

Marjory Kinnon School

Pupil Attendance Policy

October 2024



Marjory Kinnon School - Pupil Attendance Policy

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This policy is based on model template from The Key.

Approved by the Teaching & Learning Committee: October 2024

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1. Aims

This policy aims to show our commitment to meeting our obligations with regards to school attendance, including those laid out in the Department for Education's (DfE's) statutory guidance on working together to improve school attendance (applies from 19 August 2024), through our whole-school culture and ethos that values good attendance, including:

- 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 & Guidance

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

- Part 6 of the [Education Act 1996](#)
- Part 3 of the [Education Act 2002](#)
- Part 7 of the [Education and Inspections Act 2006](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006 \(and 2010, 2011, 2013, and 2016 amendments\)](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)

It also refers to:

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

3. Roles & Responsibilities

3.1 The Governing Board

The governing board is responsible for:

- Setting high expectations of all school leaders, staff, pupils and parents.
- Making sure school leaders fulfil expectations and statutory duties, including:
 - Making sure the school records attendance accurately in the register, and shares the required information with the DfE and local authority.
 - Making sure the school works 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.
- Working with school leaders to set goals or areas of focus for attendance and providing support and challenge.
- Monitoring attendance figures for the whole 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 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.

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- Making sure dedicated training is provided to staff with a specific attendance function in their role, including in interpreting and analysing attendance data.

3.2 The Headteacher

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.
- Working with the parents of pupils to develop specific support approaches for attendance.
- Communicating with the local authority when a pupil 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.

3.3 The Designated Senior Leader Responsible for Attendance

The designated senior leader 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.
- Monitoring and analysing attendance data.
- Regularly monitoring and evaluating progress in attendance.
- Benchmarking attendance data to identify areas of focus for improvement.
- Working with Education Welfare Officers to tackle persistent absence.
- 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.
- 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 Amy Higgins and can be contacted via the school Office.

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3.4 The Family Support Worker

The Family Support & Community Outreach Worker is responsible for:

- Contacting families where attendance has been identified as a concern.
- Building close and productive relationships with parents to discuss and tackle attendance issues.
- Offering support in school and signposting to relevant agencies.

The Family Support & Community Outreach Worker is Rochelle McIntyre who can be contacted via the school Office.

3.5 Class Teachers

Class teachers are responsible for recording attendance for both morning and afternoon sessions on a daily basis and submitting this information to the school Office on the same day.

3.6 School Office Staff

School Office staff will:

- Take calls from parents / carers about absence on a day-to-day basis and record it on the school system using the correct codes (see Appendix 1).
- Email / phone parents / carers to establish why a pupil has not arrived for school.
- Transfer calls from parents / carers to the Family Support Worker / designated senior leader for attendance where appropriate, in order to provide them with more detailed support on attendance.
- Inform the designated senior leader for attendance when an independent traveller has not arrived to school and no contact has been made with parent.
- Inform the designated senior lead for attendance when a pupil has been absent for three consecutive days and attempts to contact parent/cars have been unsuccessful.

3.7 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.

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- 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 or email the school to report their child's absence before 8.55am 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.
- 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 / or local authority.
- Seek support, where necessary, for maintaining good attendance, by contacting the school's Family Support Worker, Class Teacher or Head of Department, who can be contacted via the school Office.

4. Recording Attendance

4.1 Attendance Register

We will keep an electronic attendance register, and place all pupils onto 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.
- 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.

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- The name and position of the person who made the amendment.

See Appendix 1 for the DfE attendance codes.

We will also record:

- 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 8.55am and ends at 3.00pm. Pupils must arrive in school by 8.55am on each school day.

The register for the first session will be taken at 8.55am and will be kept open until 9.25am. The register for the second session will be taken after lunch.

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 8.55am, or as soon as practically possible, by calling the school Office staff, who can be contacted via 020 8890 8890 or 020 8890 2032 or via email office@mks.org.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 the absence is longer than 5 days, or 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.

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

4.3 Planned Absence

Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent notifies the school Office in advance 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. Go to Section 5 to find out which term-time absences the school can authorise.

4.4 Lateness & 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.

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 or email the pupil's parent on the morning of the first day of unexplained absence to ascertain the reason.
- 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. If the school cannot reach any of the pupil's emergency contacts after 3 consecutive days, the school will make a referral to Hounslow School Attendance Support Service who will carry out a home visit on the day to establish the child's whereabouts and that they are safe and well.

