



# St Hilary's Prep School Policy

## Attendance Policy including EYFS

### Introduction

At St Hilary's School, we see education as a partnership between the family and the school. Our school is dedicated to preparing our children for their adult life beyond formal education and ensuring that it promotes and reinforces British Values to all our children. We actively promote democracy, the rule of the law, individual liberty and those with different faiths and beliefs. These are fundamental British Values which underpin all that we offer, as does our School Motto 'Not for oneself but for all.'

We are committed to providing the highest quality of education for our pupils, and we look to parents to support this objective. Regular attendance at school is essential to ensure uninterrupted progress and to enable pupils to attain their potential. The attendance pattern for all children is monitored weekly with the school seeking to work actively with parents to ensure a regular pattern is maintained. We expect all children on roll to attend every day, when the school is in session, as long as they are fit and healthy enough to do so, unless there are extenuating circumstances, i.e. serious illness or bereavement of a family member or close relative. Poor attendance can seriously affect each child's progress and attainment in school, relationships with other children and their ability to form lasting friendships, confidence to attempt new work and to learn alongside others. The Governors and Headteacher, in partnership with parents, have a duty to promote full attendance at school and take their responsibility to Safeguard Children, KCSIE (2025), DfE statutory guidance Working Together to Improve Attendance (August 2024), Children Absent/Missing Education extremely seriously. The School works in partnership with parents and other agencies to understand barriers to attendance and support better attendance. All pupils are required to be in school before 8.45am, although some pupils may arrive earlier to attend Before School Care and/or Breakfast Club. The school day ends at 3.30pm for Pre-Prep and 4.00pm for Prep, although many pupils remain later to take part in extra-curricular activities, or to attend After School Care, supervised by staff employed by the School.

### The Law and ISI guidelines

Every school is required by law to maintain two separate registers of its pupils:

- an Admissions Register, known as the 'school roll'
- an Attendance Register

The Regulations covering school admission and attendance are very prescriptive reflecting the importance that successive Governments have attached to ensuring that all children of compulsory school age attend school. Schools are required to ensure that an attendance register is taken twice a day, at the start of the morning session, and during the afternoon for all day pupils. The Regulations specify the contents of both registers and the manner in which they are operated and maintained.

The Attendance Register is kept electronically and is kept for at least six years from the first day a pupil attends the school. Electronic back-up copies are made at least once a month and are retained for six years after the end of the year that they relate to.

The Government expects schools and local authorities to:

- Promote good attendance and reduce absence, including persistent absence.
- Ensure every pupil has access to full-time education to which they are entitled.
- Act early to address patterns of absence.

- Parents to perform their legal duty by ensuring their children, of compulsory school age and who are registered at school, attend regularly.
- All pupils to be punctual to their lessons.

St Hilary's understands that we have a legal duty to report certain attendance issues to the local authority: ten days of unauthorised absence (other than for reasons of sickness or leave of absence), failure to attend regularly, and deletion from the school register when the next school is not known. In this last case, independent schools are required to report the circumstances as soon as possible to the local authority in which the child lives. Working Together to Safeguard Children (WTSC) states the importance of inter-agency working in order to promote the welfare of children.

For further information, please see the **Admissions Policy** which includes information regarding the Admissions Register and procedures regarding pupils joining and leaving the school. This policy should also be read in conjunction with the Supervision of Children Policy and Missing Pupil Policy.

### **Registers**

Class/Form teachers (including EYFS Room Leaders) complete an electronic register at the beginning of each morning and afternoon session. Registers are completed online through our School Management System. Marking the attendance registers twice daily is a legal requirement. The DfE publication, Children Missing Education (2016), and regulatory requirements, describe the legal requirements in relation to registers. Teachers mark pupils according to the register guidelines (**Appendix 1**). Pupil attendance is monitored weekly to identify concerns regarding attendance of individual pupils and the appropriate action is then taken. The morning register is taken by 8.50am and closes at 8.55am where pupils, who are not present, will be marked with an N if the reason is unknown. This will be changed when the reason for absence has been established. This process is carried out for any pupil with an N, including those in EYFS. A pupil arriving after the register has been taken will be marked as late (L) by the School Office, once the pupil has arrived. The lunch register is completed after lunch break and is closed at 1.45.

Pupils attending Before and After School Care will be registered by the member of staff supervising the children.

### **Authorised Absence**

An absence is classified as authorised when a pupil has been away from school for a legitimate reason and the school has received notification from a parent or carer. For example, if a child has been unwell and the parent writes a note or telephones the school to explain the absence. Only the Headteacher can authorise absence for approved reasons where the absence must be unavoidable. The Headteacher is not obliged to accept a parent's explanation and if the absence is not authorised, parents will be notified.

### **Unauthorised Absence**

An absence is classified as unauthorised when a child is away from school without the permission of the Headteacher. Unauthorised absences are those which the school does not consider reasonable and for which no authorisation has been given. This includes parents keeping children off school unnecessarily, absences that have never been properly explained, holidays not agreed, persistent non-specific illness, absence of siblings if one child is ill, parental illness, oversleeping, inadequate clothing/uniform, confusion over school dates, medical/dental appointments of more than half a day without very good reason and child's/family birthdays. The school will follow the guidelines for reporting absence to the local authority in view of KCSIE (2025) and Children Missing Education (2016).

