



**Brentford School for Girls**  
**Whole School Attendance Policy**

Rev	Date	Description
6	September 2025	Reviewed
5	September 2024	Reviewed
4	May 2022	Reviewed
3	May 2020	Reviewed
2	May 2018	Reviewed
1	June 2016	Reviewed

## Brentford School for Girls – Attendance Policy

Effective September 2024

### Attendance vision

Brentford School for Girls strongly believes that outstanding attendance and punctuality is vital in ensuring that all our students can fulfil the aspirational vision of the Brentford girl that we hold as the foundation of all aspects of school life. We hold the highest expectations for all our students and celebrate their learning so that they become confident, happy and successful individuals who have enhanced opportunities for their future.

Statistics show young people will only be able to realise their full potential, academically and personally, if they are in school and ready to learn at least 97% of the time. It is never too late to benefit from good attendance. We believe outcomes in all aspects of education are directly affected by attendance and we will continue to strive together to achieve our whole school attendance target of 97%.

**Attendance is everyone's business!**



We ensure that all our staff have a confident understanding of our roles, working tenaciously, to promote our high expectations around attendance by working with both students and their families to ensure that the right support is in place on a day-to-day basis.

We will ensure that our staff are equipped not only to identify any trends or barriers that may exist around attendance and punctuality but to have those key conversations and build positive working relationships for all by listening, supporting, challenging and rewarding where required.

We recognise that it is important we not only recognise and reward those students who are here every day, but also those students who are working hard to improve their attendance – creating a whole school culture when attendance is seen as an aspirational behaviour valued by all.

#### **Documentation that informs this policy:**

This policy adheres to the following legislation and Department for Education (DFE) guidance:

- Supreme court Ruling April 2017 4 2.1.2 Regular attendance is attendance at school on each day the school is open for the students unless there is an ‘authorisable’ reason to be absent; (registration regulations 2006 (amended). Section 444 of the education act 1996). “If a child of compulsory school age who is a registered pupil at a school fails to attend regularly at the school, his/her parent is guilty of an offence.” A student’s Unauthorised Absence is an offence for the parent.
- [Working together to improve school attendance - 19 August 2024](#)
- [Sharing daily pupil attendance data - April 2024](#)
- [The School Attendance \(Pupil Registration\) \(England\) Regulations 2024](#)
- [Keeping children safe in education - September 2023](#)
- [Elective Home Education - April 2019](#)
- [Children missing education - September 2016](#)
- [Summary of responsibilities where a mental health issue is affecting attendance - February 2023](#)

#### **Roles and responsibilities:**

##### **Designated Senior Attendance Champion:**

Mr Philip Dexter - Assistant Headteacher (Behaviour & Attendance)

email: [pdexter@brentford.hounslow.sch.uk](mailto:pdexter@brentford.hounslow.sch.uk)

The role of the senior attendance champion is to ensure that the promotion of positive attendance is considered in all aspects of the school’s provision:

- Ensure all staff, students and parents have a clear understanding of our school vision for attendance and the rationale that informs it.
- Establish and maintain effective systems for the management of attendance in line with our school vision.
- Have a robust understanding of whole school attendance data.
- Monitor and evaluate the effectiveness of school attendance systems.

##### **Whole School Attendance Lead:**

Mrs Carlie Pennington

email: [cpennington@brentford.hounslow.sch.uk](mailto:cpennington@brentford.hounslow.sch.uk)

**School Attendance Manager:**

Mrs Lisa Shah

email: [lshah@brentford.hounslow.sch.uk](mailto:lshah@brentford.hounslow.sch.uk)

**School Attendance Officer:** To be contacted in the first instance to report an absence

Miss Chloe Granger

email: [attendance@brentford.hounslow.sch.uk](mailto:attendance@brentford.hounslow.sch.uk)

At Brentford School for Girls, attendance is a whole school focus. We are committed to attendance 'being everyone's business'. An outline of the responsibilities of the following stakeholders can be found in **APPENDIX 1**:

- The Executive Headteacher / Head of School
- The Senior Leadership Team
- Designated Safeguarding Lead(s)
- The nominated school governor for whole school attendance
- Form tutors
- Classroom teachers and teaching assistants
- Heads of Year (inclusive of Head of 6th Form)
- Heads of Department
- Attendance officer (CG)
- Whole school attendance lead (CP)
- Attendance Manager (LS)
- Pastoral Manager (GTI)

**Training of staff:**

Ongoing professional development for staff in the effective implementation of whole school attendance systems is **coordinated by the Designated Senior Attendance Champion** and delivered in the following forums:

- Annually to all staff via centralised CPD.
- To all new staff (regardless of start date) via a structured new staff induction programme.
- Bespoke support programmes for identified staff.

**How we create a culture where attendance is valued by all:**

How we showcase the importance of attendance

### **Use of rewards:**

- We will ensure that our pupils are made aware of the importance of good attendance and how this will benefit them. Outstanding attendance is celebrated in line with the school rewards policy on a weekly basis via year group assemblies, and half termly and termly via house and year group celebration assemblies.

### **Use of tutor time programme:**

- As part of our structured tutor time programme students complete a bi weekly reflection activity where they consider their attendance to date, recognise the potential impact on their learning and set SMART targets for improvement.

### **Inclusion in all keynote events and communications:**

- We will remind students of the importance of regular attendance via the school tutor time programme, this will take place twice each half term. Students will also be reminded of the importance of regular attendance via weekly assemblies and end of half term/ term celebration assemblies.

### **Key spotlight area for strategic planning at every level:**

- Explicit inclusion in the whole School Improvement Plan (SIP), Departmental Improvement Plans (DIP) and Year Leader Improvement Plans (YIP).

### **Communication with parents and carers:**

- We will regularly inform all parents about their child's attendance and absence levels. This will be communicated through their Student Progress Report (three times per year).
- We will remind parents of the importance of regular attendance and punctuality in the school Bulletin, end of half term Rag'd attendance letters, (see appendix 2) on our website and social media platforms, at open evenings and keynote events, in the Home-School Agreement and during all parents' evening meetings.

### **Parents can support regular attendance by:**

- Ensuring your daughter attends school on each day the school is open for the pupils, unless there is an authorisable reason to be absent. Only the school can authorise an absence.
- Telephoning the school with a reason for an absence on each day of absence.
- Giving a timely reason; satisfactory to the school; otherwise the absence will remain unauthorised.
- Arranging all non-emergency medical and dental appointments out of school hours or during school holidays.

- Keeping the school updated by telephone, email or letter of any changes of circumstances. Making sure we always have your current contact numbers; this includes all telephone numbers and emergency contact details.
- **If you are leaving** the area or changing schools, please complete a **leaver's form** (available at the school office). Schools and the local authority are obliged to track pupils missing from school. This can be intrusive in the absence of reliable or confirmed information.

In the majority of instances - absence should only happen:

- When your child is significantly/symptomatically ill and therefore unfit to attend school. There should be an observable symptom; 'feeling unwell' is not enough. We may ask for medical verification where absence claimed as illness is frequent, prolonged or where there are absences before or after a school holiday.
- When there is an unavoidable/unforeseen reason or circumstance which is causing a difficulty.
- If your child has a documented medical condition that hinders regular attendance.
- If you have exceptional circumstances which require you to request to take your daughter out of school during term time; parents/carers must apply in advance in via the school website <https://forms.gle/oSh2KjQ2kQkD6PFR7>. If the leave of absence during term time is deemed unauthorised, the Local Authority will be informed which may result in the Local Authority taking legal action. Brentford School for Girls follows the London Borough of Hounslow's policy that all leave of absence will be recorded as unauthorised.
- Holidays and extended leave during term time are not permitted under any circumstances. Any such absence will result in a referral to the Local Authority which may result in a penalty notice being issued to the parents/carers. (see appendix 3)

#### **Listening and understanding barriers:**

- Parent contracts which identify barriers and implement support
- Termly coffee mornings
- Meetings with Heads of Year and / or Pastoral Manager
- Welcome to events
- Stakeholder surveys
- PASS survey

#### **Responding to student absence:**

Where possible the school will hold three points of contact for each student on the school roll. [Keeping children safe in education - September 2023](#)

#### **First Day absence procedure:**

- Parents / carers should make contact with the school by **phone before 8am** if their daughter is absent. The contact number is 0208 8474281 selecting option 1
- If no contact has been made, the attendance officer has a duty of care and will make contact via phone call, text or email.
- In cases where pupils are a cause for concern this will be done via a phone call by the attendance team. Primary contact calls take place in the following priority where the reason for an absence has not been shared.
  - Vulnerable Children
  - Medical needs
  - SEN
  - Identified persistent non attenders (severely absent)
- AM / PM session registers (as appropriate) will be updated by the attendance officer utilising the correct coding.
- Students attending after registration closes at 9.10am with proof of a valid reason will be marked as U, which is an unauthorised code and will affect the students overall attendance percentage.
- On the first day of a PA or SA child's absence, medical evidence will be requested in order to authorise the absence – absence will be unauthorised unless medical evidence has been provided or the child has been sent home from school. Failure to provide this evidence will result in an unauthorised mark until the child returns to school. Accepted forms of evidence include:
  - Letter, email, text confirmation of doctors/clinician/hospital appointment
  - Picture of medication (name of child and date of prescription to be clear)
  - All medical evidence is to be saved to the Attendance file under the relevant year group

#### **Second Day absence procedure:**

- It is the parent/carers' responsibility to notify the school if their daughter is still absent. Please note - this should take place on each day of absence.
- If contact has still not been made with the primary number on the second day of absence, all other numbers and email addresses will be exhausted.

#### **Third Day absence procedure:**

- If no contact has been made with the parent/carers then a 3 day non-contact referral will be raised to the London Borough of Hounslow, Schools attendance and support service (SASS) by the schools attendance manager to ensure the appropriate safeguarding measures have been adhered to.

The referral will be completed by 12pm.

#### **Persistent non attendance procedures:**

On the first day of a PA or SA child's absence, medical evidence will be requested in order to authorise the absence. Failure to provide this evidence will result in an unauthorised mark until the child returns to school. Accepted forms of evidence include;

-letter, email, text confirmation of doctors/clinician/hospital appointment

-picture of medication (name of child and date of prescription to be clear)

All evidence is to be saved to the attendance file under the relevant year group.

Once a child's attendance falls to 90% for whatever reason, she is automatically defined by the Department for Education (DfE) irrespective of the reason for absence as a Persistent Absentee. Once a child's attendance falls below 50%, they are termed Severely Absent.

Both scenarios present a severe problem for students. Much of the work they miss when they are off school is never made up, these gaps in their learning leave children at a considerable disadvantage for the remainder of their school career. Statistics show a direct link between poor attendance and under-achievement, particularly at GCSE. On the first day of a PA or SA child's absence, medical evidence will be requested in order to authorise the absence – absence will be unauthorised unless medical evidence has been provided or the child has been sent home from school. Failure to provide this evidence will result in an unauthorised mark until the child returns to school. Accepted forms of evidence include:

- Letter, email, text confirmation of doctors/clinician/hospital appointment

- Picture of medication (name of child and date of prescription to be clear)

-All medical evidence is to be saved to the Attendance file under the relevant year group

### **School Action Flow Chart**

#### **Regular tracking/monitoring of attendance (weekly)**

##### **U95 – Letter 1 (see appendix 4)**

Weekly tracking/monitoring of attendance. Attendance registers are to be completed daily, and correct attendance codes used.

