St Barnabas' CE Primary School & Nursery

Attendance Policy

"Serve with Hope and Encouragement to Learn and Love"

Date approved by the Governing Body: October 2026
To be reviewed by September 2027 (unless there are any changes to the statutory requirements prior to this date)

1. AIMS

In line with our school vision, we are committed to meeting our obligations with regards to school attendance by:

- Promoting good attendance and reducing absence, including persistent absence and severe absence
- Setting high expectations for the attendance and punctuality of all pupils
- Promoting good attendance and the benefits of good attendance
- Building strong relationships with families to make sure pupils have the support in place to attend school
- Acting early to address patterns of absence

We will also support parents to perform their legal duty to ensure their children of compulsory school age attend regularly, and will promote and support punctuality in attending lessons.

Our school target for pupil attendance each academic year is 95%.

96%+	Excellent attendance	
94%-96%	Very good attendance	96% = 8 days missed a year 95% = 10 days missed a year 94% = 12 days missed a year 93% = 14 days missed a year 92% = 16 days missed a year 91% = 18 days missed a year 90% = 20 days missed a year
90%-94%	Satisfactory attendance	
Below 90%	Concerns (additional support may be necessary)	

2. LEGISLATION AND GUIDANCE

This policy is based on the DfE's statutory guidance on Working together to improve school attendance and School attendance parental responsibility measures. The guidance is based on the following pieces of legislation, which set out the legal powers and duties that govern school attendance:

Part 6 of the Education Act 1996

Part 3 of the Education Act 2002

Part 7 of the Education and Inspections Act 2006

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

The Education (Penalty Notices) (England) (Amendment) Regulations 2013

The Equality Act 2010

It also refers to:

School census guidance

Keeping Children Safe in Education

Mental health issues affecting a pupil's attendance: guidance for schools

Ofsted's 2025 framework toolkit

3. ROLES AND RESPONSIBILITIES

3.1 The Governing Body

The Governing Body is responsible for:

- Setting high expectations of all school leaders, staff, pupils and parents
- Making sure school leaders fulfil expectations and statutory duties, including:
    - o Making sure the school records attendance accurately in the register, and shares the required information with the DfE and local authority
    - o Making sure the school works effectively with local partners to help remove barriers to attendance, and keeps them informed regarding specific pupils, where appropriate
- Recognising and promoting the importance of school attendance across the school's policies and ethos
- 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 all staff receive adequate training on attendance as part of the regular continued professional development offer, so that staff understand:
    - o The importance of good attendance
    - o That absence is almost always a symptom of wider issues
    - o The school's legal requirements for keeping registers
    - o 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
- Holding the Headteacher to account for the implementation of this policy.

The named safeguarding governor will:

Meet with the headteacher every half term and monitor attendance figures for the whole school on at least a termly basis.

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
- Issuing fixed-penalty notices, where necessary or authorising the head of school to be able to do so

- 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

3.2 The designated senior leader responsible for attendance

The designated senior leader (also known as the 'senior attendance champion') is responsible for:

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

3.3 The Office Administrator

The Office Administrator is responsible for:

- Monitoring attendance data across the school and at an individual pupil level
- Reporting concerns about attendance to the Headteacher
- Working with education welfare officers to tackle persistent absence
- Arranging calls and meetings with parents to discuss attendance issues
- Working with the Headteacher about issuing fixed-penalty notices

3.4 Class Teachers

Class Teachers are responsible for:

- recording attendance on a daily basis, using the correct codes, and submitting this information to the school office via our Management Information System (Arbor).
- Contributing to and supporting the continued development of the warm, welcoming, exciting and safe environment for all children
- Welcoming each child into the class by name and with a smile Promote and reward good attendance at all opportunities;
- Welcoming children who have been absent with warmth – "it's great to see you – we have missed you and I am really pleased you are better/back" and never say "Where have you been? You have missed so much work…."
- Be aware of absences of each child or patterns in absence in their group and make sure the child is supported in catching up missed work
- Support children with attendance targets by completing daily sticker charts
- Communicate with colleagues where necessary if there are any issues resulting from the absence that other staff should know (concern about work missed, response of other children, possible responses of colleagues) but also where there are possible safeguarding concerns reporting to the school's DSL
- Notify the Head of School if there is any suggestion of term time holiday

3.5 School Office Staff

School office staff take calls or emails from parents about absence and record the reason for absence on the registers on Arbor.

3.6 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 on time

-Call the school to report their child's absence before 9am on the day of the absence (or complete the online absence form) and each subsequent day of absence, and advise when their child is 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. Where not possible, inform the school of the child's absence in advance by emailing or phoning the school office.

