St John's C of E Primary School



Attendance Policy

November 2026

1. Aims and Introduction

At St John's School, we want to ensure that our children are able to take the fullest possible advantage of all that we have to offer and our school vision instills that all children should be given every opportunity to reach their God given potential. Excellent school attendance is paramount to children achieving their full potential and therefore, enhancing lifelong outcomes. It is central not only to academic attainment but in developing socially, morally, ethically and in enhancing well-being. It is with this in mind, that we set expectations of excellent attendance for all of our children. Evidence shows children 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.

At St John's, we are committed to meeting our obligations with regards to school attendance by:

- Promoting and modelling good attendance and promoting the benefits of this
- Reducing absence, including punctuality and persistent absence
- Ensuring every child has access to the full-time education to which they are entitled
- Acting early to address patterns of absence
- Ensuring equality and fairness for all
- Intervening early and working with other agencies to ensure the health and safety of our children
- Building strong relationships with families to overcome barriers to attendance
- Working collaboratively with other schools in the area, as well as other agencies
- Completing attendance registers and having effective processes in place to follow up absences
- Ensuring our attendance policy is clear and easily understood by all staff, parents and children
- Regularly monitoring and analysing attendance and absence data to identify children or cohorts that require more support

We will support parents to perform their legal duty to ensure their children of compulsory school age attend regularly. We will promote and support punctuality in attending lessons and, as excellent attendance is a learned behaviour, we will place equal importance on high attendance and excellent punctuality in all our children, including those who are not of statutory school age. We believe that excellent attendance and punctuality in the early years of school develops and establishes attitudes towards school attendance which impacts on future school attendance and ultimately academic success and social and

emotional well-being. Similarly, excellent attendance and punctuality post 16 establishes and develops attitudes towards attendance in the workplace and thus lifelong achievements.

Therefore, each child enrolled at our school is expected to attend every day and on time so that they can achieve their full potential. We monitor and manage attendance and punctuality across all year groups according to this policy and statutory guidance.

This policy aims to show our commitment to meeting our obligations with regards to school attendance, including those laid out in the Department for Education's (DfE's) statutory guidance on working together to improve school attendance (applies from 19 August 2024) in addition to guidance from the Local Authority.

2. Legislation and Guidance

This policy aims to show our commitment to meeting our obligations with regards to school attendance, including those laid out in the Department for Education's (DfE's) statutory guidance on working together to improve school attendance and school attendance parental responsibility measures in addition to guidance from the Local Authority.

The guidance is based on the following pieces of legislation, which set out the legal powers and duties that govern school attendance:

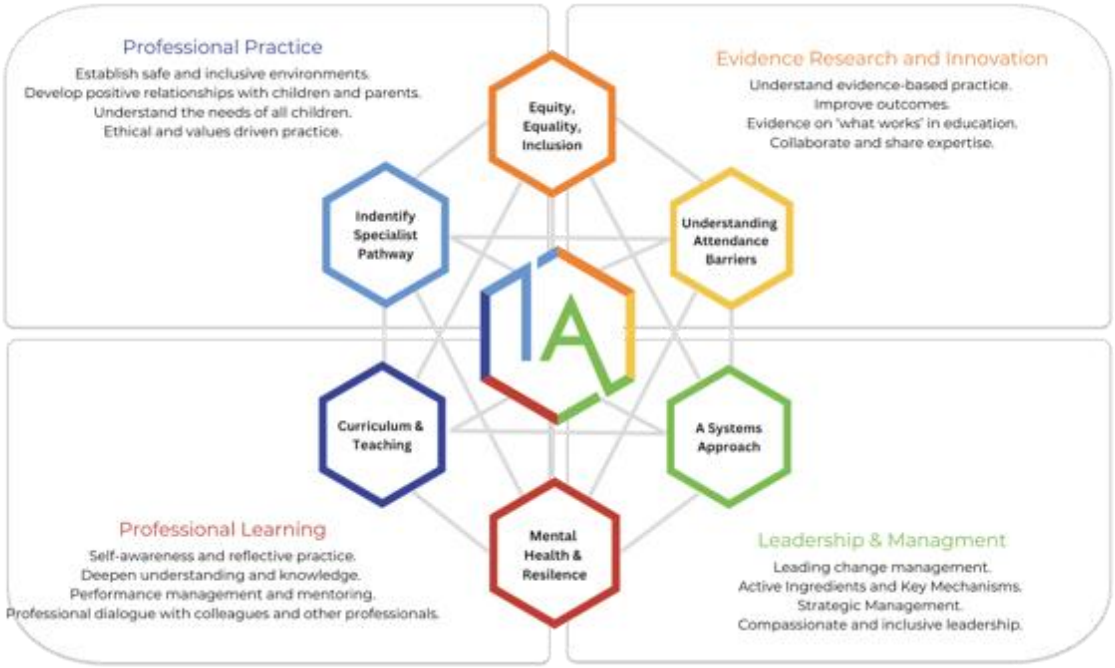
- Part 6 of the Education Act 1996
- Part 3 of the Education Act 2002
- Part 7 of the Education and Inspections Act 2006
- The Education (Pupil Registration) (England) Regulations 2006 (and 2010, 2011, 2013, and 2016 amendments)
- The School Attendance (Pupil Registration) (England) Regulations 2024
- The Education (Penalty Notices) (England) (Amendment) Regulations 2013 and the 2024 amendment

It also refers to:

- School census guidance
- Keeping Children Safe in Education
- Mental health issues affecting a pupil's attendance: guidance for schools

3. Inclusive Attendance Professional Development Model

The Inclusive Attendance professional development model fundamentally guides our attendance approach. Comprising six tailored Learning Modules, this model empowers us to deepen our understanding by facilitating continuous professional learning for all staff. Within this model, the four domains of practice ensure the provision of professional learning, professional development, evidence-based practices, and exemplary leadership and management to seamlessly integrate theory into practice.



