

Excellence, Aspiration and
Care in Partnership

Attendance Policy

2025.26




**Ashmole
Academy**



A member of

**Ashmole
Trust**

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Signed	
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Attendance Policy

Department for Education (DfE) guidance suggests that an attendance policy should detail the following as a minimum:

- The attendance and punctuality expectations of pupils and parents, including start and close of the day, register closing times and the processes for requesting leaves of absence and informing the school of the reason for an unexpected absence.
- The name and contact details of the senior leader responsible for the strategic approach to attendance in school.
- Information and contact details of the school staff who pupils and parents should contact about attendance on a day-to-day basis (such as a form tutor, attendance officer etc) and for more detailed support on attendance (such as a head of year, pastoral lead, or family liaison officer etc).
- The school's day to day processes for managing attendance, for example first day calling and processes to follow up on unexplained absence.
- How the school is promoting and incentivising good attendance.
- The school's strategy for using data to target attendance improvement efforts to the pupils or pupil cohorts who need it most.
- The school's strategy for reducing persistent and severe absence, including how access to wider support services will be provided to remove the barriers to attendance and when support will be formalised in conjunction with the local authority.
- The point at which Fixed Penalty Notices for absence and other sanctions will be sought if support is not appropriate (e.g., for an unauthorised holiday in term time), not successful, or not engaged with.

School Aim

Central to ensuring all pupils can fulfil their potential, pupils need to attend school regularly. Missing out on lessons leaves children vulnerable to falling behind. Children with poor attendance tend to achieve below their expected level of progress.

Every child has a right to access education, and **everyone** is responsible for supporting and promoting excellent school attendance and punctuality. Ashmole is committed to providing the highest quality of education to our pupils and we recognise the clear link between attendance and attainment.

Ashmole takes a whole-school approach to maintaining regular attendance and to achieve this, all members of our school community have an important contribution to make. It is vital that we work in partnership to ensure that any in-school or out-of-school barriers are removed at the earliest opportunity, this is achieved through early and meaningful support.

We support parents to perform their legal duty to ensure their children of compulsory school age attend school regularly and in addition, promote and support punctuality when attending lessons.

We are committed to taking positive action in the line with the Equality Act (2010) regarding the needs of people with protected characteristics. These are age, disability, pregnancy and maternity, religion and belief, race, sex, sexual orientation, gender reassignment and marriage and civil partnership. We make reasonable adjustments to avoid anyone with a protected characteristic being placed at a disadvantage. Our relentless approach to ensuring our pupils attend school and receive the education that they deserve, and are entitled to, is central to our school values.

In summary, we:

- Promote good attendance and reduce absence, including persistent absence;
- Ensure every pupil has access to full-time education to which they are entitled; and, act early to address patterns of absence.
- Expect parents to perform their legal duty by ensuring their children of compulsory school age who are registered at school attend regularly.
- Expect all pupils to be punctual to their lessons.
- Expect all students to achieve at least 96% attendance

Legal Responsibility

All children aged 5 - 16 years must receive suitable education. (Section 7, Education Act (1996)). A pupil of compulsory school age who is registered at a school must, by law, attend regularly.

By law, parents have the prime responsibility for ensuring that pupils of compulsory school age attend regularly. (Section 576, Education Act (1996)).

The Local Authority (LA) must offer educational provision for all children of school age.

By law, all schools (except those where all pupils are boarders) are required to keep an attendance register, and all pupils must be placed on this register from the beginning of the first day on which the school has agreed or has been notified that the pupil will attend the school.

Every entry in the attendance register will be preserved for 3 years after the date on which the entry was made.

The school will adhere to its legal responsibility in terms of keeping an admissions' register and follows statutory guidance in removing pupils from roll, always notifying the local authority. The full details of the school admission in the Trusts admissions policy.

There is a clear link between attainment and attendance. Under **Section 444(1)** of the **Education Act 1996** (EA 1996), a parent commits an offence if they fail to ensure their child's regular attendance at a school where the child is registered. We therefore enforce the use of statutory action to encourage and promote attendance, this is done to ensure that all pupils can benefit from their legal right to receive an education.

