



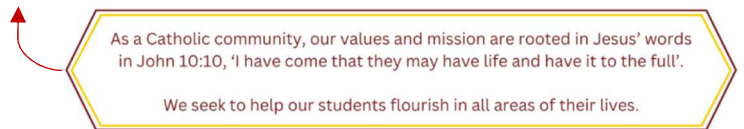
Attendance Policy

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V1	December 2022	Based on DfE Guidance: Working Together To Improve Attendance With contributions from A.R.M Cluster and The Key for School Leaders
V2	February 2025	Updates following latest Government Guidance

The Attendance Policy is central to the mission statement and the aims and objectives of Cardinal Heenan Catholic High School.

Our Mission Statement

Our aim is to inspire excellence by encouraging every individual to be the person that God calls us to be.



The Catholic Christian community at Cardinal Heenan endeavours to help students to know and build a relationship with Jesus Christ and to live the Catholic faith through prayer, sacraments and service. We are committed to making learning challenging and enjoyable for all so that we will secure the best outcomes and remain lifelong learners who are committed to seeking truth.

We strive to help all to learn and grow, treating one another with respect and generosity, whilst supporting parents as the first and most important educators of our children. **Our aim is to inspire excellence by encouraging every individual to be the person that God calls us to be**, in preparation for this life and the life to come.

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1. Introduction

Cardinal Heenan Catholic High School is a happy, harmonious learning community, where pupils feel safe and secure. School life is characterised by a calm, purposeful environment underpinned by relationships built upon mutual respect. Excellent attendance and punctuality are key to ensuring that our students achieve the best possible outcomes supporting parents as the first and most important educators of our children. Positive attendance enables our students to flourish by experiencing our strong curriculum model, fantastic teaching, established pastoral care and a varied extra-curricular offer, which includes creating opportunities to enrich pupils' lives with prayer, sacraments and service.

It is the responsibility of pupils, parents/carers and school to work in partnership to ensure all our children are able to access all that Cardinal Heenan Catholic High School has to offer. Some pupils find it harder than others to attend school and therefore at all stages of improving attendance this partnership should work together to remove any barriers to attendance by building relationships and achieving a shared understanding of what these barriers may be.

Our Attendance Policy should not be viewed in isolation; it is a strand that runs through all aspects of school improvement, supported by our policy and strategy relating to teaching and learning, curriculum planning, behaviour, safeguarding, special educational needs support, pastoral care, mental health and wellbeing.

2. Aims of the Attendance Policy

- To provide background information into the importance of good attendance
- To communicate clear expectations and responsibilities of pupils, parents and school
- To provide clarity of how the school promotes good attendance, how the school will tackle poor attendance and how the school works with the Local Authority and other partners to provide the best possible interventions in removing barriers to good attendance
- Provide a way of working that promotes good attendance for our students, reduces absence, including persistent and severe absence, ensures every pupil has access to the education they are entitled to, act early to address patterns of absence and build strong relationships with families to ensure pupils have the support in place to attend school

3. The law, legislation and guidance on school attendance

Taken from Working together to improve attendance:

- "The law entitles every child of compulsory school age to an efficient, full-time education suitable to their age, aptitude, and any special educational need they may have. It is the legal responsibility of every parent to make sure their child receives that education either by attendance at a school or by education otherwise than at a school." (Paragraph 10)
- "Where parents decide to have their child registered at school, they have an additional legal duty to ensure their child attends that school regularly. This means their child must attend every day that the school is open, except in a small number of allowable circumstances such

as being too ill to attend or being given permission for an absence in advance from the school.” (Paragraph 11)

This policy is based on the Department for Education’s (DfE’s) statutory guidance on [working together to improve school attendance \(applies from 19 August 2024\)](#) and [school attendance parental responsibility measures](#). The guidance is based on the following pieces of legislation, which set out the legal powers and duties that govern school attendance:

- Part 6 of [The Education Act 1996](#)
- Part 3 of [The Education Act 2002](#)
- Part 7 of [The Education and Inspections Act 2006](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006 \(and 2010, 2011, 2013, 2016 amendments\)](#)
- [The School Attendance \(Pupil Registration\) \(England\) Regulations 2024](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013 and the 2024 amendment](#)
- This policy also refers to the DfE’s guidance on the school census, [School census guidance](#), [Keeping Children Safe in Education](#), [Mental health issues affecting a pupil's attendance: guidance for schools](#)

