



Headteacher – Miss H Kearsley

# ATTENDANCE POLICY

## 2024-2025

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Governor responsible (if applicable):	

**Version Control**

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1	January 2023		One drive
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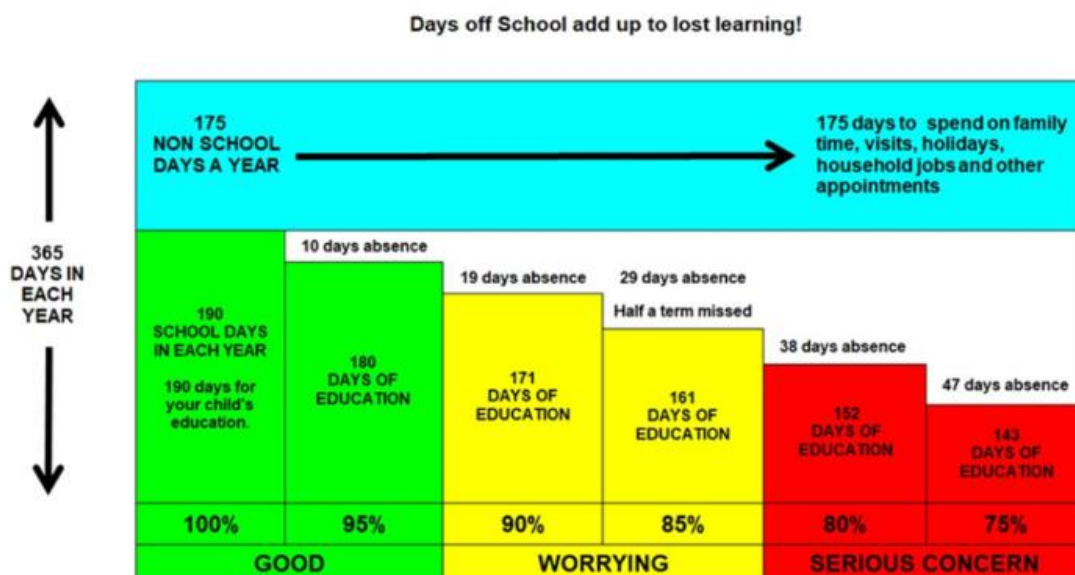
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## 1. Aims

At Hilton Lane Primary School we believe that the regular education of all children, irrespective of age, gender, race or ability is crucial to each and every pupil because we believe in “Aiming High Together”. Pupils cannot achieve their full potential if they do not regularly attend school. Days off school is lost learning as the chart below shows.



We understand that barriers to attendance are complex, and that some pupils find it harder than others to attend school; therefore, we will continue to prioritise cultivating a safe and supportive environment at school, as well as strong and trusting relationships with pupils and parents, local community and the local authority Attendance Service to the end. We take a whole-school approach to securing good attendance, and recognise the impact that our efforts in other areas – such as the curriculum, behaviour standards, bullying, SEND support, pastoral support, and the effective use of resources such as pupil premium – can have on improving pupil attendance. Maintaining a high profile for attendance and punctuality Hilton Lane Primary School aims to achieve a minimum 96% figure this academic year and to encourage high levels of attendance and punctuality by adopting the following strategies.

We are committed to meeting our obligation with regards to school attendance through our whole-school culture and ethos that values good attendance, including:

- Promoting and modelling high attendance and its benefits.
- Ensuring equality and fairness for all.
- Ensuring this attendance policy is clear and easily understood by staff, pupils and parents.
- Ensuring every pupil has access to full-time education to which they are entitled.
- Intervening early to address patterns of absence.
- Reducing absence, including persistent and severe absence.
- Working with other agencies to ensure the health and safety of our pupils.
- Building strong relationships with families to ensure pupils have the support in place to attend school.
- Working collaboratively with other schools in the area, as well as other agencies.

- Ensuring parents follow the framework set in section 7 of the Education Act 1996, which states that the parent of every child of compulsory school age shall cause them to receive efficient full-time education suitable to their age, ability and aptitude, and to any SEND they may have, either by regular attendance at school or otherwise.
- Regularly monitoring and analysing attendance and absence data to identify pupils or cohorts that require more support.