-If their child's absence rates are increasing and are causing concern, an attendance contract may be used to support parents to make improvements. Keep to any attendance contracts that they make with the school and/or local authority

3.7. Pupils

Pupils are expected to:

-Attend school every day, on time

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, where a pupil is attending an approved educational activity

-The nature of circumstances, where a pupil is unable to attend due to exceptional circumstances

We will keep every entry on the attendance register for 3 years after the date on which the entry was made.

The school doors open at **8.45am** and pupils must arrive in school by **9am** on each school day.

The register for the first session will be taken at **9am** and will be kept open until **9.30am**. The register for the second session will be taken at **1pm** for Early Years and Years 1-4 and **2pm** for Years 5,6.

4.2 Unplanned absence

The pupil's parent/carer must notify the school on the first day of an unplanned absence by **9am** or as soon as practically possible (see also section 7) and on each day thereafter with an update, if possible. We ask that parents notify the school of the absence by email or phone call.

We will mark absence due to illness as authorised unless pupil attendance has fallen below 90% or if the absence falls on either side of the school holidays. In order to authorise absence for illness, the school may ask the pupil's parent/carer to provide medical evidence, such as a doctor's note, appointment text, 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 information provided about the illness absence, the absence will be recorded as unauthorised and parents/carers will be notified of this.

If the pupil has attendance below 90% or if the absence is on the first or last day of the school term, then the absence will be recorded as unauthorised unless medical evidence is provided for that absence period.

Absence codes and procedures will apply to children in Nursery and Reception pupils of non compulsory school age

4.3 Planned absence

We encourage parents/carers to make routine 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, preferably at the start or end of the school day, or during their lunch break

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 and provides medical evidence of such appointment.

The pupil's parent/carer must apply in writing 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 (L)
- After the register has closed will be marked as late, using the appropriate code (U)

We understand that there may be occasionally circumstances which cause pupils to be late and these will be treated with support and consideration. However our expectation is that every pupil is on time for school each day. When a child misses the start of the school day, they miss vital settling in time, teaching time and important morning work. A late arrival can also be quite disruptive to the rest of the class.

Incidents of lateness are reported to the headteacher daily. Patterns of lateness are tracked half termly and reported to the governing body.

- Parents of pupils who have patterns of lateness will be contacted to discuss the importance of punctuality and how this might be achieved:
- Parents will be invited to a meeting to discuss the cause of lateness and support will be offered.
- **If a child has 10 or more sessions of unauthorised absence due to lateness recorded in any 10 week period, a penalty notice will be considered/issued in accordance with Westminster's Code of Conduct for issuing penalty notices for non-attendance**

Parents must collect their child promptly at the end of the school day:
-Where late collection is persistent and/or significantly after 3.40pm, the school is obliged to take any uncollected pupil to a place of safety and share concerns, as necessary, with other agencies.
-If one is available, the school will place a child into the after school club and provide the parent/carer with the bill.
-If a child is not collected by 5.30pm, and a parent cannot be contacted, the school will contact Children's Services as this is a safeguarding concern.

4.5 Following up absence

Where any child we expect to attend school does not attend, or stops attending, the school will:
- follow up on their absence with their parent/carer to ascertain the reason for the absence, by phone once the register has closed
- if no contact has been made by the parent/carer, the Head of School will be notified and will advise of next steps. If the school cannot reach any of the pupil's emergency contacts, the school may complete a home visit, contact Children's Services or the police.

- Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained
- Call the parent on each day that the absence continues without explanation, to make

sure proper safeguarding action is taken where necessary. If absence continues, the school will consider involving an education welfare officer or other agencies
- Where relevant, report the unexplained absence to the pupil's youth offending team officer or social worker.
- Where appropriate, offer support to the pupil and/or their parents to improve attendance
- Identify whether the pupil needs support from wider partners, as quickly as possible, and make the necessary referrals
- Where support is not appropriate, not successful, or not engaged with: issue a notice to improve, penalty notice or other legal intervention (see section 5.2 below), as appropriate.

4.6 Reporting to parents

Parents/carers are notified regularly of their child's attendance. Pupil attendance and punctuality are included individually in the child's Autumn School Report at the end of Term 1, in Parents' Meetings and with the final school report at the end of the academic year. Our school target for pupil attendance is 95%.

5. AUTHORISED AND UNAUTHORISED ABSENCE

5.1 Approval for term-time absence

The Headteacher will only grant a leave of absence to pupils during term time if they consider there to be 'exceptional circumstances'. A leave of absence is granted only at the Headteacher's discretion.

