



Gaddesden Row JMI

Attendance (Pupils) Policy

Policy Review

This policy will be reviewed in full by the Governing Body every 2 years.

The policy was last reviewed and agreed by the Governing Body in September 2025

It is due for review on *September 2027* (up to 2 years from the above date).

Signature:
Head Teacher

Date:

Signature:
Chair of Governors

Date:

Produced in line with Hertfordshire Local Authority Guidance.

Overview for Parents

At Gaddesden Row School, we aim for the whole school community – governors, staff, parents, and pupils to be committed to high standards of attendance and punctuality.

We believe that children cannot learn if they are absent from school and therefore not reach their full potential.

Gaddesden Row School aims to encourage excellent levels of attendance and punctuality to enable all pupils to take full advantage of the educational opportunities available to them. Attendance and school achievement have a strong correlation.

From the term after your child turns five, the school is required by law to record and report authorised and unauthorised absence to the Department for Education.

Regular and punctual attendance is very important from an early age:

- As well as educating children, schools provide opportunities for making friends and learning vital social skills;
- Children are also encouraged to develop any talents or skills they have, as well as the essential skills of reading, writing and number;
- Children who are regularly absent miss out on certain aspects of their basic education making it difficult to cope in primary school and to transfer successfully to secondary school;
- Children who do not attend school regularly miss out on opportunities, which has a considerable impact on their progress across the curriculum;
- Bad habits can develop at an early age – children with odd absences during Reception and in primary school are at a much higher risk of having poor attendance at secondary school.

If parents are positive and eager about school, children are likely to pick this up.

Reasons to attend school regularly – facts to consider

95% attendance	Sounds good, but still means that your child is missing out on one day every month.
90% attendance	Your child is missing ½ a day of school every week.
	Your child is missing 4 whole weeks of school during the academic year.
	Every year, from Reception to Year 6, your child will have missed over ½ a year in total
80% attendance	Your child is missing 1 day every week.

Achievement

Attendance over 93%	Pupils are more likely to achieve expected progress at primary school as well as improved SATs results. Students achieve an average of 75% A*-C GCSE grades.
Attendance below 90%	Students achieve an average of 25% A*-C GCSE grades at secondary school and SATs results are lower at primary school.

At Gaddesden Row School, our aim to keep whole-school attendance above 96%.

Authorising Absence from School

It is the Headteacher's decision to authorise an absence. Legitimate reasons for absence include: sickness, days of religious observance, exceptional circumstances and medical appointments that cannot be made out of school time. Reasons that would not be authorised include: shopping, birthdays, getting up late, having a late night, looking after a relative, having a haircut or taking a day trip.

What is the law concerning exceptional absences?

Families can be fined for taking their children on holiday in term time. Children in Reception reach statutory school age the term after they turn 5. The current law for children of statutory school age (with reference to recent published Government advice*) is explained below, including the circumstances in which the Headteacher may authorise absence and what happens at Gaddesden Row JMI School if an absence is unauthorised. All schools publish their attendance policy on the school's website for reference.

The law states that an 'authorised absence' means that the school has either given approval in advance for a pupil to be away or has accepted an explanation offered afterwards as justification for absence.

What should you do if you want to take your child out of school for an exceptional reason?

Please put your request in writing to the Headteacher via the form from the school office.

The Headteacher considers each request individually, considering the circumstances described. The guidance states that granting the leave of absence is entirely at the Headteacher's discretion.

What happens if your request for authorised absence is refused and you still take your child out of school? Or you take them out without making a request?

By law, if you do this, the absence cannot be authorised. The regulations do not allow the Headteacher to give retrospective approval. However, if your child is absent from school *for any reason*, please contact us to let us know and please give us the real reason for the absence. It is far better for us to know that your child is well and safe than to be concerned for their safety if you report them ill when they are on holiday or do not contact us at all. In any case, children tend to tell us if they or their friends are going on holiday. The law does allow the school to request medical evidence to support illness, if there is a concern that the child was not really ill. Such absences can be recorded as unauthorised and parents are informed.

The law states that the school should follow up any absences to ascertain the reason, ensure the safety of our children and identify whether the absence is approved or not.

