DDAT
Derby Diocesan Academy Trust

School Name
Attendance Policy
September 2026

Pending Trust Board Approval

Approved by the Trust Board on: 23rd October 2026

To be reviewed: September 2027

Blue highlighted sections are for personalisation by each school as per the previous version of the policy

Green highlighted text indicates a change to the policy Sep26

Changes to ensure compliance with statutory requirements:

Changes in accordance with Working Together to Improve School Attendance 2026

Section 7.1 Attendance Register:

We have added a new requirement that all attendance registers must be taken at the same designated time across all classes and year groups, in line with the statutory guidance. We have also added clarification that names placed on the admission register in error must be removed with a full audit trail, in accordance with Regulation 8.

Section 7.2 Unplanned Absence:

In accordance with statutory guidance we have added clarification that remote education may only be used as part of a time-limited, medically-supported reintegration plan and must not be used as a substitute for physical attendance.

Section 8.1 Approval for Term-Time Absence:

We have added explicit reference to Ground G - reasonable distance - and the requirement to consult with the local authority before any removal from roll under this ground.

Section 10.1 Monitoring and Analysing Attendance:

In accordance with statutory guidance we have added the requirement to monitor attendance data for additional groups including young carers, pupils with medical conditions, pupils experiencing bullying, and pupils on part-time or reduced timetables.

Section 10.3 Reducing Persistent and Severe Absence:

We have added reference to statutory escalation tools including *Notices to Improve, Attendance Contracts, and Education Supervision Orders (ESOs*), in line with statutory guidance.

Appendix 1 – Register Codes; we have added clarity regarding the use of some specific codes, as detailed in the updated statutory guidance, to support with accurate register coding in our schools.

Changes in accordance with Keeping Children Safe in Education (KCSIE) 2026:

Section 10.1 Monitoring and Analysing Attendance:

We have added clarification that children who are absent from education may be at risk of harm, including neglect, exploitation, or abuse, and that any concerning patterns of absence will be treated as a safeguarding matter and escalated through the school's safeguarding procedures.

We have added strengthened expectations regarding part-time or reduced timetables, confirming that these must only be authorised as part of a time-limited, safeguarding-led plan overseen by the Designated Safeguarding Lead (DSL) and regularly reviewed.

We have added a requirement that any unexplained absence for a pupil with an allocated social worker must be escalated immediately to the DSL and children's services, in line with KCSIE 2026 expectations for children with a social worker.

Section 11 Working with External Agencies:

We have added clarification that attendance information will be shared with safeguarding partners, including children's services and early help teams, where absence patterns indicate a risk of harm, in accordance with statutory information-sharing duties.

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1. Our Trust

Promoting good school attendance is everyone's responsibility.

DDAT strives to ensure that all its schools create an inclusive environment which enables and encourages all pupils/students to reach their full potential. For pupils/students to achieve in accordance with their potential and to gain the greatest benefit from their education, it is vital that they attend regularly.

DDAT understands that barriers to attendance are complex, and that some pupils/students find it harder than others to attend school; therefore, DDAT schools will prioritise cultivating a safe and supportive environment in all their schools, as well as strong and trusting relationships with all pupils/students and parents/carers.

There is a Trust Attendance Strategy which aims to:

- Improve attendance in all DDAT schools
- Reduce persistent absence in all DDAT schools
- Develop strategies to catch up lost learning for pupils/students whose attendance is a concern.

2. Our School Context

This section should include information pertinent to your school setting, with regards to attendance, and should briefly outline some of the specific challenges you face.

You might want to consider: the community served by the school, family circumstances, bullying and safeguarding concerns, transport issues, socio-economic factors, SEND, engagement and motivation, academic challenges, cultural attitudes, language barriers, peer pressure, social factors, levels of parent/carer engagement with school/education.

Please note: If you are an Inclusive Attendance School you should use this section to state this.

3. Key Staff: Roles and Responsibilities

You should use this section to name staff who hold key responsibilities for attendance in your school; their name, role and contact details.

4.Our Aims and Approach

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

- Promoting good attendance.
- Reducing absence, including persistent and severe absence.
- Ensuring every pupil/student has access to the full-time education to which they are entitled.
- Acting early to address patterns of absence.
- Building strong relationships with families to ensure pupils/students have the support in place to attend school.

We will also promote and support punctuality in attending lessons.