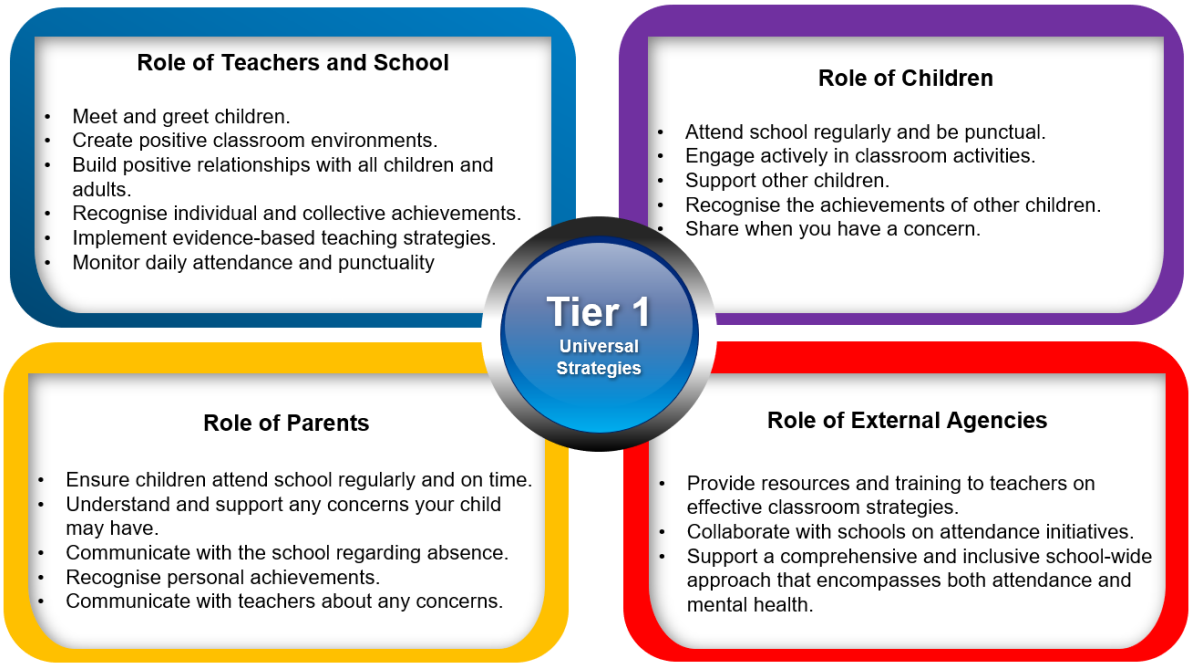
Annual Inclusive Attendance 7-Month Development Programme

St John's Primary School will review and further enhance attendance practices through dedicated participation in the Inclusive Attendance 7-month development programme. This investment allows us to remain at the forefront of educational change and extends unparalleled support to our children and their families, equipping them with access to the finest possible assistance.

