

Woodsetton School



Attendance, Registration of Pupils & Absence policy

This policy was reviewed and updated in September 2025

The next anticipated review date will be September 2027

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Introduction

We expect all children on roll to attend full-time, every day, when the school is in session, as long as they are fit and healthy enough to do so. Central to raising standards in education and ensuring all pupils can fulfil their potential is that pupils need to attend school regularly to benefit from their education. Missing out on lessons leaves children vulnerable to falling behind. Children with poor attendance tend to achieve less in both primary and secondary school. At Woodsetton School we do all we can to encourage the children to attend, and to put in place appropriate procedures. We believe that the most important factor in promoting good attendance is development of positive attitudes towards school. To this end, we strive to make our school a happy and rewarding experience for all children. We will reward those children whose attendance is very good. We will also make the best provision we can for those children who, for whatever reason, are prevented from coming to school.

1. Aims

This policy aims to show our commitment to meeting our obligations with regards to school attendance, including those laid out in the statutory guidance on [Working together to improve school attendance](#) from the Department for Education (DfE). We aim to achieve this through our whole-trust culture and ethos that values good attendance, which includes:

- › Setting high expectations for the attendance and punctuality of all pupils
- › Promoting good attendance and the benefits of good attendance
- › Reducing absence, including persistent and severe absence
- › Ensuring every pupil 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 make sure pupils have the support in place to attend school
- We will also promote and support punctuality in attending lessons.

2. Legislation and guidance

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

- › Part 6 of the [Education Act 1996](#)
- › Part 7 of the [Education and Inspections Act 2006](#)
- › [The School Attendance \(Pupil Registration\) \(England\) Regulations 2024](#)
- › [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)
- › The [Equality Act 2010](#)

It also refers to:

- › [School census guidance](#)
- › [Keeping Children Safe in Education](#)
- › [Mental health issues affecting a pupil's attendance: guidance for schools](#)
- › [Ofsted's 2025 framework toolkit](#)

This policy also complies with our trust's funding agreement and articles of association.

3. Roles and responsibilities

3.1 The Board of trustees/Local Advisory Board (LAB)

The Board of trustees/LAB members are responsible for:

- › Setting high expectations of school leaders, staff, pupils and parents
- › Making sure school leaders fulfil expectations and statutory duties, including:
- › Making sure all schools in the trust/the school record/s attendance accurately in the register, and share/s the required information with the DfE and local authorities
- › Making sure the school work effectively with local partners to help remove barriers to attendance, and keeps them informed regarding specific pupils, where appropriate
- › Recognising and promoting the importance of school attendance across the school's policies and ethos
- › Making sure the school's attendance management processes are delivered effectively, and that consistent support is provided for pupils who need it most by prioritising staff and resources
- › Making sure the school has high aspirations for all pupils, but adapts processes and support to pupils' individual needs

- › Regularly reviewing and challenging attendance data and helping school leaders focus improvement efforts on individual pupils or cohorts who need it most, through termly attendance review meetings
- › Working with school leaders to set goals or areas of focus for attendance and providing support and challenge
- › Monitoring attendance figures for the school and repeatedly evaluating the effectiveness of the school's processes and improvement efforts to make sure they are meeting pupils' needs
- › Where the school is struggling with attendance, working with school leaders to develop a comprehensive action plan to improve attendance
- › Making sure all staff receive adequate training on attendance, including with teachers from across the trust, as part of the regular continued professional development offer, so that staff understand:
 - The importance of good attendance
 - That absence is almost always a symptom of wider issues
 - The school's legal requirements for keeping registers
 - The school's strategies and procedures for tracking, following up on and improving attendance, including working with partners and keeping them informed regarding specific pupils, where appropriate
- › Making sure dedicated training is provided to staff with a specific attendance function in their role, including in interpreting and analysing attendance data
- › Sharing effective practice on attendance management and improvement across the trust and providing regular opportunities for staff from different schools to come together, learn from each other and share resources
- › Holding the head teacher to account for the implementation of this policy

3.2 The head teacher

The headteacher is responsible for:

- › The 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 penalty notices, where necessary and/or authorising Mrs V.Turner to be able to do so
- › Working with the parents of pupils with special educational needs and/or disabilities (SEND) to develop specific support approaches for attendance for pupils with SEND, including where school transport is regularly being missed, and where pupils with SEND face in-school barriers
- › Communicating with the local authority when a pupil with an education, health and care (EHC) plan has falling attendance, or where there are barriers to attendance that relate to the pupil's needs
- › Communicating the school's high expectations for attendance and punctuality regularly to pupils and parents through all available channels
- › Sharing information from the school register with the local authority, including:

- Notifying the local authority when a pupil's name is added to or deleted from the school admission register outside of standard transition times
- Providing the local authority with the details of pupils who fail to attend school regularly, or who have been marked with an unauthorised absence for a continuous period of 10 school days
- Providing the local authority with the details of pupils who the school believes will miss 15 days consecutively or cumulatively because of sickness

3.4 The designated senior leader responsible for attendance

The designated senior leader Mrs S Allen is responsible for:

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

The designated senior leader responsible for attendance is Mrs S Allen and can be contacted via telephone: 01384 818265 and via email: info@woodsetton.dudley.sch.uk

3.5 The school attendance officer

The school attendance officer at each school is responsible for:

- › Monitoring and analysing attendance data (see section 9)
- › Benchmarking attendance data to identify areas of focus for improvement
- › Providing regular attendance reports to school staff and reporting concerns about attendance to the designated senior leader responsible for attendance, and the head teacher
- › Working with education welfare officers to tackle persistent absence
- › Advising the headteacher when to issue fixed-penalty notices

The attendance officer is and can be contacted via telephone: 01384 818265 and via email: info@woodsetton.dudley.sch.uk

3.6 Class teachers/leads

All class teachers/leads are responsible for recording attendance for both morning and afternoon sessions on a daily basis, using the correct codes (see Appendix 1), and submitting this information to the school office on the same day.

3.7 School admin/office staff

School/admin office staff will:

- › Take calls from parents/carers about absence on a day-to-day basis and record it on the school system
- › Transfer calls from parents/carers to the Senior Leadership Team (SLT) where appropriate, in order to provide them with more detailed support on attendance

3.8 Parents

Where this policy refers to a parent, it refers to the adult the school and/or local authority decides is most appropriate to work with, including:

- › All natural parents, whether they are married or not
- › All those who have parental responsibility for a child or young person
- › Those who have day-to-day responsibility for the child (i.e. lives with and looks after them)

Parents are expected to:

- › Make sure their child attends every day on time
- › Call the school to report their child's absence before 9am on the day of the absence and each subsequent day of absence, and advise when they are expected to return
- › Provide the school with more than 1 emergency contact number for their child. If the child is in the Early Years Foundation Stage, provide more than 2 emergency contact numbers, where possible.
- › Ensure that, where possible, appointments for their child are made outside of the school day
- › Keep to any attendance contracts that they make with the school and attend meetings
- › Seek support, where necessary, for maintaining good attendance, by contacting Mrs S Allen via telephone: 01384 818265 and via email: info@woodsetton.dudley.sch.uk

3.9 Pupils

Pupils are expected to:

- › Attend school every day, on time

4. Recording attendance

4.1 Attendance register

We will keep an electronic attendance register (Integris), and place all pupils on this register.

We will take our attendance register at the start of the first session of each school day and once during the second session. It will mark, using the appropriate national attendance and absence codes from the School Attendance (Pupil Registration) (England) Regulations 2024, whether every pupil is:

- › Present
- › Attending an approved off-site educational activity
- › Absent

- Absent – unable to attend due to exceptional circumstances

Any amendment to the attendance register will include:

- The original entry
- The amended entry
- The reason for the amendment
- The date on which the amendment was made
- The name and position of the person who made the amendment

See Appendix 1 for the DfE attendance codes.

We will also record:

- For pupils of compulsory school age. Whether the absence is authorised or not
- The nature of the activity, where a pupil is attending an approved educational activity
- The nature of circumstances, where a pupil is unable to attend due to exceptional circumstances

We will keep every entry on the attendance register for 6 years after the date on which the entry was made.

The school day starts at 9.00am and ends at 3.00pm.

Pupils must arrive in school by 9.00am on each school day.

The register for the first session will be taken at 9.10am and will be kept open until 9.20am The register for the second session (afternoon) will be taken at 1.00pm and will be kept open until 1.10pm (according to page 19 of [Working together to improve school attendance](#)).