What happens if parents are having difficulty ensuring that their child attends school regularly and on time?

If the school notices that your child is developing a pattern of absence or lateness, the Headteacher will contact parents about it so that a solution can be resolved. This might involve working with a Family Worker, who can suggest a range of services to help. The school reviews the attendance of pupils regularly with our Attendance Officer, so if a problem persists, the Headteacher will ask for his/her involvement. Gaddesden Row JMI School's attendance policy does include the ability for the school to issue penalty notices if parents fail to ensure that children regularly attend school. A repeated pattern of unauthorised absence with no attempt by parents to improve the situation is likely to culminate in the issue of a penalty notice.

***School attendance** Departmental advice for maintained schools, academies, independent schools and local authorities, Department for Education, September, 2022.

Expectations

The responsibility for good attendance is shared between school, parents and pupils. All these groups need to understand the expectations which the policy makes of them.

Expectations of Gaddesden Row School

Schools are responsible for supporting the attendance of their pupils and for dealing with problems that may lead to non-attendance.

Schools are required to call attendance registers at the start of the morning session and once during the afternoon session and to record whether pupils are present, absent or on an approved educational activity.

For pupils of compulsory school age, schools are required to differentiate in the registers between absence that is authorised and absence that is unauthorised.

Gaddesden Row seeks to:

- work actively to maximise attendance rates - both in relation to individual pupils and for the pupil body as a whole - as one of their key tasks
- have clear policies in place to address persistent absence
- support parents in ensuring the regular and punctual attendance of pupils and promptly respond to any issue which may lead to non-attendance
- be sensitive to the needs of individual parents and this should be reflected in the way in which attendance issues are addressed. Schools should recognise that some parents have difficulty understanding written communications. They should also recognise the reluctance of some parents to come into school.
- produce school attendance policies which are consistently applied and clearly communicated to all parents, pupils and staff
- provide a safe learning environment.
- ensure that records of attendance are maintained according to Government legislation and guidance on a daily basis.
- follow up all instances of poor attendance and punctuality.
- Have a robust system to monitor pupils' attendance who are vulnerable and/or young carers, subject to a child protection plan, English as a second language, those with SEND and children eligible for free school meals.

Expectations of Parents

Parents are responsible in law for ensuring that their children of compulsory school age receive an efficient education suitable to their age, ability, aptitude and any special educational needs that they may have. Most parents fulfil this responsibility by registering their children at a school.

Parents whose children are registered at a school are responsible for ensuring that their children attend and stay at school.

The expectations for parents of pupils at the school are to:

- ensure that their children arrive at school on time, appropriately dressed and ready to learn
- instil in their children an appreciation of the importance of attending school regularly
- ensure that they are aware of the attendance policy of their children's school
- impress upon their children the need to observe the school's code of conduct
- take an active interest in their children's school career, praising and encouraging good work and behaviour and attending parents' evenings and other relevant meetings
- work in partnership with their children's school to resolve issues which may lead to non-attendance
- notify their child's school if he/she is absent. This should be done as soon as possible - preferably on the first day of absence. They should also provide an explanation for the absence. This explanation should be confirmed - preferably in writing - when the child returns to school

- avoid arranging medical/dental appointments during school hours
- avoid booking holidays during term time

Expectations of Pupils

The expectations for pupils at the school are to:

- attend school and all of their lessons regularly and punctually.
- remember to hand any note giving reasons for absence to the relevant person.
- be ready to learn.

Doors open

The School gate opens at 8.30am and closes at 8.45am. Pupils may enter during that time. Pupils should not arrive at school before 8.30am unless attending Breakfast Club.

Registration

- Registers are called at 8.50am and 1.15pm. Registers close at 9.15am and 1.30pm. Registers are marked consistently by staff.
- Any pupil arriving after closure of the register will be marked absent for the whole of the session.
- Registers are marked in accordance with DfE guidance.

Lateness

- Any pupil arriving after 8.50am should report to the school office.
- Parents should enter the date, time of arrival and the reason for lateness in the Late Book, held outside the school office.
- When authorising late arrivals, the Headteacher will take circumstances into consideration.
- The Secretary is responsible for transferring late information to the registers.
- In the event that the building is evacuated, the Late Book and signing in/out books are taken to the assembly point by the designated person with the registers to determine who was in the building at the point of evacuation.

