

Littlebourne Church of England Primary School



Attendance Policy

Key Contact Personnel in School

Headteacher: Simon Hillier

Chair of Governors: Simon Rudland

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School attendance target 2026–27: increase whole-school attendance from 93.3% (current) to at least 93.9% by 31 August 2027 (this meets the DfE's ABIE). Progress towards this target will be reviewed at every SLT meeting and reported termly to governors.

1. AIMS

Littlebourne Church of England Primary School is committed to the continuous raising of achievement of all our pupils. Regular attendance is critical if our pupils are to be successful and benefit from the opportunities presented to them.

One of our basic principles is to celebrate success. Good attendance is fundamental to a successful and fulfilling school experience. We actively promote good attendance and improvements in attendance and punctuality. Recognition and rewards will be used sensitively, taking account of individual circumstances, including disability, medical needs and other legitimate reasons for absence.

The Governors, Headteacher and Staff in partnership with parents have a duty to promote full attendance at Littlebourne Church of England Primary School.

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 good attendance
- Reducing absence, including persistent and severe absence
- Ensuring every pupil has access to the full-time education to which they are entitled
- Acting early to address patterns of absence
- Building strong relationships with families to ensure pupils have the support in place to attend school We will also promote and support punctuality in attending lessons

2. LEGISLATION AND GUIDANCE

This policy meets the requirements of the Department for Education's statutory guidance Working together to improve school attendance (updated July 2026). This policy has regard to 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 School Attendance (Pupil Registration) (England) Regulations 2024
- The Education (Penalty Notices) (England) Regulations 2007, as amended, including the Education (Penalty Notices) (England) (Amendment) Regulations 2024 and the Education (Penalty Notices) (England) (Amendment) (No. 2) Regulations 2024
- The Equality Act 2010

This policy also has regard to relevant Department for Education guidance, including:

- [School census guidance](#) Complete the school census: 2026 to 2027
- [Keeping Children Safe in Education](#) Keeping children safe in education 2026
- [Mental health issues affecting a pupil's attendance: guidance for schools](#) Mental health issues affecting a pupil's attendance: guidance for schools
- The local authority's Code of Conduct for issuing penalty notices

3. ROLES AND RESPONSIBILITIES

3.1 The Governing Body

The Governing Body is responsible for:

- Setting high expectations of all school leaders, staff, pupils, parents
- Promoting the importance of school attendance across the school's policies and ethos
- Making sure school leaders fulfil expectations and statutory duties:
 - Making sure the school records attendance accurately in the register, and shares the required information with the DfE and local authority
 - Making sure the school works effectively with local partners to help remove barriers to attendance, and keeps them informed regarding specific pupils, where appropriate
- Regularly reviewing and challenging attendance data and helping school leaders focus improvement efforts on individual pupils or cohorts who need it most
- Making sure the school's attendance management processes are delivered effectively, and that consistent support is provided for pupils who need it most by prioritising staff and resources
- Making sure the school has high aspirations for all pupils, but adapts processes and support to pupils' individual needs
- Regularly reviewing and challenging attendance data and helping school leaders focus improvement efforts on individual pupils or cohorts who need it most
- Working with school leaders to set goals or areas of focus for attendance and providing support and challenge

- Monitoring attendance figures for the whole school and repeatedly evaluating the effectiveness of the school's processes and improvement efforts to make sure they are meeting pupils needs
- Where the school is struggling with attendance, working with school leaders to develop a comprehensive action plan to improve attendance
- Making sure staff receive adequate training on attendance as part of the regular continued professional development offer, so that staff understand:
 - The importance of good attendance
 - That absence is almost always a symptom of wider issues
 - The school's legal requirements for keeping registers
 - The school's strategies and procedures for tracking, following up on and improving attendance, including working with partners and keeping them informed regarding specific pupils, where appropriate
- Making sure dedicated training is provided to staff with a specific attendance function in their role, including in interpreting and analysing attendance data

3.2 Headteacher

The Headteacher is responsible for:

- Implementation of this policy at the school
- Monitoring school-level absence data and reporting it to the governors
- Supporting staff with monitoring the attendance of individual pupils
- Monitoring the impact of any implemented attendance strategies
- Issuing fixed-penalty notices, where 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, including where school transport is regularly being missed, and where pupils with SEND face in-school barriers
- Communicating with the local authority when a pupil with an education, health and care (EHC) plan has falling attendance, or where there are barriers to attendance that relate to the pupil's needs
- Communicating the school's high expectations for attendance and punctuality regularly to pupils and parents through all available channels