Our attendance philosophy recognises the importance of both personal and collective achievements, it is an approach which aims to address negative factors which can impact children/young people and to create an inclusive environment where we can foster positive relationships with our pupils/students and their families.

We recognise that school attendance plays a key role in shaping academic outcomes, personal development, and prospects; regular school attendance can have a significant impact on:

Please Note: Each school can adapt/personalise bullet points in the list below.

- **Academic achievement**: There is a correlation between regular school attendance and academic outcomes.
- **Knowledge**: School is where children/young people acquire knowledge and skills that are crucial to their growth and development; missing days is missing opportunities.
- **Social Development**: School provides and environment for children/young people to develop social skills, interact and form bonds and attachments. Consistent school attendance supports peer group connections.
- **Routines**: School attendance provides structure and routine, helping children/young people to learn time management and the organisational skills they will need in later life.
- **Teacher interaction**: Regular attendance enables staff and pupils/students to develop meaningful and productive relationships which support teacher understanding of needs and assessment of progress.
- **Preventing knowledge gaps**: Poor school attendance leads to knowledge gaps and pupils/students can find it difficult to catch up potentially leading to long-term academic difficulties.
- **School engagement**: Children/young people who attend school regularly are more likely to become involved in extra-curricular and enrichment activities.
- Parent/carer legal responsibility: Parents/carers are legally responsible for ensuring their child's/student's regular school attendance; failure to do so can lead to legal consequences.

5. Legislation and Guidance

This policy meets the requirements of the Working together to improve school attendance: July 2026, the statutory guidance from the Department for Education (DfE) for maintained schools, academies, independent schools and local authorities, and refers to the DfE's statutory guidance Summary table of responsibilities for school attendance (applies from 19 August 2024), and Children missing education: statutory guidance for local authorities and schools - GOV.UK

These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

- Part 6 of The Education Act 1996
- Part 3 of The Education Act 2002
- Part 7 of The Education and Inspections Act 2006
- The Education (Pupil Registration) (England) Regulations 2006 (and 2010, 2011, 2013, 2016 amendments)
- DfE's guidance on Children Missing Education
- The Education (Penalty Notices) (England) (Amendment) Regulations 2013
- Full-time enrolment of 14 to 16-year-olds in further education and sixth-form colleges - GOV.UK (www.gov.uk)
- Missing Children and Adults - A cross government strategy (publishing.service.gov.uk)
- Keeping children safe in education 2026: September 2026

This policy also refers to the DfE's guidance on the school census, which explains the persistent absence threshold.

6. Roles and Responsibilities

6.1 The Local Trust Committee

The Local Trust Committee is responsible for:

- Promoting the importance of school attendance across the school's policies and ethos.
- Making sure school leaders fulfil expectations and statutory duties.
- Regularly reviewing and challenging attendance data.
- Monitoring attendance figures for the whole school and pupil/student groups.
- Making sure staff receive adequate training on attendance.
- Holding the headteacher to account for the implementation of this policy.

If you have a Link Local Trust Committee member with responsibility for attendance, add details of their role in the monitoring of pupil/student attendance here.

6.2 The Headteacher

The headteacher is responsible for:

- Implementation of this policy at the school.
- Monitoring school-level absence data and reporting it to members at Local Trust Committee meetings.
- Supporting staff with monitoring the attendance of individual pupils/students.
- Monitoring the impact of any implemented attendance strategies.
- Issuing fixed-penalty notices, where necessary.

6.3 The designated senior leader and their deputy/ies

Designated senior leaders and their deputies with responsibility for attendance will:

- Offer a clear vision for attendance improvement.
- Evaluate and monitor expectations and processes.
- Have an oversight of data analysis.
- Devise specific strategies to address areas of poor attendance identified through data.
- Arrange calls and meetings with parents/carers to discuss attendance issues.
- Deliver targeted intervention and support to pupils/students and families.

6.4 The attendance officer

The school attendance officer will:

- Monitor and analyse attendance data, as detailed in section 10.
- Benchmark attendance data to identify areas of focus for improvement.
- Scrutinise poor and/or irregular attendance patterns to ensure consideration is given to early intervention and support.

- Provide regular attendance reports to school staff and report concerns about attendance to the designated senior leader responsible for attendance and the headteacher and other key staff.
- Work with education welfare officers, and other professionals, to tackle persistent absence.
- Advise when a fixed penalty notice should be issued.

