Haberdashers' Knights Primary

Attendance and Punctuality Policy Principles

Policy Details	
Policy Title:	Attendance and Punctuality Policy Principles
Last amendment date:	July 2022
Owner:	CEO
Approved by:	Standards Committee
Next review date:	July 2023

Scope

This is an aligned policy. The principles set out at the start apply to all of our schools and to all of our staff. The specific school policy follows and can also be found on the school website.

Rationale

At Haberdashers' Academies Trust South, we believe that good attendance and punctuality are critical to enabling our pupils to flourish at school and to be successful in their lives. As a result, our schools actively promote good attendance and punctuality. We are committed to acting swiftly to address any concerns before habits are formed because we understand the impact that poor attendance can have on the life chances of our pupils and that if poor attendance and punctuality go unchallenged, they become harder to address.

Our schools work in partnership with their parents and carers, who have a legal duty to ensure their child/children attend regularly and arrive to school on time. We recognise that sometimes this can be a challenge and we will do our best to support families in overcoming these challenges. However we will maintain the highest of expectations at all times as we know how important regular attendance is to the success of our pupils.

It is our expectation that all pupils will strive to achieve 100% attendance. Research shows that pupils who attend well, achieve well. Pupils who do not attend school are at greater risk of not achieving their potential which may hinder future life chances.

Principles

These principles should be read in conjunction with the principles set out in our approach to behaviour as well as our SEND, Equality, Diversity and Inclusion strategy, alongside the following statutory guidance: 'Working together to improve school attendance' guidance and 'summary of school responsibilities'.

Aims

School Responsibilities

It is our schools' responsibility to employ a range of strategies to promote regular attendance and punctuality. They undertake a wide range of measures to support pupils where attendance is a concern and for persistent concerns, it may be necessary to enlist support from external agencies.

Each school will have a named member of their senior leadership team with responsibility for this critical area.

They also have a responsibility to:

- Ensure statutory guidance is followed and that registers are taken at the start of the morning and afternoon sessions. Exact timings may vary from school to school. From September 2022 all schools are expected to follow **'**Working together to improve school attendance**'** guidance which details expectations on schools, alongside the summary of school responsibilities. These are:

1. Develop and maintain a whole school culture that promotes the benefits of high attendance.
2. Have a clear school attendance policy which all staff, pupils and parents understand.
3. Accurately complete admission and, with the exception of schools where all pupils are boarders, attendance registers and have effective day to day processes in place to follow-up absence.
4. Regularly monitor and analyse attendance and absence data to identify pupils or cohorts that require support with their attendance and put effective strategies in place.
5. Build strong relationships with families, listen to and understand barriers to attendance and work with families to remove them.
6. Share information and work collaboratively with other schools in the area, local authorities, and other partners when absence is at risk of becoming persistent or severe.

- Maintain and produce attendance reports which enable them to monitor the attendance of individual pupils and groups of pupils. This scrutiny can prevent bad habits from forming and can also be used to set strategic plans to support the attendance of key groups should that be required. It also enables schools to fulfil their duties under the equalities act and Keeping Children Safe in Education 2022;
- Authorise absences in accordance with government guidelines;
- Follow up absences promptly if they have not been informed of a reason for absence;
- Contact parents and carers if attendance falls below acceptable levels and/or an absence causes concern;
- Promote and model good attendance through assemblies, SMSC activities, rewards policies etc;
- Work in partnership with parents and carers to ensure that they understand their legal responsibility and are supported to do so if required;
- Work with external agencies, including the Local Authority, to maintain good attendance and to support pupils and families with any issues that may affect regular attendance and punctuality to school;
- Support those with attendance concerns by providing re–integration programmes to enable them to manage their return where appropriate;
- Follow Local Authority protocols and procedures to raise concerns with any Child Missing Education;
- Follow Local Authority protocols and procedures should a parent or carer indicate that they

wish to educate their child at home.

Remote learning is now established at our schools and pupils with an authorised absence, but able to work, can access learning materials from home. Schools must ensure that parents and pupils are aware of the process for accessing this work.

Parental Responsibilities

Our Parents and Carers have a legal duty to ensure that their children attend school regularly.