3.3 The designated senior leader responsible for attendance

The designated senior leader 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 and external agencies, where needed
- Building close and productive relationships with parents to discuss and tackle attendance issues
- Creating intervention or reintegration plans in partnership with pupils and their parents
- Delivering targeted intervention and support to pupils and families

The designated senior leaders responsible for attendance is Simon Hillier (Headteacher)

3.4 The Attendance Officer

The school attendance officer is responsible for:

- 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 Headteacher
- Working with Education Welfare Officers to tackle persistent absence
- Advising the Headteacher when to issue penalty notices

The Attendance Officer is Gill Waite. She can be contacted via the following email address **office@littlebourne.kent.sch.uk**

3.5 Class Teachers

Class teachers are responsible for recording attendance for both morning and afternoon sessions on a daily basis, using the correct codes, and submitting this information to the school office on the same day.

3.6 School staff (admin/office)

School staff will:

- Take calls from parents about absence on a day-to-day basis and record it on the school system
- Transfer calls from parents to the attendance officer in order to provide them with more detailed support on attendance

3.7 Parents

Where this policy refers to a parent, it refers to the adult the school and/or local authority decides is most appropriate to work with, including:

- All natural parents, whether they are married or not
- All those who have parental responsibility for a child or young person
- Those who have day-to-day responsibility for the child (i.e. lives with and looks after them)

Parents are expected to:

- Make sure their child attends every day and on time

- Call the school or use the school's online communication app to report their child's absence before 9.00am 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
- Ensure that, where possible, appointments for their child are made outside of the school day
- Seek support, where necessary, for maintaining good attendance, by contacting the family support team who can be contacted via the main school office.

3.8 Pupils

Pupils are expected to attend school every day and on time.

4. RECORDING ATTENDANCE

4.1 Attendance register

The school will keep an attendance register and place all pupils onto this register.

The school 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 a position of the person who made the amendment

The school 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

(Refer to section 11 for the DfE attendance codes.)

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

The school day times are:

School day begins – 8.45am

School day ends – 3.15pm

The register for the first session will be taken at 8.45am and closes at 9.00am. The register for the second session will be taken at 1.00pm and closes at 1.15pm. Registers will be taken consistently for all registered pupils and will remain open for the same 15-minute period in each session.

4.2 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 9.00am or as soon as practically possible by calling the school office or by messaging on WeDuc. The school will mark absence due to physical or mental illness as authorised unless the school has a genuine concern about the authenticity of the illness.

The school will not routinely request medical evidence for illness. Medical evidence will only be requested in a minority of cases where it is necessary to understand a pupil's needs and the support required, for example where health needs are complex, long-term or frequently recurring, or where the school has a genuine reason to question the authenticity of the illness. Appropriate evidence may include, where available, appointment cards, prescriptions, notes or other information from health professionals. The school will not place unnecessary additional burdens on families in obtaining medical evidence.

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.

4.3 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 and provides evidence of the appointment. This can be done by sending a request on the school's online communication app with an attachment or coming into the school office.

However, the school will 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. 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 (9.00am) will be marked as absent, using the appropriate code. Even though the child is in school, arriving after 9.00am will have a negative impact on a child's attendance.

Pupils arriving after this time must enter school by the main entrance and report to reception where their name and the reason for lateness will be recorded.

Frequent lateness after the register has closed (U) will be discussed with parents and could provide grounds for prosecution or a Penalty Notice.

Penalty Notice Proceedings for Lateness

- 10 incidents of late arrival after the registers have closed during any possible 100 school sessions leads to a Penalty Notice Warning Letter
- The Penalty Notice Warning Letter sets out 15 school days during which no unauthorised absence is to be recorded
- If unauthorised absence is recorded during the 15-day period, a Penalty Notice(s) may be issued (one per parent per child)

Where a Penalty Notice is not paid within 28 days of issue the Local Authority will instigate court proceedings.

4.5 Following up unexplained absence

Where any pupil who is expected to attend school does not attend, or stops attending, without reason, the school will:

- If a pupil is absent and no message has been received, the school will attempt first-day contact by telephone by 9:30am. If there is no response to the first call, the school will make a further call by 11:00am and consult any additional emergency contacts by 1:00pm. The office team will log every contact attempt. The Attendance Officer will review any case where no reason is received by 2:00pm the same day and, where there are safeguarding concerns, the Designated Safeguarding Lead will be informed immediately.
- 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
- Call the parent on each day that the absence continues with explanation to ensure proper safeguarding action is taken where necessary. If absence continues, the school will consider involving their School Liaison Officer. If no contact can be made for three consecutive days, a welfare visit will be conducted.

