



# Range High School

## PUPIL ATTENDANCE + PUNCTUALITY POLICY

Person responsible for Policy: Headteacher

Date of next review: FEBRUARY 2025 – This policy is to be reviewed every 3 years (major changes will be brought to the governors' attention as, and when they occur)

**RESPONSIBILITY FOR THIS POLICY HAS BEEN DELEGATED TO THE HEADTEACHER**

## RANGE HIGH SCHOOL

### PUPIL ATTENDANCE AND PUNCTUALITY POLICY

#### 1.0 INTRODUCTION

Range High School is committed to providing challenge and support for all pupils to achieve their best.

High levels of attendance and punctuality are essential for pupils to work to their full potential, be successful and benefit from the opportunities available to them at school. For our pupils to gain the greatest benefit from their education it is vital that they attend regularly

Achieving high attendance is a necessity in preparing pupils for future working life as an adult. Pupils should be at the School, **on time and every day** that school is open unless the reason for the absence is unavoidable.

It is very important therefore that parents and carers recognise the responsibility and obligation they have to make sure that pupils attend regularly. This policy sets out how the School, its partners and Parents/Carers can work together to achieve this.

#### 1.1 The Importance of Regular Attendance:

Any absence affects the pattern of a student's schooling and regular absence will seriously affect their learning. Any student's absence additionally disrupts teaching routines and so may affect the learning of others in the same class.

Ensuring pupils' regular attendance at school is the **legal responsibility of Parents/Carers. By law, all children of compulsory school age must attend school.** Poor attendance not only undermines a child's education and future life chances but it can also put children at risk, can compromise personal safety and encourage anti-social behaviour. Permitting absence from school without a good reason creates an offence in law and may result in prosecution.

**\*Definition of parent: Section 576 of the Education Act 1996-** A parent in relation to any child or young person, includes any person: -

- All natural parents, whether they are married or not;
- Any person who has parental responsibility for a child or young person; and,
- Any person who has care of a child or young person i.e. lives with and looks after the child.

This also includes all parents who are absent. Parental partners can be included (whether or not they are married or the natural parent of the child as they have 'care' of the child. If a pupil lives with a grandparent or older sibling as their main carer, they can also be included as they are the main care provider.

It is also important to note that even though a parent may not live in the same home as the student, that parent is still responsible for ensuring their child attends school every day.

## 1.2 Promoting Regular Attendance:

Helping to create a habit of regular attendance is everybody’s responsibility – Parents/Carers, pupils and all members of school staff. We expect pupils at Range High School to aim for at least 95% attendance.

The Government expects us to:

- Promote good attendance and reduce absence, including persistent absence (less than 90%);
- Ensure every pupil has access to a suitable education, to which they are entitled; and, act early to address patterns of absence.

<b>Attendance during one school year</b>	<b>equals this number of days absent</b>	<b>which is approximately this many weeks absent</b>	<b>which means this number of lessons missed</b>
95%	9 days	2 weeks	50 lessons
90%	19 days	4 weeks	100 lessons
85%	29 days	6 weeks	150 lessons
80%	38 days	8 weeks	200 lessons

## NATIONAL CONTEXT

The 1996 Education Act, (section 444) states that parents (including non-related adult carers in the child’s household) have a **legal responsibility** to ensure that those of compulsory school age are educated, either by **‘regular’** attendance at school or **‘otherwise’**. The 2008 Education and Skills Act, (section 155) specifies the same requirement regarding regular attendance at alternative provision.

### **The duty on parents is to ensure that their children are educated, either at school or ‘otherwise’.**

Education is therefore compulsory. In terms of ‘otherwise’, children may be educated by their parents at home, by a private tutor or in establishments other than schools, i.e. – F.E. colleges from the age of 14, special units, hospitals or in alternative educational programmes or work experience. The law allows parents to choose the alternative options, provided they can demonstrate to the Local Authority that the education is full-time and ‘suitable’ to the child’s education needs, up until the relevant leaving-date for all young people.

Schools must enter pupils on the admission register and attendance register from the beginning of the first day on which the school has agreed, or been notified, that the pupil will attend the school.

For most students the expected first day of attendance is the first day of the school year. Every amendment made to the admission register and the attendance register must include: the original entry; the amended entry; the reason for the amendment; the date on which the amendment was made; and the name and position of the person who made the amendment.