According to KCSIE (2025), all staff should be aware that children absent from education, particularly repeatedly, can act as a vital warning sign of a range of safeguarding possibilities. This may include abuse and neglect, which may include sexual abuse or exploitation and child criminal exploitation. It may indicate mental health problems, risk of substance abuse, risk of travelling to conflict zones, risk of female genital mutilation or risk of forced marriage. Early intervention is necessary to identify the existence of any underlying safeguarding risk and to help prevent the risks of a child being absent/going missing in future. Staff should be aware of the unauthorised absence and children absent from education procedures.

KCSIE for 2025 highlights the difference between children absent from education and children missing education.

**Definitions:** a child absent from education is a child who is on roll at a school, but is very regularly not attending; a child missing education is a child of compulsory school age who isn't on a school roll or being educated elsewhere.

## **EYFS**

### **Child absences:**

***Statutory Framework for the Early Years Foundation Stage, 2025 p.24.*** States 'providers must follow up on absences in a timely manner. If a child is absent for a prolonged period of time, or if a child is absent without notification from the parent or carer, attempts must be made to contact the child's parents and/or carers and alternative emergency contacts. Providers must consider patterns and trends in a child's absences and their personal circumstances and use their professional judgement when deciding if the child's absence should be considered as prolonged. Consideration must be given to the child's vulnerability, parent's and/or carer's vulnerability and their home life. Any concerns must be referred to local children's social care services and/or a police welfare check requested.'

'Providers must have an attendance policy that they share with parents and/or carers. This must include expectations for reporting child absences and the actions providers will take if a child is absent without notification or for a prolonged period of time, for example: implementing the setting's safeguarding procedures, following up with the parents and/or carers and contacting emergency contacts if parents and/or carers are not contactable.'

### **Parental Responsibility**

Parents have a legal duty to ensure that their child attends school regularly and arrives on time. Full attendance is essential to the all-round development of a child and they should be allowed to take full advantage of the educational opportunities available to them by law. Poor attendance undermines their education and sometimes, puts pupils at risk. Parents are able to view their child's/children's attendance by logging into the Parent Portal. It is the parents' responsibility to contact the school on the first day their child is absent and every subsequent day after that. This is a safeguarding matter so that all parties know that every child is safe. This is the case for all children, including those in EYFS.

Pupils are expected to arrive between 8.30 and 8.45am, when the front gate is opened and children go to class. Some pupils may attend Before School Care which begins at 7.45am for Breakfast Club. Children have the choice of either having breakfast at 8am or staying in the classroom until 8.30am; both are supervised by members of staff. Parents book their children in for Breakfast Club and are charged for this service. All pupils who arrive late must report to the school office where they are registered.

Pupils are not normally allowed to leave the site during the school day, unless accompanied by a member of staff, for a trip, a visit or a sporting fixture. The dates of these are published in the Calendar or will have been notified to parents in advance. Pupils will also be granted absences for school visits and external examinations. Requests for leave of absence on compassionate grounds, or in exceptional circumstances, should be made in writing to the Headteacher (see **Appendix 2** for medical absence requests and **Appendix 3** for non-medical absence requests) well in advance of the proposed absence.

Term dates are published in the school calendar so that holidays can be arranged without disrupting the pupil's education. Please note that it is our policy not to allow holidays to be taken during term, unless there are exceptional circumstances or the pupil is below compulsory school age.

### **Illness and Medical Appointments**

If your child is unwell, please contact (via email or telephone) the School Office before 8.40am on the first day, and every subsequent day, of absence informing the school of the reason for absence. The absence will then be marked in the register. As part of our Safeguarding Procedures, the school office will contact the parent or carer and other emergency contacts if no message has been received regarding the reason for the

absence to check on the safety of the child, including those children in EYFS. In order to be compliant with safeguarding guidelines and KCSIE (2025), parents/caregivers are required to give more than one emergency number for each pupil. The EYFS Statutory Framework (2025) states that more than two emergency contacts should be held for all EYFS pupils.

Every effort should be made to arrange medical appointments outside of school hours. If it is necessary for a child to be out of school for this reason, the child should be returned to school directly after the appointment. If your child is absent due to vomiting, they should not return to the School for the next 48 hours after the last bout of sickness. This is to reduce the risk of infection to other children and adults at school.

Medical certificates may be required for an absence greater than five days.

### **Persistent Absenteeism (PA)**

A pupil becomes a 'persistent absentee' when they miss 10% or more schooling across the school year **for whatever reason**. Absence at this level may do considerable damage to any child's educational prospects and missing school seriously affects children's longer-term life opportunities. We expect parents/carers fullest support and co-operation regarding attendance and PA.

We carefully monitor all absences. Significant priority is given if pupil's attendance reaches the PA level, or is at risk of moving towards that mark and parents will be informed immediately. PA pupils are tracked and monitored carefully through our pastoral system.

If attendance at school does not improve the School will make a referral to the Education Welfare Service who offer support to parents/carers and to the school to ensure the student attends regularly. If necessary, the Education Welfare Service will arrange home visits and/or contact other agencies to meet with the family to ensure attendance improves.

The school will provide the local authorities with the name and address of pupils who will miss 15 consecutive or cumulative days due to illness who may need additional support from the local authority, as set out in the recently updated statutory guidance for local authorities [Education for children with health needs who cannot attend school](#).

### **Attendance records**

It is the responsibility of the School attendance team to ensure that attendance and lateness records are up to date. If no reason for absence has been provided, parents are contacted on the first day of absence. Where it is not possible to make contact, letters are sent to parents requesting reasons for absence with a seven-day reply deadline before the absence is recorded as unauthorised.