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- 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, follow Hounslow Local Education Authority guidance which may result in a penalty notice being issued.

4.6 Reporting to Parents

The school will regularly inform parents (see definition of 'parent', as used in this policy, in Section 3.7 above) about their child's attendance and absence levels.

5. Authorised & Unauthorised Absence

5.1 Approval for Term-time Absence

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

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

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

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

We define 'exceptional circumstances' as one-off events which are unavoidable.

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

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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 emailed to the school Office for the attention of the Headteacher. Requests should be submitted as soon as it is anticipated and, where possible, at least two weeks before the absence. The Headteacher may require evidence to support any request for leave of 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 – this covers Roma, English and Welsh gypsies, Irish and Scottish travellers, showmen (fairground people) and circus people, bargees (occupational boat dwellers) and new travellers. Absence may be authorised only when a traveller family is known to be travelling for occupational purposes and has agreed this with the school, but it is not known whether the pupil is attending educational provision.
- If the pupil is currently suspended or excluded from school (and no alternative provision has been made).

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.
- Attending work experience.

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- 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.

5.2 Sanctions

Our school will make use of the full range of potential sanctions – including, but not limited to, those listed below (from Hounslow School Attendance Support Service Penalty Notice Local Code of Conduct 2024) to tackle poor attendance. Decisions will be made on an individual, case-by-case basis.

Who may issue a Penalty Notice?

Authorised LA staff. In Hounslow this will be officers within the School Attendance Support Service. All referrals to the local authority which may result in the issuing of a Penalty Notice are made by schools – the Local Authority lead on this across the London Borough of Hounslow.

Headteachers and school staff authorised by them may request the School Attendance Support Service to issue a Penalty Notice.

A Police Officer. In practice, in the London Borough of Hounslow it is the Local Authority who issues a penalty notice after referral from a school. However, schools and the Police retain the power to do so as set out in primary legislation.

Threshold for issuing a Penalty Notice

There is a national threshold for issuing a Penalty Notice.

When the national threshold has been met: when a school becomes aware that the national threshold has been met, they must consider whether a penalty notice can and should be issued or not. The national threshold has been met when a pupil has been recorded as absent for 10 sessions (usually equivalent to 5 school days) within 10 school weeks, with one of, or a combination of the following codes:

- Code G (the pupil is absent without leave for the purpose of a holiday).
- Code N (the circumstances of the pupil's absence have not yet been established).

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- Code O (none of the other rows of Table 3 in regulation 10(3) of the School Attendance (Pupil Registration) (England) Regulations 2024 applies).
- Code U (the pupil attended after the taking of the register ended but before the end of the session, where no other code applies).

In cases where the pupil has moved between Local Authority areas in the previous 3 years, either because the family has moved house or the pupil has moved school, an additional check will be carried out.

Where the previous Local Authority area is known, the authority for that area will be contacted to check whether a penalty notice has been issued to that parent for that pupil in the previous 3 years. These checks will be made by the Local Authority.

In cases where the previous Local Authority is not known or the information cannot be, or is not, provided by the previous Local Authority, it will be assumed that the parent has not previously received a penalty notice and the escalation process started as per a new case.

When a school becomes aware that the threshold has been met, they are expected to make the following considerations in liaison with their allocated School Attendance Support Officer to decide whether to issue a penalty notice in each individual case.

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.

Support is defined as any activity intended to improve the pupil's attendance, not including issuing a penalty notice or prosecution. As part of this consideration, we consider what suitable forms of support are currently available in school and where necessary from other services and agencies in the area. We then decide whether any of those things are

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appropriate in the individual cases and for those that are appropriate, whether they have been provided previously or could be provided now instead of taking legal action. The Local Authority's decision on whether sufficient support has been provided before issuing a penalty notice should be treated as final.

Whatever action is taken after the national threshold has been met, schools, and local Authorities where appropriate, monitor the impact of the action, and if it does not lead to attendance improvement review the case and consider alternative actions.

The National Framework does not prevent a penalty notice from being used in other cases where an offence has been committed but before doing so authorised officers are expected to make the same considerations as set out above.

in an individual case the Local Authority (or other authorised officer) believes a penalty notice would be appropriate, they retain the discretion to issue one before the threshold is met.