4. Expectations

Pupils will:

- Attend school every day
- Attend school punctually
- Attend every timetabled lesson on time
- Attend school appropriately prepared for the day
- Discuss promptly with their Tutor, Class Teacher, Head of Year or Attendance Officer any problems that deter them from attending school

Parents/carers will:

- Ensure that their children attend school regularly and on time
- Notify school on the first day of absence before 8:50am
- Complete a request form for absence in term time for exceptional circumstances
- Supply medical evidence when required
- Ensure all contact details are up to date
- Provide school with two emergency contact details
- Ensure that, where possible, appointments for their child are made outside of the school day

Teachers, Tutors, Heads of Year and Assistant Heads of Year will:

- Complete the register at the start of each session (morning and afternoon)

- Monitor daily patterns of attendance and punctuality
- Make parents aware of concerns over irregular attendance
- Input attendance data onto the system
- Take actions where concerns have been identified
- Inform parents of individual pupils attendance record
- Meet with parents whose children's attendance causes concern
- Be alert to early signs of disaffection or any Safeguarding issues which could culminate in non-attendance and report these concerns as soon as possible
- Work with Student Services Manager / Attendance Officer in requesting medical evidence if a pupil's attendance is below 90% or if there has been 3 periods of absence.
- Work with Student Services Manager / Attendance Officer in making referrals to the Local Authority School Attendance Service
- Work with Student Services Manager / Attendance Officer in requesting Penalty Notices to be issued for unauthorised leave in term time.
- Work with Student Services Manager / Attendance Officer in requesting Penalty Notices for unauthorised absence

School Attendance Service will:

- Support the school in achieving its targets and addressing concerns
- Support families in ensuring their child/children attend school regularly
- Prepare and facilitate school attendance meetings for irregular attendance including punctuality
- Contact the parent/carer by phone, letter or home visit to discuss the schools concerns and how attendance and punctuality can be improved
- Quality Assure Penalty Notice requests for unauthorised absence
- Implement legal proceedings

The Student Services Manager / Attendance Officer will:

- Monitor and analyse attendance data taking appropriate action including first day absence alerts and recording reasons for absence
- Take calls from parents about absence on a day-to-day basis, recording it on the school system
- Transfer calls from parents to the Head of Year in order to provide them with more detailed support on attendance
- Benchmark attendance data to identify areas of focus for improvement
- Provide regular attendance reports to school staff and reporting concerns about attendance to the designated senior leader responsible for attendance and the headteacher
- Work with education welfare officers to tackle persistent absence
- Advise the Headteacher/Deputy Headteacher when to issue fixed-penalty notices

Mrs Anna Marks (Student Services Manager) can be contacted via email ams@cardinalheenan.com or via the school office 0113 8873240

Designated Senior Leader Responsible for Attendance will work with the Head of Pastoral to:

- Lead attendance across the school
- Offer a clear vision for attendance improvement
- Evaluate and monitoring 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 to discuss attendance issues
- Deliver targeted intervention and support to pupils and families

Mr Daniel Mangan (Deputy Headteacher: Pastoral, Behaviour and Safeguarding) can be contacted via the school office info@cardinalheenan.com or 0113 8873240

Headteacher (Mr Dominic Kelly) will have responsibility for:

- Implementation of this policy at the school
- Monitoring school-level absence data and reporting it to governors
- Supporting staff with monitoring the attendance of individual pupils
- Monitoring the impact of any implemented attendance strategies
- Issuing fixed-penalty notices, where necessary

Governing body will have responsibility for:

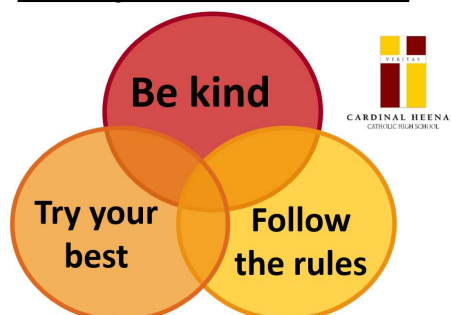
- Promoting the importance of school attendance across the school's policies and ethos
- Making sure school leaders fulfil expectations and statutory duties
- Regularly reviewing and challenging attendance data
- Monitoring attendance figures for the whole school
- Making sure staff receive adequate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