We encourage them to:

- Work in partnership with their school to support good attendance and punctuality;
- Try to avoid making medical and / or dental appointments during the school day unless it is unavoidable;
- Ensure that holidays are taken outside of term time;
- Contact the school at an early stage in order to work with staff in resolving any problems which may affect their child attending school;

Haberdashers' Knights Primary Attendance and Punctuality Policy

Policy Details	
Policy Title:	Attendance and Punctuality Policy
Last amendment date:	July 2022
Owner	Principal
Approved by:	LGB
Next review date:	July 2023

Rationale

At Knights Primary we believe that good attendance and punctuality are important in helping pupils to achieve the best that they can.
Schools are expected to promote good attendance and reduce absence, including persistent absence, and ensure that every pupil has access to the full-time education to which they are entitled.

Scope

The intended scope of this policy is for the pupils, families and staff at Knights Primary.

Aims

The outcome of this policy is to ensure that pupils attend school on time and are ready to learn, everyday the school is open, unless the reason for absence is unavoidable. In addition, it is to ensure thatparents and carers understand their legal duty and importance of good attendance as it is:

1. To promote children's welfare and safeguarding;
2. To ensure every pupil has access to the full-time education to which they are entitled;
3. To ensure that pupils succeed whilst they are at school;
4. To ensure that pupils have access to the widest possible range of opportunities when they leaveschool.

It is the expectation within Knights Primary that all pupils *will* achieve at least 95% attendance. Research shows that pupils who attend well achieve well. If pupils do not attend school it is likely thatthey will not meet expected progress which will hinder their achievement. Poor attendance canbecome a habit. Similarly, lateness in the morning and lateness to lessons during the day profoundly affect the performance of pupils. It is the schools' responsibility to employ a range of strategies to ensurethat all pupils attend school and are punctual to all lessons.

There are a variety of reasons for pupils missing school. Some are unavoidable but we would ask that you support us in ensuring that your child's attendance meets both the school and the government'sexpectations. Any problems with regular attendance and any concerns are best resolved by the school,the parents and the pupil working together on a resolution at an early stage.

We aim to use and undertake a wide range of measures to support pupils where attendance at school is an issue. Where there may be an issue and we fail to see any improvement, it may be deemed necessary to make a referral to an appropriate external agency to ensure the pupil receives the supportrequired to bring about an improvement.

Implementation

School responsibilities

School gates open at 8:45am for pupils to enter their classrooms for a soft start to the day. The gates willclose at 9:00am, after which time all arrivals must register at the school office. An attendance register will be taken by the teacher and closed at 9:05am. This also acts as a pupil checklist in the case that it may be required for a fire drill or a similar health and safety issue.

Remote learning is now established at Knights Primary and pupils who are absent but able to work, can access learning materials from home. Access to this learning is available on the school website and further information will be communicated on the first day of absence.

Communication

Our school will also:

- Ensure that registers are taken twice daily: at the start of the morning and afternoon session
- Maintain and produce reports on attendance data.

- Authorise absences in accordance with the government guidelines. Only the school canauthorise absences.
- Follow up absence if parents/carers have not informed the school of a reason for absencewith an initial telephone call.
- Write to parents/carers when the attendance falls below acceptable levels and/or when particularpatterns of absences are causing concern.
- Promote and model good attendance through assemblies, Spiritual, Moral, Social, and Cultural(SMSC) education, and rewards
- Provide parents and students access to staff with whom attendance-related issues can bediscussed.
- Work with external agencies where necessary to maintain good attendance and to support pupilsand families with any issues that may affect attendance and punctuality to school.
- Support those who have issues with attendance at school by providing re–integration packagesto enable them to manage their regular return where appropriate.

Each year the term dates are uploaded onto the Federation website (www.haaf.org.uk) and these clearly indicate the days when your child is expected to be in school. If your child tells you that school is to be closed on a day not indicated on the school calendar or in the term dates on the website, pleasecheck by telephoning the school.

Parental responsibilities

Regular attendance at school is the responsibility of parents and carers and it is a legal duty on parents to ensure that their children are educated either at a school or 'otherwise'. Education is compulsory. We encourage parents or carers to:

- Work in partnership with their school to support good attendance and punctuality;
- Try to avoid making medical and / or dental appointments during the school day unless it isunavoidable;
- Ensure that holidays are taken outside of term time;
- Contact the school at an early stage in order to work with staff in resolving any problems whichmay affect their child attending school.