**To maintain a focus on this the School will:**

- Report to Parents/Carers regularly on how their child is performing at school. This will include information about their attendance and punctuality.
- Celebrate good attendance on a regular basis, through daily Tutor Time. Students, parents and carers can all see current attendance on class charts
- Reward good or improving attendance through our regular attendance lottery

## **DAILY PROCEDURES**

The school is **legally** required to register students twice daily. Registers are marked in the morning at 08.50 and in the afternoon at 1.15. It is essential that all students are registered on both occasions.

School starts at 08.40 when all pupils/students should be in their form/classroom, in preparation for the register being taken at 08.50. At this time, they should collect items for the day and make sure that they are aware of any changes / arrangements to the day's activities. **It is a legal requirement that a register is taken at the start of the day.** Not only does the process allow us to monitor attendance but also to act as a student checklist in respect of health and safety issues – e.g. Fire Drill

Each year a school calendar is sent out and is also on the website, which clearly indicates the days when your child is expected to be in school.

## **2.0 ABSENCE PROCEDURES**

### **2.1 If a student is absent, parents should:**

- Contact school by 9am on the first day of absence; the dedicated telephone number is 01704 879315
- **Once contact (verbal and/or written) has been made with the parent the school will determine if the absence is to be authorised or unauthorised.**
- The school will only **authorise** a medical absence if the circumstances are unavoidable. The school has the right to request medical evidence if a parent rings the school to confirm the student is unwell. This may include: a medical appointment card with one appointment entered, slip with date, pupils name and surgery stamp, signed by GP Receptionist, letter from a professional, doctor's note, medication prescribed by a doctor, copy of prescription, print screen of medical notes, as well as letters concerning hospital appointments or any other relevant evidence. The Head Teacher may not authorise medical absence without this evidence.
- Parents are encouraged to ensure that their child brings in a letter, confirming the reasons for the absence when the child returns to school.
- The school will work co-operatively and pro-actively with the family where there are instances of ongoing poor health.

### **2.2 If a student is absent, the school:**

- Will endeavour to telephone or text parents/carers on the first day of absence if a message (that explains the absence) has not been received. **If no message is received, we will assume that your child is absent without your permission.**
- May invite Parents/Carers into school to discuss the situation with the Head of Year, Pupil Support Manager (Mrs L Dillon) and/or a representative of the LEA if absences persist.

**1. FIRST DAY RESPONSE CHILDREN WITH A SOCIAL WORKER**

Our school works in partnership with Sefton Council in delivering a first day response system for children with a social worker. If children who have an allocated social worker are absent from school, we will contact the family to establish the reason why the child is absent from school.

We will complete the first day response form and submit it to Sefton Council, so information is shared in relation to why the child is absent from school. We will also request a home visit if we feel this is appropriate. We will also inform the child’s social worker.

**2.3 Telephone numbers:**

- There are times when school will need to contact parent for a range of issues, including absence, so it is essential that the school has up to date contact numbers at all times. There will be regular checks on telephone numbers throughout the year and we ask parents / carers to inform us of any changes.

**3.0 LATENESS**

- As you may be aware, the law treats some persistent lateness in the same way as irregular attendance and parents may be prosecuted by the Local Authority if late arrival is not resolved.

**Poor punctuality can lead to your child:**

- Feeling embarrassed in front of their friends.
- Missing the beginning of vital lessons.
- Missing important instructions for the rest of the school day.
- Learning bad habits which could affect their employability in the future.

<b>Minutes late per day during the school year</b>	<b>Equal days’ worth of teaching lost in a year</b>
5 minutes	3.4 days
10 minutes	6.9 days
15 minutes	10.3 days
20 minutes	13.8 days
30 minutes	20.7 days

### 3.1 How we manage lateness:

- At **8.50** the school day starts and pupils are expected to be **in Form Tutor time** at that time.
- from **8:30** pupils can access the Dining Room (but should remain there until 8.40am when they can go to their lockers)

In accordance with the Regulations, if pupils arrive after the registers have closed they will receive a mark that shows them to be on site, but this will **not** count as a present mark and it will mean they have an **unauthorised absence**. This may mean that Parents/Carers could face the possibility of legal proceedings if the problem persists.

Parents/carers can use class charts to see if their child has been marked late to any lesson. If a student has a persistent late record, parents/carers may be asked to meet with the Head of Year and/or Pupil Support Manager to resolve the problem. Parents/Carers can approach the school at any time if they experience problems getting their child to the school on time.

### 4.0 UNDERSTANDING TYPES OF ABSENCES

Every half-day absence has to be classified by the school (not by the Parents/Carers), as either **AUTHORISED** or **UNAUTHORISED**.

Registers are taken twice a day by staff to record attendance marks. Registers are legal documents so the school staff are obliged to complete them accurately. Attendance marks are also recorded at every lesson to monitor student punctuality and guard against truancy. Information about the cause of any absence is always required from parents/carers, preferably in writing.