This might apply for example, where parents are deliberately avoiding the national threshold by taking several term time holidays below threshold, or for repeated absence for birthdays or other family events.

In Hounslow, we have the discretion to issue a penalty notice earlier in such circumstances. We retain our right to conduct truancy sweeps also.

All updates following the issuing of a Penalty Notice are communicated with the schools directly, this is most commonly done via email by the School Attendance Support Service.

Notice to Improve

If the national threshold has been met and support is appropriate but offers of support have not been engaged with by the parent or have not worked, a Notice to Improve should usually be sent to give parents a final chance to engage in support.

A Notice to Improve does not need to be issued in cases where support is not appropriate and an authorised officer can choose not to use one in any case, including cases where

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support is appropriate, but they do not expect a Notice to Improve would have any behavioural impact (e.g. because the parent has already received one for a similar offence).

A Notice to Improve is sent by the SASS Team with the agreement of the school. The Notice to Improve will set out:

- a) The pupil's attendance record and details of the offence(s).
- b) The benefits of regular attendance and parents' duty under section 7 of the Education Act 1996.
- c) Support/opportunities for support provided so far.
- d) Opportunities for further support and the option to access previously provided support that was not engaged with if appropriate.
- e) Risk of a penalty notice being issued or prosecution considered if improvement is not secured within the improvement period.
- f) A clear timeframe for the improvement period of up to 6 weeks.
- g) Details of what sufficient improvement within that timeframe will look like in the case (e.g. no further offences within a certain timeframe or attendance improved within a certain timeframe) - this is likely to include an attendance target.
- h) The grounds on which a penalty notice may be issued before the end of the improvement period.

What sufficient improvement looks like is decided on a case-by-case basis. For some families, no further unauthorised absence should be tolerated, and in other cases some can be tolerated if the family is showing engagement and progress. This will be made clear to the parent in the Notice to Improve letter issued by the Local Authority.

Where improvement is not being made, a penalty notice can be issued before the improvement period has ended. For example, if the Notice to Improve stated that there should be no further unauthorised absences in a 6-week period but the pupil is absent for an unauthorised absence in the first week there is no need to wait the full 6 weeks before issuing). The Notice to Improve should make clear on what grounds it will be considered to proceed to a penalty notice before the end of the improvement period and the parent(s) will be informed by the SASS Team.

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Penalty Notice costs and repeat offences

From 19th August 2024 the Penalty of £80 was imposed per parent per child, if paid within 21 days of receipt of the Penalty Notice. This would increase to £160 per parent per child, if paid after 21 days but within 28 days of receipt. If the Penalty is not paid in full by the end of the 28 days after the date of issue and the attendance is still a concern the LA will consider prosecution.

An additional rung to the ladder of escalation, with any second penalty notice issued to the same parent for the same child within a rolling 3-year period would be charged at a higher rate of £160 with no option for this second offence to be discharged at the lower rate of £80.

A national limit of 2 penalty notices that can be issued to a parent for the same child within a rolling 3-year period, so at the 3rd (or subsequent) offence(s). We will consider another tool such as prosecution or one of the other attendance legal interventions.

6. Supporting Pupils Who Are Absent or Returning to School

6.1 Pupils Absent Due to Complex Barriers to Attendance

Where a pupil is experiencing complex barriers to attendance, key staff will meet regularly with the pupil and family to discuss support strategies that can be put in place. This could involve therapeutic intervention, timetable adjustment and a personalised reward system. An Action Plan will be created with input from all parties and will be regularly reviewed and adjusted following input and feedback from all stakeholders. The school will also involve other agencies for support as necessary.

6.2 Pupils Absent Due to Mental or Physical Ill Health or SEND

See Children with Health Needs Who Cannot Attend School Policy 2023.

6.3 Pupils Returning to School After A Lengthy or Unavoidable Period of Absence

See Children with Health Needs Who Cannot Attend School Policy 2023.

7. Attendance Monitoring

7.1 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.

The school has granted the DfE access to its management information system so the data can be accessed regularly and securely.

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, year group and cohort level against local, regional, and national levels to identify areas of focus for improvement, and share this with the governing board.

7.2 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.

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7.3 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 severed absence, and their families (see Section 7.4 below).
- Provide regular attendance reports to class teachers, to facilitate discussions with pupils and families, and to the governing board and school leaders.
- 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 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.