Following up Lateness

Parents whose children are regularly late for school will be contacted by the Headteacher who will work with the family to bring about an improvement in punctuality.

Absences

- A phone call is required from an adult who has care of the child by 9.30am each day of the absence, unless a longer period is approved by the Headteacher.
- A reason must be provided for all absences from school, in writing, when the pupil returns to school. This may be by email to admin@gaddesdenrow.herts.sch.uk.
- Correspondence concerning absence is kept in individual pupil files.
- Absences are authorised by the Headteacher.
- School may decide not to authorise absence, even when a reason is provided.

Leaving and returning to School during School Day

- When pupils leave or return to school during the school day, the Secretary or Headteacher must be notified.
- Parents must complete the signing in/out book held outside the school office, giving the date, time in/out and reason for having to leave during the school day.

Following up Absence

- Gaddesden Row School follows up all unexplained absences from school by contacting parents/carers.
- The school will work with pupils and families to ensure reintegration of pupils after long absences.
- Pupils' attendance data is included in end of year reports, including unauthorised absences and lateness.

First Day Response

- Gaddesden Row School uses First Day Response. If a child is absent and no contact has been made by parents/carers by 9.30am, a member of school staff will call home to ascertain the reason for absence.
- The Secretary uses the information gained from First Day Response to update the registers, in consultation with the Headteacher when necessary.
- By 09.30, if no contact has been received, a home visit may be carried to ascertain where the child is.

Term Time Holidays

- Gaddesden Row School discourages parents from taking family holidays during term time.
- In exceptional circumstances, leave of absence may be granted by the Headteacher.
- Requests must be made in writing to the Headteacher, giving at least 3 weeks' notice.
- Retrospective requests cannot be authorised.

Rewards

- Gaddesden Row School rewards good attendance through its normal reward systems.
- The school gives individual prizes termly to pupils achieving 100 per cent attendance.
- Bronze, silver and gold badges are awarded for every 10/20/30 full weeks children are in school.
- £5 every week for each class with 97% attendance and £10 for 100% attendance.

Publication of Information

- Parents, pupils, staff and governors are informed of whole school attendance issues and statistics on a regular basis in the school newsletter (which is published on the website), and in the Headteacher's Report to Governors.
- Gaddesden Row School shares information on individual pupils' attendance as necessary with parents, pupils and staff.
- New parents are given information on the school's attendance policy in the school information pack.
- The policy is published on the school website and may also be viewed in school on request at the school office.
- This policy, and its review, is shared with all school staff and approved by the Governing Body.

Penalty Notices

At Gaddesden Row School we expect parents to work with us to address attendance problems. Regular and punctual attendance is a legal requirement for pupils registered at Gaddesden Row. If a pupil has 10 sessions (half days) unauthorised absences in the current and/or previous terms, a penalty notice may be applied for as a suitable intervention in circumstances of parentally condoned truancy, where the parent is judged capable of securing their child's regular attendance.

Attendance Improvement Officer

Gaddesden Row JMI School works closely with the Attendance Improvement Officer. Through this partnership, all absences and late arrivals in school are monitored and the AIO works with the school and with families to ensure full attendance.

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/803956/supporting-pupils-at-school-with-medical-conditions.pdf

Further Guidance and Information

Penalty Notices

A penalty notice is a suitable intervention in circumstances of parentally condoned truancy, where the parent is judged capable of securing their child's regular attendance but is not willing to take responsibility for doing so. For example, it could be used where a parent has failed to engage in any supportive measures. It is particularly useful as a sanction at an early stage before attendance problems become entrenched and where the Local Authority considers that a prosecution would not be appropriate as a first action.

In Hertfordshire all parties agree that the Integrated Service for Learning Attendance Teams administer the scheme and issue penalty notices on behalf of police, schools, academies and other settings to ensure fairness and consistency and in the event that subsequent legal action may need to be taken. The Local Authority receives applications to issue penalty notices.