6.5 Class teachers/form tutors/Head of Year/Pastoral Leads

Class teacher/Form tutors/Heads of Year/Pastoral Leads will:

- Fulfil their responsibility for recording attendance daily, using the correct codes, and submitting this information to the school office (add in here when this needs to be done/your school requirements)
- Liaise directly with parents/carers regarding the impact that a pupil's/student's attendance is having on their progress or other aspects of school life.
- Actively encourage pupils/students to arrive at school on time each day. Punctuality is essential for a smooth start to the school day and minimises disruptions in the classroom.
- Identify patterns of poor attendance or lateness and intervene early to address any underlying issues.
- Maintain open lines of communication with parents/carers regarding attendance. They should inform parents/carers of any concerns about a child's attendance or punctuality.
- Provide additional support to children who may be experiencing attendance challenges.
- Set clear expectations for attendance and punctuality; this includes communicating the importance of regular attendance for learning and academic progress.
- Strive to create a positive and welcoming environment where pupils/students feel motivated and engaged.
- Be alert to potential barriers to attendance, such as bullying, health issues, or family problems. Identifying these barriers and reporting them to the appropriate school staff can lead to effective interventions.
- Be aware of safeguarding protocols and report any concerns related to a child's/young person's safety or well-being promptly to the appropriate school staff.

6.6 School Administrative/Office staff

School administrative/office staff will:

- Take calls from parents/carers about absences on a day-to-day basis and record it on the school system.
- Appropriately manage and direct enquiries from parent/carers to appropriate staff to enable them to access support with attendance matters.
- Liaise directly with staff who have responsibility for safeguarding regarding absences and attendance concerns relating to vulnerable pupils/students.

6.7 Parents/carers

Parents/carers are expected to:

- Ensure that daily routines are established at home, which support their child attending school every day on time. Please note: The school start time is xxx and ends at xxx
- Set clear expectations for their child regarding school attendance; emphasise the importance of attending school regularly and being on time.
- Promote healthy practices and routines which support children/young people with being ready and able to attend school, such as adequate sleep, healthy diet, regular exercise, positive peer relationships etc.
- Demonstrate a positive attitude to education and to attendance by discussing with their child the value of school and the opportunities that education provides for their future.
- Attend school events such as parents' evenings, taking the opportunity to develop relationships with key staff and to discuss your child's progress and ambitions.
- Communicate effectively with the school regarding their child's attendance, this includes calling the school to report their child's absence before time, e.g. 9am on the day of the absence add if your school expects this and each subsequent day of absence and advise when they are expected to return.
- Share information readily with the school regarding matters which can impact negatively on school attendance such as bullying, online safety concerns, negative peer relationships etc.
- Provide the school with more than one emergency contact number.
- Ensure that, where possible, appointments for their child are made outside of the school day.
- Keep up to date regarding school attendance processes.

6.8 Pupils/students

Pupils/students are expected to:

- [Primary schools] Attend school every day, on time.
- [Secondary schools] Attend school every day, on time and attend all timetabled sessions on time.
- [Sixth form] Attend school every day, on time and to attend all lessons in accordance with their agreed timetable.
- Commit to learning by recognising the value of education and attending every day that they are able and well enough to do so.
- Maintain a positive attitude by being open to new experiences and being willing to engage in learning activities and participating in classroom discussion and group work.
- Take responsibility by arriving at school well equipped and ready to learn.
- Build positive relationships with their peers and school staff by demonstrating respect for others, following rules and instructions.
- Maintain healthy routines which enable them to attend school and engage in learning.
- Have an understanding of the importance of attendance on their wellbeing, social relationships, academic outcomes and long-term ambitions.
- Ask adults for help and support when they are facing challenges which might impact on them being able or wanting to attend school.

7. Recording Attendance

7.1 Attendance register

We will keep an attendance register and place all pupils/students onto this register.

In accordance with Working Together to Improve School Attendance 2026, all attendance registers will be taken at the same designated time across all classes and year groups to ensure consistency, accuracy and compliance with statutory expectations

We will take our attendance register…personalise with specific times

It will mark whether every pupil/student 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.

Where a pupil's name has been placed on the admission register in error, we will remove the entry in line with Regulation 8 of the Education (Pupil Registration) (England) Regulations 2006. A full audit trail will be maintained, including the original entry, reason for removal, date of correction, and the name and role of the person authorising the amendment.