4.2 Unplanned absence

The pupil's parent must notify the school of the reason for the absence on the first day of an unplanned absence by 9.00am or as soon as practically possible, by calling the school office staff, who can be contacted via telephone 01384 818265 or via email: info@woodsetton.dudley.sch.uk

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

Where there are doubts about the authenticity of the illness, the school will ask for 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.

4.3 Planned absence

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. Evidence must be shown of the appointment.

However, we encourage parents 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 must also apply for other types of term-time absence as far in advance as possible of the requested absence. See section 5 to find out which term-time absences the school can authorise.

4.4 Lateness and punctuality

A pupil who arrives late:

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

If lateness and punctuality persist, a meeting will be arranged with a member of SLT to discuss support and advice of local services.

4.5 Following up unexplained absence

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

- › Call the pupil's parent on the morning of the first day of unexplained absence to ascertain the reason. If we cannot reach any of the pupil's emergency contacts, the school may contact police/LA safeguarding team
- › 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(s) for which the pupil was absent
- › Call the parent on each day that the absence continues without explanation, to make sure proper safeguarding action is taken where necessary
- › Where relevant, report the unexplained absence to the pupil's youth offending team officer
- › Where appropriate, offer support to the pupil and/or their parents to improve attendance
- › Identify whether the pupil needs support from wider partners, as quickly as possible, and make the necessary referrals
- › Where support is not appropriate, not successful, or not engaged with: issue a notice to improve, penalty notice or other legal intervention (see section 7 below), as appropriate.

4.6 Reporting to parents

The school will regularly inform parents (see definition of 'parent', as used in this policy, in section 3.8 above) about their child's attendance and absence levels and this information is available on the Parent Hub app. Any concerns of absence or punctuality will be addressed with a meeting between a member of SLT and the pupil's parent/carer.

5. Authorised absence

5.1 Approval for term-time absence

The head teacher 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
- › A temporary, time-limited part-time timetable

- › Exceptional circumstances (see below)

Rare and unexpected circumstances which are unlikely to reoccur. Examples include:

- › Medical emergencies
- › Family emergencies (e.g. death of a relative)

Where a parent takes a leave of absence to which the application was refused or takes a leave of absence where no application was made to the school, the issue of a penalty fine (upon a return from such leave) by the local authority may be requested – **SEE BELOW FOR DUDLEY PENALTY NOTICE** (From August 2024). When requesting a penalty fine the school may calculate the period of days taken within a 12-month period.

We believe that children need to be in school for all sessions, so that they can make the most progress possible. However, we do understand that there are circumstances where a parent may wish to request leave of absence for a child to attend, for example, a significant and exceptional event. Visiting family members of routine or religious observance is not deemed a significant event.

Parents do not have the right to withdraw their children from school for up to ten days for an annual holiday.

Since September 2013 there have been significant changes to attendance regulations for pupils at school. The Department for Education has instructed thus: Amendments to the 2006 regulations remove references to family holiday and extended leave as well as the statutory threshold of ten school days.

The amendments make clear that Head teachers may not grant any leave of absence during term time unless there are exceptional circumstances.’ In this context ‘exceptional circumstance’ shall mean significant emotional, educational, cultural and/or spiritual value to the child or children, which outweigh(s) the loss of teaching time. It will be important to review each case individually and parents and carers who wish to request annual leave for ‘exceptional circumstances’ will need to apply in writing to the Head teacher.

For pupils who are ‘Looked After’ by a Local Authority the school, Social Worker and Supervising Social Worker must all support the absence. Again, it should be noted that from September 2013 regulations allow local authorities to impose penalty fines for parents and carers who take their child out of school during term time in unauthorized circumstances.

Leave of absence will not be granted for a pupil to take part in protest activity during school hours.

As a leave of absence will only be granted in exceptional circumstances, it is unlikely a leave of absence will be granted for the purposes of a family holiday.

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

Any request should be submitted as soon as it is anticipated and, where possible, at least 4 weeks before the absence, and in accordance with any leave of absence request form, accessible via the school office. The headteacher may require evidence to support any request for leave of absence.

Repeated unauthorised absences The school will contact the parent or guardian of any child who has an unauthorised absence. If a child has a repeated number of unauthorised absences, the parents or guardians will be asked to visit the school and discuss the problem. If the situation does not improve, the school will then

contact the LA support services, who will visit the home and seek to ensure that the parents or guardians understand the seriousness of the situation.