The school should follow up any absences to:

- Ascertain the reason.
- Ensure the proper safeguarding action is taken.
- Identify whether the absence is approved or not.
- Identify the correct code to use before entering it on to the school's electronic register.

Non-attendance is an important issue that is treated seriously. However, each case is different and the school acknowledges that no one standard response will be appropriate in every case. Consideration is given to all factors affecting attendance before deciding what intervention strategies to apply. It is essential that parents keep the school fully informed of any matters that may affect their child's attendance.

In line with [School Attendance \(Pupil Registration\) \(England\) \(Regulations\) 2024](#), school's attendance and admission registers will be preserved for six years.

### **Procedure**

If, when collating the registers, staff in the school office find that a child is absent without this absence having been accounted for, they will follow the following procedure:

- Check to establish whether the child is on a late-running school bus (AM only)
- Check that the pupil and their parent/carer has not signed in/out
- Check office documentation (notification of absence via letter/ email from parents etc.)

- Carry out internal enquiries: check that the child is not in a Learning Support, Music lesson or LAMDA lesson and that he/she is not in the Wellbeing Centre; check that the child is not in an early morning club (AM registers), or lunchtime club (PM registers) and is running late.
- Check with the Form Teacher and go to the classroom to check
- Check with the Headteacher and Deputy Head
- If the child's whereabouts still cannot be established, contact both the parents to inform them that their child has not been registered and try to establish their whereabouts, using email as well as telephoning all given numbers and leaving messages.

**If parents respond** and inform us that the child should be in school

- Go back to the classroom and check again

**If the child is present**

- Establish why he/she was not registered (and send report accordingly)
- Contact parents to inform them that he/she is safe

**If child is missing**

- Inform the Headteacher and carry out 'reasonable enquiries.'

**If parents do not respond**

- If no response from either parent is received after 10 minutes, go to classroom to check whether the child is present.

**If child is present**

- Establish why he/she was not registered (and send report accordingly)
- Contact parents to inform them that he/she is safe

**If child is missing**

- Inform the Headteacher and carry out 'reasonable enquiries.'

**What are reasonable enquiries?**

Making 'reasonable enquiries' is a joint responsibility with your LA and includes 1 or more of the following:

- Contacting parents, relatives and neighbours using known contact details
- Checking local databases within the LA, or the DfE's Key to Success or school2school systems
- Following local information sharing arrangements, making enquiries to:
- Other local databases and agencies
- Agencies known to be involved with the family
- Checking with UK Visas and Immigration and/or the Border Force
- Checking with the LA and school from which your pupil moved from originally, or any past LAs or schools that have educated your pupil
- Checking with the LA where your pupil lives, if it's different from the one where your school is
- In the case of children of service personnel, checking with the Ministry of Defence Children's Education Advisory Service
- Conducting a home visit, following your own policies and risk assessment procedures. If appropriate, making enquiries with neighbours and relatives

**Children absent from education**

Schools are required to alert their Local Authority after a pupil of compulsory school age:

Haven't returned to school for 10 days after an authorised absence, or

Have been absent without authorisation for 20 consecutive days

At St Hilary's we will also alert the authorities if the child fails to attend school regularly, or is removed from the school roll without his or her next school being known. Tutors and/or office staff should report to the Headteacher and DSL any cases of unauthorised, unexplained or prolonged absence (five continuous days).

The School will inform the Local Authority when a pupil is unable to attend, for 15 days because of sickness (whether consecutive or not). Children will not be removed from our School roll until we have been notified by another school that a place has been offered and accepted. Children who stop attending, and who cannot be traced, will not be removed from the school roll until the Local Authorities advises the school to do so. Where a child is missing from education, Local Authority guidance will be followed. The school will notify the local authority when they remove or add a pupil's name to the admission register at non-standard transitions, i.e. when a compulsory school-aged child leaves a school before completing the school's final year or joins a school after the beginning of the school's first year.

The Local Authority will be able to view and take extracts from both the registers and the Secretary of State may also access and take extracts of the Attendance Register.

This policy pays due regard to the School Attendance (Pupil Registration) (England) Regulations 2024.

**Reviewed:** June 2019, June 2020, June 2021, August 2021, June 2022, July 22, July 2023, July 2024, August 2024, September 2024, January 2025, July 2025

**Next review date:** June 2026

**Person(s) responsible:** Mr Duncan Sinclair (Headmaster); Mr Mark Parton (SLT and Joint Attendance Champion); Mrs Hannah Wynn (Business Manager and Joint Attendance Champion); Ms Jackie Trew (Office Manager)

## Appendix 1:

The Register codes below are a statutory requirement.

### REGISTER CODES

Attendance codes G what they mean- Colour Key
Present
Approved Educational Activity - Counted as Present
Authorised Absence
Not Counted in Attendance Calculations
Unauthorised Absence