Please refer to Appendix 1 for the DfE attendance codes.

We will also record:

- Whether absences are authorised or not.
- The nature of the activity if a pupil/student is attending an approved educational activity.
- The nature of circumstances where a pupil/student is unable to attend due to exceptional circumstances.

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

The register for the first session will be taken at time and will be kept open until time – not longer than 30 minutes after the session begins, or the length of the form time or first lesson in which registration takes place. The register for the second session will be taken at time and will be kept open until time.

7.2 Unplanned absence

The pupil's/student's parent/carer must notify the school of the reason for the absence on the first day of an unplanned absence by time or as soon as possible by contacting the school admin/office staff.

Add additional details of notification procedures for your school here.

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

If the authenticity of an illness is in doubt, the school may ask the pupil's/student's parent/carer to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

Remote education will only be used as part of a time-limited, structured reintegration plan where a pupil is medically unable to attend school. It will not be used as a substitute for physical attendance, nor as an alternative provision for pupils whose absence is not medically evidenced, in line with Working Together to Improve School Attendance 2026.

If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised, and parents/carers will be notified of this.

7.3 Planned absence

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

Add details here of how parents/carers should request a leave of absence at your school.

However, we encourage parents/carers to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil/student should be out of school for the minimum amount of time necessary.

The pupil's/student's parent/carer must also apply for other types of term-time absence as far in advance as possible of the requested absence.

7.4 Lateness and punctuality

A pupil/student who arrives late:

- Before the register has closed will be marked as late, using the appropriate code.
- After the register has closed will be marked as absent, using the appropriate code.

Add details here of how your school identifies and responds to ongoing punctuality issues.

7.5 Following up unexplained absence

Adapt the following to match your school's day-to-day process for following up on absence.

If any pupil/student we expect to attend school does not attend, or stops attending without reason, the school will:

- Call the pupil's/student's parent/carer on the morning of the first day of unexplained absence to ascertain the reason. If the school cannot reach any of the pupil's/student's emergency contacts, we will detail here your school process for next steps in this circumstance.
- Identify whether the absence is approved or not.
- Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained; this will be no later than five working days after the session.
- Call the parent/carer on each day that the absence continues without explanation to ensure proper safeguarding action is taken where necessary.
- If absence continues, the school will consider involving other agencies as appropriate.

7.6 Reporting to parents/carers

Adapt the following to explain when and how your school reports to parents/carers on their child's attendance record. Please note that the DfE expects you to do this regularly.

The school will regularly inform parents/carers about their child's attendance and absence levels [for example, via half-termly written reports].

8. Authorised and Unauthorised Absence

8.1 Approval for term-time absence

The Department for Education stipulates that head teachers may not grant any leave of absence during term time unless there are exceptional circumstances. There is no automatic right to any leave in term time, and any leave of absence is granted at the headteacher's discretion, including the length of time the pupil/student is authorised to be absent for.

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

Any request should be submitted as soon as it is anticipated and, where possible, at least [insert number of weeks] before the absence, and in accordance with any leave of absence request form, accessible via [insert where parents/carers can access the form]. The headteacher may require evidence to support any request for leave of absence.

The following are examples of **authorised absence:**

- Illness and medical/dental appointments.
- Religious observance: where the day is exclusively set apart for religious observance by the religious body to which the pupil's/student's parent/carer belong. If necessary, the school will seek advice from the parents' religious body to confirm whether the day is set apart.
- Traveller pupils/students 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/student is attending educational provision.
- Where a pupil lives at a distance from the school such that attendance is not reasonably practicable (Ground G), the school will follow statutory procedures for removal from roll. Prior to any removal, the school will ensure all reasonable adjustments and support options have been explored and will consult with the local authority in accordance with Working Together to Improve School Attendance 2026.

8.2 Legal sanctions

Penalty notices can be issued by a headteacher, the local authority officer or the police, fining parents for the unauthorised absence of their child from school, where the child is of compulsory school age.

The first time a penalty notice is issued for term time leave or irregular attendance the amount will be: £160 per parent, per child if paid within 28 days, reduced to £80 per parent, per child if paid within 21 days.
The second time, within a three-year period, that a penalty notice is issued for term time leave or irregular attendance the amount will be: £160 per parent, per child paid within 28 days.
The third time, within a three-year period, that an offence is committed for term time leave or irregular attendance a Penalty Notice will not be issued, and the case may be presented straight to the Magistrates' Court.