The LAB Members / Trustees, supported by the LA, reserve the right to consider taking legal action against any parents or guardians who repeatedly fail to accept their responsibility for sending their children to school on a regular basis. CHANGES TO PENALTY NOTICES FOR UNAUTHORISED ABSENCE – From August 2024

With the introduction of the new National Framework for Penalty Notices, the following changes will come into force for penalty notices issued for unauthorised absence recorded by schools after this date.

National threshold There will be a single consistent national threshold for when a penalty notice must be considered by all schools in England of 10 sessions (usually equivalent to 5 school days) of unauthorised absence within a rolling 10 school week period. The 10-school week period can span different terms or school years.

5.2 Other reasons for authorised absence

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

- Illness (including mental-health illness) and medical/dental appointments (see sections 4.2 and 4.3 for more detail)
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parent(s) belong (s). If necessary, the school will seek advice from the parent's religious body to confirm whether the day is set apart
- Parent(s) travelling for occupational purposes – a pupil is a mobile child if their parent is travelling in the course of their trade or business and the pupil is travelling with them. In these circumstances a pupil will be considered as a mobile child, provided they are of compulsory school age and have no fixed abode and whose parent is in a trade or business that requires them to travel from place to place
- If the pupil is currently suspended or excluded from school (and no alternative provision has been made)

5.3 Absences from the school site (which are not classified as absences)

Other reasons the school may allow a pupil to be absent from the school site, which are not classified as absences, include (but are not limited to):

- Attending an offsite approved educational activity, sporting activity or visit or trip arranged by the school
- Attending another school at which the pupil is also registered (dual registration)
- Attending provision arranged by the local authority
- If there is any other unavoidable cause for the pupil not to attend school, such as disruption to travel caused by an emergency, a lack of access arrangements, or because the school premises are closed

6. Strategies for promoting attendance

We want our pupils to succeed and develop their skills. To do this, pupils need to avoid missing lessons and days of school as much as possible. As a school, we want to reward high attendance and not just penalise pupils for poor attendance.

All the children who have 100 per cent attendance in any one term will receive an excellence certificate for attendance, awarded at the last assembly of the term. There are special certificates and prizes for any child who has 100 per cent attendance for a whole year.

Attendance targets The school sets attendance targets each year. The targets are challenging yet realistic and based on attendance figures achieved in previous years. The school considers carefully the attendance figures for other similar schools when setting its own targets.

7. Supporting pupils with poor attendance

Our school will make use of the full range of support and 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.

7.1 Penalty notices

The head teacher (or a deputy or assistant headteacher, authorised by the head teacher, 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, we will check with the local authority before doing so, and send the local authority 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.

First offence The first time a penalty notice is issued, the fine amount will be £160 per parent, per child if paid within 28 days, reduced to £80 if paid within the first 21 days.

Second offence (within 3 years) The second time a penalty notice is issued, the amount will be £160 per parent, per child, payable within 28 days. The lower rate is not an option.

Third offence and any further offences (within 3 years) The third time an offence is committed, a penalty notice will not be issued and local authorities will need to consider other available measures to address the absence concerns. Parents found guilty of an offence under s444 (Education Act 1996) can be fined up to £2,500 and will have a criminal conviction.

8. Supporting pupils who are absent or returning to school

8.1 Pupils absent due to complex barriers to attendance

If the school becomes aware of barriers that relate to the pupil's needs, we will inform the local authority and relevant external agencies for support.

8.2 Pupils absent due to mental or physical ill health

A member of the SLT will contact parents to discuss a plan of support and transition back to school.

8.3 Pupils absent due to other barriers to attendance

Set out your approach towards pupils absent from school due to:

- › Being disadvantaged
- › Being known (or previously known) to children's social care
- › Having other barriers to attendance (e.g. young carers)

A member of the SLT will contact parents to discuss a plan of support and transition back to school.

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

A member of the SLT will contact parents to discuss a plan of support and transition back to school

8.5 Prolonged absence for pupils in the EYFS

In cases of prolonged absence, or when a child is absent without notification, we will attempt to contact the child's parents and alternative emergency contacts.

When deciding whether a child's absence should be considered prolonged, we will consider the:

- › Patterns and trends in the child's absences and their personal circumstances
- › Vulnerability of the child and their parents, as well as the circumstances of their home life

We will also implement our safeguarding procedures (see our child protection/safeguarding policy (September 2025)) and refer any concerns to local children's social care and/or request a police welfare check.