The named governors for attendance are Mr Shaun Vickers and Ms Deborah O'Connor

5. How school promotes and incentivises good attendance

As laid out in our Behaviour Policy, we promote and prioritise intrinsic motivation in line with our three principles:

Principles of Behaviour



Our greatest strength, in relation to good attendance, is our understanding that it is working to our mission statement that creates an atmosphere where students want to attend regularly and experience all that Cardinal Heenan has to offer.

Within our universal offer:

- We endeavour to help pupils to know and build a relationship with Jesus Christ
- Make learning challenging and enjoyable for all so that we will secure the best outcomes and remain lifelong learners committed to seeking truth
- We strive to help all to learn and grow, treating one another with respect and generosity
- Inspire excellence by encouraging every individual to be the person that God calls us to be

We achieve this through a strong curriculum model, fantastic teaching, established pastoral care and a varied extra-curricular offer, which includes creating opportunities to enrich students' lives with prayer, sacraments and service.

As well as our universal offer, we understand the importance of supporting students in recognising their achievements and throughout the year include various strategies including year group and tutor group trophies/certificates for 100% attendance. At different stages of the year we also use targeted rewards/incentives based on a particular cohort or particular timing of the school year where there is targeted/specialist/individual support needed. Wherever possible we will target and promote the "intrinsic" motivation, involving parents as the first educators of their children by celebrating good and improved attendance by contacting parents/pupils to congratulate their child.

We will also include attendance information each time an academic report is issued (at least three times per year).

6. Punctuality

Being late to school has a significant impact on the amount of learning time lost over a school year. The table below will help you understand how much time is lost by being regularly late.

Minutes late per day	Number of days over a year
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

Late arrival to school is unacceptable. If a student is not in their tutor room by 8.55am they will receive Code L on the register. Tutor time finishes at 9.10am and any student that arrives after 9.25am will be marked as absent using Code U, or another absence code that it is more appropriate. Cardinal Heenan Catholic High School is alert to patterns of late arrival and as such late arrival could provide grounds for prosecution or a Penalty Notice being issued.

The register for the afternoon session will be taken at 1.40pm and will “close” at 2.10pm.

7. Absence Level and Persistent Absence Indicator

Persistent absence is where a pupil misses 10% or more of school, and severe absence is where a pupil misses 50% or more of school.

The table below shows an indication of approximately how many sessions a pupil needs to miss per half term to meet the threshold of persistent absenteeism.

HALF TERM	Number of sessions (1 session = ½ day)	Number of Days
1	7 sessions	3.5 Days
2	14 sessions	7 Days
3	20 sessions	10 Days
4	25 sessions	12.5 Days
5	31 sessions	15.5 Days
6	38 sessions	19 days

Average attendance of 85-90% over 5 school years equates to pupils missing half a school year of education.

Average attendance of 80% over 5 school years equates to pupils missing a whole school year.

To reduce persistent absenteeism the school will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Hold regular meetings with the parents of pupils who the school (and/or local authority) considers 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
- Make use of current best practice including suitable strategies as recommended by Leeds Educational Psychology Team regarding Extended School Non-Attendance: Guidance, Advice and Resources for School Staff (March 2021)

The table below shows our level indicator for attendance, identifying risk of underachievement. The figures are based on Department for Education published [research in 2016*](#) which found that: pupils with no absence are 2.2 times more likely to achieve 5+ GCSEs A* - C or equivalent including English and Mathematics than pupils that missed 15-20% of KS4 lessons. For the purposes of our level indicator we have used 4 as the grade C equivalent.