- Where relevant, promptly report the unexplained absence to the pupil's social worker and/or youth offending team officer
- Identify whether the pupil needs support from wider partners, as quickly as possible, and make the necessary referrals
- Where voluntary support has not been successful or has not been engaged with, the school will consider, with the local authority where appropriate, whether formal support is required. This may include offering an attendance contract where it is appropriate to the individual circumstances. If support does not lead to sufficient improvement, the school and local authority may consider further legal intervention. For penalty notices or other legal interventions please see section 5.2 below.

4.6 Reporting to parents

The school will communicate regularly with parents about their child's attendance and absence throughout the year, as well as through the yearly written report. Where attendance is a concern, communication will explain the amount of school time missed, emerging patterns of absence and, where appropriate, the impact on learning, alongside the support available to improve attendance.

5. AUTHORISED AND UNAUTHORISED ABSENCE

5.1 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 School Attendance (Pupil Registration) (England) Regulations 2024

- Taking part in a regulated performance, or regulated employment abroad
- Attending an interview
- Study leave
- A temporary, time-limited part-time timetable
- Exceptional circumstances

A leave of absence is granted at the Headteacher's discretion, including the length of time the pupil is authorised to be absent for.

There is no automatic entitlement to leave of absence in term time. The school will consider each application for leave due to exceptional circumstances individually, taking account of the specific facts, circumstances and relevant background context. Examples that may be considered include:

- Service personnel returning from a tour of duty abroad where it is evidenced the parent will not be in receipt of any leave in the near future that coincides with school holidays

- Where an absence from school is recommended by a health professional as part of a parent's or child's rehabilitation from a medical or emotional issue
- The death or terminal illness of a person close to the family
- To attend a wedding or funeral of a person close to the family
- Other significant and genuinely exceptional family circumstances, considered on their individual merits
- Sporting events where children are representing themselves or a club at national or international level

The examples above do not create an automatic entitlement to leave. The Headteacher will decide whether the circumstances are exceptional and, if leave is granted, the number of school days that may be authorised.

Leave of absence will not be granted for a pupil to take part in protest activity during school hours. As a leave of absence will only be granted in exceptional circumstances, it is unlikely a leave of absence will be granted for the purposes of a family holiday.

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 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 form, accessible via the school office. The Executive Headteacher/Heads of School will require evidence to support any request for leave of absence.

Valid reasons for **authorised absence** include:

- Illness (including mental illness) and medical/dental appointments (see section 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
- Parent(s) travelling for occupational purposes – this covers Roma, English and Welsh gypsies, Irish and Scottish travellers, 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
- If the pupil is currently suspended or excluded from school (and no alternative provision has been made)

Other reasons the school may allow a pupil to be absent from the school site, which are not classified as absences, include (but are not limited to):

- 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
- Attending work experience
- 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

5.2 Sanctions

The school will make use of the full range of potential sanctions – including, but not limited to, those listed below – to tackle poor attendance. Decisions will be made on an individual, case-by-case basis.

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 the school issues a penalty notice, it will check with the local authority before doing so and send them 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)
- 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(s) 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.

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. These penalty notices are for each parent of the pupil.

A **third** penalty notice cannot be issued to the same parent in respect of the same child within 3 years of the date of the issue of the first penalty notice. In a case where the national threshold is met for a third time within those 3 years, alternative action will be taken instead.

Notices to improve

If the national threshold has been met and support is appropriate, but parents do not engage with offers of support, the school 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 local authority area in which the pupil attends school.

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

6. STRATEGIES FOR PROMOTING ATTENDANCE

- Attendance awards for classes with the highest weekly attendance awarded weekly.
- Attendance awards for the class with the most improved attendance from the previous week.
- Recognition may be given throughout the year for good attendance and for meaningful improvement in attendance and punctuality. Any incentives or recognition will be applied sensitively so that pupils are not disadvantaged because of disability, medical needs or other legitimate reasons for absence.
- Display boards in the school hall celebrate the class with the highest attendance of the week.
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7. SUPPORTING PUPILS WHO ARE ABSENT OR RETURNING TO SCHOOL

7.1 Pupils absent due to complex barriers to attendance

- Meeting with a familiar adult to support pupil into school each day
- Morning interventions in place if appropriate
- Regular check-ins with the pupil
- Meeting with parents and pupil to discuss barriers to attendance – what's working well and what do they find challenging in school
- A plan is put in place to support pupil's emotions and feelings
- Monitor and regular meetings with pupil and parent

7.2 Pupils absent due to mental or physical ill health or SEND

- Meet with parents to complete or update a care plan
- Meeting with parents (and pupil if appropriate) to discuss a transition plan to school eg a planned, time limited transition timetable to support need
- Meeting with a familiar adult to support pupil into school each day if necessary
- Regular check-ins with the pupil
- Monitor and regular meetings with pupil and parent

Where a pupil has an education, health and care (EHC) plan and their attendance falls, or the school becomes aware of barriers to attendance related to the pupil's needs, the school will work with the pupil, parents and local authority to consider whether additional support or a review of the EHC plan is required. The school will consider and make reasonable adjustments to policies, practices and support where required by the Equality Act 2010, while maintaining high expectations for attendance.