9. Attendance monitoring

9.1 Monitoring attendance

The school will monitor attendance and absence data (including punctuality) weekly, half-termly, termly and yearly across the school and at an individual pupil, year group and cohort level.

Specific pupil information will be shared with the DfE on request.

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 benchmark its attendance data at whole school, trust year group and cohort level against local, regional, and national levels to identify areas of focus for improvement, and share this with the trustee and LAB members.

9.2 Analysing attendance

The school will:

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

9.3 Using data to improve attendance

The school will:

- Develop targeted actions to address patterns of absence (of all severities) of individual pupils, groups or cohorts that it has identified via data analysis
- Provide targeted support to the pupils it has identified whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severe absence, and their families (see section 9.4 below)
- Provide regular attendance reports to class leads, to facilitate discussions with pupils and families, and leaders in school.
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies
- Share information and work collaboratively with other trusts and schools in the area, local authorities and other partners where a pupil's absence is at risk of becoming persistent or severe, including keeping them informed regarding specific pupils, where appropriate

9.4 Reducing persistent and severe absence

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

The school will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Consider potential safeguarding issues and, where suspected or present, address them in line with Keeping Children Safe in Education
- Communicate with parents concerns of persistent absence and provide strategies to improve attendance.

- 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 (see section 7, above)

10. Monitoring arrangements

It is the responsibility of the LAB Members / Trustees to monitor overall attendance, and they can request an annual report from the head teacher. Attendance figures are in each term's LAB Members / Trustees' report written by the Head teacher. The governing body also has the responsibility for this policy, and for seeing that it is carried out. The LAB Members / Trustees will therefore examine closely the information provided them and seek to ensure that our attendance figures are as high as they should be. The school will keep accurate attendance records on file for a minimum period of three years. The rates of attendance will be reported in the school prospectus, and in the termly LAB Members / Trustees report.

Class teachers will be responsible for monitoring attendance in their class, and for following up absences in the appropriate way. If there is concern about a child's absence, they will contact the school office immediately. For any pupil on a Child Protection Plan their social worker will be contacted when they are absent.

This policy will be reviewed by the governing body every two years, or earlier if considered necessary.

11. Other

Child Missing Education (CME) Schools should put in place appropriate safeguarding responses for children who go missing from school, particularly on repeat occasions. Where reasonably practicable, for every pupil, schools should hold an emergency contact number for more than one person. Emergency contact numbers should be provided and updated by the parent with whom the pupil normally resides. Doing so provides schools with additional options for contacting a responsible adult when a child is missing school and is also identified as a welfare and/or safeguarding concern.

Where school staff have concerns about a child, they should use their professional judgement and knowledge of the individual pupil to inform their decision as to whether welfare concerns should be escalated.

Local authorities have a duty to put in place arrangements for identifying (as far as it is possible) those children of compulsory school age in their area who are not school registered or receiving suitable education otherwise than at a school. Local authorities should trace those children and ensure that they receive full-time education. We must therefore notify the local authority when a pupil's name is to be deleted from the admission register under any of the grounds prescribed in regulation 8 of the Education (Pupil Registration) (England) Regulations 2006 as amended, as soon as the ground for removal is met and no later than the time at which the pupil's name is removed from the register.

This duty does not apply where the pupil's name is removed after they have completed the school's final year, unless the local authority requests for such information to be provided. Where a school notifies a local authority that a pupil's name is to be deleted from the admission register, the school must provide the local authority with the following information:

- the full name of the pupil
- the full name and address of any parent with whom the pupil lives
- at least one telephone number of any parent with whom the pupil lives
- the full name and address of the parent who the pupil is going to live with, and the date the pupil is expected to start living there, if applicable
- the name of pupil's other or future school and the pupil's start date or expected start date there, if applicable
- the ground prescribed in regulation 8 under which the pupil's name is to be deleted from the admission register.

If a child is not in school for ten consecutive days and contact cannot be made with parents to verify the well-being and whereabouts of the child, or there is no proof as to the well-being or whereabouts of the child, the school will deem this as CME and notify the EIS and Local Authority Safeguarding Team. This may lead to a police investigation as it will be viewed as a safeguarding matter. The Local Authority will take action as necessary to ensure the well-being of the child.