HOY will analyse data to identify early patterns of absence - U95, declining absentees.

HOY to attend fortnightly attendance meetings to be held with CPE and LSH to review data, to discuss early patterns of individual absence and to action support. Intervention Checklist to be used to identify support.

Each day a child is absent, and the parent/carers have failed to contact the school, absence enquiry calls, texts and emails are made by CGR. It may be necessary for school staff to conduct home visits, where the parent/carer continues not to respond, and the pupil fails to attend school.

~~If unauthorised absence continues and a Social Worker or other service is involved, they must be informed of the absence, and a TAC/E meeting should be~~

#### **Attendance fails to improve**

##### **Parent Contract – Letter 2 (see appendix 5)**

Attendance will continue to be tracked on the TAC and where attendance continues to decline, parent/carer and pupils are invited to attend a meeting with HOY where a 2-4-week target will be set. Parental responsibility regarding school attendance is outlined. School-based and additional support services are discussed, where identified, referrals are made. All identified and active services are to be made aware of the parent/school contract. Should a face-to-face meeting not be convenient, communication at this stage can be made by phone or online.

School attendance contract to be completed with parent/carer and pupil, this will outline barriers, identified support and an agreement by all to improve school attendance. The plan will include a 2-4-week, 100% attendance target.

Parent/Carers of Severely Absent Pupils (attendance that falls below 50%) will meet with LSH to complete the parent/school contract.

Where the parent/carer have not attended the agreed school meeting. The school attendance contract is to be completed in their absence and sent to the parent/carer. Enquiry calls must continue. Attendance to monitor until the target review date. **Letter 2 – Parent/School Contract.**

**Attendance Target Review**

**Actions – Letter 3**

When the Parent/School contract target is reviewed, if the target has been achieved however, % levels are still a concern, an extended 2-4-week 100% attendance target is to be issued. LSH to contact parent/carer ahead of Letter 3 being sent home. **Letter 3 - Extended Target.**  
LSH to oversee extended parent contract.

During the target period absence enquiry calls must continue and support offered. Where attendance declines in the extended target period, a further meeting will be offered to parent/cares and pupils to share concerns.

Pupils who have met their parent contract target are to be monitored until 95% attendance.  
Upon completion of target, a letter of congratulations and further advice will be sent by LSH to parent/carers.

**Final Communication**

**Attendance Deteriorated – Letter 4**

Should there be a decline in a monitored pupil's attendance, CPE will arrange to meet with parent/carer to review ongoing concerns. A further 2–4-week, 100% attendance target letter will be issued. **Letter 4 - Attendance Deteriorated Letter.**

**Support**

Where barriers have been identified and support is required, school-based support should be identified. Schools and parents can seek support and advice from The Early Help Team and Family Hubs, and any additional support services should be explored and offered.  
<https://earlyhelp.hounslow.gov.uk>

**Parent Contracts are implemented to formalise a support/care plan for a student. All medical diagnoses that impact a child's attendance, are to be documented on the parent contract and where necessary a care plan attached.**

**Safeguarding must be at the forefront of all decision making when implementing a parent contact.**

**After above actions have been implemented a referral to The SASS Team should be completed. This referral is to evidence all action plans, support and communication with parent/carer.**

**Supporting students with additional needs:**

**Awareness of mental health related barriers:**

- The school is particularly mindful that in some cases students may be absent from school due to mental ill health or their special educational needs and/or disabilities. We recognise that students may experience normal, but difficult emotions that make them nervous about attending school, such as worries about friendships, school work and examinations. In these instances, we are committed to providing the additional support required that will allow students to attend regularly.
- The school may not routinely ask for medical evidence to support recording an absence as authorised for mental health reasons. This is because, in general, primary care health professionals such as General Practitioners are unlikely to be able to offer such evidence to support one-off absences related to mental health.
- In instances of long-term or repeated absences for the same reason, however, seeking medical evidence may be appropriate to assist in assessing whether the child requires additional support to help them to attend more regularly, and whether the illness is likely to prevent the child from attending for extended periods.

**Focused attendance meetings:**

Targeted meetings will be chaired by the **Designated Senior Attendance Champion** or **Whole School attendance lead (CP)**. The focus of all these meetings is to identify students for whom there is concern regarding their attendance, establish any potential barriers and agree (and then track the impact of) appropriate intervention(s).

The range of agreed interventions may include:

- provision of mentoring.
- targeted careers advice.
- college placements.
- or where appropriate an education, health and care plan or alternative provision.

<b>Meeting</b>	<b>Frequency</b>	<b>Chair</b>	<b>Attendees</b>
HoY attendance meeting	Fortnightly	Senior Attendance Lead	HoY, Attendance manager – where appropriate and SENDCo as appropriate

Review meeting	Fortnightly	Attendance Manager	Senior Attendance Lead, Attendance Manager/ DSL/SENDCo
Severely Absent	Fortnightly	Attendance Manager	Headteacher, Senior Attendance Lead, Attendance Manager/DSL (as appropriate)/SENDCo

### Use of part time timetables:

At Brentford School for Girls, our standard school week is 32 hours and 30 minutes. Any adjustment to an individual student's timetable than sees them educated on site for less than this duration (excluding time at alternative provision) will be considered as a part time / reduced timetable

Part time timetables are only to be used in exceptional circumstances and can only be referred by the school's **Whole School Attendance Lead**, based on the following:

- Student has a serious medical condition that requires an emphasis on recovery time
- Student has had an extended period out of school (due to illness, bereavement, prior EHE etc.
- Student is a persistent non-attender / has been acknowledged as an emotionally based school avoider (EBSNA)

A part time timetable **CANNOT** be used as a strategy to address the following:

- As an intervention to provide respite in avoidance of a FTS or FTE
- Student is awaiting start date at a new school placement
- If requested by a parent without one of the above criteria being met

A part time timetable may only commence once approved by the Executive Head teacher and / or Head of School. A part time referral form should be completed in relation to all PTT requests (see appendix 8)

During the period of the part-time/reduced timetable the school will:

- Monitor the effectiveness of the part-time/reduced timetable.
- Listen to the voice of the child.
- Arrange and hold regular reviews on the agreed dates.
- Acknowledge that on a part-time/reduced timetable, the child is partly absent from school which must be recorded with code C on the registers even if the child completes work at home where relevant.

- Work with the parent to ensure the swift reintegration of the child back into full time education.
- Seek the advice of agencies as necessary with the consent of the parents.
- Risk assessment must be completed for all RTT (see appendix 9)
- Consultation with the LA is to be considered for certain cases.

Please see appendix 6 for part time timetable referral form

### **Elective Home Education:**

The school will work closely with Hounslow local authority to adhere to our responsibilities where parents opt to electively home educate their child. Importantly, the school will no circumstance seek to persuade parents to educate their children at home as a way of avoiding an exclusion or because the child has a poor attendance record. If the pupil has a poor attendance record, the school and, if appropriate, local authority will seek to address the issues behind the absenteeism and use the other remedies available to them in accordance with the provision outlined in this policy.

### **Use of penalty notices: School attendance support service (SASS)**

#### **Notice to Improve:**

- The school's **Designated Senior Attendance Champion** will issue a notice to improve via written communication with parents/carers in accordance with our persistent non attendance procedures outlined above. This notice to improve makes clear to parents/carers that this is their final opportunity for a parent to engage with school / appropriate external agency provided support to improve attendance before referral to the school attendance support service where a penalty notice may be issued.

#### **Penalty notices:**

Sections 444A and 4441B of the Education Act 1996 Empowers designated Local Authority (LA) Officers, to issue Penalty Notices in cases of unauthorised absence from school.

The School Attendance Support Service has a statutory duty to remind parents of their legal responsibilities regarding ensuring their children are receiving the fulltime education to which they are entitled. Where a parent has failed to ensure the regular attendance the School Attendance Support Service will consider issuing Penalty Notices, in line with the Local Code of Conduct and the National Framework for Issuing Penalty Notices.

The purpose of the Penalty Notice is to prevent the escalation of unauthorised absences and to avoid prosecution. There is no power of appeal. Penalty Notices for a first offence are £160 per parent per child. Parents have 28 days to pay the full amount.

If paid within 21 days, the fine is reduced to £80 per parent per child. Penalty Notices for a second offence are £160 per parent per child. Parents have 28 days to pay the full amount.

The Penalty Notice can be an alternative to prosecution.

Payment of a Penalty Notice enables parents to discharge what is potentially the liability of a criminal conviction. If attendance fails to improve alternative tools such as legal action will be considered.

### **Prosecution**

Under existing legislation parent/carers commit an offence if a child has failed to attend school regularly. Where parent/carers have failed to ensure the regular attendance of their child/children, legal action will proceed under Section 444(1) or(1a) of the Education Act 1996.

All cases are heard at a Magistrates Court. Where parent/carers are found guilty they will receive a criminal record, which must be declared to their employer as well as being at risk of receiving much higher fines, community orders, rehabilitation orders or probation.

### **Hounslow School Attendance Support Service**

The School Attendance Support Service has a statutory duty to ensure that referred children receive their full educational entitlement in terms of attendance in line with the Working Together to Improve School Attendance statutory guidance, to ensure they are safe and to enable

them to achieve to their full potential. We aim to improve school attendance by working in partnership with schools, Children's Social Care, Police, and other agencies. To give parents and children the same message regarding the importance of regular attendance at school. Where this message is not made clear at an early age it can lead to problems for parent/carers when their children become teenagers.

The School Attendance Support Service work alongside schools to monitor the attendance of referred children where attendance levels are 90% and below; where a child has been absent from school for 3 consecutive days and no contact has been received from the parent/carer and where unauthorised Term Time leave has been taken.

When attendance is below the expected level the School Attendance Support Service will follow procedures and send out Penalty Notice Warning Letters and Notice to Improve/Local Authority Attendance Meeting appointment letters, telephone parents and conduct home visits to discuss the attendance and any difficulties they are experiencing.

All Hounslow schools have a named School Attendance Support Officer, who can offer advice and strategies to parent/carers when difficulties with school attendance arise.

Our partnership working with other services allows us to make referrals and signpost parent/carers for support to help improve their child's school attendance.

### **Working with external agencies (inclusive of local authority):**

To facilitate timely collaborative working across partners, the school will ensure that information from our registers is shared with the local authority in the following instances:

- **New Pupil and Deletion returns:** notifying the local authority when a pupil's name is added to or deleted from the school admission register outside of standard transition times.
- **Attendance returns:** providing the local authority with the names and addresses of all pupils of compulsory school age who fail to attend school regularly or have been absent for a continuous period of ten school days where their absence has been recorded with one or more of the codes statistically classified as unauthorised (G, N, O, and/or U). In agreement with Hounslow local authority - this will be no less frequently than once per calendar month.
- **Sickness returns:** providing the local authority with the full name and address of all pupils of compulsory school age who have been recorded with code I (illness) and who the school has reasonable grounds to believe will miss 15 days consecutively or cumulatively because of sickness. Only one sickness return is required for a continuous period of sickness in a school year. This is to help the school and local authority to agree to any provision needed to ensure continuity of education for pupils who cannot attend because of health needs, in line with the statutory guidance on education for children with health needs who cannot attend school.