Category	Level	% Attendance	Weeks per year	Days per year	Hours of lessons missed	% Chance of attaining 5 Grade 4-9 including English and Maths*
Perfect attendance: No risk of underachieving	Level 1	100	0 days	0 days missed	0	78.7
Excellent attendance: Little risk of underachieving	Level 2	98-99.99	3 days	½ to 3 days missed	Up to 15 hours missed	
Risk of underachieving	Level 3	97-97.99	1 week	3 ½ to 5 days missed	Up to 25 hours missed	69.1
	Level 4	95-96.99	1.5 weeks	5 ½ to 9 ½ days missed	Up to 47.5 hours missed	
Serious risk of underachieving	Level 5	93-94.99	2 weeks	9 ½ to 13 days missed	Up to 65 hours missed	Less than 52.8
Severe risk of underachieving	Level 6	90-92.99	3 weeks	13 ½ to 18 ½ days missed	More than 65 hours missed	
Extreme risk of underachieving	Level 7	89.99 and below	More than 3.5 weeks missed	19 or more days missed	More than 95 hours missed	Less than 35.6

Recent data analysis by the Department for Education ([May 2022](#)) found similar trends including:

- “Pupils who did not achieve grade 9 to 4 in English and maths GCSEs in 2019 had an overall absence rate of 8.8% over the key stage, compared with 5.2% among pupils who achieved a grade 4 and 3.7% among pupils who achieved grade 9 to 5 in both English and maths.”
- “Among pupils with no missed sessions over KS4, 83.7% achieved grades 9 to 4 in English and maths compared to 35.6% of pupils who were persistently absent.”

8. School Attendance, Safeguarding and Children Missing Education

Children and young people may be at risk of harm if they do not attend school regularly.

Safeguarding the interests of each child and young person is everyone’s responsibility and within the context of the ARM Cluster, promoting the welfare and life opportunities of all children and young people encompasses: Attendance, Behaviour Management, Health and Safety, Access to the Curriculum and Anti- bullying.

Children who are missing education are at greater risk than those who are seen regularly in school. These risks include:

- Child Sexual Exploitation
- Radicalisation
- Female Genital Mutilation
- Modern Day Slavery
- Forced Marriage
- Domestic Violence
- Honour Based Violence
- Human Trafficking
- Neglect

Safeguarding the interests of each child is everyone's responsibility and within the context of this school, promoting the welfare and life opportunities for your child encompasses:-

- Attendance
- Behaviour Management
- Health and Safety
- Access to the Curriculum
- Anti- bullying

This Attendance Policy is part of broader suite of Safeguarding Policies including the schools Child Protection Policy.

A child not attending school is considered a safeguarding matter. That is why information about the cause of any absence is always required.

9. Using data to monitor, analyse and improve attendance

On top of daily monitoring, the school will:

- Monitor attendance and absence data half-termly, termly and yearly across the school and at an individual pupil level
- Identify whether or not there are particular groups of children whose absences may be a cause for concern

Pupil-level absence data will be collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics. The school will compare attendance data to the national average, and share this with the governing board.

The school will:

- Analyse attendance and absence data regularly to identify pupils or cohorts that need additional support with their attendance, and use this analysis to provide targeted support to these pupils and their families
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns

- Provide regular attendance reports to facilitate discussions with pupils 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

The school will use the data to determine appropriate strategies which will include:

- Text messages and letters sent home to inform parents of the current level indicator for attendance and/or risks of underachievement.
- Phone calls to highlight absence improvements
- Parental meetings
- Attendance monitoring cards
- Fast-track process in line with the Leeds City Council Guidance

10. Unplanned absence

The pupil's parent/carer must notify the school of the reason for the absence on the first day of an unplanned absence by 8.50am or as soon as practically possible by calling the school absence line 0113 8873241 stating the reason for the absence. Please also ring if your child is going to be late.

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 the illness is in doubt, the school may ask the pupil'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.

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.

11. Authorised Absence

The headteacher will allow pupils to be absent from the school site for certain educational activities, or to attend other schools or settings.

The headteacher will only grant a **leave of absence** to a pupil during term time if the request meets the specific circumstances set out in the [2024 school attendance regulations](#). These circumstances are:

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

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

Authorised absence is defined as:

- Genuine illness
- Medical or dental appointment (routine appointments should be arranged out of school time)
- Bereavement – (Headteachers discretion)
- Religious observance (where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents belong. If necessary, the school will seek advice from the parents' religious body to confirm whether the day is set apart)
- Parent(s) travelling for occupational purposes – this covers Roma, English and Welsh gypsies, Irish and Scottish travellers, showmen (fairground people) and circus people, bargees (occupational boat dwellers) and new travellers. Absence may be authorised only when a traveller family is known to be travelling for occupational purposes and has agreed this with the school, but it is not known whether the pupil is attending educational provision
- Approved leave in term time where there are *exceptional circumstances*, as agreed by the Head Teacher.