According to the 1996 Education Act parents commit an offence if the child does not attend school regularly and/or they permit absence from school without a good reason. These acts may result in prosecution.

Communication

If your child cannot come to school because of illness, you should advise the school on the first day ofabsence by telephone. If no message is received regarding your child's absence, we will assume that your child is absent without your permission. We will then make every effort to contact you.

It is essential that the school is kept informed of changes to your contact details such as phone numbers and addresses. In cases where we continue to be concerned, we may make a 'home visit' or request the police to undertake a 'safe and well' visit. Parents are to write a letter confirming the reasons for the absence and ensure that their child submits it when he or she returns to school. Oncethe parent has made contact (verbal and/or written) with the school, the

school will determine if the absence is to be authorised or unauthorised.

We also expect parents to:

- Avoid making medical and dental appointments during the school day.
- Ensure that holidays are taken outside of term time.
- Contact the school at an early stage in order to work with staff in resolving any problemswhich may affect their child attending school.
- Engage with the school and/or the Education Welfare Service regarding matters of poorattendance, this could lead to the Local Authority taking legal action.

Please see Appendix A - 'Improving attendance - What parents can do' for additional guidance

Understanding types of absence

Every time a pupil is absent from school, even for part of one day, it is the school's legal responsibilityto classify the absence as either authorised or unauthorised.

Unauthorised Absence

Our schools will only authorise a medical absence if the circumstances are unavoidable. Parents/carers do not have the authority to authorise absences. An absence is classified as authorised when a pupil hasbeen away from school for a legitimate reason and the school has received notification from a parent/carer. In some instances, the school may request medical evidence e.g., a medical appointment card, a letter from a professional, a doctor's note, medication prescribed by a doctor, a copy of a prescription, a print screen of medical notes, as well as letters concerning hospital appointments or any other relevant evidence.

The school may also authorise absence under certain specific circumstances (special leave of absence). They may also authorise events where pupils are involved in any supervised sporting events or trials, theatre performances and participation in acts of religious worship. This may include work-related interviews and meetings with external agencies. However, the parent must secure authorisation for anyspecial leave of absence in advance of the absence taking place. All requests for special leave of absences must be made to the Principal. We ask that parents give as much notice as possible when making such a request (a fortnight where possible).

Authorised Absence

Not all absences supported by parents/carers will be authorised by the school. In some instances the school may not be satisfied with the reasons given for the absence. An absence is classified as unauthorised when a pupil is absent from school without a valid reason, even with the support of the parent/carer. It is a criminal offence for a parent/carer if a student is absent from school for any of the following reasons:
Parents/carers keeping children off school unnecessarily

- Truancy before or during the school day.
- Pupils not attending school to go shopping for school clothes.
- Pupils not attending school as it is their birthday or the birthday of a family member.
- Pupils not attending school as the family have gone to the airport to meet a visiting relative.

- Pupils not attending school due to attending a hospital appointment for another family member. (exemptions may apply for Young Carers, depending upon the situation)
- Pupils not attending school due to the fact that the family returned late in the previous evening from a family holiday.
- Pupils not attending school as they are looking after younger siblings (exemptions may apply for Young Carers, depending upon the situation)
- Pupils attending a medical appointment in the morning but then failing to return to school for afternoon lessons and vice versa.
- Pupils arriving at school after the close of registers (after 9:00am).
- Pupils taking part in day trips or holidays during term time which have not been agreed by the school.

Each school reserves the right to refer specific unauthorised absences to their Education Welfare Service, who may deem it appropriate to issue a fixed penalty notice or consider whether prosecution is appropriate.

Please see Appendix B - DFE guidance (March 2020) attendance codes used by schools

Medical appointments

We do appreciate that it is often difficult for parents/carers to obtain written confirmation of medicalappointments. Parents/carers can use appointment cards, text confirmations and letters as evidence for medical appointments.

Parents are asked to make routine medical and dental appointments outside school hours wherever possible. Where such appointments in school time are unavoidable, parents should seek authorisation from the school in advance of the appointment. Any appointment attended without pre-authorisation from the school will be treated as an unauthorised absence.