Code	Reason	Notes	Statistical Value	Description - Colour key
/	Present at the school morning session	Pupils must not be recorded as present if they are not in school during registration. If a pupil were to leave the school premises after registration, they will still be counted as attending for statistical purposes.	Attending	Present
\	Present at the school afternoon session	Pupils must not be recorded as present if they are not in school during registration. If a pupil were to leave the school premises after registration, they will still be counted as attending for statistical purposes.	Attending	Present
L	Late arrival before the register is closed	The pupil was absent when the register started being taken but arrives before the register is closed. Schools should actively discourage late arrival and be alert to patterns of late arrival. All schools are expected to set out in their attendance policy the length of time the register will be open, after which a pupil will be recorded as absent. This should be the same for every session and not longer than 30 minutes. If a pupil is recorded with code N but arrives later in the session after the register has closed, the attendance register must be amended to record them as absent using code U or another absence code that is more appropriate.	Attending	Present
K	Attending education provision arranged by the local authority	The pupil is attending a place, other than the school or any other school at which they are a registered pupil, for educational provision arranged by a local authority under section 19(1) of the Education Act 1996 (exceptional provision of education), section 42(2), or 61(1) of the Children and Families Act 2014 (special educational provision off site). A pupil attending provision arranged by the school rather than the local authority must be recorded using Codes P or B instead. Schools must also record the nature of the provision (regulation 10(5)), examples are: • attending courses at college; • attending unregistered alternative provision. Schools should ensure that arrangements are in place whereby the education provider notifies the school of any absence by the pupil. The school must record the pupil's absence using the relevant absence code.	Attending	Approved Educational Activity - Counted as Present
V	Attending an educational visit or trip	The pupil is attending a place, other than the school or any other school at which they are a registered pupil, for an educational visit or trip arranged by or on behalf of the school and supervised by a member of school staff. The visit or trip must take place during the session for which it is recorded. If the pupil does not attend the visit or trip the school must record the pupil absence using the relevant absence code.	Attending	Approved Educational Activity - Counted as Present
P	Participating in a sporting activity	The pupil is attending a place for an approved educational activity that is a sporting activity. The sporting activity must take place during the session for which it is recorded. A pupil can only be recorded as attending a place for an approved educational activity if: <ul style="list-style-type: none"> <li>the place is somewhere other than the school, another school where the pupil is registered, or a place where educational provision has been arranged for the pupil by a local authority under section 19(1) of the Education Act 1996 or sections 42(2) or 61(1) of the Children and Families Act 2014;</li> <li>the activity is of an educational nature;</li> <li>the school has approved the pupil's attendance at the place for the activity; and</li> <li>the activity is supervised by a person considered by the school to have the appropriate skills, training, experience and knowledge to ensure that the activity takes place safely and fulfils the educational purpose for which the pupil's attendance has been approved. Supervision means the pupil is physically supervised by someone who meets this definition. If schools have concerns about the appropriateness of an activity, they can seek advice from the sports' national governing body. The final decision on approving the activity, however, rests with the school and they should take the effect on the pupil's general education into account. Schools have responsibilities for the safeguarding and welfare of pupils attending an approved educational activity. The school will need to be satisfied that appropriate measures have been taken to safeguard the pupil. Schools should ensure that they have in place arrangements whereby the provider of the sporting activity</li> </ul>	Attending	Approved Educational Activity - Counted as Present