The decision on whether to issue a penalty notice may consider:

- The number of unauthorised absences occurring within a rolling academic year.
- One-off instances of irregular attendance, such as holidays taken in term time without permission.
- Where an excluded pupil/student is found in a public place during school hours without a justifiable reason.
- If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

9. Strategies for Promoting Attendance

Promoting good school attendance is everyone's responsibility.

To promote good attendance our school uses the following strategies:

Please use this section to detail your school's strategies for rewarding and improving attendance.

10. Attendance Monitoring

10.1 Monitoring and analysing attendance

The attendance officer will monitor and analyse attendance data regularly to ensure that intervention is delivered quickly to address habitual absence as soon as possible.

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

- The school cohort.
- Individual year groups.
- Individual pupils/students.
- Demographic groups, e.g., pupils/students from different ethnic groups or economic backgrounds.
- Other groups of pupils, e.g., pupils/students with SEND, LAC, and pupils eligible for FSM.
- Pupils/students who have an allocated social worker, or are known to social care. In accordance with KCSIE 2026, any unexplained absence for a pupil/student with an allocated social worker will be escalated immediately to the DSL and children's services, and we will follow local safeguarding partnership procedures for rapid communication and joint decision-making.
- A pupil/student who is absent for prolonged periods, or repeated occasions, which may indicate a safeguarding concern, such as CSE or CRE, particularly county lines.
- Pupils/students at risk of persistent absence.
- Pupils/students at risk of severer absence.

In line with Working Together to Improve School Attendance 2026, the school will also monitor attendance for additional groups including young carers, pupils with medical conditions, pupils experiencing bullying, and pupils on part-time or reduced timetables. These groups will be included in all attendance analysis, early identification processes and intervention planning.

The attendance officer will conduct a thorough analysis of the above data on a half-termly, termly, and full-year basis to identify patterns and trends; this will include identifying, for each group:

- Patterns in uses of certain codes.
- Particular days of poor attendance.
- Historic trends of attendance and absence.

- Barriers to attendance.

The attendance officer will provide regular reports to staff across the school to enable them to track the attendance of pupils/students and to implement attendance procedures. Specifically, where there is a safeguarding concern for a pupil/student absent who has unexplainable and or/persistent absences from education, the attendance officer will alert safeguarding staff in accordance with the school's established safeguarding recording and reporting processes, who must work collaboratively with children's services where school absence indicates safeguarding concerns.

In accordance with KCSIE 2026, the school recognises that children who are absent from education may be at risk of harm, including neglect, exploitation, or abuse. Any patterns of absence that indicate a safeguarding concern will be treated as a child protection matter and escalated through the school's safeguarding procedures without delay.

Any part-time or reduced timetable will be authorised only as part of a time-limited, safeguarding-led plan. The school will ensure that such arrangements are regularly reviewed, recorded, and overseen by the designated safeguarding lead (DSL), in accordance with KCSIE 2026 and our Part-time Timetable Policy.

Unexplained or extended absences from school will trigger safeguarding processes which are likely to/will include home visits and communicating with external agencies.

The attendance officer will also be responsible for monitoring how attendance data changes in response to any interventions implemented to increase attendance in future.

The Local Trust Committee will regularly review attendance data, including examinations of recent and historic trends, and will support the headteacher in setting goals and prioritising areas of focus for attendance support based on this data.

The school will also benchmark its attendance data against local-, regional- and national-level data to identify areas of success and areas for improvement and will share practice which has been shown to be effective with other schools.

The board of trustees will ensure staff from different schools within the trust regularly share expertise and collaborate on interventions.

10.2 Using data to improve attendance

The school will:

- Provide regular attendance reports to [class teachers/form tutors], and other school leaders, to facilitate discussions with pupils/students and families.
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies.

10.3 Reducing persistent and severe absence

Definitions

In the context of school attendance and education in the UK, the terms "Persistent Absence," "Risk of Persistent Absence," and "Severe Absence" are used to describe different levels of irregular attendance by students. These terms are important for tracking and addressing attendance issues.

Persistent Absence (PA):

Definition: Persistent Absence is a term used to describe a level of student absence from school that is considered to be a significant cause for concern.
Threshold: In England, a student is considered to be persistently absent when they have an attendance rate of 90% or below. This means they have missed 10% or more of their school sessions.