In addition:

- The school will consider whether additional support from external partners (including the local authority or health services) would be appropriate, and make referrals in a timely manner, working together with those services to deliver any subsequent support. In some cases, this may include a referral for Alternative Provision.
- The school may escalate the matter to the Local Authority Attendance Service (this includes unauthorised absence due to significant lateness) for prosecution, where all other routes have failed or are not deemed appropriate. Please see **persistent non attendance procedures** outlined above.

#### **Use of attendance data:**

#### **Mandatory data sharing:**

The school will comply with the statutory requirement for daily attendance data to be submitted (and the method for submission) to the Department for Education during the 2024 to 2025 academic year.

#### **Attendance data analysis:**

Analysis will be used by the designated senior attendance champion, Senior and Middle leaders to trigger early intervention and support for students and their families. It will also be used to track the attendance of groups of students with particular attention to vulnerable and at risk groups.

- Weekly attendance data is shared with all staff.

- Half termly attendance analysis is shared with middle leaders.
- Attendance is reported to Governors each term.

### **Benchmarking against local, regional and national averages:**

#### DFE Data

- All schools
- All secondary schools

#### FFT Data

- All schools
- All secondary schools
- All secondary schools (London)

### **The School Admission Register:**

The school admission register, sometimes known as the 'the school roll', will be maintained in accordance with the [School Attendance \(Pupil Registration\) \(England\) Regulations 2024](#)

### **Use of attendance coding:**

The Executive Headteacher / Head of School will ensure that an attendance register for all students on the school roll is taken twice a day: once at the start of the morning session and once during the afternoon session. A number of codes are used to record whether each student is:

- Present.
- Attending an approved educational activity.
- Absent (authorised or unauthorised absence).
- Unable to attend due to exceptional circumstances.

See **APPENDIX 4** - Summary table of available codes to (inclusive of September 2024 updates)

### **Granting leave of absence:**

We realise that there are rare and unavoidable occasions when there might be a particular problem that causes a student to be absent, such as sudden bereavement, unexpected parental illness, or a family crisis. If this happens, parents/carers should inform the school and we shall try to deal with the matter sympathetically. Following such incidents, parents are expected to make any necessary arrangements for their daughter to return to school as soon as possible (ideally the next day). If the absence is likely to be prolonged, parents must request leave of absence through the attendance page on the school website (<https://forms.gle/oSh2KjQ2kQkD6PFR7>)

**Attending an interview:** for entry into another educational institution or for future employment where requested in advance by a parent the pupil normally lives with.

**Study leave:** for public examinations, as agreed in advance with a parent the pupil normally lives with. Please note this does not include any internal examinations such as mocks as study leave will not be granted in such cases.

**Management of lateness:**

Good punctuality is a prerequisite to good learning and shows respect between student, family and school. Much of core learning begins immediately in the morning. Parents remain responsible for their child’s punctuality. Arriving late to school on a consistent basis can have longer-term academic effects. Late arrivals are disruptive to the whole class and often embarrassing for the child. If showing up late to school becomes a habit, children may develop the notion that lateness is acceptable behaviour. This belief can negatively impact their future work ethic and employment opportunities.

**Procedure for daily lates:**

- Morning registration will take place at the start of school at 8.40 am. The registers will remain open for 30 minutes.
- Any pupil arriving after this time will be marked as having an unauthorised absence unless there is an acceptable explanation.
- In cases, for example, where the absence at registration was for attending an early morning medical appointment, the appropriate authorised absence code will be entered upon receipt of supporting evidence.
- All students arriving after 9am must sign in with the attendance officer.
- With the exception of instances of approved mitigating circumstances - any student who arrives after 8.40am will be issued with a late mark (L code on register). This will lead to the issuing of a same day 20 minute detention that commences at 12.50pm, this allows students to still have a lunch break.

Late to school – arrives after tutor time has begun (8.40am to 9.10am)	Same day 20 minute detention at lunchtime	Form tutor calls home if student is late twice in one week
Late to lessons – arrives after tutor time	U code recorded and 20 minute detention at lunchtime unless evidence of lateness provided e.g. medical appointment	Head of Year calls home and informs parents if late due to truancy

**Changing School / Removal from roll:**

- Parents who remain resident locally can only withdraw their children from school if they have a confirmed start date at another school or are undertaking to educate the child at home (Elective Home Education).
- If a student moves school, parents/carers should inform the school as soon as possible. A student will not be removed from the school roll until the following information has been received and investigated:
  - the date the student will be leaving the school and starting the next school;
  - the address of the new school;
  - a new home address if appropriate.
- The student's school records will then be sent to the new school. In the event that the school has not been informed of the above information, the family will be referred to the local authority/ Child Missing in Education Officer (CME).

## APPENDIX 1 - Stakeholder responsibilities

### a) Wave 1 - 96% and above.

Form Tutor	Head of Year	Attendance Officer	Attendance Manager	HOD + Classroom Teachers
<p><b>Daily:</b> Tutors to accurately take the AM register.</p> <p><b>Daily:</b> Advise students of missed/ reallocated detentions due to absence.</p> <p><b>Weekly:</b> Students who have attended every day in a week, on time, receive two house points- To be added to SIMS weekly.</p> <p><b>Weekly:</b> Tutors to discuss any punctuality issues with tutees/ phone calls/ emails home where required.</p> <p>Tutors lead attendance reflection and target setting session as part of the tutor time programme.</p> <p><b>Half termly:</b> Tutors, via the tutor time programme, to regularly discuss the importance of excellent attendance and punctuality.</p>	<p><b>Daily:</b> Year leaders to advise attendance team of any updates or additions for the watch list. Share student lists with 'N' codes with tutors each Monday morning. Tutors will then follow up on all outstanding 'N' codes from the previous week.</p> <p>Year leaders to collect previous week's list and return to attendance admin in order to update codes on SIMS.</p> <p>Communicate with teachers through staff briefings/email if a vulnerable student is returning and we need to support, or if a student is returning from absence (for example, an exclusion) and needs catch up work provided where a student was unable to complete work provided on google</p>	<p><b>Daily:</b> Sign in all lates</p> <p><b>Daily:</b> Update SIMS with absences (from messages left)</p> <p><b>Daily:</b> Updating registers from paper registers returned to the office (where required).</p> <p><b>Daily:</b> Update SIMS when someone signs out- check evidence has been provided prior to student signing out. Reception to take over from 2pm. AO to share a sign out sheet on departure.</p> <p><b>Daily:</b> To ensure we have reasons for all absence- 'N' codes are clear at the end of each week.</p> <p><b>Daily:</b> Send late letters home when requested to do so by the attendance manager.</p> <p><b>Daily:</b> To apply red flags to SIMS where students are not on</p>	<p><b>Daily:</b> Late gate duty</p> <p><b>Daily:</b> Assist HoY with vulnerable calls following the tutor time period.</p> <p><b>Daily:</b> Monitoring of attendance and punctuality to identify patterns and share/ discuss with HoY.</p> <p><b>Daily:</b> To contact/ visit the teachers who have not updated their registers during p1 to ensure they are accurately completed.</p> <p><b>Weekly:</b> Chase up students who have left and need to come off-roll, as part of mid-term admissions and exits.</p> <p><b>Ongoing:</b> where appropriate inform any partner agencies of student absence.</p>	<p><b>Weekly:</b> If a student has been absent, be positive on their return. Praise them for being in school.</p> <p><b>Weekly:</b> Ensure work is shared on google classroom area in order for students to access work from home where reason for absence allows them to do so.</p> <p><b>Weekly:</b> Share hard copies of work to be sent home where students do not have access to IT equipment/ internet.</p> <p><b>Ongoing:</b> Ensure that students can access the work and have the work needed to catch up on what they have missed on their return to school. (coordinated by Attendance Champion and SENDco)</p>

<p><b>Half termly/ termly-</b> HoY to share attendance and punctuality awards via celebration assemblies.</p>	<p>classroom during their period of absence.</p> <p>Monitor year team SIMS house points to ensure house points are being shared consistently by the tutor team and distributed on a weekly basis.</p> <p>Provide tutor teams with resources required to deliver all attendance related activities within the tutor time programme.</p> <p>Proactive in contacting parents/ carers of vulnerable students in the build up to what can be deemed as stressful periods in the student calendar (exams, periods/ where peer issues have been raised/ anxiety around school attendance) Year leaders to discuss with parents support that can be added to ensure good attendance and alleviate stress for the student.</p>	<p>timetable due to in school intervention/ duty pupil rota/ parent meetings.</p> <p><b>Weekly:</b> share 'N' code reports with year leaders from the previous week to share with tutors. This report will be shared each Friday morning.</p> <p><b>Weekly:</b> Previous week reports collected each Friday and SIMS codes updated by the end of the day.</p> <p><b>Weekly:</b> To share weekly punctuality reports with HoY. HoY to share with tutors to make calls home/ add further sanctions where required to avoid persistent punctuality issues.</p> <p><b>Half termly/ termly:</b> AO to share attendance and punctuality data with HoY for awards in celebration assemblies.</p>		
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b) **Wave 2 Attendance - 91-95%** **Punctuality-** 5 late arrivals across a 10 school day period

Head of Year	Head of Dept.	Attendance Lead	Attendance Manager	Attendance Officer	DSL
<p><b>Weekly:</b> Follow up on any issues that arise from phone calls admin makes.</p> <p><b>Fortnightly:</b> Meet with Whole School Attendance Lead/ Attendance Manager to review attendance and punctuality of year group. Agree actions for those students who have fallen under 95% attendance. Phone call/ contact with parents/ carers to share concerns/ identify reasons for low attendance.</p>	<p><b>Fortnightly:</b> Standing item on dept. agenda to discuss actions around identified students who are regularly missing lessons. Plans in place to ensure gaps do not appear where absence is a concern.</p>	<p><b>Weekly:</b> Discussions with HoY/ Attendance manager around actions for those students with persistent absence via LM meetings. Confirm agenda for HOY/AM fortnightly meetings.</p> <p><b>Weekly:</b> Review minutes of attendance meetings to identify where actions need refinement</p> <p><b>Fortnightly:</b> Benchmarking against national data:</p> <p><b>DFE:</b> All schools, all secondary</p> <p><b>FFT:</b> All London, All girls – included in HT attendance report</p> <p><b>HEP:</b> All local authority (will require LE support to build relationships)</p>	<p><b>Weekly:</b> Issue first communication (and subsequent) letters for those below 95% (in agreement with AC).</p> <p><b>Weekly:</b> Hold meetings for those students whose attendance continues to deteriorate.</p> <p><b>Fortnightly:</b> Devise and review action plans for students who are a cause for concern (minuted via HoY meetings).</p> <p><b>Weekly:</b> Arrange reintegration meeting for students returning after a prolonged period of absence. AC and SENDco have agreed coordinated</p>	<p><b>Weekly:</b> under 95%/ punctuality letters to be collated and sent as advised by the attendance manager.</p> <p><b>Weekly:</b> unauthorised term time leave letters sent as advised by attendance manager</p>	<p><b>Weekly:</b> Meetings with Attendance manager to identify high risk/ vulnerable students who DSL will manage/ monitor and discuss intervention on return to school.</p> <p><b>Weekly:</b> Liaising/ meeting with parents/ carers to agree a resolution and support both in school and via external agencies.</p> <p><b>Weekly:</b> Home visits where required.</p> <p><b>Weekly:</b> Working with outside facilitators i.e. Early Help/ CAMHS</p>

