experiencing mental health difficulties

Attendance data for these groups will be analysed regularly and targeted support provided where necessary.

The school will consider reasonable adjustments for pupils with disabilities or SEND where barriers to attendance are linked to identified needs.

As attendance is part of safeguarding we:

- Ensure attendance is regularly discussed at safeguarding meetings.
- Have an Attendance Champion who is a Deputy DSL
- Consider attendance trends within safeguarding audits.
- Use attendance information to identify emerging concerns earlier.

Pupils on Reduced (Part-time) Timetables

Pupils are entitled to a full-time education, suitable to their age, ability and aptitude, and any special educational needs or disabilities that they may have.

If, for any reason, our school is unable to provide a pupil with a full-time education due to the pupil's needs, we will work with the pupil, parent and other agencies where appropriate, to come to a mutually convenient arrangement. Any reduced timetables will be for the shortest amount of time possible, whilst arrangements are made to support the pupil's return to full-time provision as soon as possible.

Persistent absenteeism

A pupil is classed a 'persistent absentee' if they miss 10% or more of their schooling across the school year for whatever reason.

A pupil is classed as 'severely absent' if they miss 50% or more of their school across the school year for whatever reason.

We monitor all absence thoroughly. Any pupil that is seen to have reached the PA or SA thresholds or is at risk of moving towards that level, will be prioritised by school. Parents will be informed accordingly.

Where appropriate, attendance concerns may be discussed through local authority Targeting Support Meetings to enable coordinated multi-agency support

Fixed Penalty Notices

Schools may request a Penalty Notice where a pupil has accrued 10 sessions of unauthorised absence within a rolling 10-school-week period, in accordance with national guidance and local authority protocols.

Parents have a legal responsibility to ensure that their child attends school on a regular basis. It is a criminal offence under Section 444 of the Education Act 1996 to fail to secure regular attendance of a registered pupil at the school. This applies to both resident and non-resident parents who may both be subject to legal sanctions if their child fails to attend school regularly. It also applies to others who may not be the parent but may have day to day care of the child.

Under section 444 of the Education Act 1996, if a child of compulsory school age, who is a registered pupil at a school, fails to attend regularly at the school his/her parent(s) are guilty of an offence. Parents with more than one school aged child need to be aware that each child's irregular attendance is dealt with as a separate matter.

The school will judge each case individually, when we feel it meets the threshold, we will refer cases to the Local Authority for legal action unless there are reasonable grounds for not doing so. The outcome of a referral to the Local Authority may be a penalty notice or prosecution.

Penalty notices are intended as a sanction for low level offences and a tool to support improved school attendance, for example in circumstances associated with an unauthorised holiday taken during term time. They are an alternative to prosecution and may not be issued if prosecution is considered to be a more appropriate response to a pupil's irregular attendance.

See DfE's statutory guidance on [School attendance parental responsibility measures](#) for more information

Penalty notices and prosecution proceedings are issued to each parent with responsibility for the child and are issued for each child with irregular attendance. For example, in the case of Penalty Notices, if two siblings had irregular school attendance, and there were two parents with responsibility for the children, four Penalty Notices would be issued. Penalty Notices cannot be paid in instalments.

Children Missing Education (CME)

Our school will add and delete pupils from roll in line with Regulation 8 Education law. The school will use the Worcestershire children's services portal to report any children leaving our school, on part time timetables, attending irregularly, or joining the school outside of usual transition phases. If we have any CME related concerns we will contact CME@worcestershire.gov.uk

Registers

An accurate and consistent registration system is crucial both to provide a solid foundation for analysis of absence and to support any statutory interventions. If completed incorrectly this can constitute a risk in the event of an emergency evacuation. The register is a legal document and must be kept accurately. Attendance registers will be kept in accordance with legal requirements, local authority guidelines and school regulations. At St Andrew's CE School and Nursery we use electronic registration (Arbor) to keep registers and the procedures for marking registers are as follows:

Procedure Person responsible

1. Registers must be taken at 9.00 a.m. and 1:00pm - Class teacher
2. On each occasion a school must record whether a child was present, absent or present at approved educational activity. No pupil should be marked present unless actually in the room when the register is called or unless he or she has been given permission to be absent by the registering teacher - Class teacher
3. Spaces must not be left in the register - Class teacher
4. Record reasons for absence if known including who informed – Attendance Officer
5. If unsure of code – leave as 'N' code – the code will be amended by Attendance Officer
6. Daily – First Day Calling and updates to registers – Attendance Officer
7. Weekly – checking for consistency in recording. – Attendance Officer

Every half day of absence from school has to be classified by the school as either authorised or unauthorised. Authorised absence is where the Headteacher has either given approval in advance for a pupil of compulsory school age to be away, or has accepted an explanation offered afterwards as satisfactory justification for absence. All other absences, including persistent lateness, must be treated as unauthorised. At St Andrew's CE School and Nursery the Headteacher has been designated to authorise absence [see The Education School Attendance (Pupil Registration) (England) Regulations 2024

If the school is forced to close due to circumstances beyond our control this does not affect pupils' attendance. Attendance registers may be kept manually or electronically. School complies with and uses the DfE compulsory national

Reintegration

We recognise that reintegration for children that have had a long-term absence (such as a prolonged stay in hospital) or for those that have shared provision could be challenging. We also recognise that there may be other groups of children that may need support in the school environment. These may include pupils with Special Education Needs and Disabilities (SEND), medical needs, Children Looked After (CLA), and vulnerable and safeguarded pupils. In accordance with our Equal Opportunities policy all of these cases will be supported by the school; individual needs will be assessed in order to seek support from relevant agencies as deemed appropriate. If issues to do with absence are centred around allegations including peer on peer abuse such as bullying or racial abuse, the school will draw on its behaviour, SEND Policy and Equal Opportunities Policy to work through these issues with both the parents/carers and the children concerned. Please contact school immediately if these problems are suspected.