#### 4.1 Authorised

Authorised absences are mornings or afternoons away from school for a good reason such as illness, medical/dental appointments that unavoidably fall in school time, emergencies or other unavoidable causes. Medical appointments, if possible, should be made as late in the day as possible to allow your child to be registered for the afternoon. Medical appointments should not take all day. Children who have to leave for any reason throughout the day should be signed out at the main office by their parent/carer or appropriate adult. This is strongly discouraged.

#### 4.2 Unauthorised

Unauthorised absences are those which the school does not consider reasonable and for which no "leave of absence" has been given. This type of absence can lead to the Local Authority using sanctions and/or legal proceedings. This includes:

- parents/carers keeping children off unnecessarily
- truancy before or during the school day
- absences which have never been properly explained

- children who arrive at school too late to get a mark. (**Registers close at 9.30** each day). A child arriving late after that time will be recorded as U (unauthorised).
- shopping, looking after other children or birthdays
- day trips and holidays in term time which have not been agreed.
- oversleeping
- absent to look after an unwell sibling
- inadequate uniform
- confusion over term dates
- whilst any child may be off school because they are ill, sometimes they can be reluctant to attend school.
- any problems with regular attendance are best sorted out between school, parents and the child. If a child is reluctant to attend, parents/carers should not condone their absence or give in to pressure to excuse them from attending as this gives the child the impression that attendance does not matter.

## **5.0 EXCEPTIONAL LEAVE IN TERM TIME**

There is no automatic entitlement in law to time off during school term time to have exceptional leave. Any period of leave taken without the agreement of the school, or in excess of that agreed, will be classed as unauthorised and may attract sanctions such as a Penalty Notice.

### **5.1 Holiday during Term Time**

It is the school's policy not to grant holidays in term time.

### **5.2 Exceptional Leave**

#### **Authorised absence in exceptional circumstances**

The Education (Pupil Registration) (England) (Amendment) Regulations 2013, which became law on 1 September 2013, state that the Headteachers may not grant leave of absence during term time unless there are exceptional circumstances. The Headteacher is also required to determine the number of school days a child can be away from school if leave is granted.

**Allowed absence in exceptional circumstances (at the discretion of the Headteacher and in advance of the event). THIS LIST IS NOT EXHAUSTIVE:**

- Family bereavement or close friend bereavement
- Other compassionate grounds
- Family wedding/civil partnership taking part on school day – not travelling to a wedding – unless it is abroad. We can only authorise a maximum of three days for trips abroad.
- Family crisis
- Examinations off site
- Educational opportunity – sport & performance
- Attendance at an event at the request of a public organisation
- Visit to a new school
- Family re-location visit

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

**Absences are not allowed under any circumstances:**

- Family holiday no matter what length
- Family trips
- Leaving school early to travel to an event

***To request absence for exceptional circumstances please write to the Headteacher at least 2 weeks in advance of the request with full details of the reason for the request.***

If a pupils is absent from school the school may request that the Local Authority issue Penalty Notices when the absence is not authorised. Warnings will not be given where it can be shown that parents have been notified that such absences will not be authorised.

The amount payable for a Penalty Notice issued in any of the above circumstances is £60 if paid within 21 days of receipt of the Notice, rising to £120 if paid after 21 days but within 28 days. If the Penalty Notice is not paid, the recipient will be prosecuted in the Magistrates Court for the offence for which the Notice was originally issued. Please be aware that each parent is liable to receive a Penalty Notice for each child who incurs unauthorised absences, for example, if there are two parents/carers and one child each parent/carer will receive one Penalty Notice. It there are two parents/carers, and two children incur unauthorised absences, each parent/carer will receive two Penalty Notices, which in this case would amount to £120 each if paid within 28 days.

## **6.0 PERSISTENT ABSENTEEISM (PA) [As per Government guidance]**

When a student becomes a 'persistent absentee', the Local Authority has to be notified. This applies when they miss 10% or more schooling across the school year for whatever reason. Absence at this level will do considerable damage to any child's educational prospects. The school expects parents' full support and co-operation to tackle this.

This could involve Parents/carers coming to an Attendance interview at school to develop an Individual Attendance Plan to improve the situation.

This plan could involve some or all of the strategies below.