Persistent absence

The school has a responsibility to reduce the number of pupils whose attendance is below 90% over the school year. Pupils with attendance below 90% fall into the 'Persistent Absentee' category. This is particularly relevant if any of the child's absences are unauthorised. Absence of this level will have a detrimental effect to any child's education and we ask for parents'/carers' support and co-operation totackle this (see table below).

	Descriptor	Attendance	Equals absent number of days	Learning hours lost
	Excellent	99% or above	2	10
	Good	98%	4	20
		97%	6	30
		96%	7.5	37.5
		95%	9.5	47.5
Persistently Absent Pupil	Cause for Concern	90%	19	95
		89%	21	105
	Major Cause for	85% or below	28.5	142

	Concern			

We monitor all absences and the reasons given thoroughly. Any pupil that is at risk of reaching thePersistent Absence level (90% or below) will be at risk of being referred to the Education Welfare Service.

Safeguarding

The school reserves the right to invite parents into school to discuss any attendance issues that raisepotential safeguarding concerns. In addition, if the school suspects that a pupil may be at potential risk as a result of their absence from school, the safeguarding team reserves the right to refer these concerns to the appropriate external agencies, i.e. – social care (MASH), police. The school will inform parents/carers if a referral is to be made. However, this may not be appropriate in every circumstance, and depending on the nature of the safeguarding concern, a referral may be made without informingthe parent/carer. This Policy works in conjunction with the child protection policy.

Children Missing from Education

There are many circumstances where a child may become missing from education, some of these areoutlined below:

- Pupils at risk of harm/neglect (school will follow standard Child Protection procedures forreferrals to social care/police)
- Children of Gypsy, Roma or Traveler families (school will inform local authority when a GRTpupil leaves the school without identifying a new destination school).
- Families of Armed Forces (school will contact MOD Children's Education Advisory Service foradvice on making arrangements for continuity of education)
- Missing children/runaways (direct referral to Children's Services and police)
- Children supervised in the Youth Justice system
- Children who cease to attend school

The school recognises that when a child goes missing from school, it is a potential indicator of abuse or neglect. The school follows their Local Authority Safeguarding Board (LSCB) procedures "Identifying andmaintaining contact with children missing or at risk of going missing from Education 2016". Under section 8h of the Education Regulations Act (2006) the school will make 'reasonable' enquiries into the location of pupils with 10 days continuous unauthorised absence or for those who fail to return from leave of absence granted during term time. A referral will be made to the appropriate team within the Local Authority to be investigated further by their safeguarding panel and to take appropriate intervention.

The school also reserves the right to contact relevant agencies to seek advice (Children's Social Care,Police Safe and other agencies) if any child is absent from school for more than five days without confirmation from parents. Every attempt will be made to communicate with parents to ensure the childis safe and well, including home visits where possible. The school will contact relevant agencies aftertwo days absence without confirmation from

parents/carers if the child is subject to a 'Child in Need'plan or considered vulnerable in other ways.

When a pupil returns from a period of extended absence, appropriate regular attendance checks will becarried out. Parents/carers will be invited into school with the pupil as part of the reintegration

programme and relevant support.

Punctuality

Every pupil should attend school and be on time. It is better to be late than not to be in school at all, butwhen pupils arrive late it makes it difficult for everyone. The teacher has to stop and wait for the latecomer to settle down, the rest of the class is disrupted and the latecomer misses the, often vital, first part of the lesson and will receive a sanction.

1. Pupils are recorded as Late (L) if they arrive after 9:00am but before the register closes at 9:05am.
2. Pupils are recorded as Late (U) if they arrive after the registers close at 9:50am. This is classifiedas an unauthorised absence.

It is important to note that with the Late (U) code, despite being in school, a student will be marked absentfrom school for the morning sessions. It will be recorded on the register as an unauthorised absence.

If you are aware your child will be arriving late, please provide a note explaining the circumstances or contact the school by telephone.

We do appreciate that many of our pupils rely on public transport which may make them late for school.However, it is the parent/carer's responsibility to make alternative arrangements to get their child to school if they are aware of on-going issues with public transport and road networks that many result in their child being repeatedly late for school. If alternative arrangements result in the pupil being particularly early for school, they can safely use the facilities in school.