		<p><b>Half termly:</b> Present attendance and behaviour report to Governors.</p> <p><b>Ongoing:</b> Work with SENDco (as appropriate) and relevant HoY to put in place action plan for PNA re integrations</p> <ul style="list-style-type: none"> <li>● Outline role of all stakeholders including HoDs, class teacher, form tutor etc.</li> </ul>	<p>approaches with curriculum teams in advance.</p> <p><b>Weekly:</b> Parent meetings held to identify barriers to attendance.</p> <p><b>Weekly:</b> where required - 4 week targets to be set and review date shared.</p> <p><b>Weekly:</b> Where 4 week target has failed- review- target extended depending on circumstances for absence/ EWS referral where required.</p> <p><b>Half termly:</b> Attendance manager to run interventions with identified students- these will run for 6 weeks and will take place in either a group or 1:1 format.</p> <p><b>Ongoing:</b> where appropriate inform any partner agencies of student absence.</p>		
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c) **Wave 3** - 90% and under **Punctuality**- Target letter sent

Head of Year	Attendance Lead	Attendance Manager	DSL	SENDco	SLT/ Gov
<p><b>Fortnightly:</b> Meet with Attendance Manager to review attendance and punctuality of year group. Agree actions for those students who have fallen under 90% attendance. Liaising with parents and carers to ensure work is being shared/ support offered is in place and students are engaging.</p>	<p><b>Fortnightly:</b> Meeting with AM to review case load of high level PNA (and any students on agreed PT timetables)</p> <ul style="list-style-type: none"> <li>● ensure consistency of response</li> <li>● track appropriate escalation</li> </ul> <p><b>Ongoing:</b> Work with SENco (as appropriate) and relevant HoY to put in place action plan for PNA re integrations</p> <ul style="list-style-type: none"> <li>● Outline role of all stakeholders including HoDs, class teacher, form tutor etc.</li> </ul> <p><b>Half termly:</b> Host 6 (one per HY) hard to reach coffee mornings</p> <ul style="list-style-type: none"> <li>● determine who is invited</li> <li>● ensure follow up</li> </ul>	<p><b>Fortnightly:</b> Meeting with AC to review case load of high level PNA (and any students on agreed PT timetables)</p> <ul style="list-style-type: none"> <li>● ensure consistency of response</li> <li>● track appropriate escalation</li> </ul> <p><b>As required:</b> Issue second communication (and subsequent) letters for those below 90% (in agreement with AC).</p> <p><b>Weekly:</b> Liaising with EWO and local authority regarding identified PNA students.</p> <p><b>Weekly:</b> continued work with families (outlined in W2) to assist in student re engagement.</p>	<p><b>Weekly:</b> Meetings with Attendance manager to identify high risk/ vulnerable students who DSL will manage/ monitor and discuss intervention on return to school.</p> <p><b>Weekly:</b> Liaising/ meeting with parents/ carers to agree a resolution and support both in school and via external agencies.</p> <p><b>Weekly:</b> Home visits where required.</p> <p><b>Weekly:</b> Working with outside facilitators i.e. Early Help/ CAMHS</p>	<p><b>Ongoing:</b> ensure that all classroom teachers are aware of appropriate strategies to best support identified learners in engaging with the curriculum (and so mitigating anxiety related absence).</p> <p><b>Ongoing:</b> Liaison with AC and Head of School to determine where alternative provision may be required to best support the needs of students who are not engaging with provision (following reasonable adjustments).</p>	<p><b>Half termly:</b> SLT/ Gov parent/ carer meetings where required.</p>

	<ul style="list-style-type: none"><li>● train appropriate staff in how to conduct discussions</li></ul> <p><b>Ongoing:</b> Liaison with SENDco and Head of School to determine where alternative provision may be required to best support the needs of students who are not engaging with provision (following reasonable adjustments).</p>				
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APPENDIX 2

Dear Parent/Carer,

**Name of Child:** «forename» «surname» **DOB:** «date\_of\_birth»

**Attendance:** «percentage\_attendance»%

**Year:** «year» **Head of Year:** «head\_of\_year»

We are writing to remind you of the vital importance of regular school attendance for your child's education and well-being. Consistent attendance plays a key role in ensuring that students settle into school life, maintain friendships, and achieve their best academically. Pupils who attend regularly are much more likely to excel in exams, as evidenced by last year's GCSE and A-Level results. Students with higher attendance consistently performed much better than those students who had odd days off or persistent lengths of absence. Learning to be in school every day should not begin when students start their examination years; pupils who do not attend school regularly miss vital parts of the curriculum from **all year groups**.

As part of our ongoing commitment to supporting your child's education, we will be monitoring attendance closely. We would 'love' all pupils to have 100% attendance however, our target for all pupils is a minimum of 95% attendance by the end of the school year, which is equivalent to no more than 10 days off. Missing even half a day per week can accumulate to 19 days lost over the course of the year, which is equivalent to almost 4 weeks. This will impact your child's learning experience significantly. If they missed this amount of time every year, by the time they sit their GCSEs, they will have missed half a year of secondary education.

**Below you can find the schools colour banding which you may find helpful:**

Category	Attendance at the end of the year	Days missed from school	Weeks missed from school	Number of lessons missed
GREEN	100%	0	0	None
GREEN	95%	10	2	50
AMBER	94%	13	2.5	62
AMBER	92%	15	3	75
RED	90%	19	4	95
RED	85%	28	6	140
RED	80%	38	8	190
RED	70%	57	11	285

**If your child's attendance falls below 95%, you may be required to provide medical evidence to verify and authorise any further absences.**

### **Attendance Certificates**

**One school day is equivalent to two sessions, which is recorded as AM session and PM session.**

Starting this term, we will be sending home your child's attendance certificate at the end of each term. The certificate will be colour-coded to reflect their attendance.

- **Green** - Excellent attendance. We are pleased with your child's commitment and reward good attendance in various ways.
- **Amber** - Attendance is a concern. We may be in touch to discuss ways to improve this.
- **Red** - Attendance is a significant concern. If this applies, you will have already been contacted by the school.

**School will strive to support children in overcoming attendance barriers. However, if this support is not sufficient, school are required to refer attendance concerns, for children in Years 7 to 11, to the Local Authority's School Attendance Support Service (SASS).**

**For students in Years 12 and 13, persistent attendance concerns may result in the loss of their place in the Sixth Form Unit.**

### **Term Time Leave**

Unfortunately, an increasing number of families are taking holidays during term time. Please note that this is not acceptable. The school is required to refer families (Children from Years 7 to 11) to the Local Authority if holidays are taken during term time, and parents may face fines or prosecution. We encourage you to plan family holidays during the school holidays, as there are 13 weeks designated for this purpose.

### **How You Can Support Your Child?**

Talk about the importance of attending school every day, arriving on time, and attending every lesson. This is the expectation unless your child is unwell and needs to remain at home to recover. Regular attendance at school sets up good behaviours for regular attendance at work in the future.

- Ensure your child arrives on time each day, ready to engage in lessons.
- Avoid scheduling dental, optician, or medical appointments during school hours whenever possible.
- Take family holidays during the scheduled school breaks (there are thirteen holiday weeks each year for pupils). We do not authorise school holidays in term time.

If your child has been absent for medical reasons, please send any relevant evidence (e.g. a photo of an appointment invite or a prescription/medication) to the attendance team via email at

[Staff-Attendance@brentford.hounslow.sch.uk](mailto:Staff-Attendance@brentford.hounslow.sch.uk)

### **Punctuality**

Punctuality is just as important as attendance. Being on time helps foster good habits for the future and reduces stress. We have adopted a 'late is late' approach and as such pupils should be on site by 8:30am in time for the 8:40am registration.

Should your child arrive after 8:40am they will be recorded as L = Late. Where a pupil arrives after 9:10am without proof of an appointment - this will be recorded as a U = unauthorised absence for the session.

If your child arrives to school late you will receive a text message informing you of their 20-minute lunchtime detention (12:50 - 13:10). Failure to attend this will result in a Head of Year detention after school, at a later date.

While we understand that occasional absences are unavoidable, your support in encouraging good attendance and punctuality will significantly enhance your child's opportunities and future success.

### **Coffee Morning**

We invite you to attend a coffee morning on \_\_\_\_\_, **from 9:30am to 10:30am** to discuss any concerns regarding your child's attendance or punctuality.

The Local Authority's School Attendance Support Officer will also be there to answer any questions you may have.

**Please register here by DEADLINE should you wish to attend**

QR code to register:



Thank you for your continued support in ensuring your child's attendance remains the top priority.

Yours faithfully,

*M Leenders*

Ms M Leenders

**Headteacher**



## School Absence

### Term Time Leave!



**London Borough  
of Hounslow**

#### Term Time Leave!

There are 190 school days a year and the expectation of schools and the Local Authority is that children of statutory school age who are on a school roll, attend school every day the school is open.

That means there are 175 days remaining, for you to use for appointments, celebrations, birthday treats, events, and family holidays.

There may be some acceptable occasions where a child is not able to attend school, such as when they are too ill or has a medical appointment which cannot be held outside of school hours.

Taking a child out of school on Term Time Leave is not an acceptable reason to be absent from school. Parent/carer's do not have an automatic right to take their child out of school on Term Time Leave.

There is a clear statistical link between irregular school attendance and educational achievements. Absence from school has a disruptive effect on the pupil and the whole class. Each day a child is absent from school they miss out on the valuable education and planned teaching time, and their daily routine is disrupted. This may lead to a risk of falling behind academically, underachieving, and social isolation. Regular attendance is essential for pupils to get the most out of their school experience, including their attainment, wellbeing, and wider life chances. The pupils with the highest attainment at the end of key stage 2 and key stage 4 have higher rates of attendance over the key stage compared to those with the lowest attainment.

Regular school attendance is important for all aspects of a child's life not just because it is law. Parent /carer's, school staff, Local Authorities and all other services must work together to improve school attendance to reduce unauthorised absence to ensure that each child is getting the fulltime education to which they are entitled.

#### Warning

Regulations state that Headteacher's cannot grant a leave of absences to a pupil except where an application has been made in advance and the Headteacher considers there are exceptional circumstances relating to the application.

An exceptional circumstance is an unavoidable event, such as an emergency that can't normally be planned for in advance. The DfE does not consider a need or desire for a holiday or other absence for the purpose of leisure and recreation to be an exceptional circumstance.

Each application will be considered by the Headteacher on a case-by-case basis; however, the Local Authority strongly advise Headteacher's against authorising Term Time Leave as school absence must be kept to an absolute minimum.

The Headteacher will write to the parent/carer warning them that the leave has not been approved. All periods of leave that have not been agreed by the Headteacher and is still taken, will be shown as unauthorised absence and will affect your child's levels of attendance.

Where a child has failed to return to school on the agreed date, they may be at risk of being removed from the school roll. The parent/carer would need to reapply on their return. There is no guarantee that they will receive a place at the same school.

School's will refer all cases of unauthorised Term Time Leave to the School Attendance Support Service (SASS), where checks will be conducted to identify if there is a history/patterns of unauthorised leave. A Penalty Notice Warning Letter will be issued for a first period of unauthorised leave taken. The letter warns of the risk of being issued with Penalty Notices or prosecution if further unagreed leave/absence occurs. It is hoped that the warning will discourage any further periods of leave being taken and avoid the need for further action.

## The Law

The Law states that all parent/carers have a legal responsibility to ensure that their child gets a full-time education that meets their needs (for example if they have a special educational need).