Ashmole will communicate attendance concerns to the pupil's social worker, if they have one or The Virtual School Head, if the pupil is a looked after child. This will be done as soon as there is an attendance concern and immediately upon becoming a persistent absentee. Unexplained absences will also be communicated to the social worker and Virtual School Head, where relevant.

Our School Attendance Champion is Ms G Cooper, Assistant Headteacher, she works closely with Mrs Leptos, Attendance Officer and the pastoral teams on attendance matters within the school.

School Procedures

All students are by law placed on our attendance register. The attendance register will be taken at the start of every session of each school day.

It will mark whether every student is:

- Present
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to exceptional circumstances

Please see Appendix 1 for the full list of DfE attendance codes.

Any amendment to the attendance register will include:

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

The Attendance Officer will check the missing register report throughout the day and report any registers that have not been completed.

Pupils educated off-site are monitored daily for their attendance at the off-site/alternative provision. Staff work closely with the staff at the off-site provision, the pupil, and their parents to support the pupil to maintain good attendance.

Where pupils are dual registered, are on voluntary service or are taking part in other approved educational activities, the register will be updated following regular discussion and information sharing with the other establishment.

Absences

Unplanned absence

Parents must notify the school on the first day and subsequent days of an unplanned absence due to ill health by 9.00am or as soon as practically possible either calling 0208 361 2703 and select the reporting student absence extension or using My Child at School (MCAS) App.

If the school has not received a message regarding a student's absence the school will contact parents via a text message which will be sent to any contact names with parental responsibility asking for a call to be made to the school to notify and confirm the reason for absence.

If there is no response to the text, the school will telephone the first name on the contact list. If there is no response the school will ring numbers on the contact list, until a reply is received.

If school have had no response, the school will send a second text and where there is a safeguarding concern, a home visit may take place by either school staff or other agencies working with the family. The school will contact the Police if all other stages have been completed and there is still no contact regarding the absent child.

Where there are concerns with regular non-attendance to school, where deemed appropriate, the school will make a referral to get external support for the family through children services.

Absence due to illness

In order to make informed decisions about their pupil's fitness for attending school, parents are encouraged to refer to the NHS guidance 'Is My Child Too Ill for School?' Absence due to illness will be authorised unless the school has a genuine concern about the authenticity of the illness, or unless the student has attendance of less than 90%. If the authenticity of the illness is in doubt, the school may ask parents to provide medical evidence, acceptable forms of medical evidence include:

- Medical card with one appointment entered with the pupil's name and surgery stamp included, signed by the receptionist
- Letter from a professional such as a hospital consultant

- Evidence of consultation with NHS 111
- Medication prescribed by a GP
- Copy of prescription
- Print screen of medical notes / call log

We will not ask for medical evidence unnecessarily however, if the school is not satisfied about the authenticity of the illness or the student has an attendance level of less than 90%, the absence will be recorded as unauthorised and parents will be notified of this in advance.

In some cases, a pupil may be absent for long term due to an illness or injury. We will liaise with families to ensure children return to school quickly and that there are no safeguarding concerns. On occasions where this is not possible, and the Section 19 threshold is met, we will make a referral to the Local Authority Medical Panel which provides educational opportunities for pupils who are unable to attend their regular school.

Absence in the days immediately before or after a half-term

If a pupil is absent immediately before or after a school holiday, and there are concerns about their attendance, we will ask parents/carers to provide medical evidence to substantiate the reason of absence.

Medical or dental appointments

Missing registration for a medical or dental appointment is counted as an authorised absence; advance notice is required for authorising these absences. Parents/carers should email the school using attendance@ashmoleacademy.org to obtain advance authorisation, attaching evidence 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 student should be out of school for the minimum amount of time necessary. Students are required to sign in and out for appointments at reception.

Lateness and punctuality

A student who arrives late but before the register has closed will be marked as late, using the appropriate code. A student who arrives after the register has closed will be marked as absent, using the appropriate code. Parents are expected to support punctuality, particularly if they drive students to the school vicinity by allowing enough time to navigate the traffic which inevitably causes congestion around the school from 8.00am onwards. Any student who arrives late to school by 30 minutes or more will be recorded as an unauthorised late. Parents will be informed of this via telephone call or text message from the Attendance Officer. This will be coded as U on the register. Unauthorised lates have a significant impact on the student's learning as well as their attendance record. When students arrive to school after registration has closed, they must sign in at reception, a failure to do this could result in them receiving an unauthorised late mark and they will be sanctioned with a 45-minute LT detention.