- Multi-Agency Meeting (Social Care, School Nurse, CAMHS, Youth Offending Team, Young Carers etc.)
- Early Help Assessment referral
- Fixed Term penalty for Parent/Carer
- Educational Supervision Order (Magistrates Court)
- Prosecution of Parent/Carer. (Magistrates Court)

All absence is monitored thoroughly and regularly. Any case that is seen to have reached the PA mark or is at risk of moving towards that mark is given priority. Parents/Carers will be informed of the concern immediately via our graduated response. PA pupils are tracked and monitored carefully through our pastoral system. This is combined with academic mentoring where absence affects attainment.

## 2. LOCAL AUTHORITY SCHOOL ATTENDANCE PANEL

### **What is the purpose of the School Attendance Panel Meeting?**

The purpose of the School Attendance Panel meeting is for you and your child to meet with Representatives from the Local Authority to identify the reasons for absence and to work together to improve attendance.

### **What will happen at the School Attendance Panel Meeting?**

The reasons for absence will be identified and different strategies to improve attendance will be considered:

- A supportive action plan in the form of a parenting contract will be agreed.
- An attendance target date for improvement will be set.
- The student's attendance will then be closely monitored for a period of 12 school weeks.

If the parent fails to attend without reasonable justification this could result in a Penalty Charge Notice being issued to parents/carers or court proceedings under the 'Single Justice' process. Under section 444, a **Penalty Charge Notice will be issued for £60 to parents**. This will be issued to both parents even if one of the parents does not live with the student. Each parent will have 21 days to make payment. This will rise to £120 if the initial fine is paid between 22 and 28 days. The payment must be made directly to the Local Authority. **There is no right of appeal by parents against the penalty charge notice.** Failure to pay the Penalty Charge Notice Fine will result in further legal action being taken by the courts, with the maximum fine currently £2,500, a community order or three months in prison.

### **What happens next?**

Whilst the intention of the School Attendance Panel meeting is that the attendance will improve, if the attendance deteriorates by the target review date the Local Authority may recommend legal action is taken. This could include prosecution in the Magistrates' Court, Education Supervision Orders or Parenting Orders.

**Issuing Penalty Charge Notices:** Each parent receives a penalty charge notice for each child who has unauthorised absence. The penalty is £60 or £120 depending on how soon payment is made. So, if there are two parents and two children the total penalties could be up to £480. Failure to pay the penalty charge notices in Sefton may result in prosecution.

**Taking parents to court for unauthorised absence:** Education Act 1996 Section 444(1) - court can fine each parent up to £1000 per child, order payment of prosecution costs and/or impose a Parenting Order.

**Taking parents to court for persistent unauthorised absence:** Education Act 1996 Section 444(1A) - court can fine each parent up to £2,500 per child, order payment of the prosecution costs, impose a Parenting Order and/or sentence you to a period of imprisonment of up to 3 months.

Under the 1989 Children Act the Local Authority has the power to issue an **Education Supervision Order** (ESO) and place a child under their supervision on the grounds that the child is not being 'properly educated' and is in danger of 'significant harm'. The Local Authority can issue an order if the child is persistently absent from school. The Local Authority appointed 'Supervisor' can give 'directions' to the parents on how the child should be educated and work with the parent to ensure the child attends school regularly.

Under the 2003 Anti-Social Behaviour Act, if a student continues to have attendance issues after a parent has been convicted, the courts can also issue a **Parenting Order**. This legally requires the parents to participate in a programme of parenting support and counselling. If the unauthorised absence continues, a new case will be brought against the parent/s but previous parental failure to engage with the school and Local Authority can be cited.

## 7.0 PENALTY NOTICE PROCEEDINGS

Penalty Notices for absence from school can be issued by the Attendance and Welfare Service based on requests from schools. Range High School follows the most recent 'Procedures for Issuing Education-related Penalty Notices' from Sefton Council (April 2015).

The circumstances in which a penalty notice for non-attendance may be issued include:

- Parentally condoned absence
- Unauthorised leave of absence during term time unless there are exceptional circumstances
- Unwarranted delayed return from leave of absence (without school agreement)
- Persistent late arrival after the register has closed
- Part of the legal process between the school and local authority (i.e. at Attendance Panel Reviews)
- Truancy, including attendance and exclusion sweeps (formerly truancy sweeps).

A minimum evidential requirement of ten (10) school sessions, a session is either a morning or afternoon, lost to unauthorised absences by any pupil in the current term **and/or** eighteen (18) session lost to unauthorised absence over two consecutive term will be required to trigger the process.

Payment of a penalty within 21 days of receipt of the notice is £60 for each parent. Payment after this time, but within 28 days of receipt of the notice is £120, **[The Education (Penalty Notices) (England) (Amendment) Regulations 2013]**.