The Headteacher will only grant a **leave of absence** to a pupil during term time if the request meets the specific circumstances.

These circumstances are:

-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.

We define 'exceptional circumstances' as unexpected, unavoidable, and outside of your control, such as hospitalisation, a serious illness or a bereavement of a close relative. A leave of absence must still be requested in advance by a parent who the pupil normally lives with.

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 or celebration (including a wedding).

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 3 weeks** before the absence, and in accordance with any leave of absence request form, accessible via the school website or school office. The headteacher may require evidence to support any request for leave of absence.

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

- illness and medical/dental appointments (see sections 4.2 and 4.3 for more detail) or if an absence is recommended by a health professional
- religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents belong. One day per academic year is authorised. 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 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
- 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
  - a wedding of a close family member

- a serious illness/ death/funeral of a close family member
- if a parent is service personnel and is returning from a tour of duty abroad, where it is evidenced the individual will not be in receipt of any leave in the future that coincides with school holidays
-any other circumstances that the Headteacher deems as exceptional

If a holiday or leave of absence is taken without the agreement of the Headteacher or is in excess of what has been agreed, then the absence will be marked as unauthorised and parents/carers may be issued a fixed-penalty notice by the Local Authority.

The granting of a leave of absence does not set precedent for future absences.

5.2 Reducing persistent absence

Our 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 it a copy of any penalty notice issued.

Before issuing a penalty notice, the school will consider the individual case, including:

- Whether the national threshold for considering a penalty notice has been met (10 sessions of unauthorised absence in a rolling period of 10 school weeks)
- 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, 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.
- 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

The Office Administrator monitors class attendance each day to ensure accurate attendance/absence codes are used. Where an absence is unexplained, it will be followed up promptly with the parent/carer and referred to the Headteacher if satisfactory explanation is not provided.

Individual pupil attendance is monitored regularly.

When a pupil's attendance is close to 90%, or falls below 90%, or if there is a regular pattern of absences, the Office Administrator will discuss the case with the Headteacher and the parent/carers will be notified of this in writing. Where an absence is explained due to ill health and medical evidence is provided, future attendance is monitored throughout the term. However, if there is no improvement, the Office Administrator will arrange a call/meeting with the parents/carer to set an action plan and offer any support or assistance. A referral to the School Nurse or Early Help team may be made, who will work with parents/carers to improve a child's attendance.

The Headteacher may also meet with the parent/carers if pupil's attendance is not increasing following the support from the Office Administrator.

If there is no improvement, a referral to the Early Help team/Local Authority will be made.

When a child's attendance drops below 90% an attendance contract will be considered.

6. STRATEGIES FOR PROMOTING ATTENDANCE

The foundation for good attendance is a strong partnership between the school, parents and the child. Parents/carers are regularly informed and thanked for their support where a pupil's attendance or punctuality improves.

To help us all to focus on this we will:

- Provide information on all matters related to attendance in our regular newsletter and on our website;
- Report to you how your child is performing in school, what their attendance and punctuality rate is and how this relates to their attainment;
- Set targets for the school and display these in the newsletter;
- Deliver a stimulating and engaging curriculum that encourages children's enjoyment of school;
- Run events when parents, pupils and staff can work together on raising attendance levels across the school

Raffle tickets to be given to pupils who have good attendance for a termly prize draw.

7. Supporting pupils who are absent or returning to school

7.1 Pupils absent due to complex barriers to attendance

- The Headteacher, parents, class teacher and SENCO will meet to identify the barriers to good school attendance. If appropriate, the child's views will also be gathered.
- An attendance contract may be put in place to support progress towards improved attendance.
- School-based interventions may be offered: a consultation with Primary Behaviour Support, soft starts, protected play, a time-limited part-time timetable so the child can build success, support from the family navigator
- External Interventions may be offered: referrals to Primary Behaviour Support, Educational Psychologist, CAMHS, Early Help/Family Support Services
- A home-school book may be established to maintain clear communication between the parents and the class staff

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

- The Headteacher, parents, class teacher and SENCO will meet to identify the barriers to good school attendance. If appropriate, the child's views will also be gathered.
- If appropriate, the attendance policy will be implemented alongside the Children with Health Needs who cannot attend School and Children with Medical Conditions policies. -
- School-based interventions may be offered: a consultation with Primary Behaviour Support, soft

starts, protected play, a time-limited part-time timetable so the child can build success, support from the family navigator

- External Interventions may be offered: referrals to Primary Behaviour Support, Educational Psychologist, CAMHS, Early Help/Family Support Services
- A home-school book may be established to maintain clear communication between the parents and the class staff

Where a pupil has an education health and care (EHC) plan and their attendance falls, or the school becomes aware of barriers to attendance that related to the pupil's needs, the school will inform the local authority.