- Penalty notices may only be issued in cases of unauthorised absence
- The pupil must have at least **10 sessions (half days) unauthorised absence in the current and/or previous terms**
- The school must have sent a formal warning to the parent
- The school/academy/police or Attendance Improvement Officer considers that issuing a penalty notice could avoid further absence
- Issuing a penalty notice does not conflict with any other legal action being taken
- A maximum of **two** separate penalty notices will be issued to a parent within any twelve month period
- Penalty notices will be issued for pupils of compulsory school age, up to the end of the spring term of year 11
- A penalty notice will not be issued in respect of a pupil who is looked after by the Local Authority without the prior agreement of the Central Attendance and Employment Support Team Manager on behalf of the County Lead for Attendance
- The amount payable is £60 (per parent) if paid within 21 days or £120 (per parent) if paid after 21 days but within 28 days of receipt of the notice.
- Separate notices are issued to each parent in respect of each child. Penalty notices are sent by first class post and are deemed to have been received on the second day after posting.

Working with the Attendance Improvement Officer (AIO)

Gaddesden Row JMI School is allocated an Attendance Improvement Officer who will work in close partnership with the school. In working closely with schools the Attendance Improvement Officer will offer the following services:-

Consultations

Consultations by the AIO will be allocated according to need, usually termly. Need will be identified using the school annual DfE Absence data. The purpose of the consultation will be to:-

- identify pupils who are experiencing attendance difficulties. This will include the regular examination of attendance registers
- agree on focused, time-limited action which needs to be taken by the school and/or the AIO. Before accepting a referral the AIO will expect school staff to have first undertaken some preliminary work themselves, eg action by the class teacher or Headteacher, contact with parents, etc
- feedback and exchange information in relation to work which has been undertaken by the AIO and/or the school
- identify areas of concern and of good practice in relation to attendance matters
- advise the school on strategies for improving attendance
- assist schools in identifying PA pupils and those at risk of becoming PA and ensuring that effective plans of action are in place

Casework

- AIOs may undertake early intervention (pre-referral) work prior to a case being accepted. This may include the following:
 - telephoning or writing to the parents about their child's absences or lateness
 - attending a meeting with parents arranged by the school to emphasise the need for good attendance and the possibility that, if there is no improvement, the AIO will become formally involved.
- Once a case has been accepted, the AIO will undertake direct work with pupils and their parents. This can include:
 - arranging meetings between the school, parents and pupils
 - making home visits to assess the situation and determine what action needs to be taken
 - offering specific support to parents and individual pupils, either at school or elsewhere
 - facilitating meetings
 - enabling the pupil and parents to access appropriate support from other services and agencies through the use of Integrated Practice/Common Assessment process
- The AIO may also arrange for the pupil to receive specialist support such as counselling or group work.

Attendance Improvement Officers will usually work with children whose absences have not been authorised. However, AIOs may work with children whose absences have been authorised.

In-service training for school staff

Attendance Improvement Officers will offer, or assist with, INSET sessions on a range of subjects related to the attendance or welfare of pupils, including:-

- the promotion of regular school attendance
- working effectively with the AIO
- addressing persistent absence
- legal responsibilities relating to school attendance

The Use of Legal Action

If a parent fails to register a child of compulsory school age at a school (and he/she does not intend to educate the child otherwise than at school). The LA will serve a School Attendance Order under Sections 437 - 439 of the Education Act 1996.

If a pupil, who is registered at a school, fails to attend that school regularly without a legitimate reason and attempts by the Attendance Improvement Officer and the school fail to secure that pupil's return to regular attendance, the County Council will take legal action. A complaint may be laid against the parents in the Magistrates' Court under Section 444 of the Education Act 1996, or an Education Supervision Order relating to the pupil under Section 36 of the Children Act 1989 will be applied for. Any exceptional mitigating circumstances relating to the pupil's absence will be taken into account, when considering legal action. 'Exceptional mitigating circumstances' will be determined by the Central Attendance and Employment Support Team Manager on behalf of the County Lead for Behaviour and Attendance. If 'exceptional mitigating circumstances' are not deemed to exist then cases which remain open for more than 24 weeks will be referred for legal action. Legal action will, however, be taken earlier when appropriate.