Penalty notices may also be issued if pupils who are excluded appear in a public place without good reason.

Following a request by the school for the issuing of a Penalty Notice a check is made by the Attendance and Welfare Service to ensure that the request meets the terms of the Code of Conduct.

## 8.0 ROLES AND RESPONSIBILITIES

### IMPROVING ATTENDANCE – WHAT PARENTS CAN DO: (add your own information in line with the procedures)

- Provide **two** emergency contact numbers to the school.
- Notify the school on the first day of absence.
- 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 day by getting an early morning appointment so that your child can attend afterwards OR a late afternoon appointment so that she can complete most of her timetable before leaving.
- Encourage your child to take responsibility for being on time for school ensuring they have a realistic bedtime and will not be too tired to get up in the morning for school. Equipment should be prepared the night before. Regularly checking your child's planner can help you to do this.
- Discourage your child from staying overnight with friends during the week. This sometimes leads to them both being late (or not attending at all) the next day.
- Leave of absence during term time is not a parental right. If there are special or exceptional circumstances, please contact the Head teacher and a decision will be made if the absence can be authorised or not.
- Talk positively about going to school.
- 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.
- Take any worries seriously but do not show that you are unduly concerned. Believe that they will be sorted out. Contact school before the concerns escalate.

### IMPROVING ATTENDANCE – WHAT SCHOOL DOES:

- Marks the registers in accordance with the law twice a day.
- Carry out robust first-day calling procedures including priority routine for vulnerable children including children with a social worker
- Informs any parents/carers who have not contacted the school, of the absence of their child on a particular day.
- Carry out robust first-day calling procedures including priority routine for vulnerable children including children with a social worker
- Maintains records and monitors attendance of students on a regular basis.
- Authorises absences in accordance with the government guidelines. Please note that **only** the school can authorise absence.
- Contacts parents / carers when the attendance falls below acceptable levels and/or when particular patterns of absence are causing concerns.
- Encourage parents to accept support through an Early Help Assessment where it is deemed appropriate.
- Monitor pupils who are supported by the In Year Fair Access Panel and those who attend alternative provision including Complementary Education. All students have regular review meetings where parents and all appropriate agencies are invited. Students who attend

complementary education also have risk assessments completed and visit are made to the students either at home or at the complementary education establishment.

- Work with external agencies to maintain good attendance contribute to multi-agency meetings to review progress and agree on actions and to support the student/family with any issues that may affect attendance and punctuality to school.
- Provides re – integration support for students returning from absence.
- Maintains a range of strategies to encourage good attendance by means of rewards.
- Inform parents of individual pupil's attendance record each term at Parents' Evening.
- Works with relevant external agencies if a students' attendance becomes a concern, i.e. – Social Care, Early Help Services, Police, YOT, SEND.
- Make referrals to the Local Authority School Attendance Panel where pupils' attendance levels are becoming a cause for concern.
- Make referrals to the School Nurse team where appropriate to seek advice to support the pupil.
- Works in partnership with the Local Authority to improve school attendance and reduce persistent absenteeism sometimes utilising legal interventions.
- Campaign as a means of working with parents to resolve issues affecting levels of attendance

## **9.0 CHILDREN MISSING IN EDUCATION**

No child will be removed from roll without consultation between the Headteacher or Associate Leader (Behaviour) and the Pupil Support Manager. If a child is missing from education with prolonged unexplained absences or if a family moves away from the area but does not register with another school, the school will alert the Local Authority who will then take action according to the Child Missing in Education Policy and procedures. Movement of children between Local Authorities and schools is tracked nationally.

## **10.0 REQUEST TO ELECTIVELY HOME EDUCATE A CHILD**

Our school work with the Local Authority to ensure that that parents fully understand the demands and responsibilities of elective home education (EHE). We follow up-to- date guidance that is published. If a child has an Education, Health and Care Plan or is open to a social worker we work closely with the Complementary Education Service, SEND and Children's' Social Care.

## **11.0 DEALING WITH PUPILS WHO GO MISSING AND LEAVE THE SCHOOL PREMISES WITHOUT PERMISSION**

Our attendance procedures are designed to ensure that a missing child is found and returned to effective supervision as soon as possible. If a child goes missing in school, we will email the On-call service, which will then investigate the child's whereabouts and report back to the Admin Attendance Officer. If the child is not located, the matter will be escalated to senior pastoral leaders and parents/carers contacted. For children with a safety plan, social workers and/or police may be contacted.

For cases where a child does not attend school and is reported as missing, the School will attempt to make contact with the family. It will then inform the Attendance Officer and request a home visit. Depending on the outcome of the home visit, the School may contact the Local Authority and make a MASH referral to children's social services.