Planned absence for medical or dental appointment

- Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent/carer notifies the school in advance of the appointment.
- The pupil's parent/carer must notify the school of the reason for the absence in advance of a planned absence as soon as practically possible by calling the school absence line **0113 8873241** stating the **reason** for the absence. A note should be written in the student planner if the student is required to leave school during the school day. This will allow the student to get the planner signed by their Head of Year no later than the morning of the planned absence which will give permission for the student to leave at the arranged time.
- We encourage parents/carers to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary.
- The pupil's parent/carer must also apply for other types of term-time absence as far in advance as possible of the requested absence.

11.1 Exceptional circumstances

- Parents do not have the right to remove their children from school during term time.
- Absence in term time will only be considered if parents/carers make a request to the school on the appropriate "Application for Exceptional Absence" form giving exceptional reasons why the application for absence has been requested and provide information to support their application. Please note that requests for holidays in term time or term time leave for reasons such as parental work commitments, visiting relatives at home or abroad, or cost, do not constitute exceptional circumstances and therefore will not be authorised.
- The Headteacher will decide whether or not the absence will be authorised. The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request.

- Parents/carers, who take their children out of school during term time without authorisation, may be issued with a penalty fine of and face a possible prosecution in court.

12. Unauthorised absence

Unauthorised absence is defined as absence in term time where permission has **not** been given by the school in accordance with the ARM Cluster Attendance Policy. This means that parents/carers do not have the right to take their child out of school during term time.

- Late after the registers have closed - 'U' code
- Unexplained absence. Any child whose absence is on-going and remains unexplained for an extended period (10 days) will be referred to the Local Authority as a Child Missing Education (CME)
- Staying at home to care for younger children or sick relatives;
- Going shopping or having a haircut;
- Any absence that the school has not been informed of by letter or by telephone;
- Birthdays;
- Weddings or Anniversaries including Parents' Weddings;
- Transport issues or car broken down;
- Holidays in term time ;(following the Department for Education's Guidelines)
- Travelling to airport to meet relatives/friends;
- Taking the rest of the day off before or after a medical appointment.
- Translating
- Visiting sick relatives

13. Following up unexplained absence

13.1 Where any pupil we expect to attend school does not attend, or stops attending, without reason, the school will:

- Contact the pupil's parent/carer on the morning of the first day of unexplained absence to ascertain the reason. This contact will be a text message. On receipt of this message, if parent/carer expects their child to be in school, they must contact school immediately as this becomes a safeguarding concern. If the school cannot reach any of the pupil's emergency contacts, the school may follow procedures to safeguard students in line with our safeguarding and child protection policy.
- Identify whether the absence is approved or not
- Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than 5 working days after the session
- Call the parent/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 an education welfare officer

14. Continuing concerns regarding attendance

If attendance continues to be of concern and there are a number of unauthorised absences then this may lead to a referral being made to the ARM Cluster, Guidance and Support meeting. This is a multi-agency meeting where concerns are discussed and appropriate support is then offered. Alternatively, a referral may be made directly to the Leeds City Council, School Attendance Service.

Ultimately parents/carers can be held to account for failing to ensure that their children attend school punctually and regularly. Leeds City Council's, School Attendance Service carries out this statutory function on behalf of the Local Authority in order to uphold the right of children and young people to access their education. Where necessary statutory action can and will be taken, which may take the form of a Penalty Notice, prosecution of parents in the Magistrates Court resulting in a fine, or a statutory order.

15. Reducing persistent and severe absence

Persistent absence is where a pupil misses 10% or more of school, and severe absence is where a pupil misses 50% or more of school. Reducing persistent and severe absence is central to the school's strategy for improving attendance.