If, after legal action has been taken, the child still fails to attend school regularly the AIO will keep the case open and will, if appropriate, take further legal action at a subsequent date.

In cases where parents wilfully withhold a pupil from school, or persistently refuse to co-operate with efforts aimed at affecting a return to satisfactory school attendance, the ISL Attendance Team will promptly begin legal proceedings on the grounds that no other course of action is available.

The Central Attendance & Employment Support Team Manager on behalf of the County Lead for Behaviour and Attendance will give approval before legal proceedings are commenced.

The Attendance Team will consider applying for an Education Supervision Order when a parent finds it difficult to exercise an effective influence over a child who has developed a pattern of poor attendance

Before an application is made for an Education Supervision Order:

- other possible means of dealing with the pupil's poor attendance will be explored
- the attitudes of the parent and pupil towards the poor attendance, and their wishes as to how it should be dealt with, will be noted
- the AIO will be of the view that the Order will have a significant effect on the pupil's attendance at school

Attendance Registers

The rules governing the maintenance of registers, including removal from roll, are contained in the Education (Pupil Registration)(England) Regulations 2006 as amended 2010, 2011 and 2013. Attendance registers are legal documents that may be required as evidence in court cases.

When calling the register the appropriate mark and/or symbol should be placed against each pupil's name - gaps should not be left so that entries can be made later. In marking registers, schools should use the national set of symbols as advised by the Department for Education (see Appendix 2)

When the reason for a pupil's absence cannot be established at the beginning of a session, the absence should be recorded as unauthorised and any subsequent correction to the register made as soon as practicable after the reason for the absence has been established.

All schools are required to notify the Local Authority of any pupil of compulsory school age who fails to attend school regularly, or who has been absent for a continuous period of more than 10 school days, without a legitimate reason. This duty also extends to academies.

Deletion from Roll

A pupil's name may not be deleted from the attendance register unless it has also been deleted from the admissions register. Full details are contained in regulation 8 of The Education (Pupil Registration) (England) Regulations 2006 (as amended) When a pupil's name is removed from the admissions register, the school must notify their local Attendance Team.

A pupil of compulsory school age should have his/her name deleted from the admissions register when:

- the pupil is registered at the school in accordance with the requirements of a School Attendance Order and another school is substituted by the LA for that named in the Order or the Order is revoked
- the pupil has been registered at another school. (Schools can register Traveller children even if they are on the roll of another school. The school the child normally attends is the base school; the other registration is temporary)
- the school has received written notification from the parent that they are educating the pupil themselves. (Elective Home Education)
- the pupil has ceased to attend the school and no longer lives within a reasonable distance of the school
- in the case of a pupil granted leave of absence, the pupil has failed to attend the school within the 10 school days immediately following the last day of absence which was granted and the school is not satisfied that the pupil is unable to attend the school by reason of sickness or any unavoidable cause and both the school and the local authority have failed, after reasonable enquiry to locate him/her

- the pupil is certified by the School Medical Officer as unlikely to be in a fit state of health to attend school before ceasing to be of compulsory school age
- the pupil has been continuously absent from school for a period of not less than 20 school days, the absence is unauthorised, *and* there are no reasonable grounds to believe that the pupil is unable to attend by reason of sickness or any unavoidable cause *and* both the school and the AIO have failed, after reasonable enquiry, to locate him/her
- the pupil is serving a custodial sentence of four months or longer and the head teacher does not have reasonable grounds to believe that the pupil will return at the end of that period
- the pupil has died
- the pupil will cease to be of compulsory school age before the school next meets *and* the relevant person has indicated that the pupil will cease to attend the school *or* the pupil does not meet the academic entry requirements for admission to the school's sixth form. (All registered pupils are required to remain at school until the leaving date - last Friday in June. "At school" includes for these purposes approved educational activities undertaken off site, including work experience).
- the pupil has been permanently excluded and the exclusion has been upheld
- the pupil has been admitted to the school to receive nursery education and has not on completing such education transferred to a reception class at the school
- the pupil attends a special school and the LA gives consent for his/her name to be removed
- the pupil is a boarder at a maintained school or Academy and charges for board and lodging are payable by the parent of the pupil; and the charges remain unpaid by the pupil's parent at the end of the school term to which they relate.