Authorising absence

Applications for other types of absence in term time must also be made in advance.

Term-times are for education, this is the priority. Children and families have 175 days off a year including weekends and school holidays. We will rightly prioritise attendance.

We will not grant any leave of absence to students during term time unless they consider there to be 'exceptional circumstances'. The fundamental principles for defining 'exceptional circumstances' are that they are: 'rare; significant; unavoidable and short'. Holidays during term time will not usually be considered as exceptional circumstances.

The school considers each application for term-time absence individually, considering the specific facts, circumstances and relevant context behind the request. A leave of absence is granted entirely at the Headteacher's discretion based on their assessment and merits of each individual request. The Headteacher may take a pupil's record of attendance into account when making absence-related decisions.

Valid reasons for authorised absence include:

- Illness and medical/dental appointments
- The death or terminal illness of a close relative
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the student's parents belong.

- Traveller students travelling for occupational purposes
- Families of service personnel requesting term time leave
- Reasonable adjustments for pupils with special needs and/or disabilities

Reasons for unauthorised absence include:

- Persistent or a pattern of illness without medical evidence
- Holidays/trips
- Visiting relatives abroad
- Looking after siblings/other children

Family emergencies

Family emergencies need careful consideration before decisions about attendance are made. It is not always appropriate or in the best interests of the pupil to miss education for emergencies which are being dealt with by adult family members. Being at school with support from staff and peers can provide children with stability. The school routine can offer a safe and familiar background during times of uncertainty. Relevant members of staff will work with parents to decide what is in the best interest of the pupil.

Monitoring and Reviewing Attendance

We recognise that early intervention can prevent poor attendance. We monitor attendance and punctuality throughout the year. We recognise that certain groups of pupils may be more at risk of poor attendance and will provide support and assistance wherever possible.

We set challenging attendance targets for the whole school and advertise these in all form classrooms (See Appendix 2)

Pupil-level absence data is collected regularly and published at national and local authority level through the DfE's school absence national statistics releases. We compare our attendance data to the national average.

Specific measures are taken to monitor attendance. These processes are embedded and regularly checked to ensure the effective safeguarding of all pupils through specific tailored interventions. Data on attendance is collected weekly and analysed a minimum of once a half term. Key analysis is made of:

- Patterns of absence
- Patterns of lateness
- Patterns of medical appointments
- Correct and consistent use of absence codes
- Trends in reasons for absence, for example, use of the C code, leave of absence and exclusions
- Trends in particular groups of children for example, pupils with Special Educational Needs and Disability (SEND).

Weekly attendance data will be reported to the Headteacher and all other relevant staff, to facilitate discussions with pupils and families. Data will also be used by the school to monitor the impact of any interventions put in place to modify them and inform future strategies. Where interventions fail to address attendance issues, identify the reasons why and, where appropriate, change or adjust the intervention.

Persistent and Severe Absence

Pupils with 90% or less attendance are classified as Persistent Absence (PA). PA includes both authorised and unauthorised absences.

Pupils with 50% or less attendance are classified as Severe Absence (SA). SA includes both authorised and unauthorised absences

Pupils who are PA will be discussed as a potential concern in pastoral fortnightly review meetings. Where PA pupils have an identified special educational need and/or disability, the schools SENCO will also provide support, so that the impact of needs are clearly understood and appropriate,

supportive actions are taken.

Where PA pupils have an identified medical condition, the school will work with parents to improve attendance, be mindful of the barriers pupils face, make reasonable adjustments, and put additional support in place where necessary to help them access their full-time education. It is also expected that parents will engage with the support offered both internally and with external partners to ensure our children have all the support they need to thrive.

We recognise that for some young people who are PA or SA, poor attendance could be indicative of additional needs including anxiety typically referred to as emotionally based school avoidance (EBSA) and the school will actively work with the child and family to support an improvement in their attendance.

We work with parents to consider whether additional support from external partners (including the local authority or health services) would be appropriate, making referrals in a timely manner and working together with those services to deliver any subsequent support.

We ensure relevant referrals are made for pupils who are too ill to attend school, which may include medical panel (under section 19) and or medical agency support such as CAMHS.