Children must receive an education whilst they are of statutory school age, between the school term after their 5<sup>th</sup> birthday, and the last Friday in June in the school term in which they turn 16 years old.

You can choose to teach them yourself (Elective Home Education EHE), or you can enrol your child at a school, either way guidance is very clear that every child is entitled to a fulltime education. You can be prosecuted for failing to ensure your child is receiving that education.

The word 'regular' in relation to school attendance, is in accordance with the rules applied by the school meaning a child is expected to attend every day the school is open unless leave of absence has been granted by the Headteacher.

All schools are required to have an Attendance Policy which is on their school website and clearly sets out the school expectations, processes, and the need to keep all absences to an absolute minimum.

Regular and punctual attendance at school is a legal requirement and is essential if pupils are to maximise their educational opportunities.

Schools are responsible for monitoring all absence, with particular focus given to pupils who are missing 10% or more of school, those are classified as persistent absentee's and those missing 50% or more of school are classified as severely absent. As defined by the Department for Education and Skills (DfE),

## Penalty Notices

Penalty Notices are issued in line with the Education (Penalty Notices) (England) Regulations 2007 as amended, and reflect changes to the law introduced in 2024, set out in the DfE National Framework and the London Borough Local Code of Conduct. Penalty Notices are intended to prevent the need for court action.

A penalty notice can be issued to each parent liable for the offence or offences. They are issued to the parent/s who have allowed the absence (regardless of which parent has applied for a leave of absence).

**Penalty Notices for a first offence are £160 per parent per child. Parents have 28 days to pay the full amount. If paid within 21 days, the fine is reduced to £80 per parent per child. Penalty Notices for a second offence are £160 per parent per child. Parents have 28 days to pay the full amount.**

**There is a national limit of 2 Penalty Notices that can be issued to a parent for the same child within a rolling 3-year period. Once 3 years has elapsed since the first penalty notice a further penalty notice can be issued if appropriate**, but in most cases, it will not be the most effective tool for changing what may have now become an entrenched pattern of behaviour.

**There is no right of appeal against a penalty notice.**

In a case where the national threshold is met for a third time (or subsequent times) within those 3 years, alternative action will be considered. This will often include prosecution.

Under existing legislation parent/carers commit an offence where they have failed to ensure the regular attendance of their child/children, legal action will proceed under section 444(1) and (1A) of the Education Act 1996.

Where parent/carers are found guilty they will receive a criminal record, which must be declared to their employer as well as being at risk of receiving much higher fines, community orders, rehabilitation orders or probation. This may affect your current and future employment.

If you require advice, please contact

**School Attendance Support Service**

**SASS Duty 0208583 2622**

**(08:30am – 4:30pm)**

[SASSDuty@hounslow.gov.uk](mailto:SASSDuty@hounslow.gov.uk)

**Hounslow House  
7 Bath Road  
Hounslow  
TW3 3EB**



**London Borough  
of Hounslow**

## APPENDIX 4

Parent/Carer of:

Dear Parent/Carer,

**Name of Child DOB:**

**Attendance:** percentage attendance

**Year**

**Head of Year:**

I am writing to you regarding «forename»'s school attendance. As I am sure you are aware, regular attendance is crucial in enabling pupils to maximise their educational opportunities and broaden their social engagement and is also a legal requirement. I have noted from the school register that «forename»'s attendance is below the expected levels.

We would like to work with you and «forename» to identify and address any potential barriers that may be impacting her school attendance. Please feel free to contact «forename»'s Head of Year if you wish to discuss this matter further.

We will continue to monitor «forename»'s attendance closely and hope to see a significant improvement. However, due to the concerns raised in this letter, please be aware that any future absences may require medical evidence in order for them to be authorised.

Thank you for your attention to this matter. We look forward to working together to support «forename» in improving her attendance.

Yours faithfully,

L Shah

Mrs L Shah

**Attendance Manager**

## APPENDIX 5

Dear Parent/Carer,

### RE: Parent Consultation Invite

Name:

Date of Birth:

Attendance:

I am writing to follow up on our previous communication regarding **NAME**'s level of school attendance. Unfortunately, despite the concerns raised in this communication, there has been little to no improvement in **NAME**'s attendance record.

I would therefore like to invite you to attend a meeting via phone or Teams to discuss this further. I have shared my availability below.

### **DATE and time**

The purpose of this meeting is to explore any barriers that may be impacting your child's ability to attend school regularly and to work together in developing a plan to support them in improving their school attendance.

Should the availability above not be convenient, please share a more suitable date and time and I shall look at my diary and get back to you.

Thank you for your time and cooperation.

Yours faithfully,

Head of Year

**APPENDIX 6**

|  
**School Attendance Contract**

<b>Date of meeting:</b>	
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<b>Pupil name:</b>	
<b>Date of birth</b>	
<b>Parent/Carer name</b>	
<b>Parent/Carer email address</b>	
<b>Address</b>	

<b>Present at meeting/telephone conversation</b>	
<b>Parent/Carer attended/not attended (delete as appropriate)</b>	Attended Not attended

<b>Attendance %</b>		<b>Sessions missed</b>	
<b>Punctuality %</b>		<b>Sessions arrived after registration</b>	

Parent/Carer informed that all parents have a legal duty to ensure their child receives an education at school or otherwise to ensure they meet their fullest potential. If attendance fails to meet target set, consideration will be given to a referral to the School Attendance Support Service who may take legal action under Section 444(1a) Education Act 1996.

	<b>Barriers/issues raised and discussed</b>
<b>School</b>	
<b>Parent</b>	Please share child's attendance and punctuality data at time of contact with parent
<b>Pupil</b>	

<b>Is there a medical condition that would prevent regular school attendance</b>	<b>Yes</b>	<b>No</b>
<b>Details of the condition</b>		
<b>I give permission for the school to contact my GP/Consultant to request confirmation</b>	<b>Yes</b>	<b>No</b>
<b>GP name and address</b>		

**SCHOOL SUPPORT PLAN**

<b>ACTION</b>	<b>RESPONSIBLE</b>	<b>TIMESCALE</b>	<b>DATE</b>	<b>OUTCOME</b>

<b>Attendance and punctuality target:</b>	<b>100%</b>
<b>Timescale for improvement:</b>	<b>4-weeks</b>
<b>Date for review call/meeting:</b>	

I confirm that this attendance/ support plan was agreed, and understand that where the attendance does not improve, a referral and a copy of this plan will be sent to the School Attendance Support Service.

Parent/carer:

Pupil:

School Attendance Lead: C Pennington

Completed by:

Other Service:

**APPENDIX 7**

Date

Parent / Carer of:

Dear Parent / Carer,

**Name of Child: DOB:**

**Attendance: %**

**Year: Head of Year:**

I am writing to you in regard to «forename»'s school attendance. As I am sure you are aware regular attendance at school is important so that pupils can maximise their educational opportunities

Unfortunately, the target that was set for «forename» has failed due to unauthorised absences and a referral has now been made to The School Attendance Support Service

Yours faithfully

Mrs L Shah

Attendance Manager

## APPENDIX 8

### Brentford School for Girls – Part time timetable referral checklist:

- Our standard school week is 32 hours and 30 minutes
- Anything less than 32 hours and 30 minutes per week is considered a part time / reduced timetable

A reminder that a part time timetable should only be used in exceptional circumstances following one of the following:

- Student has a serious medical condition that requires an emphasis on recovery time
- Student has had an extended period out of school (due to illness, bereavement, prior EHE etc.)
- Student is a persistent non-attender / has been acknowledged as an emotionally based school avoider

A part time timetable CANNOT be used as a strategy to address the following:

- As an intervention to provide respite in avoidance of a FTS or FTE
- Student is awaiting start date at a new school placement
- If requested by a parent without one of the above criteria being met

The following referral form is to be completed by the relevant Head of Year, Attendance Manager of AHT for Behaviour & Attendance. A part time timetable may only commence once approved by the Executive Head teacher and / or Head of School and agreed in writing by the student's parents / carers.

Student name:			
Year group:			
Current Attendance:	SEN (Y/N)	PPG (Y/N)	EAL (Y/N)
Rationale for part time timetable. How will this address the identified concern?			
Proposed adaptations to standard school week of 31 hour and 40 minutes			

<p>Has an Early Help assessment been conducted?</p>	<p>(Y/N)</p>	<p>(Where appropriate)</p> <p>What wider needs have been identified?</p> <p>What support from external agencies can be put in place?</p>
<p>Where the student has an EHCP – has advice been sought from Hounslow LA 0-25 SEND Service</p>	<p>(Y/N)</p>	<p>(Where appropriate)</p> <p>What recommendations have been made in relation to the implementation of a part time timetable?</p>
<p>Has a risk assessment been completed for the times that the student is not on school premises?</p>	<p>(Y/N)</p>	<p>Please attach hyperlink to document / affix as Appendix A</p>
<p>Has a reintegration plan been designed and shared with parents – making explicit the provision that will be in place at the end of the part time timetable</p>	<p>(Y/N)</p>	<p>Please attach hyperlink to document / affix as Appendix B</p>
<p>Proposed start date for part time timetable:</p>		

End date for part time timetable	<b>(No more than 6 school weeks after start date)</b>	
Agreed date for review meeting (recommended after 3 weeks from start date)	Please note that this may be conducted remotely where preferable	
Approved by Executive Head teacher / HOS:	<p>During the period of the part-time/reduced timetable the school will:</p> <ul style="list-style-type: none"> <li>• Monitor the effectiveness of the part-time/reduced timetable.</li> <li>• Listen to the voice of the child.</li> <li>• Arrange and hold regular reviews on the agreed dates.</li> <li>• Provide work for the child to do whilst at home and mark all work completed.</li> <li>• Acknowledge that on a part-time/reduced timetable, the child is partly absent from school which must be recorded with code C on the registers even if the child completes work at home.</li> <li>• Work with the parent to ensure the swift reintegration of the child back into full time education.</li> <li>• Seek the advice of agencies as necessary with the consent of the parents.</li> </ul>	
	Signed:	Date:
Approved by parents:	<p>I understand my child has been placed on a part-time/reduced timetable for a limited period. I have discussed the matter fully with the school and agree, during the period of the part-time timetable to:</p> <ul style="list-style-type: none"> <li>• Take full responsibility for my child during the hours when not attending school.</li> <li>• Work with the school on the reintegration of my child back into school full time.</li> <li>• Ensure there is supervision of school work.</li> <li>• Ensure there is a flow of work between school and home for marking and guidance.</li> <li>• Take full responsibility for the health and safety of my child when they are not in school.</li> </ul>	

Signed:

Date:

## Appendix 9

### Department for Education (DfE) ABSENCE AND SCHOOL ATTENDANCE CODES

#### Contents of the attendance register

All schools, except those where all the pupils are boarders, must keep an attendance register in accordance with the School Attendance (Pupil Registration) (England) Regulations 2024. Regulation 10 sets out the contents of the attendance register. The attendance register must be kept electronically to aid accuracy and reduce the burden of information sharing.

Schools cannot delete a pupil's name from the attendance register unless they have a reason (as set out in regulation 9) to delete the pupil's name from the admission register; the pupil's name must be deleted from both registers at the same time.

Schools must take the attendance register at the beginning of each morning session and once during each afternoon session. Usually, a substantial break such as a lunchbreak separates one session from the next. Lessons that take place after the lunchtime break will therefore be a different session from the ones before the break and another register needs to be taken. When there is more than one afternoon session and therefore the attendance register is taken more than once in the same afternoon, the DfE will use the codes for the last afternoon session as the basis for its statistical attendance data.