## **12.0 PUBLICATION OF ATTENDANCE FIGURES**

The school has a legal duty to publish its absence figures to parents/carers and to promote attendance.

**APPENDIX ONE: Addendum:** recording attendance in relation to coronavirus (COVID-19) during the 2021 to 2022 academic year

The Government have amended regulations to enable schools, in the 2021 to 2022 academic year, to continue to record where a pupil does not attend in circumstances relating to COVID-19.

**Attendance expectations**

Attendance is mandatory. The usual rules on attendance continue to apply, including:

- parents' duty to ensure that their child of compulsory school age attends regularly at the school where the child is a registered pupil;
- schools' responsibilities to record attendance and follow up absence;
- the ability to issue sanctions, including fixed penalty notices, in line with local authorities' codes of conduct;
- the duty on local authorities to put in place arrangements for identifying, and to follow up with, children missing education.

**Not attending in circumstances relating to COVID-19**

This category must be used to record sessions that take place in the 2021 to 2022 academic year where a pupil does not attend because their travel to, or attendance at, school would be:

- contrary to guidance relating to the incidence or transmission of COVID-19 from Public Health England (PHE), or its successor UK Health Security Agency (UKHSA), and/or the Department of Health and Social Care (DHSC);
- prohibited by any legislation (or instruments such as statutory directions) relating to the incidence or transmission of COVID-19.

This category must only be used to record where a pupil is not attending for the reasons set out above. It should not be used to record any other type of non-attendance or absence - for example, where a parent or pupil is anxious about attending school because of COVID-19.

The [schools COVID-19 operational guidance](#) sets out when pupils should self-isolate and when they ought to be tested in the 2021 to 2022 academic year.

**Examples in which 'not attending in circumstances relating to COVID-19' could apply.**

In line with current legislation, and guidance from PHE (and its successor the UKHSA) and DHSC, examples are as follows.

**Pupils who are required to self-isolate as they have symptoms or confirmed COVID-19**

Pupils who have symptoms of COVID-19 or have had a positive lateral flow device (LFD) test, should self-isolate and get a confirmatory polymerase chain reaction (PCR) test.

If a pupil tests negative and if they feel well, they can stop self-isolating and return to school. If the pupil remains unwell following the test (such as with a different illness), then they should be recorded as code I (illness). Code X should only be used up until the time of the negative test result. Schools should not retrospectively change the attendance register due to a negative test result.

If a pupil tests positive, they should continue to self-isolate in line with public health guidance. Code X should be used for the period of self-isolation until the test. After the pupil tests positive, they should be recorded as code I (illness) until they are able to return to school.

### **Pupils who are a close contact of someone who has symptoms or confirmed COVID-19**

Pupils who are a close contact of someone who has tested positive for COVID-19 do not need to self-isolate. They should instead get a PCR test and should only self-isolate if they test positive. If they do test positive, they should be recorded as code I (illness) until they are able to return to school.

### **Pupils who are required by legislation to self-isolate as part of a period of quarantine**

As usual, parents should plan their holidays within school breaks and avoid seeking permission to take their children out of school during term time. Families should also consider that their child may need to self-isolate following trips overseas that require a period of quarantine. If a pupil is required to be in quarantine on arrival in, or return to, the UK, the school should use code X in the register.

### **Pupils who are clinically extremely vulnerable when shielding is advised**

Clinically extremely vulnerable people are no longer advised to shield. All clinically extremely vulnerable pupils should attend their education setting unless they are one of the very small number of children and young people under paediatric or other specialist care who have been advised by their clinician or other specialist not to attend.

If shielding is advised nationally or in a local area again, by DHSC, PHE or UKHSA, then pupils who are clinically extremely vulnerable may be advised not to attend school. Non-attendance in accordance with guidance from DHSC, PHE or UKHSA should be recorded as code X.

### **Pupils who are self-isolating but who have not had a PCR test**

In line with public health advice, pupils with symptoms must self-isolate and schools should strongly encourage pupils to take a PCR test. Where the pupil is unable to take a PCR test, the school should record the pupil as code X in the register.

Schools should follow up with families if they are not satisfied with the reason as to why the pupil is not in school. Schools can request supporting evidence from the family. Where the school is not satisfied with the reason given for absence, they may record this using one of the unauthorised absence codes, in line with the [school attendance: guidance for schools](#).

### **Remote education**

If a pupil is not attending school because their attendance would be contrary to government guidance or legislation around COVID-19, we expect schools to offer them access to remote education. Schools should keep a record of, and monitor engagement with, this activity, but this does not need to be tracked in the attendance register.