We will also promote and support punctuality in attending lessons.

The school's attendance lead is **Mrs. Crowther**, and can be contacted via **[hiltonlane.primaryschool@salford.gov.uk](mailto:hiltonlane.primaryschool@salford.gov.uk)**. Staff, parents and pupils will be expected to contact the attendance officer for queries or concerns about attendance.

## 2. Legislation and guidance

This policy meets the requirements of the [working together to improve school attendance \(applies from August 2024\)](#) from the Department for Education (DfE), and refers to the DfE's statutory guidance on [school attendance parental responsibility measures](#). These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

- 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 \(and 2010, 2011, 2013, 2016 amendments\)](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)
- School census guidance
- Keeping Children Safe in Education
- Mental health issues affecting a pupil's attendance: guidance for schools

## 3. Roles and responsibilities

### 3.1 The governing board

The governing board is responsible for:

- Promoting the importance of school attendance across the school's policies and ethos
- Making sure school leaders fulfil expectations and statutory duties
- Regularly reviewing and challenging attendance data
- Monitoring attendance figures for the whole school
- Making sure staff receive adequate training on attendance
- Holding the headteacher to account for the implementation of this policy
- Having regard to 'keeping children safe in education' when making arrangements to safeguard and promote the welfare of children.
- Ensuring there is a Children Missing Education Policy in place and that this is regularly revised and updated.

The governor responsible for attendance is Vivienne Rogerson

### 3.2 The Headteacher

The headteacher is responsible for:

- Implementation of this policy at the school

- Monitoring school-level absence data and reporting it to governors
- Supporting staff with monitoring the attendance of individual pupils
- Monitoring the impact of any implemented attendance strategies

### **3.3 The Designated Attendance Lead**

The designated senior leader is responsible for:

- Leading attendance across the school.
- Offering a clear vision for attendance improvement.
- Evaluating and monitoring expectations and processes.
- Having an oversight of data analysis.
- Devising specific strategies to address areas of poor attendance identified through data.
- Arranging calls and meetings with parents to discuss attendance issues.
- Delivering targeted intervention and support to pupils and families.
- Liaising with Headteacher and Attendance Officer when considering Fixed Penalty Notices.
- Monitoring and analysing attendance data (see section 7).
- Benchmarking attendance data to identify areas of focus for improvement.
- Providing regular attendance reports to school staff and reporting concerns about attendance to the designated senior leader responsible for attendance and the headteacher.
- Working with Attendance Officers to tackle persistent absence.
- Advising the headteacher when to request fixed-penalty notices – duplicate remove?

### **3.4 Staff Community**

All staff are responsible for promoting high attendance and positive punctuality by adopting the following strategies:

- Positive conversations with children and parents e.g. 'Oh we missed you yesterday! You missed such a great science lesson this week. Thank you for bringing her in mum, I'm sure they will manage with a cold but I'll call you if not.'
- Remove barrier to attendance wherever possible e.g. giving a reluctant child a special classroom responsibility.
- Any concerns regarding attendance should be recorded on cpoms e.g. regular days off, patterns in absence, inconsistencies in the reports for the reason for absence.

### **3.5 Class teachers**

- Mrs Splaine- Nursery
- Miss Pilling - Reception
- Mrs Crompton-Muir - Year 1
- Mrs Kay -Year 2
- Mrs Hudson - Y3
- Miss Haslam - Y4
- Mrs Andrews- Y5
- Mr Jackson - Y6

- Mrs Oliver, Miss Slade – When covering all classes.

Class teachers are responsible for:

- Following this policy and ensuring pupils do so too.
- Ensuring this policy is implemented fairly and consistently.
- Modelling good attendance behavior.
- Using their professional judgment and knowledge of individual pupils to inform decisions as to whether any welfare concerns should be escalated.
- Recording attendance on a daily basis, using the correct codes, and submitting this information to the school office by 9am and 1pm.

### **3.6 School Office and Family Liaison**

School office, Family Liaison officer and Learning Mentor staff will:

- Take calls/emails/seesaw messages from parents about absence on a day-to-day basis and record it on the school system.
- Transfer calls from parents to the Family Liaison Officer in order to provide them with more detailed support on attendance.
- Send texts, make calls to families relating to attendance.