Risk of Persistent Absence:
Definition: The term "Risk of Persistent Absence" refers to a situation in which a student's attendance is at a level that suggests they are at risk of becoming persistently absent.
Threshold: While there is no specific threshold for "Risk of Persistent Absence," it is typically used to describe students whose attendance is consistently low and becoming a concern, as the school communicates to parents in days, we identify 10 days or more as Risk of PA and we will follow internal school procedures.

Severe Absence (or Severe Persistent Absence):
Definition: The term "Severe Absence" or "Severe Persistent Absence" is used to describe the most serious cases of non-attendance.

The school will:

- Use attendance data to find patterns and trends of persistent and severe absence.
- Hold regular meetings with the parents/carers of pupils/students who the school and/or local authority consider to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement at school.
- Provide access to wider support services to remove the barriers to attendance.

Add anything else specific to your school that is part of your strategy, including information about the way in which you use the DDAT Attendance Tracker from the Attendance Strategy.

Explain any other procedures your school has for targeting unauthorised absence. For example – meetings, letters, closer monitoring.

Where attendance does not improve despite early intervention, the school may work with the local authority to issue a *Notice to Improve* or implement an *Attendance Contract*. In cases of persistent non-attendance, the school will support the local authority in considering an *Education Supervision Order (ESO)* as part of a graduated response, in accordance with Working Together to Improve School Attendance 2026.

11. Working with External Agencies

In line with KCSIE 2026, we will share relevant attendance information with safeguarding partners, including children's services, early help teams, and other agencies, where absence patterns indicate a risk of harm. Information sharing will follow statutory guidance and the our Safeguarding and Child Protection Policy.

Where we identify concerns relating to either persistent or irregular attendance, we will work collaboratively with the local authority and other external agencies to implement appropriate support packages for pupils to address concerns in a timely manner and to bring about improvements.

You should use this section to detail agencies you work with and refer/signpost to, to support attendance, and to briefly outline the way your school engages with support offered by the LA.

12. Policy Review

This policy will be reviewed when guidance from the local authority or DfE is updated, and as a minimum every two years by the Trust. At every review, the policy will be approved by the Local Trust Committee.

13. Links with Other Policies

This policy links to the following policies:

- Safeguarding and Child Protection Policy
- Behaviour Policy
- Teaching and Learning Policy
- Mental Health and Wellbeing Policy
- SEND Statement
- Pupils with additional health needs Policy
- Home Visits Policy
- Early Years Foundation Stage Policy
- Suspensions and Exclusions Policy
- Alternative Provision Policy

Please include any other which are pertinent to your school, for example if you have a Separated Parents Policy you might wish to add it here.

Appendix 1: Coding Attendance in line with DFE guidance 2026:

Code /\ (Present at the school):

- Pupils must be present during registration to be counted.
- If a pupil leaves after registration, they are still counted as attending for statistical purposes.

Code L (Late arrival before the register is closed):

- The pupil arrives after the register starts but before it closes.
- Schools should discourage late arrival and set a consistent time limit for open registration, not exceeding 30 minutes.
- If a pupil arrives late after the register closes, mark them as absent using code U or another appropriate absence code.

Code K (Attending education provision arranged by the local authority):

- Pupil attends educational provision arranged by the local authority, not by the school.
- Examples include attending courses at college or receiving home tutoring.
- Schools must record the nature of the provision and ensure notification of absences.

Code V (Attending an educational visit or trip):

- Pupil attends a school-arranged educational visit or trip supervised by school staff.
- Must take place during the recorded session.
- If pupil doesn't attend, record absence using relevant absence code.

Code P (Participating in a sporting activity):

- Pupil attends an approved educational sporting activity.
- Criteria for recording attendance include approval by the school, educational nature of the activity, and appropriate supervision.
- Schools must ensure safeguarding measures and record absences with relevant codes.

Code W (Attending work experience):

- Pupil attends work experience as part of their education arranged by the local authority or school.
- Criteria for recording attendance are similar to other approved educational activities.
- Schools must ensure safeguarding measures and record absences with relevant codes.
- **Code B (Attending any other approved educational activity):**
- Pupil attends an approved educational activity other than sports or work experience.
- Criteria for recording attendance are similar to other approved educational activities.
- Schools must record the nature of the activity and ensure safeguarding measures.

