

# **Bridlington School**

## **Attendance Policy**



Approved by: Full Governing Body on 11<sup>th</sup> September 2024

Last reviewed on:

Next review due by: Summer Term 2025

## Contents

1. Aims .....	3
2. Legislation and guidance .....	4
3. Roles and responsibilities .....	4
3.1 The Governing Board.....	4
3.2 The headteacher .....	5
3.3 The designated senior leader responsible for attendance.....	5
3.4 The School Attendance Officers and School Education Welfare Officer .....	5
3.5 Class teachers and form tutors .....	6
3.6 Parents / Carers .....	6
3.7 Students .....	7
4. Recording attendance.....	7
4.1 Attendance register .....	7
4.2 Unplanned absence .....	8
4.3 Planned absence .....	8
4.4 Lateness and punctuality .....	8
4.5 Reporting to parents.....	9
5. Authorised and unauthorised absence .....	9
5.1 Approval for term-time absence.....	9
5.2 Sanctions .....	10
Penalty notices .....	10
Notices to Improve.....	11
The Education Welfare Service.....	11
6. Strategies for promoting attendance .....	12
7. Supporting students who are absent or returning to school .....	12
7.1 Students absent due to complex barriers to attendance .....	12
7.2 Students absent due to mental or physical ill health or SEND .....	12
7.3 Students returning to school after a lengthy or unavoidable period of absence.....	12
8. Attendance monitoring.....	13
8.1 Monitoring attendance .....	13
8.2 Analysing attendance.....	13
8.3 Using data to improve attendance .....	13
8.4 Reducing persistent and severe absence.....	13
9. Monitoring arrangements.....	14
10. Links with other policies.....	14
Appendix 1: attendance codes .....	14
Appendix 2: NHS Guidelines .....	17

## 1. Aims

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

- Setting high expectations for the attendance and punctuality of all students
- Promoting good attendance and the benefits of good attendance
- Rewarding students for good and improving attendance
- Reducing absence, including persistent and severe absence
- Ensuring every student has access to the full-time education to which they are entitled
- Acting early to address patterns of absence
- Building strong relationships with families to make sure students have the support in place to attend school

- We will also promote and support punctuality in attending lessons.

## 2. Legislation and guidance

This policy is based on the Department for Education's (DfE's) statutory guidance on *Working Together to Improve School Attendance* (applies from 19 August 2024) and school attendance parental responsibility measures. The guidance is based on the following pieces of legislation, which set out the legal powers and duties that govern school attendance:

- Part 6 of the *Education Act 1996*
- Part 3 of the *Education Act 2002*
- Part 7 of the *Education and Inspections Act 2006*
- *The Education (Pupil Registration) (England) Regulations 2006 (and 2010, 2011, 2013, and 2016 amendments)*
- *The School Attendance (Pupil Registration) (England) Regulations 2024*
- <https://www.legislation.gov.uk/ukxi/2006/1751/contents> *The Education (Penalty Notices) (England) (Amendment) Regulations 2013 and the 2024 amendment*

<https://www.legislation.gov.uk/ukxi/2013/757/regulation/2/made> It also refers to:

- *School census guidance*
- *Keeping Children Safe in Education*
- *Mental health issues affecting a pupil's attendance: guidance for schools*

## 3. Roles and responsibilities

### 3.1 The Governing Board

The Governing Board is responsible for:

- Setting high expectations of all school leaders, staff, students and parents
- Making sure school leaders fulfil expectations and statutory duties, including:
- Making sure the school records attendance accurately in the register, and shares the required information with the DfE and local authority
- Making sure the school works effectively with local partners to help remove barriers to attendance, and keeps them informed regarding specific students, where appropriate
- Recognising and promoting the importance of school attendance across the school's policies and ethos
- Making sure the school has high aspirations for all students, but adapts processes and support to students' individual needs
- Regularly reviewing and challenging attendance data and helping school leaders focus improvement efforts on individual students or cohorts who need it most
- Making sure all staff receive adequate training on attendance as part of the regular continued professional development offer
- Holding the headteacher to account for the implementation of this policy.

Mr Philip White, Chair of Governors, is the link governor for attendance and safeguarding.