### **3.7 Parents/carers**

Parents/carers are expected to:

- Make sure their child attends every day between 8:45am and 9am on time.
- Ensure that their children achieve a minimum attendance figure over 96%.
- To send a Seesaw message or call the school to report their child's absence before 9:15am on the day of the absence and each subsequent day of absence, and advise when they are expected to return.
- Provide the school with more than 1 emergency contact number for their child.
- Keep school up to date with work, home and mobile contact numbers, e-mail addresses and home addresses.
- Ensure that, where possible, appointments for their child are made outside of the school day, i.e. dental check ups are made outside of school hours.

### **3.8 Pupils**

Pupils are expected to:

- Attend school every day on time
- To understand the importance of regular school attendance and punctuality by having a collective responsibility with school and parents/carers.

## **4. Recording attendance**

### **4.1 Attendance register**

We will keep an 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 once during the second session. It will mark 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

See appendix 1 for the DfE attendance codes.

We will also record:

- Whether the absence is authorised or not
- The nature of the activity if 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 3 years after the date on which the entry was made.

Pupils must arrive in school by 9:00am on each school day.

The register for the first session will be taken at 9am and will be kept open until 9:30 am. The register for the second session will be taken at 1pm and will be kept open until 1:30pm.

#### **4.2 Unplanned absence**

The pupil's parent/carer must notify the school of the reason for the absence on the first day of an unplanned absence by 9:15am or as soon as practically possible by messaging the office on Seesaw or calling the school staff (see also section 7).

We will mark absence due to illness as authorised unless the school has a genuine concern about the authenticity of the illness.

If the authenticity of the illness is in doubt or if attendance levels are high, the school may ask the pupil's parent/carer to provide 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/carers will be notified of this where possible.

#### **4.3 Planned absence**

Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent/carer notifies the school in advance of the appointment.

Ensure a leave of absence during term time, in exceptional circumstances, is requested in writing to the Headteacher.

Parents should include:

- First date of absences
- Date of return to school
- Duration
- Parent/Carer signature and date



- Contact detail, if different to the ones held on the school files
- The details of the exceptional circumstances

The letter should be addressed to Miss Kearsley.

Please beware leave of absences will be only considered in exceptional circumstances.

We encourage parents/carers 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/carer must also apply for other types of term-time absence as far in advance as possible of the requested absence. Go to section 5 to find out which term-time absences the school can authorise.

#### **4.4 Lateness and punctuality**

A pupil who arrives late:

- Before the register has closed will be marked as late, using the appropriate code
- After the register has closed will be marked as absent, using the appropriate code
- Any child arriving after 9am must come into school via the main reception. It is the parent's responsibility to sign in their child.
- A child arriving after 9:30 am will receive a U code which is unauthorised absence. This is because more than half of the first lesson of the day has been missed.
- The school will send a text after 9:30 am each morning to those parent/ carers whose children are absent and we do not know the reason.
- After 3 late marks a punctuality concern Stage 1 late letter issued.
- After 10 late marks a Punctuality concern Stage 2 late letter will be issued.
- Failing all this school will contact with the Attendance Officer.

#### **4.5 Following up unexplained absence**

Where any pupil we expect to attend school does not attend, or stops attending, without reason, the school will always follow up these absences in the following ways:

- Text the pupil's parent/carer on the morning of the first day of unexplained absence to ascertain the reason.
- Follow up the text with a phone call on the afternoon of the first day of absence.
- Ensure the proper safeguarding action is being taken which may include a home visit by staff on the first day of absence. This will be decided by the Headteacher.
- Identify whether the absence is authorised or not.
- Identify the correct code to use to enter the data onto the school attendance system

Where a pupil is absent for two school days in a row without contact with reason for absence, school will:

- Call the emergency contact listed on the system in every effort to ascertain the whereabouts of the child and alert relatives.
- Carry out a home visit. This will be conducted as soon as is practicable on the second day of absences. If the visit is not possible due to unforeseen circumstances in school, it will take place the following day unless the child is in school. If there is no answer at the door a letter will be posted through the letterbox requesting contact with school as soon as possible.