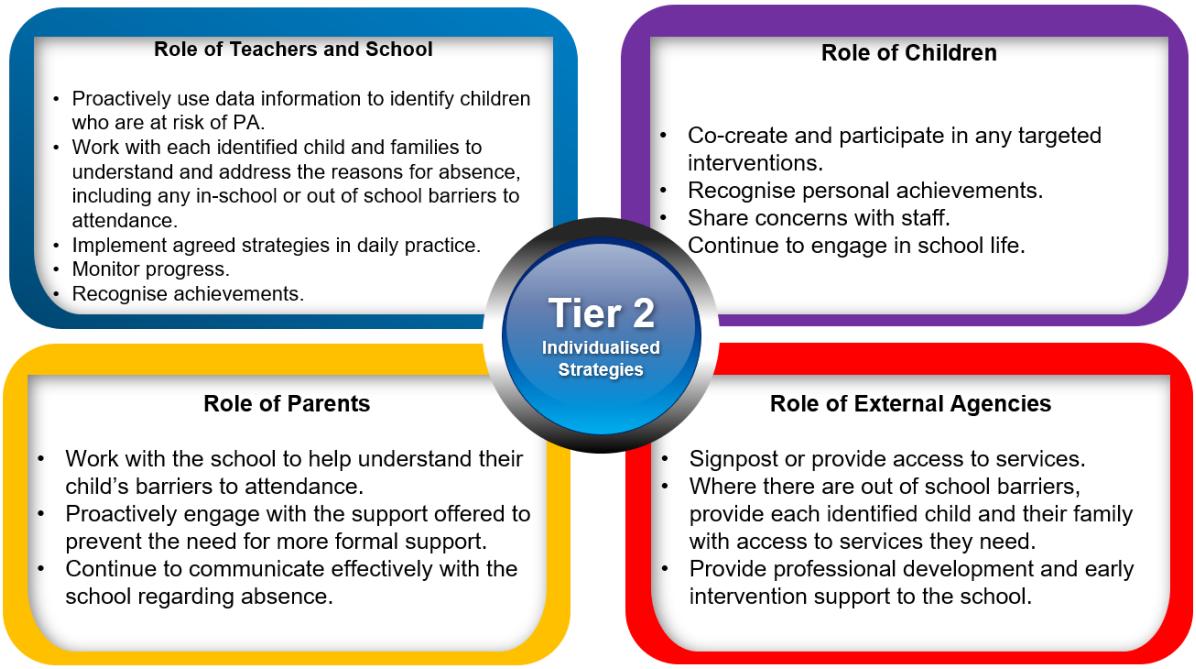
A Multi-Tiered System of Support

To guarantee a comprehensive approach to attendance, we have implement a Multi-Tiered System of Support. A Multi-Tiered System of Support (MTSS) for school attendance involves three tiers of intervention, with roles for teachers, the school, children, parents, and external agencies – including the Local Authority. Data-driven decision-making and training requirements are pivotal to the implementation of this system. The system aligns with the Department for Education's (DFE) "Working Together to Improve School Attendance" statutory paper 2024.

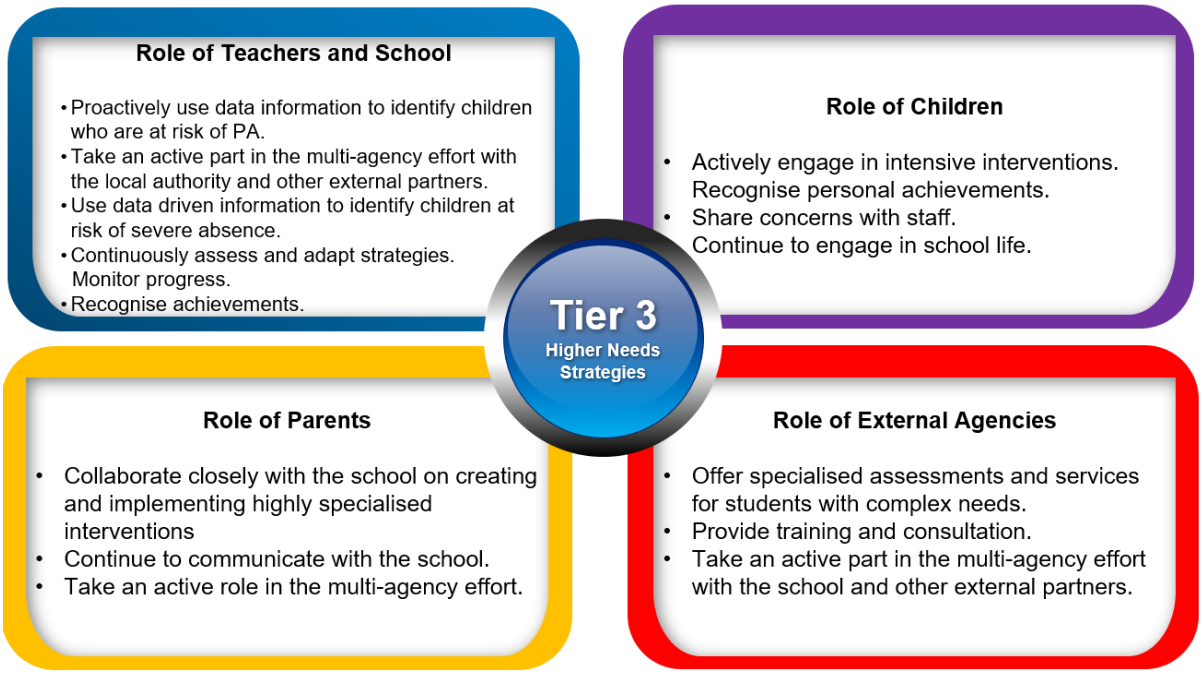
Tier 1 - Universal Approach: Establishing a baseline universal attendance approach that benefits all children.



Tier 2 – Internal Individualised Strategies and Early Help Support: Tailoring strategies to individual needs and providing early help support for persistent attendance challenges



Tier 3 - Higher Needs Strategies Support: Furnishing specialised support for children, young people, and families with complex attendance requirements, including access to external agency support when necessary



Recognition-Based Approach

Our attendance philosophy is rooted in a recognition-based approach that recognises both personal and collective achievements. This approach serves to cultivate positive environments, nurture relationships, foster inclusivity, and ultimately cultivate intrinsic motivation among our children, families, and staff. Recognition based certificates and rewards are earned as a class based on a range of attendance and punctuality achievements. Individual improvements and sustained attendance are also recognised and celebrated.

4. Roles and Responsibilities

The Role of the Local Authority

The local authority has a statutory role in supporting children's school attendance and helping families overcome barriers that may affect regular attendance at school. While

schools remain responsible for the day-to-day management of attendance, the local authority works alongside schools, parents and other partners to provide additional support where needed.

The local authority are responsible for:

- Monitoring attendance across the local area to identify patterns, trends and concerns, and to help target support to pupils, families and schools who may need it most.
- Providing a School Attendance Support Team, which schools can work with to access advice, guidance and shared good practice.
- Working jointly with schools and families through regular meetings to identify barriers to attendance and agree appropriate support or actions.
- Co-ordinating multi-agency and early help support for families where attendance issues are linked to wider needs, such as health, wellbeing, housing or safeguarding concerns.
- Taking forward legal intervention, where appropriate, if support has not been successful or has not been engaged with, in order to protect a child's right to a full-time education.
- Supporting vulnerable children, including children with a social worker or those looked after by the local authority, to help improve and maintain their attendance.