		notifies the school of any absence by the pupil. The school must record the pupil's absence using the relevant absence code.		
W	Attending work experience	The pupil is attending a place for an approved educational activity that is not a sporting activity or work experience. The work experience must take place during the session for which it is recorded. A pupil can only be recorded as attending a place for an approved educational activity if: <ul style="list-style-type: none"> <li>the place is somewhere other than the school, another school where the pupil is registered, or a place where educational provision has been arranged for the pupil by a local authority under section 19(1) of the Education Act 1996 or sections 42(2) or 61(1) of the Children and Families Act 2014;</li> <li>the activity is of an educational nature;</li> <li>the school has approved the pupil's attendance at the place for the activity; and</li> <li>the activity is supervised by a person considered by the school to have the appropriate skills, training, experience and knowledge to ensure that the activity takes place safely and fulfils the educational purpose for which the pupil's attendance has been approved. Supervision means the pupil is physically supervised by someone who meets this definition. Schools have responsibilities for the safeguarding and welfare of pupils attending an approved educational activity. The school will need to be satisfied that appropriate measures have been taken to safeguard the pupil. Schools should ensure that they have in place arrangements whereby the provider of the work experience notifies the school of any absence by the pupil. The school must record the pupil's absence using the relevant absence code.</li> </ul>	Attending	Approved Educational Activity - Counted as Present
B	Attending any other approved educational activity	The pupil is attending a place for an approved educational activity that is not a sporting activity or work experience. The educational activity must take place during the session for which it is recorded. A pupil can only be recorded as attending a place for an approved educational activity if: <ul style="list-style-type: none"> <li>the place is somewhere other than the school, another school where the pupil is registered, or a place where educational provision has been arranged for the pupil by a local authority under section 19(1) of the Education Act 1996 or sections 42(2) or 61(1) of the Children and Families Act 2014;</li> <li>the activity is of an educational nature;</li> <li>the school has approved the pupil's attendance at the place for the activity; and</li> <li>the activity is supervised by a person considered by the school to have the appropriate skills, training, experience and knowledge to ensure that the activity takes place safely and fulfils the educational purpose for which the pupil's attendance has been approved. Supervision means the pupil is physically supervised by someone who meets this definition. Schools must also record the nature of the approved educational activity (regulation 10(5)), examples are: <ul style="list-style-type: none"> <li>attending transition days at other schools;</li> <li>attending courses at college;</li> <li>attending unregistered alternative provision arranged by the school.</li> </ul> </li> </ul> Schools have responsibilities for the safeguarding and welfare of pupils attending an approved educational activity. The school will need to be satisfied that appropriate measures have been taken to safeguard the pupil. Schools should ensure that they have in place arrangements whereby the provider of the educational activity notifies the school of any absences by the pupil. The school must record the pupil's absence using the relevant absence code.	Attending	Approved Educational Activity - Counted as Present
C1	Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad	All schools can grant leaves of absence for pupils to undertake employment (paid or unpaid) during school hours. Schools maintained by a local authority and special schools not maintained by a local authority can only do so in the following circumstances (under regulation 11(2)): Where the local authority have granted a licence for the pupil to take part in a performance regulated by section 37(2) of the Children and Young Persons Act 1963. <ul style="list-style-type: none"> <li>Where a pupil does not need a licence for such a performance because an exception applies under section 37(3) of the Children and Young Persons Act 1963, including where a Body of Persons Approval (BOPA) covering the pupil has been issued by the local authority in whose area the performance will take place or the Secretary of State.</li> <li>Where a Justice of the Peace has given the pupil a licence to go abroad for a performance or other regulated purpose under section 25(2) of the Children and Young Persons Act 1933. Schools should be sympathetic to requests for leave of absence that are supported by a licence issued by a local authority or a BOPA; as long as the school remains satisfied that this will not have a negative effect on a pupil's education. Where a local authority licence specifies the dates that a pupil is to be away from school to perform, the school should record the absence for those days as if a leave of absence had been applied for and granted. Where the terms of the local authority licence do not specify dates, however, or where a BOPA or other exemption or licence from a Justice of the Peace applies, it is at the discretion of the school to grant leave of absence. Schools that are not required to follow regulation 11, must still use this code to record a pupil who is absent with leave for the purpose of participating in a regulated performance or work abroad under a licence or exemption as described above.</li> </ul>	Authorised	Authorised Absence
M	Leave of absence for the purpose of attending a medical or dental appointment	Schools should encourage parents to make appointments out of school hours. Where this is not possible, they should get the school's agreement in advance and the pupil should only be out of school for the minimum amount of time necessary for the appointment. Schools maintained by a local authority and special schools not maintained by a local authority can only grant leave of absence for this under regulation 11(11), where an application is made in advance by a parent the pupil normally lives with (or the pupil if they will be over compulsory school age by the time of the absence), and the school is satisfied that, based on the individual facts of the case, there are exceptional circumstances which justify the leave. Schools that are not required to follow regulation 11, must still use this code to record a leave of absence has been granted for the purpose of attending a medical or dental appointment. If a pupil is present at registration but then leaves the school to attend a medical or dental appointment during the session in question, no absence needs to be recorded for that session.	Authorised	Authorised Absence
J1	Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution	Schools maintained by a local authority and special schools not maintained by a local authority can grant leave of absence, under regulation 11(4), where an application has been made in advance by the parent who the pupil normally lives with (or the pupil if they will be over compulsory school age by the time of the absence) and the leave is to enable the pupil to attend an interview for employment or admission to another educational institution. Schools that are not required to follow regulation 11, must still use this code to record a leave of absence has been granted for the purpose of attending an interview for employment or for admission to another educational establishment. This interview must take place during the session for which it is recorded.	Authorised	Authorised Absence
S	Leave of absence for the purpose of studying for a public examination	Schools maintained by a local authority and special schools not maintained by a local authority can grant leave of absence, under regulation 11(5), for a pupil to study for a public examination where the leave has been agreed in advance with a parent who the pupil normally lives with (or the pupil if they will be over compulsory school age by the time of the absence). Study leave should not be granted by default once tuition of the exam syllabus is complete and should be used sparingly. If schools do decide to grant study leave, provision must still be made available for those pupils who want to continue to come into school to revise. Schools that are not required to follow regulation 11, must still use this code to record when a pupil is absent with leave that has been granted for the purpose of studying for a public examination.	Authorised	Authorised Absence
X	Non-compulsory school age pupil not required to attend school	Schools maintained by a local authority and special schools not maintained by a local authority can grant a leave of absence, under regulation 11(7) or (8) for a pupil not of compulsory school age to attend school part-time. Schools that are not required to follow regulation 11, must still use this code to record when a pupil is absent with leave because their timetable does not require them to attend. Where the pupil is absent when timetabled to attend the school, the absence must be recorded using the appropriate absence code not code X. This code is classified for statistical purposes as not a possible attendance. Under compulsory school age. In cases where a parent wishes their child to begin school on a part-time basis in line with the school admissions code, schools maintained by a local authority and special schools not maintained by a local authority may give leave of absence for sessions the pupil is not expected to attend. This must be agreed between the school and the parent they normally live with and must end at the point at which the pupil reaches compulsory school age. The times and dates when the pupil is expected to attend the school must be agreed by the school and the parent with whom the pupil normally lives with. Over compulsory school age. Where a sixth form pupil's timetable does not require them to be on site for every session of the week, a school maintained by a local authority or a special school not maintained by a local authority may give leave of absence. The times and dates when the pupil is expected to attend the school must be agreed with the parent with whom the pupil normally lives with or the pupil.	Not a possible Attendance	Not Counted in Attendance Calculations
C2	Leave of absence for a compulsory school age pupil subject to a part-time timetable	All pupils of compulsory school age are entitled to a full-time education. In very exceptional circumstances, where it is in a pupil's best interests, there may be a need for a temporary part-time timetable to meet their individual needs in line with paragraphs 65-70. Schools maintained by a local authority and special schools not maintained by a local authority can grant a leave of absence, under regulation 11(6) to temporarily reduce the timetable of a pupil of compulsory school age to part-time, if the school and a parent who the pupil normally lives with have agreed that, exceptionally, the pupil should temporarily be educated only part-time and have agreed the times and dates when the pupil will, during the period of temporary part-time education, be expected to attend the school. Schools that are not required to follow regulation 11, must still use this code to record when a pupil is absent with leave because they are subject to a part-time timetable in line with an agreement between the school and a parent the pupil normally lives with that the pupil should temporarily be educated part-time. Where a pupil is receiving a full-time education, but only part-time at the school in question (e.g. dual registration, part-time unregistered alternative provision or flexischooling) this code must not be used and the appropriate code for why the pupil is not in school for that session should be used.	Authorised	Authorised Absence
D	Dual registered at another school	The law allows a pupil to be registered at more than one school. This code is used to indicate that the pupil is absent with leave to attend the other school at which they are registered. The main examples of dual registration are pupils who are attending a pupil referral unit, a hospital school or a special school on a temporary basis. The school at which the pupil is scheduled to attend must record the pupil's attendance and absence with the relevant code. Code D may only be used by either school for a session where the pupil is scheduled to attend the other school at which they are registered. Schools should ensure that they have in place arrangements whereby all unexpected and unexplained absences are promptly followed up.	Not a possible Attendance	Not Counted in Attendance Calculations
C	Leave of absence for exceptional circumstance	All schools are able to grant a leave of absence at their discretion. A leave of absence should not, and from a school maintained by a local authority or a special school not maintained by a local authority, must not be granted unless there are exceptional circumstances. Schools must judge each application individually considering the specific facts and circumstances and relevant background context behind each request. Where a leave of	Authorised	Authorised Absence