If contact has not been made on the third day and school still does not have a reason for absence further action will be required and this may include but is not limited to:

- Contacting the Attendance Officer, Emma Hallam.

- Inform Children Services
- Request a welfare Check by the police

Where the school suspect a child is on holiday we will try to make contact by phone and may also visit the family home to verify the reason of absence. Home visits may be carried out on the first day of absence in this circumstance.

School will 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.

#### **4.6 Reporting to parents/carers**

The Family Liaison Officer (FLO), will speak to parents of pupils who are consistently late to ascertain if there is a reason for lateness and look at ways of trying to assist the family. If the problem continues a letter will be sent home and the Attendance Service will be notified at our weekly consultation's meetings.

Problems related to pupil's attendance will be addressed by the FLO approaching the parents informally in the first instances but will be discussed with the Attendance Officer at their weekly consultation meetings.

Pupils attendance registration are attached to all school reports sent out to parent/ carers and staff shared attendance data with parents at parents' evenings.

Communicating the attendance policy to parents will be undertaken through regular newsletters and colour coded letters that are sent out at the end of every half term.

### **5. Authorised and unauthorised absence**

The following definitions apply for the purposes of this policy:

#### **Absence:**

- Arrival at school after the register has closed.
- An absence for sickness for which the school has granted leave.
- Medical or dental appointments which unavoidably fall during school time, for which the school has granted leave.
- Religious or cultural observances for which the school has granted leave.
- Approved educational activities.

#### **Unauthorised absence:**

- Parents keeping children off school unnecessarily or without reason.
- Truancy before or during the school day.
- Absences which have never been properly explained.
- Arrival at school after the register has closed.
- Absence due to shopping, looking after other children or birthdays.
- Absence due to day trips and holidays in term-time.
- Leaving school for no reason during the day.

#### **Persistent/Severe absence (PA/SA):**

A pupil will be considered persistently absent when they have missed 10 percent or more of schooling across the year for any reason. This includes authorised and unauthorised absences.

A pupil will be considered severely absent when they have missed 50 percent or more of schooling across the year. In these circumstances school are required to complete and implement a Severely Absent Action Plan.

The school has weekly consultations with the local authority appointed Attendance Officer. School will inform them of pupils who:

- Have missed 5 or more days of unauthorised absence.
- Is considered persistently or severely absent.
- Have obvious patterns in non-attendance.

The Attendance Officer may invite parents/carers to a formal meeting to discuss their child's attendance. Parents/ carers must attend if a meeting is convened. Non-compliance with our school attendance policy may give rise to safeguarding concerns as it is a parent/carer's duty to ensure their child is attending school.

Where a pupil has not returned to school for 10 days after an authorised absence, or is absent from school without authorisation for 20 consecutive school days, the school will follow the Local Authority policy for children missing in education.

Please be aware if a pupil's attendance causes significant concern, the school may move straight to a formal meeting or request the support of the Attendance Officer immediately to ensure swift action is taken to support the child to be in school.

### 5.1 Approval for term-time absence

**Family holidays should not be taken in term time and these will be considered unauthorised absence and may incur a fixed penalty notice.**

The headteacher will only grant a leave of absence to a pupil during term time if they consider there to be 'exceptional circumstances'. Holidays are not considered 'exceptional circumstances'.

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request.

Any request should be submitted as soon as it is anticipated and, where possible, at least 2 weeks before the absence, and in accordance with any leave of absence request. The headteacher may require evidence to support any request for leave of absence.

Valid reasons for **authorised absence** include:

- Illness and medical/dental appointments (see sections 4.2 and 4.3 for more detail)
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents belong. If necessary, the school will seek advice from the parents' religious body to confirm whether the day is set apart.
- Traveller pupils travelling for occupational purposes – this covers Roma, English and Welsh gypsies, Irish and Scottish travelers, showmen (fairground people) and circus people, bargees (occupational boat dwellers) and new travellers. Absence may be authorised only when a traveller family is known to be travelling for occupational purposes and has agreed this with the school, but it is not known whether the pupil is attending educational provision
- Other possible 'exceptional circumstances' where the head teacher may grant term-time absence e.g. funeral

Please note that a 'valid reason' does not always mean that the absence will be authorised.