The local authority's approach is based on working in partnership with families and schools, offering support first and using legal measures only when necessary, to ensure every child can access their entitlement to education.

Governors are responsible for:

- Setting high expectations of all school leaders, staff, pupils and parents
- Recognising and promoting the importance of school attendance across the school's policies and ethos
- Having an understanding and challenging the attendance trends across the school and the actions in place to improve/sustain high attendance including for vulnerable groups
- Having an understanding of school attendance performance in comparison to national averages and progress towards targets
- Receiving regular reports on an attendance from the Head Teacher/Attendance Champion on a termly basis and helping school leaders focus improvement efforts on individual pupils or cohorts who need it most
- Providing professional support, challenge and accountability to the Head Teacher
- Ensuring the consistent implementation of this policy and that is does not discriminate on any grounds

- Handling any complaints regarding this policy in line with the school's complaint procedures
- Making sure school leaders fulfil expectations and statutory duties
- Making sure the school has high aspirations for all pupils, but adapts processes and support to pupils' individual needs

Head Teacher is responsible for:

- The day-to-day implementation of this policy and attendance management procedures
- Ensuring all staff, parents, carers and children are aware of the school's attendance expectations
- Ensuring that parents are aware of their legal duty to ensure that their child attends school regularly to facilitate their child's legal right to a full-time education
- Promoting positive attitudes by children and families towards education
- Monitoring attendance data and identifying trends (including for vulnerable groups and individual)
- Developing, implementing and reviewing strategic approach and action plans to address areas of development/improving attendance
- Ensuring the effective deployment of resources to promote excellent attendance across the school, vulnerable groups and for individual children
- Monitoring the impact of attendance interventions
- Communicating with children and parents regarding attendance, including an individual child's attendance
- Supporting children and families whose attendance gives cause for concern. This will involve assisting in resolving any situation which may be having an adverse effect on a children's attendance. This may include case work with children, and their parents where it is deemed appropriate, to improve the child's attendance. Casework is completed up to the threshold where statutory action is deemed necessary.
- Working with the parents of pupils with special educational needs and/or disabilities (SEND) to develop specific support approaches for attendance for pupils with SEND.
- Engaging with and supporting children and families in overcoming barriers to attendance/punctuality, using innovative strategies
- Working with professionals, the education attendance officers, to tackle persistent absence
- Informing the LA of CME and children being deleted from the admissions register
- Issuing fixed-penalty notices, where necessary
- Advising school staff and parents/carers on the implications of attendance legislation

Attendance Champion/Senior Leadership Team is responsible for:

- Leading, championing and improving attendance across the school
- Setting a clear vision for improving and maintaining good attendance
- Evaluating and monitoring expectations and processes
- Having a strong grasp of absence data and oversight of absence data analysis
- Regularly monitoring and evaluating progress in attendance
- Establishing and maintaining effective systems for tackling absence, and making sure they are followed by all staff
- Liaising with pupils, parents/carers and external agencies, where needed
- Building close and productive relationships with parents to discuss and tackle attendance issues
- Working collaboratively to create intervention or reintegration plans in partnership with pupils and their parents/carers
- Delivering targeted intervention and support to pupils and families
- Working with education welfare officers to tackle persistent absence

The designated senior leader responsible for attendance is **Mrs Wynn**.

Class teachers are responsible for:

- Recording attendance on a daily basis in a timely manner, using the correct codes, and submitting this information to the school office
- Aware of attendance trends in their class and support senior leaders in expectations, conversations and support for attendance
- Encouraging regular attendance and punctuality
- By speaking day to day with children and parents, they may be able to address concerns which are barriers to good attendance. Informing SLT on CPoms (internal safeguarding recording system.)
- They may notice patterns or have concerns about something a child says. These concerns should be logged on CPOMs.

The school attendance officer is responsible for:

- Monitoring and analysing attendance data

- Providing regular attendance reports to school staff and reporting concerns about attendance to the designated senior leader responsible for attendance, and the headteacher
- Advising the headteacher when to issue fixed-penalty notices
- Sending letters regarding attendance (e.g. holiday requests, absences)

Office staff are responsible for:

- Taking calls, email messages and voicemail messages from parents about absence and recording it on the school system
- Children need to enter through the office once the gate closes and use the electronic sign-in system, Entry Sign, to sign in
- Updating the SLT daily with an overview of children's absence patterns which cause concern
- Logging persistent absences on CPoms
- Producing a fortnightly report which outlines all children who are below 90%
- Working closely with the Attendance Champion to regularly review absences
- Sending appropriate letters to families who are persistently late or absent as school policy in conjunction with SLT analysis

Parents and Carers

You have the legal responsibility for ensuring your child's good attendance. We politely ask that you:

- Make sure your child attends every day on time
- Provide the school with more than one emergency contact number for your child
- Contact the school office by the Parent Mail app or phone message on the first morning of any absence and keep us updated
- Explain the reason for any absence so that our registers are accurate
- Keep in regular contact with the school during a period of absence
- Inform us in advance of any medical appointments in school time. E.g. speech therapy, hospital. Please bring a copy of the appointment letter into the office.
- Make regular medical appointments (opticians, dentists etc.) outside of school time where possible.
- Talk to us if your child is reluctant to come to school for any reason. You can speak to your child's class teacher or a member of the Senior Leadership Team.
- Make requests for leave of absence in writing to the Head Teacher only when there are exceptional circumstances (Requests for authorised leave of absence can rarely given and holidays should not be booked in the assumption of them being authorised)

If your child seems unwell in the morning but then recovers after a little more sleep or medicine, you are welcome to bring them into school. We understand that making a decision early in the morning can be pressurising for parents and carers.