Roles and Responsibilities

Improving attendance is everyone's responsibility. All staff are responsible for promoting good attendance through positive relationships, high expectations, early identification of concerns and timely communication with families. We recognise that the barriers to attendance are often complex and individual to each pupil and therefore all staff play a role in creating a culture where every child feels safe, included, valued and ready to learn.

School

- The Attendance Champion is the named member of staff with the lead responsibility for attendance and punctuality with support from all staff.
- Governors have responsibility for monitoring attendance and challenging leaders to ensure effective practice across the school. Governors will:
 - Receive regular attendance reports.
 - Monitor attendance trends and vulnerable groups.
 - Challenge and support leaders regarding attendance outcomes.

- Ensure statutory guidance is implemented effectively.

Attendance monitoring will be reported termly to the Governing Body.

- The school will consult with any other relevant agencies such as the Education Welfare Officer, School Nurse, Early Help Team, Educational Psychologist, Children and Mental Health Service (CAMHS), Children's Services, Local Authority and others to seek to support individual cases as appropriate.
- Offer support to families who may find attendance challenging and provide strategies to help them overcome any barriers.

Pupils

- Pupils should strive to attend school every day and be on time.
- Pupils should have a clear understanding of the importance of attending school as well as acceptable and unacceptable reasons for absence.
- Pupils should tell their parents/carers or class teacher of any reason that prevents them attending/wanting to attend school.
- When walking to school independently pupils should aim to come to school directly and enter school gates by 8:55am.

Parents/carers

- Parents/carers have a legal responsibility to ensure that their child attends school every day and arrives on time.
- Parents/carers should have a clear understanding of the importance of attending school, acceptable and unacceptable reasons for absence, and the fact that an absence will remain unauthorised until a satisfactory explanation has been given.
- Parents/carers should work closely with the school and inform the office on the first day of their child's absence and where necessary all other days thereafter.
- In circumstances where a parent is having difficulty getting the child to attend they seek the support of the school as quickly as possible through the Attendance Champion (Adam Spencer), the pastoral team (Karen Boers and Jo Bayliss), or a member of the Senior Leadership Team. This can be done by phoning the school office.

	Appendix 1 Attendance Codes	
Code	Description	Statistical Meaning
/	Present at school (AM)	Present
\	Present at school (PM)	Present
L	Late arrival before register closes	Present
K	Attending education provision arranged by the local authority	Present
V	Attending an educational visit or trip	Present
P	Participating in a sporting activity	Present
W	Attending work experience	Present
B	Attending another approved educational activity	Present
D	Dual registered at another school	Present
C1	Leave of absence for a regulated performance or employment abroad	Authorised Absence
M	Medical or dental appointment	Authorised Absence
J1	Interview for employment, training or admission	Authorised Absence
S	Study leave	Authorised Absence
X	Non-compulsory school age pupil not required to attend	Not counted in attendance
C2	Leave of absence for exceptional circumstances authorised by the school (pupil subject to a part-time timetable)	Authorised Absence
T	Parent travelling for occupational purposes	Authorised Absence
R	Religious observance	Authorised Absence
I	Illness (not medical or dental appointments)	Authorised Absence
E	Suspended or permanently excluded with no alternative provision in place	Authorised Absence

G	Holiday not authorised by the school	Unauthorised Absence
N	Reason for absence not yet established	Unauthorised until reason provided
O	Unauthorised absence	Unauthorised Absence
U	Arrived after the register closed	Unauthorised Absence
Q	Unable to attend because attendance cannot be recorded due to exceptional circumstances	Not counted
Y1	Unable to attend due to transport normally provided not being available	Not counted
Y2	Unable to attend due to widespread disruption to travel	Not counted
Y3	Unable to attend because part of the school premises is closed	Not counted
Y4	Unable to attend because the whole school site is unexpectedly closed	Not counted
Y5	Unable to attend because the pupil is in criminal justice detention	Not counted
Y6	Unable to attend in accordance with public health guidance or law	Not counted
Y7	Unable to attend due to another unavoidable cause	Not counted
Z	Prospective pupil not yet on roll / awaiting admission start date	Not counted

Attendance and Absence Codes (September 2026)

The school uses the national attendance and absence codes in accordance with the School Attendance (Pupil Registration) (England) Regulations 2024 and Department for Education guidance, Working Together to Improve School Attendance (July 2026).

Appendix 2 Attendance facts

Key facts:

- ★ Research shows that children with higher attendance at school achieve better both in their exams and in later life.
- ★ A two week holiday in term time, will automatically drop attendance to 95% and can have a severe impact on children who might not find learning easy.
- ★ 90% attendance is the equivalent to one month off every school year. Over the 7 years of primary school, this is the same as missing almost one whole school year!
- ★ Children who have persistently poor attendance can suffer more commonly from friendship issues and find it harder to build lasting relationships.
- ★ You can be fined and prosecuted if your child's attendance becomes a serious issue. You will be referred to the Education Welfare Officer (EWO) and legal proceedings can and will be taken where necessary.

Good Attendance means...

Being in school at least 97% of the time or 184 to 190 days

Remember

Your education is important - don't miss out!

Did you know?

A two week holiday in term time means that the highest attendance a child can achieve is 94.7%



There are
365!
in a calendar
year

175!
are **not** spent
at school*

*So there's plenty
of time for shopping,
holidays and appointments!

Did you know?

When pupils attend school they:

- ✓ Can achieve their full potential
- ✓ Have better career prospects
- ✓ Learn how to look after themselves and be healthy
- ✓ Grow in confidence
- ✓ Keep up with work and homework
- ✓ Make new friends