In accordance with Working Together to Improves School Attendance2026, schools must record the location, provider, supervising adult, and nature of the approved educational activity when using Code B. Code B must only be used when the school has verified the activity and ensured

appropriate safeguarding oversight. It must not be used for home-educated pupils unless the activity is arranged and supervised by the school.

Code D (Dual registered at another school):

- Used when a pupil is registered at more than one school, indicating absence with leave to attend the other school.
- Main examples include attendance at a pupil referral unit, hospital school, or special school temporarily.
- Schools must promptly follow up on unexpected or unexplained absences to avoid double counting.

Working Together to Improve School Attendance 2026 requires schools to obtain written confirmation of attendance from the other setting and to follow up on any unexplained absence on the same day to avoid safeguarding risk or double counting. Code D must not be used for flexi-schooling or unregistered alternative provision.

Code C1 (Leave of absence for regulated performance or employment abroad):

- Schools grant leave for pupils to participate in regulated performances or employment abroad under specific circumstances.
- Criteria for granting leave include licenses issued by local authorities or exemptions.
- Schools must record the absence using this code and consider its impact on the pupil's education.

Code M (Leave of absence for medical or dental appointment):

- Schools encourage appointments outside of school hours; otherwise, prior agreement is necessary.
- Leave of absence is granted under specific conditions, including exceptional circumstances.
- Absences for medical or dental appointments are recorded using this code.

Code J (Leave of absence for interview for employment or admission):

- Schools can grant leave for pupils to attend interviews for employment or admission to another educational institution.
- Applications for leave must be made in advance, and leave is granted based on specific criteria.
- The interview must occur during the recorded session, and the absence is classified as authorized.

Code S (Leave of absence for studying for a public examination):

- Schools can grant leave for pupils to study for public examinations under specific conditions, agreed in advance with parents.
- Study leave should be granted sparingly, and provisions must be made for pupils who choose to continue attending school for revision.
- Absences for studying for public examinations are recorded using this code.

Code X (Non-compulsory school age pupil not required to attend school):

- Schools can grant leave for non-compulsory school-age pupils to attend school part-time under certain circumstances.
- Absences for non-compulsory school-age pupils are recorded using this code, with exceptions noted.
- For pupils subject to a part-time timetable, this code should not be used, and appropriate absence codes should be applied.

Working Together to Improve School Attendance 2026 clarifies that Code X must not be used for flexi-schooling arrangements or part-time timetables for compulsory school-age pupils. Code X may only be used for statutory reasons relating to non-compulsory school-age pupils or specific authorised circumstances.

Code C2 (Leave of absence for compulsory school age pupil subject to part-time timetable):

- Schools can grant leave for compulsory school-age pupils to temporarily reduce their timetable to part-time in exceptional circumstances, agreed upon with parents.
- Absences for pupils with part-time timetables are recorded using this code, ensuring agreement between the school and parents.

In accordance with Working Together to Improve School Attendance 2026, any part-time timetable must be authorised as part of a time-limited, safeguarding-led plan overseen by the headteacher and the Designated Safeguarding Lead. The school must record the reason for the part-time timetable, the review date, and ensure regular monitoring. Code C2 must not be used for flexi-schooling arrangements

Code C (Leave of absence for exceptional circumstances):

- Schools may grant leave of absence at their discretion, but only for exceptional circumstances.
- Each application is assessed individually, considering specific facts and circumstances.
- Absences for exceptional circumstances are recorded using this code, ensuring compliance with regulations and discretion exercised by the school.

Pregnant pupils:

- Maternity leave for pregnant pupils is treated similarly to other leave of absence for exceptional circumstances.
- Schools should act reasonably and grant an appropriate period of leave considering individual circumstances, at their discretion.

Code T (Parent traveling for occupational purposes):

- Used when a pupil's parent(s) is traveling for trade or business, and the pupil is traveling with them.
- Schools should only request proof of occupational travel when genuine doubt exists about the reason for absence.
- Pupils should ideally attend schools where their parents are traveling, being dual registered at both their main school and the one they're temporarily attending.
- Classified as authorized absence for statistical purposes.

Code R (Religious observance):

- Used when a pupil is absent on a day exclusively set apart for religious observance by their religious body.
- Schools may seek guidance from the parent's religious body to ascertain such days.
- Strategies such as setting term dates around religious observance days are encouraged.
- Classified as authorized absence for statistical purposes.