## 5.2 Legal sanctions

The school will allow sufficient time for attendance interventions and engagement strategies to improve pupils' attendance; however, where engagement strategies to improve attendance have not had the **desired effect after an agreed period of time**, the Attendance Officer will consider:

- Holding a formal attendance Panel meeting with parents and Attendance Officer.
- Working with the LA to put a parenting contract or an education supervision order in place.
- Engaging children's social care where there are safeguarding concerns.

Where the above measures are not effective, the headteacher will issue a fixed penalty notice in line with the LA's code of conduct. Where attendance still does not improve following a fixed penalty notice, the school will work with the LA to take forward attendance prosecution as a last resort.

## 5.3 Penalty Notices

The headteacher (or someone authorised by them), 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.

If we issue a penalty notice, we will check with the local authority before doing so, and send it a copy of any penalty notice issued.

Before issuing a penalty notice, 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).
- 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.

A penalty notice may also be issued where parents allow their child to be present in a public place during school hours without reasonable justification, during the first 5 days of a suspension or exclusion (where the school has notified the parents that the pupil must not be present in a public place on that day).

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. If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

If issued with a first penalty notice, the parent must pay £80 within 21 days, or £160 within 28 days.

If a second penalty notice is issued to the same parent in respect of the same pupil, the parent must pay £160 if paid within 28 days. On the second occasion there will not be a reduced payment option.

Should a third absence be taken within the three-year period, a parent may be summoned to the Magistrates Court for knowingly failing to secure good attendance at school (Section 444 (1A) of Education Act 1996).

**Please note that from 19<sup>th</sup> August 2024, schools are not able to authorise any leave of absence for holidays.**

## 5.4 Notices to improve

If the national threshold has been met and support is appropriate, but parents do not engage with offers of support, school may offer a notice to improve to give parents a final chance to engage with support.

This will include:

- 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.

## 6. Strategies for promoting attendance

At Hilton Lane Primary School we believe that the regular attendance of all children, irrespective of age, gender, race or ability is crucial to each and every pupil in order for them to reach their potential. We are "Aiming High together".

In order to achieve the minimum 96% figure this academic year and to encourage high levels of attendance and punctuality we are adopting the following strategies:

- Rewarding good attendance with certificates during celebration Assemblies.
- Certificates will be given termly from December onwards for 100% attenders.
- 100% attendance will be rewarded a badge to wear the next academic year.
- Hilton Lane attendance expectations and procedures displayed on entry to the school – visible to all parent/ carers.
- Regular attendance communication via class Seesaw parenting communication system.
- All staff consistently applying the attendance policy.

## 7. Attendance monitoring

### 7.1 Data Monitoring

The Family Liaison Officer, Mrs. Crowther, will monitor and analyse attendance data weekly in consultation with the local authority appointed Attendance Officer to ensure that early intervention occurs to prevent habitual absence at the first signs. Historic and emerging patterns of attendance and absences will be considered when developing intervention strategies.

The school will collect data regarding punctuality, truancy, and authorised and unauthorised absence for:

- The school cohort as a whole.
- Individual year groups.
- Individual pupils.
- Demographic groups, e.g. pupils from different ethnic groups or economic backgrounds.
- Patterns of certain codes used.
- Particular days of poor attendance.
- Historic trends of attendance and absences.

- Barriers to attendance.
- Other groups of pupils, e.g. pupils with SEND, LAC and pupils eligible for FSM, pupils at risk of PA/SA.
- Patterns of certain codes used.
- Particular days of poor attendance.
- Historic trends of attendance and absence.
- Barriers to attendance.

The Family Liaison Officer will also provide regular reports to staff across the school to enable them to track the attendance of pupils and to implement attendance procedures. The procedures will be monitored and reviewed by the Family Liaison Officer. The governing board will regularly review attendance data, including examinations of recent and historic trends, and will support the SLT in setting goals and prioritising areas of focus for attendance support based on this data. The school will also benchmark its attendance data against local-, regional- and national level data to identify areas of success and areas for improvement, and will share practice which has been shown to be effective with other schools.