#### When can the attendance register be amended?

The attendance register must reflect an accurate record of a pupil's attendance at the time it was taken. The register should only routinely be amended where the reason for absence cannot be established at the time it is taken and it is subsequently necessary to correct the entry. Occasionally it may be necessary to make an amendment where an inaccuracy in recording has been identified.

Where amendments are made, schools must ensure the register shows the original entry, the amended entry, the reason for the amendment, the date on which the amendment was made, and the name of the person who made the amendment - in line with regulation 6 of the School Attendance (Pupil Registration) (England) Regulations 2024.

Can a pupil's deletion from roll be backdated to when they stopped attending the school? No, the admission register must be an accurate record at the time to which it relates. A pupil must only be deleted when one of the grounds for deletion in regulation 9 of the School Attendance (Pupil Registration) (England) Regulations 2024 is met and this cannot be backdated to before the ground was met just because the pupil was not attending school. The pupil must be deleted as soon as the ground is met. For example, if a pupil is a suspected child missing education and they stopped attending on the 1st March the pupil cannot be deleted until the joint reasonable enquiries have been conducted by the school and local authority. If these are completed on 1st April and the ground has been met the pupil is deleted from the admission register then, not 1st March.

What code should be recorded for remote education?

As set out in the Department's guidance on 'Providing remote education' (first published in 2022), pupils who are absent from school and receiving remote education still need to be recorded as absent using the most appropriate absence code. Schools should keep a record of, and monitor pupil's engagement with remote education, crediting pupils for their efforts, but this is not formally tracked in the attendance register. The Department is clear that schools may continue to provide remote education in line with the guidance and we recognise the value it can add to pupils who would not otherwise be able to access education. Schools and local authorities are expected to provide support to pupils who are facing barriers to attendance and should do so in the pupil's best interests rather than how it is recorded in the attendance register. This is an existing position and has not changed with the introduction of the School Attendance (Pupil Registration) (England) Regulations 2024 or the statutory guidance 'Working together to improve school attendance'.

The definition of an approved educational activity has been strengthened in the new Regulations. This followed feedback from Ofsted, the Children's Commissioner and public consultation and ensures code B is only used where the activity is supervised by a person considered by the school to have the appropriate skills, training, experience and knowledge to ensure that the educational activity takes place safely and fulfils the purpose. Supervision in this context means the pupil is physically supervised by someone who meets this definition. Similarly for code K, we would expect educational provision arranged by the local authority to be physically supervised by someone who the local authority considers to have the appropriate skills, training, experience and knowledge to ensure that the activity takes place safely and fulfils the educational purpose.

<p>/\ This code is classified for statistical purposes as attending.</p>	<p>Present at the school / = morning session \ = afternoon session. Pupils must not be recorded as present if they are not in school during registration. If a pupil were to leave the school premises after registration, they will still be counted as attending for statistical purposes.</p>
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<p><b>B</b> This code is classified for statistical purposes as attending an approved educational activity.</p>	<p>Attending any other approved educational activity. The pupil is attending a place for an approved educational activity that is not a sporting activity or work experience. The educational activity must take place during the session for which it is recorded.</p> <p>A pupil can only be recorded as attending a place for an approved educational activity if:</p> <ul style="list-style-type: none"> <li>• the place is somewhere other than the school, another school where the pupil is registered, or a place where educational provision has been arranged for the pupil by a local authority under section 19(1) of the Education Act 1996 or sections 42(2) or 61(1) of the Children and Families Act 2014;</li> <li>• the activity is of an educational nature;</li> <li>• the school has approved the pupil's attendance at the place for the activity; and</li> <li>• the activity is supervised by a person considered by the school to have the appropriate skills, training, experience and knowledge to ensure that the activity takes place safely and fulfils the educational purpose for which the pupil's attendance has been approved. Supervision means the pupil is physically supervised by someone who meets this definition.</li> </ul> <p>Schools must also record the nature of the approved educational activity (regulation 10(5)), examples are:</p> <ul style="list-style-type: none"> <li>• attending transition days at other schools;</li> <li>• attending courses at college;</li> <li>• attending unregistered alternative provision arranged by the school.</li> </ul> <p>Schools have responsibilities for the safeguarding and welfare of pupils attending an approved educational activity. The school will need to be satisfied that appropriate measures have been taken to safeguard the pupil. Schools should ensure that they have in place arrangements whereby the provider of the educational activity notifies the school of any absences by the pupil. The school must record the pupil's absence using the relevant absence code.</p>
<p><b>C</b> This code is classified for statistical purposes as authorised absence.</p>	<p>Leave of absence for exceptional circumstance.</p> <p>All schools are able to grant a leave of absence at their discretion. A leave of absence should not, and from a school maintained by a local authority or a special school not maintained by a local authority, must not be granted unless there are exceptional circumstances.</p> <p>Schools must judge each application individually considering the specific facts and circumstances and relevant background context behind each request. Where a leave of absence is granted, the school will determine the number of days a pupil can be absent from school. A leave of absence is granted entirely at the school's discretion.</p> <p>Schools maintained by a local authority and special schools not maintained by a local authority can only grant such a leave of absence under regulation 11(11), where an application is made in advance by a parent the pupil normally lives with (or the pupil if they will be over compulsory school age by the time of the absence).</p> <p>Generally, a need or desire for a holiday or other absence for the purpose of leisure and recreation would not constitute an exceptional circumstance.</p> <p>Schools that are not required to follow regulation 11, must still use this code to record where a pupil is absent with leave for a reason that is not covered by another leave of absence code.</p> <p><b>Pregnant pupils</b></p> <p>Leave for maternity is treated like any other leave of absence in exceptional circumstances. Schools are expected to act reasonably and grant a sufficient period of leave from school, taking into consideration the specific facts and circumstances of each case. Ultimately, it is at the school's discretion how much leave to grant.</p>

<p>C1 This code is classified for statistical purposes as authorised absence.</p>	<p>Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad.</p> <p>All schools can grant leaves of absence for pupils to undertake employment (paid or unpaid) during school hours. Schools maintained by a local authority and special schools not maintained by a local authority can only do so in the following circumstances (under regulation 11(2)):</p> <ul style="list-style-type: none"> <li>• Where the local authority have granted a licence for the pupil to take part in a performance regulated by section 37(2) of the Children and Young Persons Act 1963.</li> <li>• Where a pupil does not need a licence for such a performance because an exception applies under section 37(3) of the Children and Young Persons Act 1963, including where a Body of Persons Approval (BOPA) covering the pupil has been issued by the local authority in whose area the performance will take place or the Secretary of State.</li> <li>• Where a Justice of the Peace has given the pupil a licence to go abroad for a performance or other regulated purpose under section 25(2) of the Children and Young Persons Act 1933.</li> </ul> <p>Schools should be sympathetic to requests for leave of absence that are supported by a licence issued by a local authority or a BOPA; as long as the school remains satisfied that this will not have a negative effect on a pupil's education. Where a local authority licence specifies the dates that a pupil is to be away from school to perform, the school should record the absence for those days as if a leave of absence had been applied for and granted. Where the terms of the local authority licence do not specify dates, however, or where a BOPA or other exemption or licence from a Justice of the Peace applies, it is at the discretion of the school to grant leave of absence.</p> <p>Schools that are not required to follow regulation 11, must still use this code to record a pupil who is absent with leave for the purpose of participating in a regulated performance or work abroad under a licence or exemption as described above.</p>
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<p>C2 This code is classified for statistical purposes as authorised absence.</p>	<p>Leave of absence for a compulsory school age pupil subject to a part-time timetable.</p> <p>All pupils of compulsory school age are entitled to a full-time education. In very exceptional circumstances, where it is in a pupil's best interests, there may be a need for a temporary part-time timetable to meet their individual needs in line with paragraphs 65 –70 of the working together to improve school attendance guidance.</p> <p>Schools maintained by a local authority and special schools not maintained by a local authority can grant a leave of absence, under regulation 11(6) to temporarily reduce the timetable of a pupil of compulsory school age to part-time, if the school and a parent who the pupil normally lives with have agreed that, exceptionally, the pupil should temporarily be educated only part-time and have agreed the times and dates when the pupil will, during the period of temporary part-time education, be expected to attend the school. 340. Schools that are not required to follow regulation 11, must still use this code to record when a pupil is absent with leave because they are subject to a part-time timetable in line with an agreement between the school and a parent the pupil normally lives with that the pupil should temporarily be educated part-time.</p> <p>Where a pupil is receiving a full-time education, but only part-time at the school in question (e.g. dual registration, part-time unregistered alternative provision or flexi-schooling) this code must not be used and the appropriate code for why the pupil is not in school for that session should be used.</p>
<p>D This code is classified for statistical purposes as not a possible attendance to avoid double counting.</p>	<p>Dual registered at another school.</p> <p>The law allows a pupil to be registered at more than one school. This code is used to indicate that the pupil is absent with leave to attend the other school at which they are registered. The main examples of dual registration are pupils who are attending a pupil referral unit, a hospital school or a special school on a temporary basis.</p> <p>The school at which the pupil is scheduled to attend must record the pupil's attendance and absence with the relevant code. Code D may only be used by either school for a session where the pupil is scheduled to attend the other school at which they are registered. Schools should ensure that they have in place arrangements whereby all unexpected and unexplained absences are promptly followed up.</p>

<p>E</p> <p>This code is classified for statistical purposes as authorised absence.</p>	<p>Suspended or permanently excluded.</p> <p>The pupil is suspended from school or permanently excluded from school on disciplinary grounds, but their name is still entered in the admission register, and no alternative provision has been made for the pupil to continue their education.</p> <p>When a pupil of compulsory school age is suspended or permanently excluded on disciplinary grounds from a maintained school, pupil referral unit, academy, city technology college, or city college for the technology of the arts, alternative provision must be arranged from the sixth consecutive school day of any suspension or permanent exclusion.</p> <p>Where the pupil is attending alternative provision, for the session in question, schools should record this using the appropriate attendance code in regulation 10(3) Table 2 or if the pupil is attending another school at which they are a registered pupil, schools should record this using code D (dual registered at another school).</p>
<p>G</p> <p>This code is classified for statistical purposes as unauthorised absence.</p>	<p>Holiday not granted by the school.</p> <p>The school has not granted a leave of absence and the pupil is absent for the purpose of a holiday.</p> <p>A school cannot grant a leave of absence retrospectively. If the parent did not apply in advance, leave of absence should not be granted.</p>