### 3.2 The headteacher

The headteacher is responsible for:

- The implementation of this policy at the school
- Monitoring school-level absence data and reporting it to governors
- Monitoring the impact of any implemented attendance strategies
- Issuing fixed-penalty notices, where necessary, and/or authorising Bridlington School's Education Welfare Officer to be able to do so
- Ensure leaders work with the parents of students with special educational needs and/or disabilities (SEND) to develop specific support approaches for attendance for students with SEND, including where school transport is regularly being missed, and where students with SEND face in-school barriers
- Ensuring leaders communicate with the Local Authority when a student with an education, health and care (EHC) plan has falling attendance, or where there are barriers to attendance that relate to the student's needs
- Ensuring the school's high expectations for attendance and punctuality are promoted to students and parents through all available channels

### 3.3 The designated senior leader responsible for attendance

The designated senior leader (also known as the 'senior attendance champion') is responsible for:

- Leading, championing and improving attendance across the school
- Setting a clear vision for improving and maintaining good attendance
- Evaluating and monitoring expectations and processes
- Having a strong grasp of absence data and oversight of absence data analysis
- Regularly monitoring and evaluating progress in attendance
- Establishing and maintaining effective systems for tackling absence, and making sure they are followed by all staff
- Liaising with students, parents/carers and external agencies, where needed
- Building close and productive relationships with parents to discuss and tackle attendance issues
- Creating intervention or reintegration plans in partnership with students and their parents/carers
- Delivering targeted intervention and support to students and families

The designated senior leader responsible for attendance is Julia Barber and can be contacted via [office@bridlingtonschool.org.uk](mailto:office@bridlingtonschool.org.uk)

### 3.4 The School Attendance Officers and School Education Welfare Officer

The School Attendance Officers and School Education Welfare Officer are responsible for:

- Collating attendance for both morning and afternoon sessions on a daily basis, using the correct codes (see Appendix 1),
- Ensuring that lesson registers are taken promptly and accurately



- Monitoring and analysing attendance data (see section 7)
- Benchmarking attendance data to identify areas of focus for improvement
- Providing regular attendance reports to school staff and reporting concerns about attendance to the designated senior leader responsible for attendance, and the headteacher
- Take calls from parents about absence on a day-to-day basis and record it on the school system
- Take reasons for absence from calls, emails and voicemails and record them on the school system
- Transferring calls from parents to the pastoral teams in order to provide them with more detailed support on attendance or where support is needed
- Contact parents who do not call the school on each day of absence
- Working with Education Welfare Officers to tackle persistent absence
- Working with staff to ensure School Action Plans are utilised effectively
- Advising when to and issuing (authorised by the headteacher) fixed-penalty notices

The Attendance Officers are Ms Amber Sutton and Ms Abigail Morgan. The School Education Welfare Officer is Ms Lauren Owen. They can be contacted on 01262 672593, via Class Charts or email:

[office@bridlingtonschoo.org.uk](mailto:office@bridlingtonschoo.org.uk)

### 3.5 Class teachers and form tutors

- Class teachers and form tutors are responsible for recording attendance for both morning and afternoon sessions on a daily basis, using the correct codes (see Appendix 1), and submitting this information to the school office via Class Charts, morning registers are completed at 8.30am on the same day.
- Form tutors will receive and monitor daily attendance records with tutees to promote good attendance
- Promote good attendance at every opportunity, including supporting incentives

### 3.6 Parents / Carers

- Where this policy refers to a parent, it can refer to:
- All natural parents, whether they are married or not
- All those who have parental responsibility for a child or young person
- Those who have day-to-day responsibility for the child (i.e. lives with and looks after them)

They are expected to:

- Make sure their child attends every day on time
- Call the school to report their child's absence before 9am on the day of the absence and each subsequent day of absence), and advise when they are expected to return
- Provide the school with more than 1 emergency contact number for their child
- Ensure that, where possible, appointments for their child are made outside of the school day, where this is not possible, evidence will need to be provided
- Keep to any attendance contracts that they make with the school and/or local authority
- Seek support, where necessary, for maintaining good attendance, by contacting the Year Team, Attendance Officers or School Education Welfare Officer. They can be contacted via [office@bridlingtonschoo.org.uk](mailto:office@bridlingtonschoo.org.uk)

## 3.7 Students

Students are expected to:

- Attend school regularly, and be at all lessons on time
- Sixth Form students must call the school to report their absence before 9am on the day of the absence and each subsequent day of absence
- Keep to any attendance contracts that they make with the school and/or local authority
- Engage with support and intervention to improve attendance.