The school will also be alert to pupils who are young carers, recognising that caring responsibilities can create barriers to attendance. Where a young carer is identified or suspected, the school will seek to understand the pupil's circumstances, work sensitively with the family and relevant services, and put appropriate support in place to promote attendance.

7.3 Pupils returning to school after a lengthy or unavoidable period of absence

- Meeting with parents and pupil if appropriate to discuss transition back to school
- Meeting with a familiar adult to support pupil into school each day
- Morning interventions in place if appropriate
- Regular check-ins with the pupil
- A plan is put in place to support pupil's emotions and feelings if necessary
- Monitor and regular meetings with pupil and parent

Remote education will not be used as a routine alternative to attendance at school. Where it is exceptionally considered appropriate for an individual pupil, it will be used only in line with DfE guidance, for a limited period and as part of a plan to support the pupil's reintegration and return to regular attendance.

8. ATTENDANCE MONITORING

8.1 Monitoring attendance

The school will monitor attendance and absence data (including punctuality) weekly across the school and at an individual pupil, year group and cohort level. Specific pupil information will be shared with the DfE on request.

The school has granted the DfE access to its management information system so the data can be accessed regularly and securely.

The school will also provide the local authority with the statutory attendance and registration information required by law, including relevant admission and deletion returns, information about pupils who fail to attend regularly, specified continuous unauthorised absences, and sickness returns where a pupil is expected to miss 15 school days, consecutively or cumulatively, because of illness.

Data will be collected daily 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 use Insight as its database for monitoring attendance. This will be carried out by both the attendance officer and the Headteacher.

8.2 Timeline of the Staged Approach for Managing Poor Attendance

- Emerging concerns or patterns of absence – the class teacher and Attendance Officer will investigate early, listen to the pupil and family, identify barriers and agree appropriate support. Intervention will not wait for a pupil to reach a fixed attendance percentage where concerns are already evident.
- Persistent absence (10% or more sessions missed) or a clear risk of persistent absence – the school will intensify support, which may include meetings with parents, an agreed attendance support plan and involvement of wider services. Where voluntary support is unsuccessful or not engaged with, formal support such as an attendance contract may be considered where appropriate.
- Where the level of absence has not improved and there are unauthorised absences, the school will make a referral to the KCC Inclusion and Attendance Service using the Digital Front Door. If it is not clear a referral to the Service is appropriate, the school will consult with the Local Authority School Liaison Officer for advice.

The school will engage with the local authority through regular Targeting Support Meetings, or the equivalent local attendance support arrangements, to agree joint action for pupils whose attendance is of concern, particularly those who are persistently or severely absent or at risk of becoming so.

- For the cases that require intensive family support, the school may make an Early Help Notification.

8.3 Analysing attendance

The school will:

- Analyse attendance and absence data weekly to identify pupils or cohorts that need additional support with their attendance
- Identify pupils whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severe absence
- Look at historic and emerging patterns of attendance and absence, benchmark school data against relevant local authority, regional and national comparators where available, and develop strategies to address identified patterns

Analyse attendance for relevant groups and cohorts, including pupils with SEND, disadvantaged pupils, pupils with a social worker, young carers and pupils with long-term medical conditions, so that barriers and any disparities can be identified and addressed.

8.4 Using data to improve attendance

The school will:

- Develop targeted actions to address patterns of absence (of all severities) of individual pupils, groups or cohorts that it has identified via data analysis
- Provide targeted support to the pupils it has identified whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severe absence, and their families (see section 8.4 below)
- Provide regular attendance reports to the headteacher, class teachers and other school leaders to facilitate discussions with pupils and families and to the governing body and school leaders (including special educational needs co-ordinators, designated safeguarding leads and pupil premium leads)
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies
- Share information and work collaboratively with other schools in the area, local authorities and other partners where a pupil's absence is at risk of becoming persistent or severe, including keeping them informed regarding specific pupils, where appropriate

8.5 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. Reducing persistent and severe absence is central to the school's strategy for improving attendance.