<p>I This code is classified for statistical purposes as authorised absence.</p>	<p>Illness (not medical or dental appointment) The pupil is unable to attend due to illness (both physical and mental health related). Schools should advise parents to notify them on the first day the child is unable to attend due to illness. Schools are not expected to routinely request that parents provide medical evidence to support illness absences. Schools should only request reasonable medical evidence in cases where they need clarification to accurately record absence in the attendance register – i.e. making a decision that code I is the absence code that accurately describes the reason the pupil is not in school for the session in question. In the majority of cases a parent’s notification that their child is too ill to attend school will be that evidence and can be accepted without question or concern. Only where the school has genuine and reasonable doubt about the authenticity of the illness should medical evidence be requested to support the absence. Where medical evidence is deemed necessary, schools should not be rigid about the form of evidence requested and should speak to the family about what evidence is available. Schools should be mindful that requesting additional medical evidence unnecessarily places pressure on health professionals, their staff and their appointment system, particularly if the illness is one that does not require treatment by a health professional. Where a parent cannot provide evidence in the form requested but can provide other evidence, schools should take this into account. Where a parent cannot provide any written evidence, the school should have a conversation with the parent and pupil, if appropriate, which may in itself serve as the necessary evidence to record the absence.</p>
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<p>J1 This code is classified for statistical purposes as authorised absence.</p>	<p>Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution.</p> <p>Schools maintained by a local authority and special schools not maintained by a local authority can grant leave of absence, under regulation 11(4), where an application has been made in advance by the parent who the pupil normally lives with (or the pupil if they will be over compulsory school age by the time of the absence) and the leave is to enable the pupil to attend an interview for employment or admission to another educational institution.</p> <p>Schools that are not required to follow regulation 11, must still use this code to record a leave of absence has been granted for the purpose of attending an interview for employment or for admission to another educational establishment.</p> <p>This interview must take place during the session for which it is recorded.</p> <p>Can open days, taster days and entrance exams be recorded under Code J1? Code J1 must only be used where a leave of absence has been granted for the purpose of attending an interview for employment or for admission to another educational institution.</p> <p>Open days, taster days and entrance exams must therefore be recorded with the correct code depending on the individual circumstances of the case.</p> <p>For example:</p> <ul style="list-style-type: none"> <li>• Where a pupil is attending an open day in school time with their parents then a leave of absence would need to be granted at the school's discretion (recorded with Code C where granted).</li> <li>• Where the pupil is attending a taster day at their new school that their existing school deems to meet the definition of approved educational activity in the Regulations, Code B may be appropriate.</li> <li>• Code B may also be appropriate, where a school deems an entrance exam satisfies the criteria for approved educational activity.</li> </ul>
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<p>K</p> <p>This code is classified for statistical purposes as attending.</p>	<p>Attending education provision arranged by the Local Authority.</p> <p>The pupil is attending a place, other than the school or any other school at which they are a registered pupil, for educational provision arranged by a local authority under section 19(1) of the Education Act 1996 (exceptional provision of education), section 42(2), or 61(1) of the Children and Families Act 2014 (special educational provision off site). A pupil attending provision arranged by the school rather than the local authority must be recorded using Codes P or B instead.</p> <p>Schools must also record the nature of the provision (regulation 10(5)), examples are:</p> <ul style="list-style-type: none"> <li>• attending courses at college;</li> <li>• attending unregistered alternative provision.</li> </ul> <p>Schools should ensure that arrangements are in place whereby the education provider notifies the school of any absence by the pupil. The school must record the pupil's absence using the relevant absence code.</p> <p>For code K, we would expect educational provision arranged by the local authority to be physically supervised by someone who the local authority considers to have the appropriate skills, training, experience and knowledge to ensure that the activity takes place safely and fulfils the educational purpose.</p>
<p>L</p> <p>This code is classified for statistical purposes as attending.</p>	<p>Late arrival before the register is closed.</p> <p>The pupil was absent when the register started being taken but arrives before the register is closed. Schools should actively discourage late arrival and be alert to patterns of late arrival. All schools are expected to set out in their attendance policy the length of time the register will be open, after which a pupil will be recorded as absent. This should be the same for every session and not longer than 30 minutes. If a pupil is recorded with code N but arrives later in the session after the register has closed, the attendance register must be amended to record them as absent using code U or another absence code that is more appropriate.</p>

<p>M</p> <p>This code is classified for statistical purposes as authorised absence.</p>	<p>Leave of absence for the purpose of attending a medical or dental appointment. Schools should encourage parents to make appointments out of school hours. Where this is not possible, they should get the school's agreement in advance and the pupil should only be out of school for the minimum amount of time necessary for the appointment.</p> <p>Schools maintained by a local authority and special schools not maintained by a local authority can only grant leave of absence for this under regulation 11, where an application is made in advance by a parent the pupil normally lives with (or the pupil if they will be over compulsory school age by the time of the absence), and the school is satisfied that, based on the individual facts of the case, there are exceptional circumstances which justify the leave.</p> <p>Schools that are not required to follow regulation 11, must still use this code to record a leave of absence has been granted for the purpose of attending a medical or dental appointment.</p> <p>If a pupil is present at registration but then leaves the school to attend a medical or dental appointment during the session in question, no absence needs be recorded for that session.</p>
<p>N</p> <p>This code is classified for statistical purposes as unauthorised absence.</p>	<p>Reason for absence not yet established.</p> <p>Schools must follow up all unexplained and unexpected absence in a timely manner. Every effort should be made to establish the reason for a pupil's absence. When the reason for absence has not yet been established before the register closes, the absence must be recorded with code N.</p> <p>Where absence is recorded as code N (reason not yet established) in the attendance register, the correct absence code should be entered as soon as the reason is ascertained, but no more than 5 school days after the session (regulation 10(7) to (9)). Code N must not therefore be left on the pupil's attendance record indefinitely; if a reason for absence cannot be established within 5 school days, schools must amend the pupil's record to Code O.</p>
<p>O</p> <p>This code is classified for statistical purposes as unauthorised absence.</p>	<p>Absent in other or unknown circumstances.</p> <p>Where no reason for absence is established or the school is not satisfied that the reason given is one that would be recorded using one of the codes statistically classified as authorised.</p>