Home educated children On receipt of written notification to home educate, schools must inform the pupil's local authority that the pupil is to be deleted from the admission register. Schools should not seek to persuade parents to educate their children at home as a way of avoiding excluding the pupil or because the pupil has a poor attendance record. Schools and local authorities should not seek to prevent parents from educating their children outside the school system. There is no requirement for parents to obtain the school or local authority's agreement to educate their child at home. Parents have a duty to ensure their child of compulsory school age receives suitable full-time education, but this does not have to be at a school.

Full and Part-Time Attendance All pupils of compulsory school age are entitled to a full-time education. In very exceptional circumstances there may be a need for a temporary part-time timetable to meet a pupil's individual needs. For example, where a medical condition prevents a pupil from attending full-time education and a part-time timetable is considered as part of a re-integration package. A part-time timetable must not be treated as a long-term solution. Any pastoral support programme or other agreement must have a time limit by which point the pupil is expected to attend full-time or be provided with alternative provision. In agreeing to a

part-time timetable, a school has agreed to a pupil being absent from school for part of the week or day and therefore must record it as authorised absence.

> Appendix 1: attendance codes

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

Each time the register is taken, the school will record whether each pupil is:

- Present
- Absent, and if the pupil is of compulsory school age, whether or not this absence was authorised.
- Attending an approved educational activity, and if the pupil is of compulsory school age, the nature of this activity.
- Unable to attend due to exceptional circumstances, and the nature of those circumstances.

The school will use the DfE's absence and attendance codes to record this information in a way that complies with the legislation and is in-keeping with the school census system.

Attendance Codes		
Code	Definition	Scenario
/	Present (AM)	Pupil is present at morning registration
\	Present (PM)	Pupil is present at afternoon registration
L	Late arrival	Pupils arrive late before registers have closed
B	Off-site educational activity	Pupil is attending a place other than a school at which they are registered, for educational provision arranged by the local authority
D	Dual registered	Pupil is attending a session at another setting where they are also registered
J	Interview	Pupil has an interview with a prospective employer/educational establishment
P	Sporting activity	Pupil is participating in a supervised sporting activity approved by the school
V	Educational trip or visit	Pupil is on an educational visit/trip organised or approved by the school
W	Work experience	Pupil is on an approved work experience placement

Absence codes: Authorised Absence		
Code	Definition	Scenario
C	Authorised leave of absence	Leave of absence for exceptional circumstance agreed by the school
E	Excluded	Pupil has been excluded but no alternative provision has been made
H	Authorised holiday	Pupil has been allowed to go on a holiday due to exceptional circumstances following the completion, well in advance of a Holiday Request Form
I	Illness	School has been notified that pupil will be absent due to illness
M	Medical/dental appointment	Pupil is at a medical or dental appointment. Wherever possible, appointments should be made out of school hours.
R	Religious observance	Pupil is taking part in a day of religious observance
T	Gypsy, Roma and Traveller absence	Pupil from a Traveller community is travelling, as agreed with the school

Absence codes: Unauthorised absence		
Code	Definition	Scenario
G	Unauthorised holiday	Pupil is on a holiday that was not approved by the school. If a Parent has not applied for a leave of absence in advance, the absence must be recorded as unauthorised.
N	Reason not provided	Pupil is absent for an unknown reason (this code should be amended when reason emerges)
O	Unauthorised absence	School is not satisfied with reason for pupil's absence
U	Arrival after registration	Pupil arrived at school after the register closed

Administrative codes		
Code	Definition	Scenario
X	Not required to be in school *Amendment for COVID-19 – see below	Pupil of non-compulsory school age is not required to attend. (This code is not counted as an absence in the school census) DFE 2022
Y	Unable to attend due to exceptional circumstances	School site is closed, there is disruption to local authority provided travel or a local / national emergency which has resulted in widespread disruption to travel. It can also be used if a pupil is in custody (detained for less than four months) unless attending educational activities as part of this when a B Code can then be used.
Z	Pupil not on admission register	Register set up but pupil has not yet joined school
#	Planned school closure	Whole or partial school closure due to, for example, halfterm/bank holiday/INSET day
<p>*In line with our transition to living with COVID-19 and the latest public health advice, we are no longer recording pupils who are not attending school because of COVID-19 using Code X (not attending in circumstances related to coronavirus). Where a pupil is not attending because they have symptoms of COVID-19 or have had a positive test we will record this using Code I (illness) unless another more appropriate code applies. <u>Schools no longer need to record pupils who do not attend for reasons related to COVID-19, using Code X</u></p>		