7.4 Reducing Persistent & Severe Absence

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

The school will:

- Use attendance data to find patterns and trends of persistent and severe absence.
- Consider potential safeguarding issues and, where suspected or present, address them in line with Keeping Children Safe in Education.
- Hold regular meetings with the parents of pupils who the school (and/or Local Authority) considers to be vulnerable or at risk of persistent or severe absence, or who are persistently or severely absent, to:
 - Discuss attendance and engagement at school.
 - Listen, and understand barriers to attendance.
 - Explain the help that is available.
 - Explain the potential consequences of, and sanctions for, persistent and severe absence.
 - Review any existing actions or interventions.

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- 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.

8. Monitoring Arrangements

This policy will be reviewed as guidance from the Local Authority and / or the DfE is updated, and as a minimum annually by Amy Higgins, designated senior lead for attendance. At every review, the policy will be approved by the full governing board.

9. Links with Other Policies

This policy links to the following policies:

- Safeguarding & Child Protection Policy.
- Behaviour Policy.
- Children with Health Needs Who Cannot Attend School Policy.

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Appendix 1 – Attendance Codes

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

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
Attending a place other than the school		
K	Attending education provision arranged by the local authority	Pupil is attending a place other than a school at which they are registered, for educational provision arranged by the local authority
V	Attending an educational visit or trip	Pupil is on an educational visit/trip organised or approved by the school
P	Participating in a sporting activity	Pupil is participating in a supervised sporting activity approved by the school
W	Attending work experience	Pupil is on an approved work experience placement
B	Attending any other approved educational activity	Pupil is attending a place for an approved educational activity that is not a sporting activity or work experience
D	Dual registered	Pupil is attending a session at another setting where they are also registered
Absent – leave of absence		
C1	Participating in a regulated performance or undertaking regulated employment abroad	Pupil is undertaking employment (paid or unpaid) during school hours, approved by the school
M	Medical/dental appointment	Pupil is at a medical or dental appointment

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J1	Interview	Pupil has an interview with a prospective employer/educational establishment
S	Study leave	Pupil has been granted leave of absence to study for a public examination
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
C2	Part-time timetable	Pupil is not in school due to having a part-time timetable
C	Exceptional circumstances	Pupil has been granted a leave of absence due to exceptional circumstances
Absent – other authorised reasons		
T	Parent travelling for occupational purposes	Pupil is a 'mobile child' who is travelling with their parent(s) who are travelling for occupational purposes
R	Religious observance	Pupil is taking part in a day of religious observance
I	Illness (not medical or dental appointment)	Pupil is unable to attend due to illness (either related to physical or mental health)
E	Suspended or excluded	Pupil has been suspended or excluded from school and no alternative provision has been made
Absent – unable to attend school because of unavoidable cause		
Q	Lack of access arrangements	Pupil is unable to attend school because the local authority has failed to make access arrangements to enable attendance at school
Y1	Transport not available	Pupil is unable to attend because school is not within walking distance of their home and the transport normally provided is not available

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Y2	Widespread disruption to travel	Pupil is unable to attend because of widespread disruption to travel caused by a local, national or international emergency
Y3	Part of school premises closed	Pupil is unable to attend because they cannot practicably be accommodated in the part of the premises that remains open
Y4	Whole school site unexpectedly closed	Every pupil absent as the school is closed unexpectedly (e.g. due to adverse weather)
Y5	Criminal justice detention	Pupil is unable to attend as they are: <ul style="list-style-type: none"> • In police detention • Remanded to youth detention, awaiting trial or sentencing, or • Detained under a sentence of detention
Y6	Public health guidance or law	Pupil's travel to or attendance at the school would be prohibited under public health guidance or law
Y7	Any other unavoidable cause	To be used where an unavoidable cause is not covered by the other codes
Absent – unauthorised absence		
G	Holiday not granted by the school	Pupil is absent for the purpose of a holiday, not approved by the school
N	Reason for absence not yet established	Reason for absence has not been established before the register closes
O	Absent in other or unknown circumstances	No reason for absence has been established, or the school isn't satisfied that the reason given would be recorded using one of the codes for authorised absence
U	Arrived in school after registration closed	Pupil has arrived late, after the register has closed but before the end of session

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Administrative codes		
Z	Prospective pupil not on admission register	Pupil has not joined school yet but has been registered
#	Planned whole-school closure	Whole-school closures that are known and planned in advance, including school holidays

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