		absence is granted, the school will determine the number of days a pupil can be absent from school. A leave of absence is granted entirely at the school's discretion. Schools maintained by a local authority and special schools not maintained by a local authority can only grant such a leave of absence under regulation 11(11), where an application is made in advance by a parent the pupil normally lives with (or the pupil if they will be over compulsory school age by the time of the absence). Generally, a need or desire for a holiday or other absence for the purpose of leisure and recreation would not constitute an exceptional circumstance. Schools that are not required to follow regulation 11, must still use this code to record where a pupil is absent with leave for a reason that is not covered by another leave of absence code. This code is classified for statistical purposes as authorised absence. Pregnant pupils, Leave for maternity is treated like any other leave of absence in exceptional circumstances. Schools are expected to act reasonably and grant a sufficient period of leave from school, taking into consideration the specific facts and circumstances of each case. Ultimately, it is at the school's discretion how much leave to grant. Absent - other authorised reasons Relevant regulation 10(4) Table 3.		
T	Parent travelling for occupational purposes	The pupil is a mobile child and their parent(s) is travelling in the course of their trade or business and the pupil is travelling with them. A mobile child is a child of compulsory school age who has no fixed abode and whose parent(s) is engaged in a trade or business of such a nature as to require them to travel from place to place. Schools should not unnecessarily ask for proof that the parent is travelling for occupational purposes, this should only happen when there is genuine and reasonable doubt about the authenticity of the reason for absence given. If there is doubt over the reason given, the school may ask for proof that the family are required to travel for occupational purposes during the period of absence. To help ensure continuity of education for pupils, when their parent(s) is travelling for occupational purposes in England, it is expected that the pupil should attend a school where their parent(s) is travelling and be dual registered at that school and their main school. This code is classified for statistical purposes as authorised absence. Whilst for statistical purposes this is counted as authorised absence, if a pupil's attendance was to fall below an acceptable level consideration may be given to attendance enforcement. Defence in the law. Parents can in some circumstances, present a defence against prosecution, under section 444(6) of the Education Act 1996. This defence applies where the child has no fixed abode, and the parent can prove that they are engaged in a trade or business that requires them to travel from place to place and that the child has been attending school as regularly as the trade or business permits. If the child is aged 6 or older, the parent must also prove that the child has attended school for at least 200 sessions in the preceding 12 months. This is in addition to the requirement to prove that the child has attended as regularly as the trade or business permits, which means that if the trade or business permits the child to attend for more than 200 sessions, they should do so.	Authorised	Authorised Absence
R	Religious observance	The pupil is absent on a day that is exclusively set apart for religious observance by the religious body the parent(s) belong to (not the parents themselves). As a general rule, a day exclusively set apart for religious observance' is a day when the pupil's parents would be expected by the religious body to which they belong to stay away from their employment in order to record the occasion. If in doubt, schools should seek advice from the parent's religious body about whether it has set the day apart for religious observance. If a religious body sets apart a single day for a religious observance and the parent applies for more than one day, the school may only record one day using this code; the rest of the time would need a leave of absence, and this is granted at the school's discretion as set out under Code C. Schools and local authorities may seek to minimise the adverse effects of religious observance on a pupil's attendance and attainment by considering approaches such as: • Setting term dates around days for religious observance; • Working with local faith groups to develop guidance on absence for religious observance; • Taking INSET days that coincide with religious observance days; and • Providing individual support for pupils who miss sessions on days exclusively set apart for religious observance.	Authorised	Authorised Absence
I	Illness (not medical or dental appointment)	The pupil is unable to attend due to illness (both physical and mental health related). Schools should advise parents to notify them on the first day the child is unable to attend due to illness. Schools are not expected to routinely request that parents provide medical evidence to support illness absences. Schools should only request reasonable medical evidence in cases where they need clarification to accurately record absence in the attendance register - i.e. making a decision that code I is the absence code that accurately describes the reason the pupil is not in school for the session in question. In the majority of cases a parent's notification that their child is too ill to attend school will be that evidence and can be accepted without question or concern. Only where the school has genuine and reasonable doubt about the authenticity of the illness should medical evidence be requested to support the absence. Where medical evidence is deemed necessary, schools should not be rigid about the form of evidence requested and should speak to the family about what evidence is available. Schools should be mindful that requesting additional medical evidence unnecessarily places pressure on health professionals, their staff and their appointment system, particularly if the illness is one that does not require treatment by a health professional. Where a parent cannot provide evidence in the form requested but can provide other evidence, schools should take this into account. Where a parent cannot provide any written evidence the school should have a conversation with the parent and pupil, if appropriate, which may in itself serve as the necessary evidence to record the absence.	Authorised	Authorised Absence
E	Suspended or permanently excluded	The pupil is suspended from school or permanently excluded from school on disciplinary grounds, but their name is still entered in the admission register, and no alternative provision has been made for the pupil to continue their education. When a pupil of compulsory school age is suspended or permanently excluded on disciplinary grounds from a maintained school, pupil referral unit, academy, city technology college, or city college for the technology of the arts, alternative provision must be arranged from the sixth consecutive school day of any suspension or permanent exclusion. Where the pupil is attending alternative provision, for the session in question, schools should record this using the appropriate attendance code in regulation 10(3) Table 2 or if the pupil is attending another school at which they are a registered pupil, schools should record this using code D (dual registered at another school).	Authorised	Authorised Absence
Q	Unable to attend the school because of a lack of access arrangements	Code Q is only used where a pupil is absent because the local authority has a legal duty to arrange home-to-school travel for the pupil and they have not done so, or because the pupil has no choice but to attend a school that does not qualify for such travel arrangements and is more than walking distance from where they live. These circumstances are set out in law but in summary are where: • the local authority has a duty to arrange the pupil's home to school travel and has not; or • the pupil is registered at a private school that is beyond walking distance from the pupil's home and the local authority has not arranged boarding for them or enabled them to go to a state school nearer to their home; or • the pupil lives in Wales and a Welsh local authority has a duty to provide home to school travel and has not.	Not a possible Attendance	Not Counted in Attendance Calculations
Y1	Unable to attend due to transport normally provided not being available	Unable to attend due to transport normally provided not being available The pupil is unable to attend because the school is not within walking distance of their home and the transport to and from the school that is normally provided for the pupil by the school or local authority is not available. Walking distance in relation to a child under the age of 8, means 2 miles, and for a child of 8 or above, means 3 miles. In each case measured by the nearest available route.	Not a possible Attendance	Not Counted in Attendance Calculations
Y2	Unable to attend due to widespread disruption to travel	The pupil is unable to attend the school because of widespread disruption to travel caused by a local, national, or international emergency.	Not a possible Attendance	Not Counted in Attendance Calculations
Y3	Unable to attend due to part of the school premises being closed	Part of the school premises is unavoidably out of use and the pupil is one of those that the school considers cannot practicably be accommodated in those part of the premises that remain in use.	Not a possible Attendance	Not Counted in Attendance Calculations
Y4	Unable to attend due to the whole school site being unexpectedly closed	Where a school was planned to be open for a session, but the school is closed unexpectedly (e.g. due to adverse weather), the attendance register is not taken as usual because there is no school session. Instead, every pupil listed in the admission register at the time must be recorded with code Y4 to record the fact that the school is closed. This code may not be used for any planned closure such as weekends or holidays.	Not a possible Attendance	Not Counted in Attendance Calculations
Y5	Unable to attend as pupil is in criminal justice detention	The pupil is unable to attend the school because they are: • in police detention, • remanded to youth detention, awaiting trial or sentencing, or • detained under a sentence of detention. If a pupil is remanded to local authority accommodation, they should attend school as normal where possible and where it is not possible any absence should be recorded using the appropriate code. A pupil's absence should be recorded under code Y7 (Unable to attend because of any other unavoidable cause) if they are unable to attend because they are serving a community based (i.e. non-detained) part of a sentence of detention, referral order, or youth rehabilitation order that requires them to be absent during the school day. Schools are expected to communicate with the pupil's Youth Offending Team worker while the pupil is in custody and remains on the school roll to discuss the pupil's educational needs, progress and return to the school upon their release where appropriate. Education is a key part of effective resettlement, therefore it is important that schools maintain contact with the Youth Offending Team throughout the sentence to support the child's resettlement where appropriate.	Not a possible Attendance	Not Counted in Attendance Calculations
Y6	Unable to attend in accordance with public health guidance or law	The pupil is well enough to attend (otherwise Code I would have been recorded) but there are Government rules or guidance to limit the spread of infection or disease which say they should not attend. Meaning, the pupil's travel to or attendance at the school would be: • contrary to any guidance relating to the incidence or transmission of infection or disease published by the Secretary of State for Health and Social Care (or the	Not a possible Attendance	Not Counted in Attendance Calculations