## **APPENDIX TWO: National Absence and Attendance Codes including sub-attendance codes COVID- 19**

The national codes enable our school to record and monitor attendance and absence in a consistent way which complies with the regulations. The codes are:

**Present at School:** Pupils must not be marked present if they were not in school during registration. If a pupil were to leave the school premises after registration they would still be counted as present for statistical purposes.

### **Registration Code / \: Present in school / = am \ = pm**

Present in school during registration.

### **Code L: Late arrival before the register has closed**

Schools should have a policy on how long registers should be kept open; this should be for a reasonable length of time but not that registers are to be kept open for the whole session. A pupil arriving after the register has closed should be marked absent with code U, or with another absence code if that is more appropriate.

**Present at an Approved Off-Site Educational Activity:**-An approved educational activity is where a pupil is taking part in supervised educational activity such as field trips, educational visits, work experience or alternative provision. Pupils can only be recorded as receiving off-site educational activity if the activity meets the requirements prescribed in regulation 6(4) of the Education (Pupil Registration) (England) Regulations 2006. The activity must be of an educational nature approved by the school and supervised by someone authorised by the school. The activity must take place during the session for which the mark is recorded.

### **Attendance codes for when pupils are present at approved off-site educational activity are as follows:**

#### **Code B: Off-site educational activity**

This code should be used when pupils are present at an off-site educational activity that has been approved by the school. Ultimately schools are responsible for the safeguarding and welfare of pupils educated off-site. Therefore, by using code B, schools are certifying that the education is supervised and measures have been taken to safeguard pupils.

This code should not be used for any unsupervised educational activity or where a pupil is at home doing school work. Schools should ensure that they have in place arrangements whereby the provider of the alternative activity notifies the school of any absences by individual pupils. The school should record the pupil's absence using the relevant absence code.

#### **Code D: Dual Registered - at another educational establishment**

This code is not counted as a possible attendance in 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 in question.

Each school should only record the pupil's attendance and absence for those sessions that 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 J: At an interview with prospective employers, or another educational establishment**

This code should be used to record time spent in interviews with prospective employers or another educational establishment. Schools should be satisfied that the interview is linked to employment prospects, further education or transfer to another educational establishment.

**Code P: Participating in a supervised sporting activity**

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 W: Work experience**

Work experience is for pupils in the final two years of compulsory education. Schools should ensure that they have in place arrangements whereby the work experience placement provider notifies the school of any absences by individual pupils. Any absence should be recorded using the relevant code.

**Authorised Absence from School**

Authorised absence' means that the school has either given approval in advance for a pupil of compulsory school age to be away, or has accepted an explanation offered afterwards as justification for absence.

**Absence codes when pupils are not present in school are as follows:**

**Code C: Leave of absence authorised by the school**

Only exceptional circumstances warrant an authorised leave of absence. Schools should consider each application individually taking into account the specific facts and circumstances and relevant background context behind the request.

**Code E: Excluded but no alternative provision made**

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 must be 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 H: Holiday authorised by the school**

Head teachers should not grant leave of absence unless there are exceptional circumstances. The application 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 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 dental appointments)**

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 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 should only be out of school for the minimum amount of time necessary for the appointment.

**Code R: Religious observance**

Schools must treat absence as authorised when it is due to religious observance. The day must be exclusively set apart for religious observance by the religious body to which the parents belong. Where necessary, schools should seek advice 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 continue to come into school to revise.

**Code T: Gypsy, Roma and Traveller absence**

A number of different groups are covered by the generic 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 with the 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.

To help ensure continuity of education for Traveller children it is expected that the child should attend school elsewhere when their family is travelling and be dual registered at that school and the main school. Children from these groups whose families do not travel are expected to register at a school and attend as normal. They are subject to the same rules as other children in terms of the requirement to attend school regularly once registered at a school.

**Unauthorised Absence from School:-** Unauthorised absence is where a school is not satisfied with the reasons given for the absence. Absence codes are as follows:

**Code G: Holiday not authorised by the school or in excess of the period determined by the head teacher.**

If a school does not authorise a leave of absence for the purpose of a holiday but the parents still take the child out of school, or the child is kept away for longer than was agreed, the absence is unauthorised. 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 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's absence 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 O: Absent from school without authorisation**

If the school is not satisfied with the reason given for absence, they should record it as unauthorised.

**Code U: Arrived in school after registration closed**

Schools should actively discourage late arrival, be alert to patterns of late arrival and seek an explanation from the parent.