We have a responsibility to keep our children safe. When we ask you to tell us straight away why your child is off school, we are not being nosy, we are making sure that you and your child are safe at home. There have been instances, in other parts of the country, where a child has not come into school and unbeknown to anyone, they have been at home with an injured or seriously ill parent and unable to get help.
If we do not hear from you when your child is off on the first day of your child's absence, we will firstly try to contact you and other named contacts that you have given us. If we have concerns, a staff member or an Education Attendance Officer may visit your home.

Being on time is important
The school day starts at 9:00 am (with the gates opening, allowing for a soft start at 8:50am) and ends at 3:30pm. Morning routines in the classroom are in place to help children settle. Class teachers use SODA (start of the day activities) to revise and revisit key areas of learning. From Reception to Y6, school gates close at 9am. Any child entering after this time will be marked late.

Children who are late should enter school through the main reception where they will be marked on the register with a late code. Children arriving later than 9.30am will be given an unauthorised code.

The afternoon register is taken at 12:30pm and will be kept open until 1pm.

Nursery morning session starts at 8:45am and finishes at 11:45am. The afternoon session begins at 12:15pm until 3:15pm.

5. Recording Attendance

Attendance register
We will keep an electronic attendance register, and place all pupils onto this register.
We will take our attendance register at the start of the first session of each school day and again at 12:30pm. It will mark, using the appropriate national attendance and absence codes from the School Attendance (Pupil Registration) (England) Regulations 2024, whether every pupil is:

- Present

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

Any amendment to the attendance register will include:

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

We will also record:

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

We will keep every entry on the attendance register for 6 years after the date on which the entry was made.

Recording attendance for pupils accessing Ark provision in the morning:
Class teachers will not submit an attendance mark for those children who go direct to nurture provision at the start of the day - these will be recorded by office staff when pupils enter through the office.

Unplanned absence

The pupil's parent must notify the school of the reason for the absence on the first day of an unplanned absence by 9am, or as soon as practically possible, by calling the school office staff, who can be contacted via 01543 452197 or office@st-johns.walsall.sch.uk

We will mark absence due to physical or mental illness as authorised, unless the school has a genuine concern about the authenticity of the illness. Where the absence is longer than 5 days, or there are doubts about the authenticity of the illness, the school will ask for medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.
If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents will be notified of this in advance.

Planned absence

Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent notifies the school in advance of the appointment. However, we encourage parents to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary.
The pupil's parent must also apply for other types of term-time absence as far in advance as possible of the requested absence. (See Section 5 to find out which term-time absences the school can authorise.)

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

- Call the pupil's parent on the morning of the first day of unexplained absence to ascertain the reason and check that all is okay
- Identify whether the absence is approved or not
- Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than 5 working days after the session(s) for which the pupil was absent
- Call the parent on each day that the absence continues without explanation, to ensure the safety of the child and the family. If absence continues, the school will consider involving an education attendance officer
- Offer support to the pupil and/or their parents to improve attendance
- Identify whether the pupil needs support from wider partners, as quickly as possible, and make the necessary referrals
- Where support is not successful, or not engaged with we will consider issuing a a notice to improve, penalty notice or other legal intervention (see section 5 below), as appropriate and is line with DfE guidance.

Reporting to parents
The school will regularly inform parents about their child's attendance and absence levels via termly written reports

6. Authorised and Unauthorised Absence

When we are Concerned
Patterns of low attendance, unauthorised attendance, declining attendance or lateness concerns us. We will often speak to parents and carers informally to 'nip it in the bud' and address any barriers to their child coming to school.

Trying to improve attendance is very much relational. Conversations can prompt a variety of support. This includes emotional support for children, friendship support, family support and parenting support.

If persistent absence continues we will follow more formal stages to support and encourage the attendance of the pupil. This may include:

- Writing to parents more formally, including a copy of their child's registration certificate.
- Requiring medical evidence for all absences.
- Invite parents or carers into school to discuss attendance or punctuality, offering support from other agencies such as Early Help Professionals
- Involving the Education Attendance Service begin following their own procedures and policies which ultimately include prosecution of parents and carers.
- Continuing or more significant concerns would see further involvement from the Education Assessment Service following procedures and policies which ultimately include prosecution of parents and carers.

When we are concerned about a child's attendance or punctuality, we may work with other schools where siblings attend and other agencies such as social workers.

At all stages, our priority as a school is to work with children, parents and carers to turn a situation around and achieve punctuality and regular school attendance.

Approval for term-time absence

The headteacher will allow pupils to be absent from the school site for certain educational activities, or to attend other schools or settings. The headteacher will only grant a **leave of absence** to a pupil during term time if the request meets the specific circumstances set out in the 2024 school attendance regulations. These circumstances are:

- Taking part in a regulated performance or sporting activity
- A temporary, time-limited part-time timetable
- Exceptional circumstances

As a leave of absence will only be granted in exceptional circumstances; following government guidance, leave will not be granted for a term-time holiday in any circumstances, as agreed by the Governing body.