We establish strategies for removing the in-school barriers this may include considering support or reasonable adjustments for uniform, transport, routines, access to support in school and lunchtime arrangements.

We ensure joined up pastoral care is in place and consider whether a time-limited, closely monitored and reviewed, phased return to school would be appropriate, for example for those affected by anxiety about school attendance.

Following Up Absence and Taking Statutory Action

Unexplained absences will be followed up on the morning of the first day of unexplained absence and the school will identify whether the absence is approved or not. The school will identify the correct code to use and will input it as soon as the reason for absence is ascertained. This will take no longer than 5 working days after the session.

In the case where the reason for absence cannot be ascertained by the school and no reason has been issued for the pupil's absence, the school will initiate safeguarding procedures and the DSL will decide on the best course of action to ensure the safety of the pupil, following procedures for children missing in education as outlined in the document from the Department of Education.

It may occasionally be necessary to inform parents that no further absences will be authorised for a particular pupil unless medical evidence is provided.

It is a parent's legal responsibility to ensure their children receive appropriate education. Failing to send children to school regularly without good reason is a criminal offence. Schools can fine parents for the unauthorised absence of their pupil, where the pupil is of compulsory school age and there are 10 unauthorised marks within any 10 academic weeks (*regardless of academic year*). The decision on whether or not to issue a penalty notice ultimately rests with the Headteacher, in line with the local authority's code of conduct for issuing penalty notices.

Issuing Penalty Notices:

Each parent receives a penalty notice for each pupil who has unauthorised absence. If issued with a penalty notice, parents must pay £80 within 21 days or £160 within 28 days. The payment must be made directly to the local authority. If the payment has not been made after 28 days, the local authority can decide whether to prosecute the parent or withdraw the notice. In the case of repeated fines, if a parent receives a second fine for the same child within any three-year period, this will be charged at the higher rate of £160. Fines per parent will be capped to two fines within any three-year period. Once this limit has been reached, other action like a parenting order or prosecution will be considered.

Taking Parents to Court for unauthorised absence:

The Education Act (1996) Section 444(1) states that courts can fine each parent up to £1000 per pupil, order payment of prosecution costs and/or impose a Parenting Order.

Taking Parents to Court for Persistent Unauthorised Absence:

The Education Act (1996) – Section 444(1A) states that courts can fine each parent up to £2500 per pupil, order payment of the prosecution costs, impose a Parenting Order and/or sentence parents to a period of imprisonment of up to three months.

Children Missing from Education (CME)

We have due regard to our statutory duty to safeguard pupils who are CME. We follow the Local Authority's processes for reporting pupils missing from education. [The DfE guide can be found here.](#)

If a pupil fails to return following a period of absence, investigations will be made by staff to their whereabouts. If our investigations fail to contact the parents/pupil the case will be referred to the Local Authority Children Missing Education (CME) Team within 20 days.

Attendance Causing Concern

Specific measures to monitor attendance are embedded and regularly checked to ensure the safeguarding of all pupils through specific and tailored interventions.

Ashmole Academy records and collects attendance data using our Data Management System, Bromcom. We recognise that there are groups who nationally, and within our local setting, are more vulnerable and susceptible to lower attendance patterns such as children who are defined as Pupil Premium, and pupils with Special Educational Needs or Disabilities. We work with families to overcome any specific barriers that children may be facing regardless of these needs to ensure that pupils access all their education.

Where attendance is deemed to be a concern, we talk to pupils and parents and work with the school's Educational Welfare Officer who will help support in increasing the child's attendance.

Supporting the Attendance of Every Pupil

We use a variety of strategies to encourage attendance:

- Building strong and enduring relationships with our pupils so they feel a sense of belonging in our school community
- Verbal encouragement and praise
- Create personalised and achievable targets for pupils, based on their medical needs and/or additional needs that is realistic and appropriate for each individual
- Create safe spaces for pupils to thrive
- Make decisions on targets in consultation with families, while understanding that a medical condition can worsen suddenly and taking this into account.
- Create opportunities for dialogue with families about attendance, ensuring that we work in partnership with parents
- Use different methods to encourage attendance; for instance, explaining the links between attendance and outcomes
- Raise the profile of attendance with families, particularly when pupils start at the setting
- Teach and model a love of learning, helping families to see the value of the education that is offered to them
- Look at the effect on attendance of decisions made at school level, for instance ending terms on a Monday or Tuesday

We recognise that not all children, particularly those who are most vulnerable, are able to achieve 100% attendance through no fault of their own. We celebrate improvements in attendance and contextualised good attendance for individual pupils.