At times, it may be necessary to reduce a pupil's time in school so that their needs can be met and they can have a positive experience in school.

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

As soon as parents have informed the school of the expected date of return:

The Headteacher will meet with the parents (and child if appropriate) in advance of the first day to discuss expectations, reasonable adjustments and individual health care/My Support Plans that may be in place

- Soft start: parents/child will be given the option to arrive through the school office, where the child will be welcomed by an adult known to them.

8. ATTENDANCE MONITORING

8.1 monitoring attendance

The Office Administrator at St Barnabas' Primary School & Nursery monitors pupil absence on a daily basis. The school will monitor attendance and absence data (including punctuality) half-termly, termly and yearly across the school and at an individual pupil, year group and cohort level.

A pupil's parent/carer is expected to call or email the school by 9am in the morning if their child is going to be absent due to ill health (see section 4.2).

We ask that parents/carers contact the school each day of their child's illness with an update, unless it is expected that the child will be absent from school for a certain period of time, such as for chicken pox.

The school always keeps in touch with parents/ carers when a child is absent and monitors the length of attendance accordingly.

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.

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 Body.

The school collects and stores attendance data on the school's Management Information System (Arbor). This is to:
- track individual pupil attendance
- identify whether or not there are particular groups of children whose absences may be a cause for concern
- monitor and evaluate those children identified as being in need of intervention and support.

8.2 Analysing attendance

The school will:

- Analyse attendance and absence data regularly to identify pupils, groups or cohorts that need additional support with their attendance, and
- Identify pupils whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severe absence
- Conduct thorough analysis of half-termly, termly, and full-year data to identify patterns and trends
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns

8.3 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 severed absence, and their families (see section 8.4 below)
- Provide regular attendance reports to class teachers to facilitate discussions with pupils and families, and to the governing board 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

8.4 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
- Hold regular meetings with the parents of pupils who the school (and/or local authority) considers to be vulnerable or at risk of persistent or severe absence, or who are persistently or severely absent, to:
    - o Discuss attendance and engagement at school
    - o Listen, and understand barriers to attendance
    - o Explain the help that is available
    - o Explain the potential consequences of, and sanctions for, persistent and severe absence
    - o Review any existing actions or interventions
- Provide access to wider support services to remove the barriers to attendance, in conjunction with the local authority, where relevant
- Consider alternative support that could be put in place to remove any barriers to attendance and re-engage these pupils. In doing so, the school will sensitively consider some of the reasons for absence
- Implement sanctions, where necessary (see section 5.2, above)

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.

CODE	DEFINITION	SCENARIO
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late	Pupil arrives late before register has closed (9:30am)
B	Off-site educational activity	Pupil is at an off-site supervised educational activity approved by the school
D	Dual registered	Pupil is attending at another setting where they are also registered
J	Interview	Pupil has an interview with a perspective employer/educational establishment
P	Sporting activity	Pupil is participating in as supervised sporting activity approved by the school
V	Educational trip or visit	Pupil is on an educational visit/trip organised, or approved, by the school
W	Work experience	Pupil is at a work experience placement
AUTHORISED ABSENCE		
C	Authorised absence	Pupil has been granted a leave of absence due to exceptional circumstances
E	Excluded	Pupil has been excluded but no alternative provision has been made
H	Family holiday (agreed)	Pupil has been allowed to go on holiday due to exceptional circumstances
I	Illness	School has been notified that a pupil will be absent due to illness
M	Medical/ dental appointment	Pupil is at a medical or dental appointment
R	Religious Observance	Pupil is taking part in a day of religious observance
S	Study leave	Year 11 pupil is on study leave during their public examinations
T	Gypsy, Roma and Traveller absence	Pupil from a Traveller community is travelling, as agreed with the school
UNAUTHORISED ABSENCE		
G	Family holiday (not agreed)	Pupil is on holiday that was not approved by the school
N	No reason	Pupil is absent for an unknown reason

O	Unauthorised absence	School is not satisfied with reason for pupil's absence
U	Late	Pupil arrives late after register closes (9:30am)
OTHER		
X	Not required to be in school	Pupil of non-compulsory school age is not required to to attend
Y	Unable to attend due to exceptional circumstances	School site is closed, there is disruption to travel as a result of a local/ national emergency, or pupil is in custody
Z	Pupil not on school roll	Register set up but pupil has not yet joined the school
#	Planned school closure	Whole school closure due to half term, bank holiday, INSET day