**Administrative Codes:** - The following codes are not counted as a possible attendance in the School Census.

**Code X: Not required to be in school**

This code is used to record sessions that non-compulsory school age children are not expected to attend.

- The school site, or part of it, is closed due to an unavoidable cause; or
- The transport provided by the school or a local authority is not available and where the pupil's home is not within walking distance; or
- A local or national emergency has resulted in widespread disruption to travel which has prevented the pupil from attending school.

This code can also be used where a pupil is unable to attend because:

- The pupil is in custody; detained for a period of less than four months. If the school has evidence from the place of custody that the pupil is attending educational activities, then they can record those sessions as code B (present at approved educational activity).

**Code Z: Pupil not on admission register**

This code is available to enable schools to set up registers in advance of pupils joining the school to ease administration burdens. Schools must put pupils on the admission register from the first day that the school has agreed, or been notified, that the pupil will attend the school.

**Code #: Planned whole or partial school closure**

This code should be used for whole or partial school closures that are known or planned in advance such as: between terms; half terms; occasional days (for example, bank holidays); weekends (where it is required by the management information system); up to five non-educational days to be used for curriculum planning/training; and use of schools as polling stations.

**In March 2021 the government defined and published a set of sub codes relating to Coronavirus (COVID-19) We have defined a set of sub codes for schools to use to consistently record non-attendance related to COVID-19 and help them to complete the educational settings status form.**

### **Recording non-attendance related to coronavirus (COVID-19) Set of sub-codes**

The set of sub codes to record non-attendance related to COVID-19 are:

#### **Code X01: Non-compulsory school age pupil not required to be in school**

This code is used to record sessions that non-compulsory school age children are not expected to attend.

#### **Code X02: Pupil self-isolating with coronavirus (COVID-19) symptoms**

This code is used for pupils who are self-isolating because they have symptoms of COVID-19 but they have not yet had a positive test.

#### **Code X03: Not applicable for this academic year**

#### **Code X04: Not applicable for this academic year**

#### **Code X05: Pupil required to self-isolate as part of quarantine requirement (after arriving in the UK from a non-exempt country or territory)**

This code is used for pupils who are required to be in quarantine on arrival in, or return to, the UK. Department of Health and Social Care (DHSC) red list rules.

#### **Code X06: Pupil who is clinically extremely vulnerable if shielding is advised**

Clinically extremely vulnerable people are no longer advised to shield. However, this code is used if shielding is advised nationally or in a local area by DHSC, Public Health England (PHE) or UK Health Security Agency. In this scenario, pupils who are clinically extremely vulnerable may be advised not to attend school. DHSC / PHE Guidance on protecting people who are clinically extremely vulnerable from COVID-19.

#### **Code X07: Pupil advised specifically not to attend school as part of restrictions to education set out in government advice**

This code is for pupils who as part of local or national restrictions to education settings are specifically advised not to attend school for public health reasons related to COVID-19.

#### **Code X08: Pupil not attending school in line with advice from Directors of Public Health as part of outbreak management**

This code is for pupils who are advised not attend school, for public health reasons, as part of formal contingency planning (sometimes called outbreak management) advice related to COVID-19. This code can only be used to record restricted attendance where this has been advised by the relevant public health authority.

#### **Code X09: Pupil or student required to self-isolate as a close contact of a confirmed case**

This code is for pupils or students who are advised to self-isolate by NHS Test and Trace because they are not fully vaccinated and are over the age of 18 years and 6 months.

There is no requirement for children or young people under the age of 18 years and 6 months, regardless of their vaccine status, to self-isolate whilst awaiting the results of their PCR test where they have been a close contact.

**Code I01: Illness**

This code is used for pupils who are absent because of non-COVID-19 related illness or sickness.

**Code I02: Illness confirmed case of coronavirus (COVID-19)**

This code is used for pupils who are absent because they have tested positive for COVID-19.

Management information software suppliers are implementing these changes at their earliest convenience.

Where schools are using these sub-codes, they will still need to consider on an individual basis whether Code X is the appropriate code for a given non-attendance. They will need to ensure that Code X is only used where a pupil does not attend school because their travel to, or attendance at, school would be:

- contrary to guidance relating to the incidence or transmission of COVID-19 from either Public Health England (PHE), the UK Health Security Agency (UKHSA) or the Department of Health and Social Care (DHSC)
- prohibited by any legislation (or instruments such as statutory directions) relating to the incidence or transmission of COVID-19

Where a pupil's non-attendance does not meet these requirements, it should not be recorded as Code X and schools should consider whether another code can be used.