If a school is told that a pupil is leaving to attend another school, staff at the school of departure should establish the pupil's new address, the name and address of the new school and the date the pupil will start there. Confirmation should then be sought from the receiving school. When this information has been obtained, the school should complete form EWN1 and return it to the local Attendance Team office. Whenever a pupil leaves a school a Common Transfer File (CTF) must be completed.

If a school is concerned about any aspect of a transfer or if a pupil has "disappeared" the matter should be drawn without delay to the attention of the Children Missing Education Officer by telephoning 01992 556867 or by written referral to CME Officer, Central Attendance & Employment Support Team, Room 134, CHO 135, County Hall, Pegs Lane, Hertford SG13 8DF. Further guidance and a referral form is available at www.thegrid.org.uk administration/pupil welfare/attendance.

Registers- Retention

Registers should be kept in a secure place for a period of not less than 3 years.

When computerised registration systems are used a print-out of the register should be made not less than once a month. A print-out of the register relating to a particular school year should be bound in a single volume and retained for a period of not less than 3 years.

Authorising Absence

Only the school can authorise an absence. The fact that a parent has provided a note or other explanation (telephone call or personal contact) in relation to a particular absence does not, of itself, oblige the school to accept it, if the school does not accept the explanation offered as a valid reason for absence. If, after further investigation doubt remains about the explanation offered - or when no explanation is forthcoming at all - the absence should be treated as unauthorised.

Gaddesden Row JMI School communicates our policies with regard to the notification and categorisation of absence with parents.

All absence notes are kept for at least a term and when a pupil's absence is a cause for concern, the notes are retained until there is no longer a concern.

Absence is authorised if:

- the pupil is absent with leave (defined as 'leave granted by any person authorised to do so by the governing body or proprietor of the school')
- the pupil is ill or prevented from attending by any unavoidable cause
- the absence occurs on a day exclusively set aside for religious observance by the religious body to which the pupil's parent belongs
- the school at which the child is a registered pupil is not within walking distance of the child's home; and no suitable arrangements have been made by the LA for any of the following: the child's transport to and from school; boarding accommodation for the child at or near the school; enabling the child to become a registered pupil at a school nearer to his/her home
- the pupil is the child of Traveller parents who are known to be travelling for occupational purposes and have agreed this with the school but it is not known whether the pupil is attending alternative provision
- there is a close family bereavement
- leave of absence has been applied for in advance and has been granted because of exceptional circumstances relating to the application. (Parents are reminded that they cannot expect, as of right, that the school will grant leave of absence)
- leave of absence should be granted to allow a pupil to take part in a performance within the meaning of s37 of the Children and Young Persons Act 1963 (c) for which a child performance licence has been issued. HCC will not issue a child performance licence where absence is required without the written permission of the head teacher.
- Absence should be unauthorised if no explanation is forthcoming from the parents or if the school is dissatisfied with the explanation

Administrative Codes

There are a number of administrative codes which are not counted as a possible attendance in the school census. They must only be used in the circumstances described:

- Unable to attend due to exceptional circumstances (Code Y)

This code is collected in the school census for statistical purposes but is not counted as a possible attendance. It may be used when:

- the school site, or part of it is closed due to unavoidable cause; or
- the transport provided by the school or the local authority is not available *and* where the pupil's home is not within walking distance; or
- a local or national emergency has resulted in widespread disruption to travel which has prevented the pupil from attending school

- Not required to be in school (Code X)

is used to record sessions that non-compulsory school age children are not expected to attend

- Pupil not on admission register (Code Z)

enables schools to set up registers in advance of pupils joining the school to ease administration burdens. Schools must put pupils on the admission register from the first day that the school has agreed, or been notified, that the pupil will attend the school.

- Planned whole or partial school closure (Code #)

should be used for closures that are planned or known in advance eg holidays, curriculum planning/training days (up to five per year) or the use of the school as a polling station

- Different Term Dates for Different Pupils (Code #)

can also be used to record staggered starts or induction days. This is only acceptable where the school ensures that pupils not attending on that day are still offered a full education over the school year.