		equivalent in Scotland, Wales or Northern Ireland), or • prohibited by any legislation relating to the incidence or transmission of infection or disease.		
Y7	Unable to attend because of any other unavoidable cause	An unavoidable cause, that is not covered by one of the other 'unable to attend' codes detailed above, is preventing the pupil from attending the school. This code should be used only where something in the nature of an emergency has prevented the pupil from attending the session in question. The unavoidable cause must be something that affects the pupil, not the parent. The fact that a parent has done all they can to secure the attendance of the pupil at school does not, in itself, mean the pupil has been prevented by unavoidable cause. Schools must also record the nature of the unavoidable cause (regulation 10(6)), examples are: • Bail conditions (that prevent the pupil from attending the school or being present in the area where the school is situated) • Court attendance (where the pupil is legally required to attend Court).	Not a possible Attendance	Not Counted in Attendance Calculations
G	Holiday not granted by the school	The school has not granted a leave of absence and the pupil is absent for the purpose of a holiday. A school cannot grant a leave of absence retrospectively. If the parent did not apply in advance, leave of absence should not be granted.	Unauthorised	Unauthorised Absence
N	Reason for absence not yet established	Schools must follow up all unexplained and unexpected absence in a timely manner. Every effort should be made to establish the reason for a pupil's absence. When the reason for absence has not yet been established before the register closes, the absence must be recorded with code N. Where absence is recorded as code N (reason not yet established) in the attendance register, the correct absence code should be entered as soon as the reason is ascertained, but no more than 5 school days after the session (regulation 10(7) to (9)). Code N must not therefore be left on the pupil's attendance record indefinitely; if a reason for absence cannot be established within 5 school days, schools must amend the pupil's record to Code O.	Unauthorised	Unauthorised Absence
O	Absent in other or unknown circumstances	Where no reason for absence is established or the school is not satisfied that the reason given is one that would be recorded using one of the codes statistically classified as authorised.	Unauthorised	Unauthorised Absence
U	Arrived in school after registration closed	Where a pupil has arrived late after the register has closed but before the end of session. Schools should actively discourage late arrival, be alert to patterns of late arrival and seek an explanation from the parent. All schools are expected to set out in their attendance policy the length of time the register will be open, after which a pupil will be recorded as absent. This should be the same for every session and not longer than 30 minutes.	Unauthorised	Unauthorised Absence
Z	Prospective pupil not on admission register	To enable schools to set up registers in advance of pupils joining the school to ease administration burdens. Most school admissions involve the school or admission authority offering a place to the parent of the prospective pupil (or, in the case of admission to sixth form, the 92 prospective pupil). An offer of a place is not an agreement. Before a pupil can be registered at a school the parent (or prospective pupil) must have accepted the offer, either by agreeing the starting day in advance or by the fact of the pupil attending the school on that day. In the normal admissions round, when parents have accepted the school place and starting day offered, the local authority can communicate that agreement to schools on behalf of the parent. This can also be the case where the local authority coordinate in-year applications for school places. Schools must enter pupils' names on the admission register on the first day that the school and a person with control of the pupil's attendance have agreed that the pupil will attend the school. If no date has been agreed or notified, the pupil's name must be entered on the first day they attend the school. Names must be added before or at the beginning of the first session on that day. If a pupil fails to attend on the agreed starting day, the school must follow this up and try to establish the reason for absence.	Not a possible Attendance	Not Counted in Attendance Calculations
#	Planned whole school closure	Whole school closures that are known and planned in advance such as: • days between terms; • half terms; • occasional days (for example, bank holidays); • weekends (where it is required by the management information system); • up to 5 non-educational days; and • use of the whole school as a polling station.	Not a possible Attendance	Not Counted in Attendance Calculations