Holidays during Term Time

Parents cannot expect schools to authorise leave of absence for the purpose of a family holiday.Term time leave of absence must be sought from the Principal for any period of holiday duringterm time and this will only be authorised in very exceptional circumstances. Letters regardingleave of absence must be addressed to 'The Academy Principal' well in advance of the requestedabsence. The Principal may not grant term time

leave of absence. From this perspective, term time leave of absence is no longer a parental right and will only be authorised at the Principal's discretion.

Under DFE guidelines, the school may consider taking legal action against a parent(s) who takes their student out of school for a period of absence without the Principal's permission. Each school therefore reserves the right to refer specific unauthorised absences to their Education Welfare Service, who may deem it appropriate to issue a fixed- penalty notices. The maximum charge for this is £60 and is made payable to the issuing Local Authority.

If a pupil does not return within 20 school days following a period of absence, the school has the right to remove the pupil from the school register without parental consent. This would mean the pupil would lose their place at the school. It is also important for parents to note that the pupil may also be removed from the school register if the parent decides to remove them from the country for an extended period oftime (more than three weeks), with or without prior notice.

It is important for parents/carers to note that the school will not authorise any leave of absence unlessthe school feels the circumstances are unavoidable. Additionally, as previously outlined in the policy, theschool reserves the right to either contact the parents/carers directly or make an immediate referral to social care or the police if the school feels a pupil is potentially at risk by being taken out of school duringterm time. This is particularly relevant to concerns the school may have about sexual exploitation, forcedmarriage, female genital mutilation and radicalisation. The school will seek advice from the local authority if a pupil fails to return from an extended family holiday during term time and the school and local authority have made reasonable enquiries but cannot locate the pupil.

This applies to leaves of absence that are both authorised and unauthorised by the school. As a result theschool may remove the pupil from roll under such circumstances. However we will keep the pupil on rollif the family remains in contact with the school even though the pupil has not returned to school by the agreed date.

The school also reserves the right to request parents/carers provide medical evidence if there is suspiciona pupil is away and leave has not been formally requested by parents. This is due to the high number of unauthorised term time holidays nationally at certain points of the year, i.e. – around school holidays.

Home Education

If a parent wishes to withdraw a child from the school the child will be known as 'Electively Home-Educated'. Any parent wishing to withdraw their child from the school will be required to confirmthis in writing to the Principal. The school will forward this letter to the Local Authority and thechild will be removed from the Admission register. The Local Authority will then determine whether or not to accept this new arrangement or challenge it. Children with Special EducationalNeeds statements (Education, Health and Care Plans) can be home educated. Where the statement sets out special educational

provision that the child should receive at home, the local authority isunder a duty to arrange that provision. The local authority must review the child's statement/EHC Plan annually. Further information can be obtained on the Local Authority Website or by contactingthe Home Education Team directly.

The Education Welfare Service

Fast Track to Attendance panel meetings are regularly held in school. This is a framework which concentrates on early intervention and aims to ensure a faster and more effective approach to tackling poor school attendance. If attendance issues cannot be resolved, the school may refer a child to the Education Welfare Service.The Education Welfare Officer will also work to resolve the situation by agreement but, if other ways oftrying to improve the child's attendance have failed and unauthorised absences persist, sanctions such as Fixed Penalty Notices and prosecutions in the Magistrates Court will be pursued if the child is of compulsory school age. In very serious cases parents/carers have faced prison sentences.

Full details of the options open to enforce attendance at school are available from the Local Authority.

Extreme weather

Our schools aim to remain open during inclement weather, balancing the risks from lower supervision,disrupted journeys, or accidents, against disruption to our pupils' learning. In the rare circumstances that it becomes necessary to close one or more of our schools due to severe weather, the decision will not be taken lightly. The decision to close the school will be based on the fact that pupils or staff would face the risk of accidents.

When exceptional weather is expected the following guidelines should be noted:

COMMUNICATION

- If the school is to be closed due to severe weather before pupils arrive at the beginning of the school day, a note will be posted on the school website as soon as possible, usually by 7.00am. A text message will also be sent to parents/carers.
- If weather conditions deteriorate whilst the school is in session we will endeavor to contact parents to inform them of the situation. Pupils will be kept fully informed of thedecision and guidance given as to the next steps. The website will be kept updated during this time.