Approved Off-Site Educational Activity

Pupils who are engaged in off-site educational activities should be recorded as attending (or absent from) an approved educational activity using the appropriate code.

The key features of approved educational activity are that they must be:

- educational *and*
- approved by the school *and*
- supervised by the school or someone authorised by the school

A pupil should be recorded as approved educational activity if he/she is attending:

- an approved work experience placement (Code W)
- a field trip or educational visit (Code V)
- an approved sporting activity approved by and supervised by someone authorised by the school (Code P)
- the pupil is attending an interview with a prospective employer, or another educational establishment (Code J)
- an off site educational activity (Code B)
- The B code must not be used for any unsupervised educational activity or where a pupil is at home doing school work. Gaddesden Row is ultimately responsible for the safeguarding and welfare of pupils educated off-site. In using the B code, Gaddesden Row is certifying that the education is supervised and measures have been taken to safeguard pupils.
- Dual Registered – at another educational establishment (Code D)
- This code is used to indicate that the pupil was not expected to attend the session in question because they were scheduled to attend the other school at which they are registered. This code is not counted as a possible attendance in the school census. This code should be used where pupils are attending as ESC, hospital or special school on a temporary basis or for Gypsy, Roma and Traveller children are known to be registered at another school for the session in question.

Flexi-schooling

Head teachers can agree to flexi-schooling arrangements where the parents take on the responsibility for their child's education for part of the school week. Head teachers are advised to consider any such requests from parents very carefully before agreeing to them and are advised to draw up a written agreement with the parent. Where agreement has been reached, pupils should be marked authorised absent from school during periods when they are receiving home education. (C)

Part-time time-tables

All pupils of compulsory school age are entitled to a full-time education. In exceptional circumstances there may be a need for a part time timetable to meet an individual pupil's needs. A part time timetable must be time limited and must not be treated as a long term solution. The school should mark the sessions where the pupil is not expected to attend as authorised absence. (C)

Requests for Family Holidays During Term time

Amendments to the 2006 Pupil Registration (England) Regulations which came into effect on 1st September 2013 remove all references to family holidays and extended leave for holidays in term time. The amendments make clear that headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. It is for the headteacher to determine what constitutes exceptional circumstances and for them to determine the number of school days a child can be away from school if the leave is granted.

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1181955/Keeping_children_safe_in_education_2023.pdf

Appendix 1**ATTENDANCE CODES, DESCRIPTIONS AND MEANINGS**

CODE	DESCRIPTION	MEANING
/	Present (AM)	Present
\	Present (PM)	Present
B	Present at off site educational activity	Approved Education Activity
C	Leave of absence authorised by the school	Authorised absence
D	Dual registered at another educational establishment	Not expected to attend this session
E	Excluded (no alternative provision made)	Authorised absence
G	Holiday (NOT agreed <u>or</u> days in excess of agreement)	Unauthorised absence
H	Holiday authorised by the school	Authorised absence
I	Illness (NOT medical or dental etc. appointments)	Authorised absence
J	Interview	Approved Education Activity
L	Late (before registers closed)	Present
M	Medical/Dental appointments	Authorised absence
N	No reason yet provided for absence	Unauthorised absence
O	Other unauthorised absence	Unauthorised absence
P	Supervised sporting activity	Approved Education Activity
R	Day set aside exclusively for religious observance	Authorised absence
S	Study leave	Authorised absence
T	Gypsy, Roma and Traveller absence for occupational reasons	Authorised absence
U	Late and arrived after the registers closed	Unauthorised absence
V	Educational visit or trip	Approved Education Activity
W	Work experience	Approved Education Activity
X	Not required to be in school (non-compulsory school age pupils)	Not counted in possible attendances
Y	Unable to attend due to exceptional circumstances	Not counted in possible attendances
Z	Pupil not on admission register	Not counted in possible attendances
#	School closed to all pupils (Planned)	Not counted in possible attendances

Detailed advice on the use of these registration codes can be found at
www.education.gov.uk/aboutdfe/advice/f00221879/advice-on-school-attendance