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant background context behind the request. Any request should be submitted, in writing, as soon as it is anticipated and, where

possible, at least 4 weeks before the absence. The headteacher may require evidence to support any request for leave of absence.

Other valid reasons for **authorised absence** include (but are not limited to):

- Illness (including mental-health illness) and medical/dental appointments (see sections 4 for more detail)
- Attending an offsite approved educational activity, sporting activity or visit or trip arranged by the school
- Attending another school at which the pupil is also registered (dual registration)
- Attending provision arranged by the local authority
- If there is any other unavoidable cause for the pupil not to attend school, such as disruption to travel caused by an emergency, a lack of access arrangements, or because the school premises are closed
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parent(s) belong(s).
- Parent(s) travelling for occupational purposes
- If the pupil is currently suspended or excluded from school (and no alternative provision has been made)

Children with medical needs.

We are committed to working with children with medical needs and their families. Each child's circumstances will be different and we can be flexible and provide support to help the child be safe and well in school. Should children require long or regular periods of time off school, we will work with the child, family and medical staff to make a support plan in the best interest of the child. Any child needing a phased return should make this request through the school office.

Sanctions

If all avenues have been exhausted, and to for the welfare of our pupils, we may have to consider potential sanctions to tackle poor attendance. Decisions will be made on an individual, case-by-case basis.

Notices to improve

If the national threshold (10 sessions of unauthorised absence in a rolling period of 10 school weeks) has been met and support is appropriate, but parents do not engage with offers of support, the school, along with the Education Attendance Officer, may offer a notice to improve to give parents a final chance to engage with support.

Notices to improve will be issued in line with processes set out in the local code of conduct for the Walsall Local Authority.

They will include:

- Details of the pupil's attendance record and of the offences
- The benefits of regular attendance and the duty of parents under section 7 of the Education Act 1996
- Details of the support provided so far
- Opportunities for further support, or to access previously provided support that was not engaged with
- A clear warning that a penalty notice may be issued if attendance doesn't improve within the improvement period, along with details of what sufficient improvement looks like, which will be decided on a case-by-case basis
- A clear timeframe of between 3 and 6 weeks for the improvement period
- The grounds on which a penalty notice may be issued before the end of the improvement period

Penalty notices

In-line with Walsall Council procedures, the headteacher, local authority or the police can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age, by issuing a penalty notice. The school will follow the ATTEND framework as set out by the local authority before submitting a penalty notice.

If the school issues a penalty notice, it will check with the local authority before doing so, and send it a copy of any penalty notice issued. Before issuing a penalty notice, the school will consider the individual case, including:

- Whether the national threshold for considering a penalty notice has been met (10 sessions of unauthorised absence in a rolling period of 10 school weeks)
- Continued support and intervention has been put into place and no improvement on attendance has been shown
- Whether a penalty notice is the best available tool to improve attendance for that pupil
- Whether further support, a notice to improve or another legal intervention would be a more appropriate solution
- Whether any obligations that the school has under the Equality Act 2010 make issuing a penalty notice inappropriate

Each parent who is liable for the pupil's offence(s) can be issued with a penalty notice, but this will usually only be the parent/parents who allowed the absence.

The payment must be made directly to the local authority, regardless of who issues the notice. If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice. (See Appendix 1 for Walsall Council penalty

notice information. Walsall's Code of Conduct for Penalty Notices can be found here: https://go.walsall.gov.uk/schools-and-learning/school-attendance-and-absence

7. Promoting Attendance

All staff at St John's understand the importance of regular attendance and how absence affects attainment, well-being and wider outcomes. We all have responsibility for attendance and all staff will:

- Have high expectations of punctuality and attendance
- Make the school a safe and happy environment
- Make every day count
- Welcome every child in to school
- Excite the children by telling them about their next day's activities
- Offer a curriculum that is exciting and engaging that meet the needs of all children
- Offer wider opportunities inside and outside of school
- Promote the benefits of regular attendance
- Build strong relationships and work jointly with families, listening to barriers and working in partnership to remove them

8. Monitoring and Analysing Attendance and Punctuality

Attendance of all children is checked on a daily basis by office staff. The Attendance Champion, Mrs Wynn, will monitor and analyse attendance data weekly to ensure that intervention and support is delivered quickly to address attendance issues.

Attendance Officer will liaise fortnightly with the Education Attendance Officer to discuss any concerns and appropriate actions.

SLT will collect and report attendance data to Governors and lead professionals termly. Data collected and analysed will include data for attendance, persistent absence (below 90%) and severe absence (below 50%):

- The school cohort as a whole
- Individual year groups
- Children from vulnerable groups – PP, FSM, SEND, EHCP, EAL, LAC
- Any other groups or individuals deemed to be at risk of poor attendance.

The SLT will conduct a thorough analysis of the data termly and annually to identify patterns and trends; individual or groups of children needing support/intervention. Analysis will then be used to develop and implement action plans/interventions to improve attendance.

Analysis will also include identification of:

- Types of absence (codes)
- Patterns in days of absence
- Barriers to attendance

Attendance data will be benchmarked against national data. Schools are legally required to share information from their attendance registers with the local authority and the DfE.