<p>P</p> <p>This code is classified for statistical purposes as attending an approved educational activity.</p>	<p>Participating in a sporting activity.</p> <p>The pupil is attending a place for an approved educational activity that is a sporting activity. The sporting activity must take place during the session for which it is recorded.</p> <p>A pupil can only be recorded as attending a place for an approved educational activity if:</p> <ul style="list-style-type: none"> <li>• the place is somewhere other than the school, another school where the pupil is registered, or a place where educational provision has been arranged for the pupil by a local authority under section 19(1) of the Education Act 1996 or sections 42(2) or 61(1) of the Children and Families Act 2014;</li> <li>• the activity is of an educational nature;</li> <li>• the school has approved the pupil's attendance at the place for the activity; and</li> <li>• the activity is supervised by a person considered by the school to have the appropriate skills, training, experience and knowledge to ensure that the activity takes place safely and fulfils the educational purpose for which the pupil's attendance has been approved. Supervision means the pupil is physically supervised by someone who meets this definition.</li> </ul> <p>If schools have concerns about the appropriateness of an activity, they can seek advice from the sports' national governing body. The final decision on approving the activity, however, rests with the school and they should take the effect on the pupil's general education into account.</p> <p>Schools have responsibilities for the safeguarding and welfare of pupils attending an approved educational activity. The school will need to be satisfied that appropriate measures have been taken to safeguard the pupil. Schools should ensure that they have in place arrangements whereby the provider of the sporting activity notifies the school of any absence by the pupil. The school must record the pupil's absence using the relevant absence code.</p>
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<p>Q</p> <p>This code is classified for statistical purposes as not a possible attendance.</p>	<p>Unable to attend the school because of lack of access arrangements.</p> <p>Code Q is only used where a pupil is absent because the local authority has a legal duty to arrange home-to-school travel for the pupil and they have not done so, or because the pupil has no choice but to attend a school that does not qualify for such travel arrangements and is more than walking distance from where they live. These circumstances are set out in law but in summary are where:</p> <ul style="list-style-type: none"> <li>• the local authority has a duty to arrange the pupil's home to school travel and has not; or</li> <li>• the pupil is registered at a private school that is beyond walking distance from the pupil's home and the local authority has not arranged boarding for them or enabled them to go to a state school nearer to their home; or</li> <li>• the pupil lives in Wales and a Welsh local authority has a duty to provide home to school travel and has not.</li> </ul>
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<p>R</p> <p>This code is classified for statistical purposes as authorised absence.</p>	<p>Religious observance.</p> <p>The pupil is absent on a day that is exclusively set apart for religious observance by the religious body the parent(s) belong to (not the parents themselves).</p> <p>As a general rule, ‘a day exclusively set apart for religious observance’ is a day when the pupil’s parents would be expected by the religious body to which they belong to stay away from their employment in order to record the occasion. If in doubt, schools should seek advice from the parent’s religious body about whether it has set the day apart for religious observance.</p> <p>If a religious body sets apart a single day for a religious observance and the parent applies for more than one day, the school may only record one day using this code; the rest of the time would need a leave of absence, and this is granted at the school’s discretion as set out under Code C. Schools and local authorities may seek to minimise the adverse effects of religious observance on a pupil’s attendance and attainment by considering approaches such as:</p> <ul style="list-style-type: none"> <li>• Setting term dates around days for religious observance;</li> <li>• Working with local faith groups to develop guidance on absence for religious observance;</li> <li>• Taking INSET days that coincide with religious observance days; and</li> <li>• Providing individual support for pupils who miss sessions on days exclusively set apart for religious observance.</li> </ul>
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<p>S</p> <p>This code is classified for statistical purposes as authorised absence.</p>	<p>Leave of absence for the purpose of studying for a public examination.</p> <p>Schools maintained by a local authority and special schools not maintained by a local authority can grant leave of absence, under regulation 11(5), for a pupil to study for a public examination where the leave has been agreed in advance with a parent who the pupil normally lives with (or the pupil if they will be over compulsory school age by the time of the absence).</p> <p>Study leave should not be granted by default once tuition of the exam syllabus is complete and should be used sparingly. If schools do decide to grant study leave, provision must still be made available for those pupils who want to continue to come into school to revise.</p> <p>Schools that are not required to follow regulation 11, must still use this code to record when a pupil is absent with leave that has been granted for the purpose of studying for a public examination.</p>
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<p>T</p> <p>This code is classified for statistical purposes as authorised absence.</p>	<p>Parent travelling for occupational purposes.</p> <p>The pupil is a mobile child, and their parent(s) is travelling in the course of their trade or business and the pupil is travelling with them. A mobile child is a child of compulsory school age who has no fixed abode and whose parent(s) is engaged in a trade or business of such a nature as to require them to travel from place to place.</p> <p>Schools should not unnecessarily ask for proof that the parent is travelling for occupational purposes, this should only happen when there is genuine and reasonable doubt about the authenticity of the reason for absence given. If there is doubt over the reason given, the school may ask for proof that the family are required to travel for occupational purposes during the period of absence.</p> <p>To help ensure continuity of education for pupils, when their parent(s) is travelling for occupational purposes in England, it is expected that the pupil should attend a school where their parent(s) is travelling and be dual registered at that school and their main school. Whilst for statistical purposes this is counted as authorised absence, if a pupil's attendance was to fall below an acceptable level consideration may be given to attendance enforcement.</p> <p>Defence in the law</p> <p>Parents can in some circumstances, present a defence against prosecution, under section 444(6) of the Education Act 1996. This defence applies where the child has no fixed abode, and the parent can prove that they are engaged in a trade or business that requires them to travel from place to place and that the child has been attending school as regularly as the trade or business permits. If the child is aged 6 or older, the parent must also prove that the child has attended school for at least 200 sessions in the preceding 12 months. This is in addition to the requirement to prove that the child has attended as regularly as the trade or business permits, which means that if the trade or business permits the child to attend for more than 200 sessions, they should do so.</p> <p>When can T Code be used?</p> <p>T Code is used to record a session where a mobile child is unable to attend school because their parent is travelling in the course of their trade or business and the child is travelling with them. Other absence for mobile children is recorded with the appropriate code as it would be for any other pupil, e.g. if they are ill then Code I is recorded.</p> <p>A mobile child is a child of compulsory school age who has no fixed abode and whose parent(s) is engaged in a trade or business of such a nature as to require them to travel from place to place.</p>
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	<p>No fixed abode' means that someone either does not have a settled place where they can live full-time, or they have a place where they can live full-time but they spend substantial periods of time not living there. So, a mobile child could be a child whose family travels all year round as part of their trade or business and has no permanent address at all, but it also includes a child who does have a fixed place to live (like a house) but does not live there for a substantial part of the year, if their parent is engaged in a trade or business that requires them to travel from place to place.</p>
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<p>U</p> <p>This code is classified for statistical purposes as unauthorised absence.</p>	<p>Arrived in school after registration closed.</p> <p>Where a pupil has arrived late after the register has closed but before the end of session.</p> <p>Schools should actively discourage late arrival, be alert to patterns of late arrival and seek an explanation from the parent. All schools are expected to set out in their attendance policy the length of time the register will be open, after which a pupil will be marked as absent. This should be the same for every session and not longer than 30 minutes.</p> <p>What should be recorded in the attendance register when a pupil arrives at school after the register has closed?</p> <p>Schools should actively discourage late arrival, be alert to patterns of late arrival and seek an explanation from the parent. All schools are expected to set out in their attendance policy the length of time the register will be open, after which a pupil will be recorded as absent. This should be the same for every pupil and every session and not longer than 30 minutes.</p> <p>Where the circumstance of a pupil's absence is not established when the register is taken, their absence will be recorded as code N. If the pupil attends school after the register has closed, but before the end of the session, code N should be replaced with the appropriate absence code, otherwise code N should be replaced with code U. For example, if a pupil arrived in school after registration because leave of absence had been granted for a medical appointment, Code M would be recorded.</p>
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<p>V</p> <p>This code is classified for statistical purposes as attending an approved educational activity.</p>	<p>Attending an educational visit or trip.</p> <p>The pupil is attending a place, other than the school or any other school at which they are a registered pupil, for an educational visit or trip arranged by or on behalf of the school and supervised by a member of school staff. The visit or trip must take place during the session for which it is recorded.</p> <p>If the pupil does not attend the visit or trip the school must record the pupil's absence using the relevant absence code.</p>
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<p>W</p> <p>This code is classified for statistical purposes as attending an approved educational activity.</p>	<p>Attending work experience.</p> <p>The pupil is attending a place for an approved educational activity that is work experience provided under arrangements made by a local authority or the school as part of the pupil's education. The work experience must take place during the session for which it is recorded.</p> <p>A pupil can only be recorded as attending a place for an approved educational activity if:</p> <ul style="list-style-type: none"> <li>• the place is somewhere other than the school, another school where the pupil is registered, or a place where educational provision has been arranged for the pupil by a local authority under section 19(1) of the Education Act 1996 or sections 42(2) or 61(1) of the Children and Families Act 2014;</li> <li>• the activity is of an educational nature;</li> <li>• the school has approved the pupil's attendance at the place for the activity; and</li> <li>• the activity is supervised by a person considered by the school to have the appropriate skills, training, experience, and knowledge to ensure that the activity takes place safely and fulfils the educational purpose for which the pupil's attendance has been approved. Supervision means the pupil is physically supervised by someone who meets this definition.</li> </ul> <p>Schools have responsibilities for the safeguarding and welfare of pupils attending an approved educational activity. The school will need to be satisfied that appropriate measures have been taken to safeguard the pupil. Schools should ensure that they have in place arrangements whereby the provider of the work experience notifies the school of any absence by the pupil. The school must record the pupil's absence using the relevant absence code.</p>
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<p>X</p> <p>This code is classified for statistical purposes as not a possible attendance.</p>	<p>Non-compulsory school age pupil not required to attend school.</p> <p>Schools maintained by a local authority and special schools not maintained by a local authority can grant a leave of absence, under regulation 11(7) or (8) for a pupil not of compulsory school age to attend school part-time.</p> <p>Schools that are not required to follow regulation 11, must still use this code to record when a pupil is absent with leave because their timetable does not require them to attend.</p> <p>Where the pupil is absent when timetabled to attend the school, the absence must be recorded using the appropriate absence code not code X.</p> <p>Under compulsory school age</p> <p>In cases where a parent wishes their child to begin school on a part-time basis in line with the school admissions code, schools maintained by a local authority and special schools not maintained by a local authority may give leave of absence for sessions the pupil is not expected to attend. This must be agreed between the school and the parent they normally live with and must end at the point at which the pupil reaches compulsory school age. The times and dates when the pupil is expected to attend the school must be agreed by the school and the parent with whom the pupil normally lives with.</p> <p>Over compulsory school age</p> <p>Where a sixth form pupil's timetable does not require them to be on site for every session of the week, a school maintained by a local authority or a special school not maintained by a local authority may give leave of absence. The times and dates when the pupil is expected to attend the school must be agreed with the parent with whom the pupil normally lives with or the pupil.</p> <p>How should absence be recorded for pupils not of compulsory school age? Where a pupil not of compulsory school age is timetabled to attend the school, their absence must be recorded using the appropriate absence code not code X.</p> <p>Code X must only be used where a pupil not of compulsory school age is absent with leave because they are not attending the school full-time and their timetable does not require them to attend.</p>
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<p>Y1</p> <p>This code is classified for statistical purposes as not a possible attendance.</p>	<p>Unable to attend due transport normally provided not being available.</p> <p>The pupil is unable to attend because the school is not within walking distance of their home and the transport to and from the school that is normally provided for the pupil by the school or local authority is not available.</p> <p>Walking distance in relation to a child under the age of 8, means 2 miles, and for a child of 8 or above, means 3 miles. In each case measured by the nearest available route.</p>
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<p>Y2 This code is classified for statistical purposes as not a possible attendance.</p>	<p>Unable to attend due widespread disruption to travel. The pupil is unable to attend the school because of widespread disruption to travel caused by a local, national, or international emergency.</p>
<p>Y3 This code is classified for statistical purposes as not a possible attendance.</p>	<p>Unable to attend due to part of the school premises being closed. Part of the school premises is unavoidably out of use and the pupil is one of those that the school considers cannot practicably be accommodated in those part of the premises that remain in use.</p>
<p>Y4 This code is classified for statistical purposes as not a possible attendance.</p>	<p>Unable to attend due to the whole school site being unexpectedly closed. Where a school was planned to be open for a session, but the school is closed unexpectedly (e.g. due to adverse weather), the attendance register is not taken as usual because there is no school session. Instead, every pupil listed in the admission register at the time must be marked with code Y4 to record the fact that the school is closed. This code may not be used for any planned closure such as weekends or holidays.</p>

<p>Y5 This code is classified for statistical purposes as not a possible attendance.</p>	<p>Unable to attend as pupil is in criminal justice detention. The pupil is unable to attend the school because they are:</p> <ul style="list-style-type: none"> <li>• in police detention,</li> <li>• remanded to youth detention, awaiting trial or sentencing, or</li> <li>• detained under a sentence of detention.</li> </ul> <p>If a pupil is remanded to local authority accommodation, they should attend school as normal where possible and where it is not possible any absence should be recorded using the appropriate code. A pupil's absence should be recorded under code Y7 (Unable to attend because of any other unavoidable cause) if they are unable to attend because they are serving a community based (i.e. non-detained) part of a sentence of detention, referral order, or youth rehabilitation order that requires them to be absent during the school day. Schools are expected to communicate with the pupil's Youth Offending Team worker while the pupil is in custody and remains on the school roll to discuss the pupil's educational needs, progress and return to the school upon their release where appropriate. Education is a key part of effective resettlement; therefore it is important that schools maintain contact with the Youth Offending Team throughout the sentence to support the child's resettlement where appropriate.</p>
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<p>Y6 This code is classified for statistical purposes as not a possible attendance.</p>	<p>Unable to attend in accordance with public health guidance or law. The pupil is well enough to attend (otherwise Code I would have been recorded) but there are Government rules or guidance to limit the spread of infection or disease which say they should not attend. Meaning, the pupil's travel to or attendance at the school would be:</p> <ul style="list-style-type: none"> <li>• contrary to any guidance relating to the incidence or transmission of infection or disease published by the Secretary of State for Health and Social Care (or the equivalent in Scotland, Wales or Northern Ireland), or</li> <li>• prohibited by any legislation relating to the incidence or transmission of infection or disease.</li> </ul> <p>When can code Y6 be used? Code Y6 is only used where a pupil is well enough to attend school (otherwise Code I would be recorded) but there are Government rules or guidance to limit the spread of infection or disease which say they should not attend. Government guidance in this context means guidance published by the Secretary of State for Health and Social Care (or the equivalent in Scotland, Wales or Northern Ireland). That would not, for example, include NHS guidance or information published by other non-Governmental bodies. Code Y6 must also be used where legislation is in place relating to the incidence or transmission of infection or disease, as it was during the pandemic for example.</p>
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<p>Y7 This code is classified for statistical purposes as not a possible attendance.</p>	<p>Unable to attend because of any other unavoidable cause. An unavoidable cause, that is not covered by one of the other 'unable to attend' codes detailed above, is preventing the pupil from attending the school. This code should be used only where something in the nature of an emergency has prevented the pupil from attending the session in question. The unavoidable cause must be something that affects the pupil, not the parent. The fact that a parent has done all they can to secure the attendance of the pupil at school does not, in itself, mean the pupil has been prevented by unavoidable cause. Schools must also record the nature of the unavoidable cause (regulation 10(6)), examples are:</p> <ul style="list-style-type: none"> <li>• Bail conditions (that prevent the pupil from attending the school or being present in the area where the school is situated)</li> <li>• Court attendance (where the pupil is legally required to attend Court).</li> </ul>
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<p>Z</p> <p>This code is not collected for statistical purposes.</p>	<p>Prospective pupil not on admission register.</p> <p>To enable schools to set up registers in advance of pupils joining the school to ease administration burdens.</p> <p>Most school admissions involve the school or admission authority offering a place to the parent of the prospective pupil (or, in the case of admission to sixth form, the prospective pupil). An offer of a place is not an agreement. Before a pupil can be registered at a school the parent (or prospective pupil) must have accepted the offer, either by agreeing the starting day in advance or by the fact of the pupil attending the school on that day. In the normal admissions round, when parents have accepted the school place and starting day offered, the local authority can communicate that agreement to schools on behalf of the parent. This can also be the case where the local authority co-ordinate in-year applications for school places.</p> <p>Schools must enter pupils' names on the admission register on the first day that the school and a person with control of the pupil's attendance have agreed that the pupil will attend the school. If no date has been agreed or notified, the pupil's name must be entered on the first day they attend the school. Names must be added before or at the beginning of the first session on that day.</p> <p>If a pupil fails to attend on the agreed starting day, the school must follow this up and try to establish the reason for absence.</p>
<p>#</p> <p>This code is not collected for statistical purposes.</p>	<p>Planned whole school closures.</p> <p>Whole school closures that are known and planned in advance such as:</p> <ul style="list-style-type: none"> <li>• days between terms;</li> <li>• half terms;</li> <li>• occasional days (for example, bank holidays);</li> <li>• weekends (where it is required by the management information system);</li> <li>• up to 5 non-educational days; and</li> <li>• use of the whole school as a polling station.</li> </ul>