Our Behaviour Policy (including rewards, sanctions, and exclusions) sets out the details of how we reward pupils for attendance and punctuality, and what sanctions we apply for lateness.

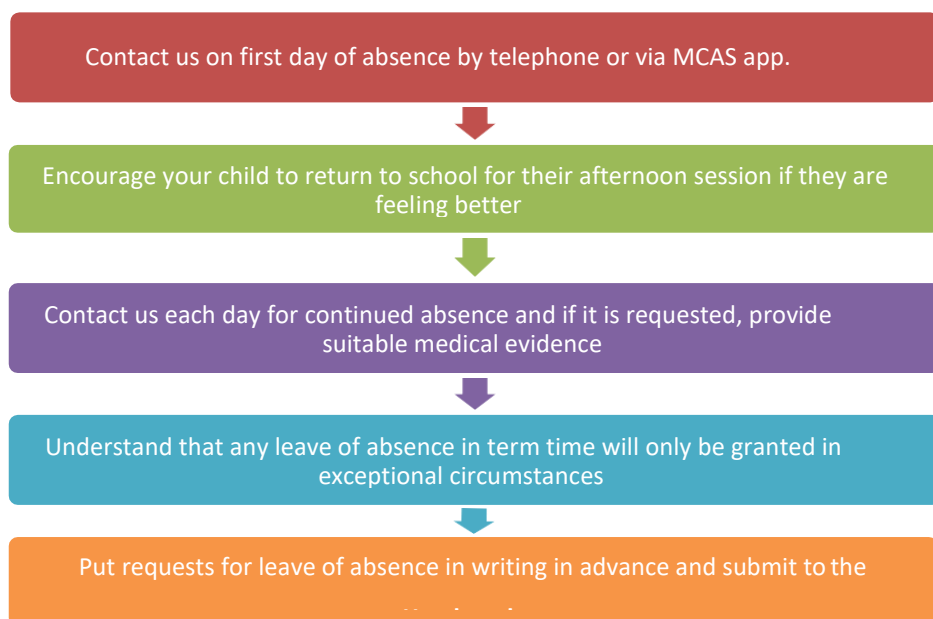
Framework of Responsibilities

The foundation for good attendance is a strong partnership between the school, parents, and the child, therefore, Ashmole Academy expects everyone to uphold their responsibilities for promoting attendance at school. To do this everyone must understand their role in promoting a positive culture of attendance and be clear about what is required of them individually as well as how they need to work together in partnership with others.

Parents

- Ensure pupils attend regularly and punctually.
- Promote the value of good education and the importance of regular school attendance at home
- Do everything you can to prevent unnecessary school absences, such as by making medical and dental appointments outside of school hours.
- Work with the school and your child to address any in-school barriers to attendance and support their learning by taking an interest in what they have been doing at school.
- Enforce a regular routine at home in terms of homework, bedtime, etc. so that you child is used to consistency and the school day becomes part of that routine. It is vital that your child receives the same message at home as they do at school about the importance of attendance.
- Provide the school with more than one emergency contact for your child.
- Provide proof of medical appointments that can only be attended during the school day.
- Make early contact with us when you become aware of problems with your child attending school.
- Attend meetings if concerns are identified.
- Participate in Early Help Meetings if required.
- Support attendance contracts where appropriate.
- Support us in actioning agreed interventions/action plans.