9. Monitoring Arrangements

This policy will be reviewed as guidance from the local authority and/or DfE is updated, and as a minimum annually by Mrs Wynn, Attendance Champion. At every review, the policy will be approved by the full governing board.

10. Key Contacts

If you have any concerns regarding your child's attendance, please contact school so we can support both you and your child.

Attendance Champion	Mrs Wynn
School Office	01543 452197
Class Teacher	Via Dojo or school office
Any member of the Senior Leadership Team Headteacher: Mr Mills Deputy Head: Mrs McLeish, Mrs Mills, Mrs Wynn	Via school office

Appendix I: Coding Attendance in line with DFE guidance 2024

Code /\ (Present at the school):

- Pupils must be present during registration to be counted.
- If a pupil leaves after registration, they are still counted as attending for statistical purposes.

Code L (Late arrival before the register is closed):

- The pupil arrives after the register starts but before it closes.
- Schools should discourage late arrival and set a consistent time limit for open registration, not exceeding 30 minutes.
- If a pupil arrives late after the register closes, mark them as absent using code U or another appropriate absence code.

Code K (Attending education provision arranged by the local authority):

- Pupil attends educational provision arranged by the local authority, not by the school.
- Examples include attending courses at college or receiving home tutoring.
- Schools must record the nature of the provision and ensure notification of absences.

Code V (Attending an educational visit or trip):

- Pupil attends a school-arranged educational visit or trip supervised by school staff.
- Must take place during the recorded session.
- If pupil doesn't attend, record absence using relevant absence code.

Code P (Participating in a sporting activity):

- Pupil attends an approved educational sporting activity.
- Criteria for recording attendance include approval by the school, educational nature of the activity, and appropriate supervision.
- Schools must ensure safeguarding measures and record absences with relevant codes.

Code W (Attending work experience):

- Pupil attends work experience as part of their education arranged by the local authority or school.
- Criteria for recording attendance are similar to other approved educational activities.
- Schools must ensure safeguarding measures and record absences with relevant codes.

Code B (Attending any other approved educational activity):

- Pupil attends an approved educational activity other than sports or work experience.
- Criteria for recording attendance are similar to other approved educational activities.
- Schools must record the nature of the activity and ensure safeguarding measures.

Code D (Dual registered at another school):

- Used when a pupil is registered at more than one school, indicating absence with leave to attend the other school.
- Main examples include attendance at a pupil referral unit, hospital school, or special school temporarily.
- Schools must promptly follow up on unexpected or unexplained absences to avoid double counting.

Code C1 (Leave of absence for regulated performance or employment abroad):

- Schools grant leave for pupils to participate in regulated performances or employment abroad under specific circumstances.
- Criteria for granting leave include licenses issued by local authorities or exemptions.
- Schools must record the absence using this code and consider its impact on the pupil's education.

Code M (Leave of absence for medical or dental appointment):

- Schools encourage appointments outside of school hours; otherwise, prior agreement is necessary.
- Leave of absence is granted under specific conditions, including exceptional circumstances.
- Absences for medical or dental appointments are recorded using this code.

Code J (Leave of absence for interview for employment or admission):

- Schools can grant leave for pupils to attend interviews for employment or admission to another educational institution.

- Applications for leave must be made in advance, and leave is granted based on specific criteria.
- The interview must occur during the recorded session, and the absence is classified as authorized.

Code S (Leave of absence for studying for a public examination):

- Schools can grant leave for pupils to study for public examinations under specific conditions, agreed in advance with parents.
- Study leave should be granted sparingly, and provisions must be made for pupils who choose to continue attending school for revision.
- Absences for studying for public examinations are recorded using this code.

Code X (Non-compulsory school age pupil not required to attend school):

- Schools can grant leave for non-compulsory school-age pupils to attend school part-time under certain circumstances.
- Absences for non-compulsory school-age pupils are recorded using this code, with exceptions noted.
- For pupils subject to a part-time timetable, this code should not be used, and appropriate absence codes should be applied.

Code C2 (Leave of absence for compulsory school age pupil subject to part-time timetable):

- Schools can grant leave for compulsory school-age pupils to temporarily reduce their timetable to part-time in exceptional circumstances, agreed upon with parents.
- Absences for pupils with part-time timetables are recorded using this code, ensuring agreement between the school and parents.

Code C (Leave of absence for exceptional circumstances):

- Schools may grant leave of absence at their discretion, but only for exceptional circumstances.
- Each application is assessed individually, considering specific facts and circumstances.
- Absences for exceptional circumstances are recorded using this code, ensuring compliance with regulations and discretion exercised by the school.

Pregnant pupils:

- Maternity leave for pregnant pupils is treated similarly to other leave of absence for exceptional circumstances.
- Schools should act reasonably and grant an appropriate period of leave considering individual circumstances, at their discretion.

Code T (Parent traveling for occupational purposes):

- Used when a pupil's parent(s) is traveling for trade or business, and the pupil is traveling with them.
- Schools should only request proof of occupational travel when genuine doubt exists about the reason for absence.
- Pupils should ideally attend schools where their parents are traveling, being dual registered at both their main school and the one they're temporarily attending.
- Classified as authorized absence for statistical purposes.