CLOTHING

- Pupils should wear appropriate clothing, taking into account the type of weather, including a hat, gloves and suitable coat, as necessary. Suitable footwear to cope withthe weather may be necessary, but school shoes should be worn upon entry to the school building.

TRANSPORTATION

- Parents are advised to check transportation information if their child travels by public transport. If the school is open and a pupil cannot get in due to the

weather, parentsshould contact the school to report this absence.

Communication

Audience -Staff, parents and students of Knights Primary:

- Message: Raise awareness of our expectation for attendance and punctuality in additionto the school and parental roles and responsibilities
- Where communicated: Website and Intranet
- When communicated: At the start of each academic year
- How communicated: Curriculum termly newsletters, attendance leaflets, weekly newsletters, assemblies, attendance prizes and referred to as needed throughout theacademic year.

Monitoring and evaluation

At Knights Primary, Alice Langton has administrative responsibility for attendance and punctuality. The responsibility for the attendance of pupils will be overseen by the inclusion lead. Yearlyregisters inspections will also be conducted by the VSE Learning (Education Welfare Services) and the Local Authority where appropriate.

The Attendance officer, inclusion lead and pastoral manager will:

- Log any instances of absence and lateness
- Liaise with class teachers and meet with the Education Welfare Officer.
- Analyse the registers daily ensuring the correct codes are entered.
- Meet with the principal to discuss any problems or issues.
- Log any instances of pupils being on a reduced timetable.

On each Local Governing Body Committee, there is a designated Governor with responsibility forsafeguarding. The identified governor conducts at least two visits each year which focus on Safeguarding and attendance and in particular the attendance of key groups of pupils (Child protection, Children in Need, Vulnerable and Looked After pupils). The safeguarding governor reports to their academy's LocalGoverning Body Committee annually in their Spring term meeting.

The report for attendance and punctuality is shared in every Local Governing Body Committee as a KPI for each school.

Internally, Attendance and punctuality will be reported termly to the CEO and Principal.
This policy will be reviewed and updated annually in the Autumn term, following the recommendationsof the internal or external registers inspection audits that take place in each academy.

Appendix

A – Improving Attendance - What Parents can do

1. Try to make all medical appointments (doctors, dentist and hospital) out of school time. Obviously this is not always possible but in such cases, try to minimise the disruption to the dayby getting an early morning appointment so that your child can attend afterwards OR a lateafternoon appointment so that she can complete most of her timetable before leaving.
2. Encourage your child to take responsibility for being on time for school. Try to make sure she has an alarm clock that is reliable. Make sure that she has a realistic bedtime and will not be too tired to get up in the morning for school. Bags, books and other equipment should be prepared the night before. Regularly checking your child's planner can help you to do this.
3. Discourage your child from staying over night with friends during the week. This sometimes leads to them both being late (or not attending at all) the next day.
4. Consult with the school via the form tutor, Head of Year or other pastoral support if you have anyconcerns about whether your child is present in school.
5. Leave of absence during term time is not a parental right. If there are special or exceptional circumstances please contact the Principal via letter or email. A decision will be made if theabsence can be authorised or not.
6. Encourage your child to come to school even if she is feeling slightly unwell. Many aches andpains are forgotten when they are with friends and the school will contact you if it becomesnecessary.
7. Talk positively about going to school – "What was good about school today?" "Did anything funny happen?"
8. Monitor your child's internet and social media use to ensure they are not experiencing any difficulties that may prevent them from wanting to attend school.
9. Take any worries seriously but do not show that you are unduly concerned. Believe that they will be sorted out. Contact your child's Tutor, Head of Year or other pastoral support before theconcerns escalate.

Authorised Attendance – codes and reasons	Unauthorised Attendance – Codes and Reasons
Code C: Leave of absence authorised by theschool Only exceptional circumstances warrant an authorised leave of absence. Schools should consider each application individually taking into account the specific facts and circumstancesand relevant background context behind the request.	Code G: Holiday not authorised by the school or inexcess of the period determined by the head teacher. If a school does not authorise a leave of absencefor the purpose of a holiday but the parents stilltake the child out of school, or the child is kept away for longer than was agreed, the absence isunauthorised. The regulations do not allow schools to give retrospective