#### Useful Links:

[Children and Young Persons Act 1933 \(legislation.gov.uk\)](#) [Education Act 1996](#)

[\(legislation.gov.uk\)](#)

[Children and Families Act 2014 \(legislation.gov.uk\)](#)

[Children and Young Persons Act 1963 \(legislation.gov.uk\)](#)

[Working together to improve school attendance \(applies from 19 August 2024\) \(publishing.service.gov.uk\)](#)

## Appendix 2:

### LEAVE OF ABSENCE - Medical

This is to request that my child/ren

..... Class .....

..... Class .....

Be permitted to be absent from school on ..... (date)

☐ Doctor's appointment

☐ Dentist's appointment

☐ Hospital appointment

☐ Other Please specify .....

They will leave school at ..... and return at .....

Signature of parent/guardian ..... Date .....

✂ .....

### TEACHER COPY

..... (name) will be absent on .....(date)

☐ Doctor's appointment

☐ Dentist's appointment

☐ Hospital appointment

☐ Other Please specify .....

They will leave school at ..... and return at .....

### Appendix 3:

#### LEAVE OF ABSENCE— Non Medical

This is to request that my child/ren

.....  
.....

Class .....

Class .....

Be permitted to be absent from school on ..... (date)

- |                          |                                      |                         |
|--------------------------|--------------------------------------|-------------------------|
| <input type="checkbox"/> | Senior School Open Day               | Name of School .....    |
| <input type="checkbox"/> | Scholarship / Interview              | Please Specify .....    |
| <input type="checkbox"/> | Entrance Exam                        | Name of School .....    |
| <input type="checkbox"/> | Music/Art/Ballet/other External Exam | Please Specify ..... .. |
| <input type="checkbox"/> | Other                                | Please specify .....    |

**For Holiday Requests, please email the Head's PA: [secretary@sthilarysschool.com](mailto:secretary@sthilarysschool.com)**

They will leave school at ..... and return at .....

Signature of parent/guardian ..... Date .....

✂ .....

#### **TEACHER COPY**

..... (name) will be absent on ..... (date)

- |                          |                               |                         |
|--------------------------|-------------------------------|-------------------------|
| <input type="checkbox"/> | Senior School Open Day        | Name of School .....    |
| <input type="checkbox"/> | Scholarship / Interview       | Please Specify .....    |
| <input type="checkbox"/> | Entrance Exam                 | Name of School .....    |
| <input type="checkbox"/> | Music/Art/other External Exam | Please Specify ..... .. |
| <input type="checkbox"/> | Other                         | Please specify .....    |

They will leave school at ..... and return at .....