Code R (Religious observance):

- Used when a pupil is absent on a day exclusively set apart for religious observance by their religious body.
- Schools may seek guidance from the parent's religious body to ascertain such days.
- Strategies such as setting term dates around religious observance days are encouraged.
- Classified as authorized absence for statistical purposes.

Code I (Illness - not medical or dental appointment):

- Indicates a pupil's inability to attend school due to illness, both physical and mental health related.
- Schools should not routinely request medical evidence but may do so when necessary.
- Classified as authorized absence for statistical purposes.

Code E (Suspended or permanently excluded and no alternative provision made):

- Used when a pupil is suspended or permanently excluded, and no alternative provision has been arranged.
- Alternative provision should be arranged within six consecutive school days of suspension or permanent exclusion.
- Classified as authorized absence for statistical purposes.

Code Q (Unable to attend school because of a lack of access arrangements):

- Indicates a pupil's inability to attend school due to a failure by the local authority to provide access arrangements.
- Classified as not a possible attendance for statistical purposes.

Code Y1 (Unable to attend due to transport normally provided not being available):

- Used when a pupil can't attend because the school is beyond walking distance and the usual transport provided by the school or local authority is unavailable.
- Walking distances for different age groups are specified.
- Classified as not a possible attendance for statistical purposes.

Code Y2 (Unable to attend due to widespread disruption to travel):

- Indicates a pupil's inability to attend school due to widespread travel disruptions caused by emergencies at the local, national, or international level.
- Classified as not a possible attendance for statistical purposes.

Code Y3 (Unable to attend due to part of the school premises being closed):

- Used when part of the school premises is unusable, and the pupil cannot practically be accommodated in the remaining usable parts.
- Classified as not a possible attendance for statistical purposes.

Code Y4 (Unable to attend due to the whole school site being unexpectedly closed):

- Applied when the entire school site is unexpectedly closed, such as due to adverse weather.
- Attendance registers are not taken, and pupils are marked with this code to signify the closure.
- Not applicable for planned closures like weekends or holidays.
- Classified as not a possible attendance for statistical purposes.

Code Y5 (Unable to attend as pupil is in criminal justice detention):

- Used when a pupil is unable to attend due to being in police detention, remanded, or serving a sentence of detention.
- Communication with the Youth Offending Team is encouraged to support educational needs during detention.
- Classified as not a possible attendance for statistical purposes.

Code Y6 (Unable to attend in accordance with public health guidance or law):

- Applied when a pupil's travel or attendance at school would violate public health guidance or legislation related to disease transmission.
- Classified as not a possible attendance for statistical purposes.

Code Y7 (Unable to attend because of any other unavoidable cause):

- Used for an unavoidable cause preventing a pupil from attending school, not covered by other specific codes.
- The nature of the unavoidable cause must be recorded.
- Classified as not a possible attendance for statistical purposes.

Code G (Holiday not granted by the school):

- Used when a pupil is absent for a holiday that the school did not approve in advance.
- Schools cannot retrospectively grant leave of absence, and absence for holidays without prior approval is considered unauthorized.
- Classified as unauthorized absence for statistical purposes.

Code N (Reason for absence not yet established):

- Employed when the reason for a pupil's absence has not been determined before the register closes.

- Schools must make efforts to ascertain the reason for absence promptly.
- If the reason cannot be established within five school days, the absence must be amended to Code O.
- Classified as unauthorized absence for statistical purposes.

Code O (Absent in other or unknown circumstances):

- Used when no reason for absence is established, or the school is not satisfied with the reason given, which doesn't align with authorized codes.
- Classified as unauthorized absence for statistical purposes.

Code U (Arrived in school after registration closed):

- Applied when a pupil arrives late after the register has closed but before the end of the session.
- Schools should discourage late arrival and set a specific time limit for registering attendance.
- Late arrival beyond the specified time results in the pupil being marked as absent.
- Classified as unauthorized absence for statistical purposes.

Administrative Code Z (Prospective pupil not on admission register):

- Utilized to set up registers in advance for prospective pupils who have not yet officially joined the school.
- Aims to streamline administrative processes.

From September 2024, the new National Framework for issuing penalty notices will apply.

Penalty Notice Fines will continue to be issued per parent per child.

For example: 3 Siblings absent for term time leave, would result in each parent receiving 3 separate fines.

National Threshold

There will be 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 days) of unauthorised absence within a rolling 10-school week period.

These sessions do not have to be consecutive and can be made up of a combination of any type of unauthorised absence.

The 10-school week period can span over different terms and school years.

1

First Offence

The first time a Penalty Notice is issued for a Term Time Holiday or Irregular School Attendance the Penalty Notice will be charged at:

£160 per parent, per child paid within 28 days.

Reduced to £80 per parent, per child if paid within 21 days.

2

Second Offence

(within 3 years of the First Offence)

Where it is deemed appropriate to issue a second Penalty Notice to the same parent for the same pupil within 3 years of the first notice, the second Penalty Notice will be charged at:

£160 per parent, per child paid within 28 days.

(Unpaid Penalty Notices after 28 days may result in a prosecution)

3

Third Offence and any further Offences

(within 3 years of the First Offence)

The third time that an offence is committed for either a term time holiday and/or Irregular attendance, a Penalty Notice will not be issued, the case may be proceeded straight to prosecution under the Single Justice Procedure.

If found guilty of the offence of 'failure to secure their child's regular attendance at a school' the Magistrates can impose a fine up to £1,000.