Please follow this process if your child is going to be absent from school:



Pupils

- Attend school every day and every timetabled lesson punctually
- Adhere to our systems for late registration
- Aim for the highest possible attendance
- Discuss concerns about your attendance or punctuality with the pastoral team so that support can be put in place

School Attendance Champion

- Take a lead in promoting pupil attendance ensuring it is the responsibility of all staff. Be aware, vigilant, well-informed and listen to what children say about the barriers to accessing education
- Develop a clear strategy and vision for improving attendance
- Work with the SENCO, where relevant, to ensure any SEND needs are fully understood, including how these may impact on attendance, and to ensure that the provision in place meets needs and supports good attendance
- Closely monitor attendance for vulnerable pupils and track weekly attendance patterns and trends for all pupils, delivering intervention and support in a targeted way to pupils and families. This needs to include patterns of attendance for individual pupils, cohorts, and groups but particularly for pupils with attendance below 90%
- Conduct thorough analysis of half-termly, termly, and full year data to identify patterns and trends including analysis of pupils and cohorts and identifying patterns in uses of certain codes and days of poor attendance.
- Work with the leadership team to benchmark the school's attendance data (at whole school, year group and cohort level) against local, regional, and national levels to identify areas of focus for improvement
- Review relevant policy, procedures and code of conduct on a regular basis
- Provide rewards for improving attendance, punctuality and overall high attendance while not penalising pupils with complex medical or additional needs which impacts on their ability to attend school regularly
- Work on proactively on building strong relationships with families
- Work with the EWO, LA, agencies, and safeguarding partners to overcome barriers to attendance
- Advise the Headteacher/ Principal when to issue fixed-penalty notices
- Attend welfare home visits where required
- Escalate concerns when deemed appropriate as per the Safeguarding and Child Protection Policy
- Lead attendance training for staff and governors

The Attendance Officer

- Produce weekly attendance and punctuality reports for Leadership and pastoral teams.
- Chase up attendance and punctuality issues informing relevant school staff.
- Send out texts via MCAS to inform parents/carers of a student's absence.
- Contact by telephone the parents/carers of any child where the attendance gives cause for concern.
- Amend the electronic register in Bromcom where absences have been authorised in advance.
- Send letters to parents/carers confirming authorisation for absence by the relevant member of the leadership team
- Send letters to parents/carers who are requesting a leave of absence during term time, indicating that the request cannot be authorised and that a fixed penalty notice would be issued should the parents/carers decide to take their child out of school during term time.
- Establish, implement and monitor robust arrangements to identify, report and support children missing in education
- Ensures that daily attendance data is shared with the Department for Education via the VYED service.
- Works with Education Welfare Officers to tackle persistent absence
- Advises the Headteacher when to issue fixed-penalty notices
- Regularly compare attendance data with other school statistics within the borough and nationally
- Maintain an accurate attendance record for students who are educated off site

Head of Year

- Deliver clear messages about expectations, routines and consequences to new pupils and families through prospectus and admission/transition events
- Use physical presence to reinforce routines and expectations on arrival and departure

- Regularly communicate expectations for attendance, punctuality and school performance through our regular channels of communication with staff, pupils and parents/carers
- Establish and monitor implementation of rewards for attendance and punctuality and sanctions for absence and lateness
- Monitor whole school data weekly to identify reasons for absence, patterns, attendance of particular groups and the impact of interventions
- Develop good support for children with medical conditions (including the use of individual healthcare plans), mental health problems and special educational needs (SEND) (with the support of the SENCO & Medical Officer)
- Implement children missing education (CME) procedures when appropriate working with the Attendance Officer

Pastoral Mentors

- Carry out robust first-day calling procedures including priority routine for looked after children and vulnerable children
- Undertake home visits in line with your policy to engage families and ensure children are safe
- Identify and, where possible, mitigate potential barriers to good attendance in liaison with families and relevant support agencies
- Intervene with any students who have been late at least twice in one week during their late detention
- Implement punctuality routines such as late gate or sign in procedures
- Implement children missing education (CME) procedures when appropriate working with the Attendance Officer

Educational Welfare Officer

- The Attendance Officer monitors student absence levels and meets weekly with the Educational Welfare Officer to discuss persistent and severe absentee students
- If after contacting parents a student's absence continues to rise, we will consider involving the Education Welfare Officer to support the student in improving their attendance level. The persistent absence threshold is 10%.
- Provides training for pastoral staff with additional strategies to improve attendance.