The school will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Consider potential safeguarding issues and, where suspected or present, address them in line with Keeping children safe in education 2026
- Work with pupils and parents to listen to and understand the barriers to attendance and agree actions to address them.
- Provide or facilitate voluntary support at the earliest opportunity and intensify support through wider or multi-agency services where barriers persist.
- Where voluntary support has not been effective or has not been engaged with, consider formal support with the local authority, including an attendance contract where appropriate.
- Use legal intervention only where support is not appropriate, has not been successful, or has not been engaged with, and where legal action is appropriate to the individual case.

9. MONITORING ARRANGEMENTS

This policy will be reviewed when guidance from the local authority or DfE is updated, and as a minimum annually by the Senior Leadership Team. When reviewing the policy, the school will seek the views of pupils and parents where appropriate. At every review, the policy will be approved by the full governing body.

The current attendance policy will be published on the school website. The school will make parents aware of the policy when pupils join the school, bring the key expectations to parents' attention at the start of each academic year, and communicate substantive updates when the policy changes.

10. LINKS WITH OTHER POLICIES

This policy links to the following policies:

- Child Protection Policy
- Safeguarding Policy

11. ATTENDANCE CODES

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

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
	Present (pm)	Pupil is present at afternoon registration
	Late arrival	Pupil arrives late before register has closed
Attending a place other than the school		
K	Attending education provision arranged by the local authority	Pupil is attending a place other than a school at which they are registered, for educational provision arranged by the local authority
V	Attending an educational visit or trip	Pupil is on an educational visit/trip organised or approved by the school
P	Participating in a sporting activity	Pupil is participating in a supervised sporting activity approved by the school
W	Attending work experience	Pupil is on an approved work experience placement
B	Attending any other approved educational activity	Pupil is attending a place for an approved educational activity that is not a sporting activity or work experience

D	Dual registered	Pupil is attending a session at another setting where they are also registered
Absent – leave of absence		
C1	Participating in a regulated performance or undertaking regulated employment abroad	Pupil is undertaking employment (paid or unpaid) during school hours, approved by the school
M	Medical/dental appointment	Pupil is at a medical or dental appointment
J1	Interview	Pupil has an interview with a prospective employer/educational establishment
S	Study leave	Pupil has been granted leave of absence to study for a public examination
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
C2	Part-time timetable	Pupil is not in school due to having a part-time timetable
C	Exceptional circumstances	Pupil has been granted a leave of absence due to exceptional circumstances
Absent – other authorised reasons		
T	Parent travelling for occupational purposes	Pupil is a 'mobile child' who is travelling with their parent(s) who are travelling for occupational purposes
R	Religious observance	Pupil is taking part in a day of religious observance
I	Illness (not medical or dental appointment)	Pupil is unable to attend due to illness (either related to physical or mental health)
E	Suspended or excluded	Pupil has been suspended or excluded from school and no alternative provision has been made

Absent – unable to attend school because of unavoidable cause		
Q	Lack of access arrangements	Pupil is unable to attend school because the local authority has failed to make access arrangements to enable attendance at school
Y1	Transport not available	Pupil is unable to attend because school is not within walking distance of their home and the transport normally provided is not available
Y2	Widespread disruption to travel	Pupil is unable to attend because of widespread disruption to travel caused by a local, national or international emergency
Y3	Part of school premises closed	Pupil is unable to attend because they cannot practicably be accommodated in the part of the premises that remains open
Y4	Whole school site unexpectedly closed	Every pupil absent as the school is closed unexpectedly (e.g. due to adverse weather)
Y5	Criminal justice detention	Pupil is unable to attend as they are: • In police detention • Remanded to youth detention, awaiting trial or sentencing, or • Detained under a sentence of detention
Y6	Public health guidance or law	Pupil's travel to or attendance at the school would be prohibited under public health guidance or law
Y7	Any other unavoidable cause	To be used where an unavoidable cause is not covered by the other codes
Absent – unauthorised absence		
G	Holiday not granted by the school	Pupil is absent for the purpose of a holiday, not approved by the school
N	Reason for absence not yet established	Reason for absence has not been established before the register closes

O	Absent in other or unknown circumstances	No reason for absence has been established, or the school isn't satisfied that the reason given would be recorded using one of the codes for authorised absence
U	Arrived in school after registration closed	Pupil has arrived late, after the register has closed but before the end of session
Administrative codes		
Z	Prospective pupil not on admission register	Pupil has not joined school yet but has been registered
#	Planned whole-school closure	Whole-school closures that are known and planned in advance, including school holidays