Code I (Illness - not medical or dental appointment):

- Indicates a pupil's inability to attend school due to illness, both physical and mental health related.
- Schools should not routinely request medical evidence but may do so when necessary.
- Classified as authorized absence for statistical purposes.

Code E (Suspended or permanently excluded and no alternative provision made):

- Used when a pupil is suspended or permanently excluded, and no alternative provision has been arranged.
- Alternative provision should be arranged within six consecutive school days of suspension or permanent exclusion.
- Classified as authorized absence for statistical purposes.

Code Q (Unable to attend school because of a lack of access arrangements):

- Indicates a pupil's inability to attend school due to a failure by the local authority to provide access arrangements.
- Classified as not a possible attendance for statistical purposes.

Working Together to Improve School Attendance 2026 requires that any use of Code Q must trigger immediate escalation to the local authority to resolve access issues preventing attendance.

Code Y1 (Unable to attend due to transport normally provided not being available):

- Used when a pupil can't attend because the school is beyond walking distance and the usual transport provided by the school or local authority is unavailable.
- Walking distances for different age groups are specified.
- Classified as not a possible attendance for statistical purposes.

Code Y2 (Unable to attend due to widespread disruption to travel):

- Indicates a pupil's inability to attend school due to widespread travel disruptions caused by emergencies at the local, national, or international level.
- Classified as not a possible attendance for statistical purposes.

Code Y3 (Unable to attend due to part of the school premises being closed):

- Used when part of the school premises is unusable, and the pupil cannot practically be accommodated in the remaining usable parts.
- Classified as not a possible attendance for statistical purposes.

Code Y4 (Unable to attend due to the whole school site being unexpectedly closed):

- Applied when the entire school site is unexpectedly closed, such as due to adverse weather.
- Attendance registers are not taken, and pupils are marked with this code to signify the closure.
- Not applicable for planned closures like weekends or holidays.
- Classified as not a possible attendance for statistical purposes.

Code Y5 (Unable to attend as pupil is in criminal justice detention):

- Used when a pupil is unable to attend due to being in police detention, remanded, or serving a sentence of detention.
- Communication with the Youth Offending Team is encouraged to support educational needs during detention.
- Classified as not a possible attendance for statistical purposes.

Code Y6 (Unable to attend in accordance with public health guidance or law):

- Applied when a pupil's travel or attendance at school would violate public health guidance or legislation related to disease transmission.
- Classified as not a possible attendance for statistical purposes.

Work Together to Improve School Attendance 2026 clarifies that Code Y6 may only be used where attendance would directly breach current public health legislation or guidance. Schools must ensure evidence of the restriction is recorded.

Code Y7 (Unable to attend because of any other unavoidable cause):

- Used for an unavoidable cause preventing a pupil from attending school, not covered by other specific codes.
- The nature of the unavoidable cause must be recorded.
- Classified as not a possible attendance for statistical purposes.

Code G (Holiday not granted by the school):

- Used when a pupil is absent for a holiday that the school did not approve in advance.
- Schools cannot retrospectively grant leave of absence, and absence for holidays without prior approval is considered unauthorized.
- Classified as unauthorized absence for statistical purposes.

Code N (Reason for absence not yet established):

- Employed when the reason for a pupil's absence has not been determined before the register closes.
- Schools must make efforts to ascertain the reason for absence promptly.
- If the reason cannot be established within five school days, the absence must be amended to Code O.
- Classified as unauthorized absence for statistical purposes.

Working Together to Improve School Attendance 2026 emphasises that schools must make every reasonable effort to establish the reason for absence **on the same day**. Code N should only remain in place temporarily and must be amended promptly once the reason is known.

Code O (Absent in other or unknown circumstances):

- Used when no reason for absence is established, or the school is not satisfied with the reason given, which doesn't align with authorized codes.
- Classified as unauthorized absence for statistical purposes.

Code U (Arrived in school after registration closed):

- Applied when a pupil arrives late after the register has closed but before the end of the session.
- Schools should discourage late arrival and set a specific time limit for registering attendance.
- Late arrival beyond the specified time results in the pupil being marked as absent.
- Classified as unauthorized absence for statistical purposes.

Administrative Code Z (Prospective pupil not on admission register):

- Utilized to set up registers in advance for prospective pupils who have not yet officially joined the school.
- Aims to streamline administrative processes.