Pupil-level absence data will be collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics. The school will compare attendance data to the national average, and share this with the governing board.

## **7.2 Reducing persistent and severe absence**

Persistent absence is where a pupil misses 10% or more of school, and severe absence is where a pupil misses 50% or more of school. To help reduce the number of pupils in these categories we will:

- Use attendance data to find patterns and trends of persistent and severe absence.
- Hold regular meetings with the parents of pupils who the school considers to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement at school. These meetings will be held with the Attendance Officer and Mrs. Crowther, Family Liaison Officer.
- Provide access to wider support services to remove the barriers to attendance, such as breakfast club and parenting support.
- The early intervention process is followed so timely letters are sent highlighting attendance concerns and need for improvement with close monitoring.

## **8. Monitoring arrangements**

This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum will be reviewed annually by Nikki Crowther, the Family Liaison Officer and the Headteacher Hayley Kersley. At every review, the policy will be approved by the full governing board.

## **9. Links with other policies**

This policy links to the following policies:

- Child protection and safeguarding policy
- Behaviour policy

**Appendix 1: attendance codes**

The following codes are taken from the DfE's guidance on school attendance.

<b>Code</b>	<b>Description:</b>
<b>Code / \:</b>	<p><b>Present at the school / = morning session \ = afternoon session</b></p> <p>This code is classified for statistical purposes as attending.</p> <p>Pupils must not be recorded as present if they are not in school during registration. If a pupil were to leave the school premises after registration, they will still be counted as attending for statistical purposes.</p>
<b>Code L:</b>	<p><b>Late arrival before the register is closed.</b></p> <p>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.</p> <p>This should be the same for every session and not longer than 30 minutes.</p> <p>This code is classified for statistical purposes as attending</p>
<b>Code K:</b>	<p><b>Attending education provision arranged by the local authority.</b></p> <p>The pupil is attending a place, other than the school or any other school at which they are a registered pupil, for educational provision arranged by a local authority under section 19(1) of the Education Act 1996 (exceptional provision of education), section 42(2), or 61(1) of the Children and Families Act 2014 (special educational provision off site). A pupil attending provision arranged by the school rather than the local authority must be recorded using Codes P or B instead.</p> <p>This code is classified for statistical purposes as attending an approved educational activity</p>
<b>Code V:</b>	<p><b>Attending an educational visit or trip</b></p> <p>This code is classified for statistical purposes as attending an approved educational activity</p>
<b>Code P:</b>	<p><b>Participating in a sporting activity</b></p> <p>This code is classified for statistical purposes as attending an approved educational activity</p>
<b>Code W:</b>	<p><b>Attending work experience</b></p> <p>This code is classified for statistical purposes as attending an approved educational activity.</p>
<b>Code B</b>	<p><b>Attending any other approved educational activity</b></p> <p>The pupil is attending a place for an approved educational activity that is not a sporting activity or work experience.</p> <p>This code is classified for statistical purposes as attending an approved educational activity.</p>
<b>Code D:</b>	<p><b>Dual registered at another school</b></p> <p>The law allows a pupil to be registered at more than one school.</p> <p>This code is used to indicate that the pupil is absent with leave to attend the other school at which they are registered.</p> <p>The main examples of dual registration are pupils who are attending a pupil referral unit, a hospital school or a special school on a temporary basis.</p> <p>This code is classified for statistical purposes as not a possible attendance to avoid double counting.</p>
<b>Code C1:</b>	<p><b>Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad.</b></p> <p>This code is classified for statistical purposes as authorised absence.</p>