Teaching Staff and Tutors

- Ensure accurate recording of registers are done for each registration period and for each lesson
- Rehearse and reinforce attendance and punctuality expectations continually
- Promote rewards and celebrate progress

Senior Leadership Team

- Take a lead in promoting pupil attendance ensuring it is the responsibility of all staff. Be curious, aware, vigilant, well-informed and listen to what children say about the barriers to accessing education
- Ensure attendance has a high profile across the school.
- Work on proactively on building strong relationships with families.
- Work with the Educational Welfare Officer where appropriate for students who are PA or SA
- Build on a culture of challenge when addressing persistent illness absences with parents.
- Attend welfare home visits where required.
- Escalate concerns where required as per the Safeguarding and Child Protection Policy.
- DSL to communicate attendance concerns to the pupil's social worker, if they have one or The Virtual School Head, if the pupil is a looked after child. This will be done as soon as there is an attendance concern and immediately upon becoming a persistent absentee. Unexplained absences will also be communicated to the Social Worker and Virtual School Head, if the pupil has one.

Headteacher / Principal

- Take a lead in promoting pupil attendance ensuring it is the responsibility of all staff.

- Ensure the attendance policy is implemented consistently across the school
- Ensure attendance has a high profile across the school in all communications
- Monitor school level absence data with the School Attendance Champion and report data to the Local Governing Board
- Support other staff in monitoring the attendance of individual pupils
- Agree with the Attendance Lead when to issue fixed-penalty notices
- Decide whether to grant leave during term time for exceptional circumstances

Governing Body

- Recognise the importance of school attendance and promote it across the school's ethos and policies
- Review the implementation of the School Attendance Policy
- Ensure the school fulfil their statutory duties
- Ensure the importance of school attendance is promoted across policies and procedures
- Ensure staff receive adequate training on attendance
- Discuss the targets for attendance with the Headteacher/Principal and review progress towards these at Board meetings.
- Regularly monitor attendance figures through data analysis at Board meetings. Ask questions about attendance trends and be curious about what is being done to challenge and prevent persistent poor absence

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
B	Off-site educational activity	Pupil is at a supervised off-site educational activity approved by the school
D	Dual registered	Pupil is attending a session at another setting where they are also registered
K	Attending education provision arranged by the LA	Pupil attends college courses or unregistered provision such as home tutoring
P	Sporting activity	Pupil is participating in a supervised sporting activity approved by the school
V	Educational trip or visit	Pupil is on an educational visit/trip organised, or approved, by the school
W	Work experience	Pupil is on a work experience placement

Code	Definition	Scenario
Authorised absence		
C	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances
C1	Authorised leave of absence	Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad
C2	Authorised leave of absence	Leave of absence for a compulsory school age pupil subject to a part-time timetable
E	Excluded	Pupil has been excluded but no alternative provision has been made
I	Illness	School has been notified that a pupil will be absent due to illness
J1	Authorised leave of absence	Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution
M	Medical/dental appointment	Pupil is at a medical or dental appointment
R	Religious observance	Pupil is taking part in a day of religious observance
S	Study Leave	Year 11 pupil is on study leave during their public examinations
T	Gypsy, Roma, and Traveller absence	Mobile pupil with no fixed abode from a Traveller community is travelling, as agreed with the school
Unauthorised Absence		
G	Unauthorised Holiday	Pupil is on a holiday that was not approved by the school
N	Reason not provided	Pupil is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time)
O	Unauthorised absence	School is not satisfied with reason for pupil's absence
U	Arrival after registration	Pupil arrived at school after the register closed
Other		
Q	Not a possible attendance	Unable to attend the school because of a lack of access arrangements
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
Y	Unable to attend due to exceptional circumstances	School site is closed, there is disruption to travel because of a local/national emergency, or pupil is in custody

Y1	Not a possible attendance	Unable to attend due to transport normally provided not being available
Y2	Not a possible attendance	Unable to attend due to widespread disruption to travel
Y3	Not a possible attendance	Unable to attend due to part of the school premises being closed
Y4	Not a possible attendance	Unable to attend due to the whole school site being unexpectedly closed
Y5	Not a possible attendance	Unable to attend as pupil is in criminal justice detention
Y6	Not a possible attendance	Unable to attend in accordance with public health guidance or law
Y7	Not a possible attendance	Unable to attend because of any other unavoidable cause
Z	Pupil not on admission register	Prospective pupil not on admission register
#	Planned school closure	Whole or partial school closure due to half term/bank holiday

Appendix 2

ATTENDANCE AT ASHMOLE ACADEMY