	approval. If the parents did not apply for leave of absence in advance, the absence must be recorded as unauthorised.
Code D: Dual Registered - at another educationalestablishment This code is not counted as a possible attendancein the School Census. The law allows for dual registration of pupils at more than one school. This code is used to indicate that the pupil was not expected to attend the session in question because they were scheduled to attend the other school at which they are registered. 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. It can also be used when the pupil is known to be registered at another school during the session inquestion. Each school should only record the pupil's attendance and absence for those sessionsthat the pupil is scheduled to attend their school. Schools should ensure that they have in place arrangements whereby all unexplained and unexpected absence is followed up in a timely manner	Code N: Reason for absence not yet provided Schools should follow up all unexplained and unexpected absences in a timely manner. Every effort should be made to establish the reason for a pupil's absence. When the reason for the pupil'sabsence has been established the register should be amended. This code should not be left on a pupil's attendance record indefinitely; if no reason for absence is provided after a reasonable amount of time it should be replaced with code O(absent from school without authorisation).
Code E: Excluded but no alternative provisionmade If no alternative provision is made for a pupil to continue their education whilst they are excluded but still on the admission register, they should be marked absent in the attendance register using Code E. Alternative provision mustbe arranged for each excluded pupil from the sixth consecutive day of any fixed period or permanent exclusion. Where alternative provision is made they should be marked using the appropriate attendance code.	Code O: Absent from school withoutauthorisation If the school is not satisfied with the reason givenfor absence they should record it as unauthorised.
Code H: Holiday authorised by the school Head teachers should not grant leave of absenceunless there are exceptional circumstances. Theapplication must be made in advance and the head teacher must be satisfied that there are exceptional circumstances based on the individual facts and circumstances of the	Code U: Arrived in school after registration closedSchools should actively discourage late arrival, bealert to patterns of late arrival and seek an explanation from the parent.

case which warrant the leave. Where a leave of absence is granted, the head teacher will determine the number of days a pupil can be away from school. A leave of absence is granted entirely at the head teacher's discretion.	
Code I: Illness (not medical or dentalappointments) Schools should advise parents to notify them on the first day the child is unable to attend due to illness. Schools should authorise absences due to illness unless they have genuine cause for concern about the veracity of an illness. If the authenticity of illness is in doubt, schools can request parents to provide medical evidence to support illness. Schools can record the absence as unauthorised if not satisfied of the authenticity of the illness but should advise parents of their intention. Schools are advised not to request medical evidence unnecessarily. Medical evidence can take the form of prescriptions, appointment cards, etc. rather than doctors' notes.	Code X: not attending in circumstances relatingto coronavirus (COVID-19) (This code is not counted as an absence in theschool census) Code X: Not required to be in school This code is used to record sessions that non- compulsory school age children are not expectedto attend.
Code J: At an interview with prospective employers, or another educational establishment This code should be used to record time spent ininterviews with prospective employers or another educational establishment. Schools should be satisfied that the interview is linked toemployment prospects, further education or transfer to another educational establishment.	
Code M: Medical or dental appointments Missing registration for a medical or dental appointment is counted as an authorised absence. Schools should, however, encourage parents to make appointments out of school hours. Where this is not possible, the pupil shouldonly be out of school for the minimum amount of time necessary for the appointment from the parents' religious body about whether it has set the day apart for religious observance.	
Code S: Study leave Schools must record study leave as authorised absence. Study leave should be used sparingly	

and only granted to Year 11 pupils during public examinations. Provision should still be made available for those pupils who want to continueto come into school to revise	
Code P: Participating in a supervised sportingactivity This code should be used to record the sessions when a pupil is taking part in a sporting activity that has been approved by the school and supervised by someone authorised by the school	
Code V: Educational visit or trip This code should be used for attendance at an organised trip or visit, including residential trips organised by the school, or attendance at a supervised trip of a strictly educational nature arranged by an organisation approved by the school.	
Code T: Gypsy, Roma and Traveller absence A number of different groups are covered by thegeneric term Traveller – Roma, English and Welsh Gypsies, Irish and Scottish Travellers, Showmen (fairground people) and Circus people,Bargees (occupational boat dwellers) and New Travellers. This code should be used when Traveller families are known to be travelling for occupational purposes and have agreed this withthe school but it is not known whether the pupil is attending educational provision. It should not be used for any other types of absence by these groups.	