<b>Code M:</b>	<p><b>Leave of absence for the purpose of attending a medical or dental appointment.</b></p> <p>If a pupil is present at registration but then leaves the school to attend a medical or dental appointment during the session in question, no absence needs be recorded for that session.</p> <p>This code is classified for statistical purposes as authorised absence.</p>
<b>Code J1:</b>	<p><b>Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution</b></p> <p>This code is classified for statistical purposes as authorised absence.</p>
<b>Code S:</b>	<p><b>Leave of absence for the purpose of studying for a public examination</b></p> <p>This code is classified for statistical purposes as authorised absence.</p>
<b>Code X:</b>	<p><b>Non-compulsory school age pupil not required to attend school.</b></p> <p>This code is classified for statistical purposes as not a possible attendance</p>
<b>Code C2:</b>	<p><b>Leave of absence for a compulsory school age pupil subject to a part-time timetable</b></p> <p>In very exceptional circumstances, where it is in a pupil's best interests, schools can temporarily reduce the timetable of a pupil of compulsory school age to part-time, 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 and have agreed the times and dates when the pupil will, during the period of temporary part-time education, be expected to attend the school.</p>
<b>Code C:</b>	<p><b>Leave of absence for exceptional circumstances</b></p> <p>A leave of absence in term time should only be agree in Exceptional circumstances.</p> <p>Generally, a need or desire for a holiday or other absence for the purpose of leisure and recreation would not constitute an exceptional circumstance.</p> <p>This code is classified for statistical purposes as authorised absence</p>
<b>Code T:</b>	<p><b>Parent travelling for occupational purposes.</b></p> <p>The pupil is a mobile child (no fixed abode) and their parent(s) is travelling in the course of their trade or business and the pupil is travelling with them.</p> <p>If there is genuine and reasonable doubt over the reason given, the school may ask for proof that the family are required to travel for occupational purposes during the period of absence.</p> <p>For statistical purposes this is counted as authorised absence</p>
<b>Code R:</b>	<p><b>Religious observance</b></p> <p>This code is classified for statistical purposes as authorised absence.</p>
<b>Code I:</b>	<p><b>Illness – Physical and Mental</b> (not medical or dental appointment)</p> <p>Schools are not expected to routinely request that parents provide medical evidence to support illness absences.</p> <p>Where the school has genuine and reasonable doubt about the authenticity of the illness, medical evidence should be requested to support the absence.</p>
<b>Code E:</b>	<p><b>Suspended or permanently excluded and no alternative provision made.</b></p> <p>This code is classified for statistical purposes as authorised absence.</p>
<b>Code Q:</b>	<p><b>Unable to attend the school because of a lack of access arrangements.</b></p> <p>This code is classified for statistical purposes as not a possible attendance.</p>
<b>Code Y1:</b>	<p><b>Unable to attend due to transport normally provided not being available.</b></p> <p>This code is classified for statistical purposes as not a possible attendance.</p>



HILTON LANE PRIMARY SCHOOL – ATTENDANCE POLICY

<b>Code Y2:</b>	<b>Unable to attend due to widespread disruption to travel</b> (caused by a local, national, or international emergency). This code is classified for statistical purposes as not a possible attendance.
<b>Code Y3:</b>	<b>Unable to attend due to part of the school premises being closed.</b> This code is classified for statistical purposes as not a possible attendance.
<b>Code Y4:</b>	<b>Unable to attend due to the whole school site being unexpectedly closed.</b> This code is classified for statistical purposes as not a possible attendance.
<b>Code Y5:</b>	<b>Unable to attend as pupil is in criminal justice detention.</b> This code is classified for statistical purposes as not a possible attendance.
<b>Code Y6:</b>	<b>Unable to attend in accordance with public health guidance or law</b>
<b>Code Y7:</b>	<b>Unable to attend because of any other unavoidable cause.</b> This code is classified for statistical purposes as not a possible attendance.
<b>Code G:</b>	<b>Holiday not granted by the school.</b> This code is classified for statistical purposes as unauthorised absence
<b>Code N</b>	<b>Reason for absence not yet established.</b> This code is classified for statistical purposes as unauthorised absence.
<b>Code O:</b>	<b>Absent in other or unknown circumstances.</b> 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. This code is classified for statistical purposes as unauthorised absence
<b>Code U:</b>	<b>Arrived in school after registration closed.</b> This code is classified for statistical purposes as unauthorised absence.
<b>Code Z:</b>	<b>Prospective pupil not on admission register.</b> To enable schools to set up registers in advance of pupils joining the school to ease administration burdens. This code is not collected for statistical purposes.
<b>Code #:</b>	<b>Planned whole school closure.</b> This code is not collected for statistical purpose