The school will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Consider potential safeguarding issues and, where suspected or present, address them in line with Keeping Children Safe in Education
- Hold regular meetings with the parents of pupils who the school (and/or local authority) considers to be vulnerable or at risk of persistent or severe absence, or who are persistently or severely absent, to:
 - Discuss attendance and engagement at school
 - Listen, and understand barriers to attendance
 - Explain the help that is available
 - Explain the potential consequences of, and sanctions for, persistent and severe absence
 - Review any existing actions or interventions
- Provide access to wider support services to remove the barriers to attendance, in conjunction with the local authority, where relevant
- Consider alternative support that could be put in place to remove any barriers to attendance and re-engage these pupils. In doing so, the school will sensitively consider some of the reasons for absence
- Implement sanctions, where necessary

16. Legal Sanctions

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

Penalty notices

The headteacher (or someone authorised by them), local authority or the police can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age, by issuing a penalty notice.

If the school issues a penalty notice, it will check with the local authority before doing so, and send it a copy of any penalty notice issued.

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

- Whether the national threshold for considering a penalty notice has been met (10 sessions of unauthorised absence in a rolling period of 10 school weeks)
- Whether a penalty notice is the best available tool to improve attendance for that pupil
- Whether further support, a notice to improve or another legal intervention would be a more appropriate solution
- Whether any obligations that the school has under the Equality Act 2010 make issuing a penalty notice inappropriate

Each parent who is liable for the pupil's offence(s) can be issued with a penalty notice, but this will usually only be the parent/parents who allowed the absence.

The payment must be made directly to the local authority, regardless of who issues the notice. If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

If issued with a **first** penalty notice, the parent must pay £80 within 21 days, or £160 within 28 days.

If a **second** penalty notice is issued to the same parent in respect of the same pupil, the parent must pay £160 if paid within 28 days.

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

A penalty notice may also be issued where parents allow their child to be present in a public place during school hours without reasonable justification, during the first 5 days of a suspension or exclusion (where the school has notified the parents that the pupil must not be present in a public place on that day). These penalty notices are not included in the National Framework, not subject to the same considerations about support being provided, and do not count towards the limit as part of the escalation process.

In these cases, the parent must pay £60 within 21 days, or £120.

Notices to improve

If the national threshold has been met and support is appropriate, but parents do not engage with offers of support, the school may offer a notice to improve to give parents a final chance to engage with support.

Notices to improve will be issued in line with processes set out in the local code of conduct for the local authority area in which the pupil attends school.

They will include:

- Details of the pupil's attendance record and of the offences
- The benefits of regular attendance and the duty of parents under [section 7 of the Education Act 1996](#)
- Details of the support provided so far
- Opportunities for further support, or to access previously provided support that was not engaged with
- A clear warning that a penalty notice may be issued if attendance doesn't improve within the improvement period, along with details of what sufficient improvement looks like, which will be decided on a case-by-case basis
- A clear timeframe of between 3 and 6 weeks for the improvement period
- The grounds on which a penalty notice may be issued before the end of the improvement period

Appendix 1

The following codes are taken from the DfE's [guidance on school attendance](#).

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

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

Q	Lack of access arrangements	Pupil is unable to attend school because the local authority has failed to make access arrangements to enable attendance at school
Y1	Transport not available	Pupil is unable to attend because school is not within walking distance of their home and the transport normally provided is not available
Y2	Widespread disruption to travel	Pupil is unable to attend because of widespread disruption to travel caused by a local, national or international emergency
Y3	Part of school premises closed	Pupil is unable to attend because they cannot practicably be accommodated in the part of the premises that remains open
Y4	Whole school site unexpectedly closed	Every pupil absent as the school is closed unexpectedly (e.g. due to adverse weather)
Y5	Criminal justice detention	<p>Pupil is unable to attend as they are:</p> <ul style="list-style-type: none"> • In police detention • Remanded to youth detention, awaiting trial or sentencing, or • Detained under a sentence of detention
Y6	Public health guidance or law	Pupil's travel to or attendance at the school would be prohibited under public health guidance or law
Y7	Any other unavoidable cause	To be used where an unavoidable cause is not covered by the other codes
Absent – unauthorised absence		
G	Holiday not granted by the school	Pupil is absent for the purpose of a holiday, not approved by the school
N	Reason for absence not yet established	Reason for absence has not been established before the register closes

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