## 4. Recording attendance

### 4.1 Attendance register

We will keep an electronic attendance register in SIMS, and place all students onto this register.

We will take our attendance register at the start of the first session of each school day and once during the second session. It will mark, using the appropriate national attendance and absence codes from the School Attendance (Pupil Registration) (England) Regulations 2024, whether every student is:

- Present
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to exceptional circumstances
- Any amendment to the attendance register will include:
  - The original entry
  - The amended entry
  - The reason for the amendment
  - The date on which the amendment was made
  - The name and position of the person who made the amendment

See Appendix 1 for the DfE attendance codes.

We will also record:

- For students in Years 7-13, whether the absence is authorised or not, and the reasons
- The nature of the activity, where a student is attending an approved educational activity
- The nature of circumstances, where a student is unable to attend due to exceptional circumstances

We will keep every entry on the attendance register for 6 years after the date on which the entry was made.

The school day starts at 8:30 and ends at 2:45.

Students must arrive in school by 8:30 on each school day.

The register for the first session will be taken at 8:30 and will be kept open until 10:00. The register for the second session will be taken at 1:45 and will be kept open until 2:15.

## 4.2 Unplanned absence

The student's parent must notify the school of the reason for the absence on the first day of an unplanned absence by 9:30, or as soon as practically possible, by calling the school attendance office staff, who can be contacted via 01262 672593 or [office@bridlingtonschool.org.uk](mailto:office@bridlingtonschool.org.uk)

We will mark absence due to physical or mental illness as authorised, unless the school has a genuine concern about the authenticity of the illness.

Where the absence is longer than 2 days, or there are doubts about the authenticity of the illness, the school will ask for medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

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

Please see appendix 2 for NHS guidance relating to school absence. Students with more than 10 sessions (5 days) of unauthorised absence within a 10 week period will be referred to Local Authority Education Welfare Officers for consideration of a penalty notice.

## 4.3 Planned absence

Attending a medical or dental appointment will be counted as authorised as long as the student's parent notifies the school in advance of the appointment.

Parents should call or email into the attendance officers to inform them of the planned absence. Students can also bring medical letters or appointment cards to the attendance office.

However, we encourage parents to make medical and dental appointments out of school hours where possible. Where this is not possible, the student should be out of school for the minimum amount of time necessary.

The student's parent must also apply for other types of term-time absence as far in advance as possible of the requested absence. See Section 5 for which term-time absences the school can authorise.

## 4.4 Lateness and punctuality

A student who arrives late before the register has closed will be marked as late, using the appropriate code.

A student who arrives late after the register has closed will be marked as absent, using the appropriate code.

Lateness to school and lesson is sanctioned with an SLT detention on a Friday. Late marks are calculated from Friday to Thursday for morning sessions and throughout the week for lessons. Detention lengths range from 30 minutes to an hour and a half, detailed information can be found in the school Behaviour Policy.

Where any student we expect to attend school does not attend, or stops attending, without reason, the school will:

- Call the student's parent on the morning of the first day of unexplained absence to ascertain the reason. If the school cannot reach any of the student's emergency contacts, the school may also contact the Police, education welfare officers at ERYC or East Riding Safeguarding Partnership.
- Identify whether the absence is approved or not
- Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than 5 working days after the session(s) for which the student was absent
- Call the parent on each day that the absence continues without explanation to ensure proper safeguarding action is taken where necessary. If absence continues, the school will consider involving our School Education Welfare Officer, Ms Lauren Owen, or the Local Authority Education Welfare Officer, Mrs Stephanie Raper.





- Where relevant, report the absence to any services working with the student or family. Specifically, Youth Justice.
- Where appropriate, offer support to the student and/or their parents to improve attendance
- Identify whether the student needs support from wider partners, as quickly as possible, and make the necessary referrals
- Where support is not appropriate, not successful, or not engaged with: issue a School Action Plan, Notice to Improve, Penalty Notice or other legal intervention (see section 5.2 below), as appropriate.

## 4.5 Reporting to parents

The school will regularly inform parents about their child's attendance and absence levels via written reports, letters and Class Charts.

Regular communication will be sent via email, Class Charts, text message or letter regarding whole school incentives, initiatives and updates.

## 5. Authorised and unauthorised absence

### 5.1 Approval for term-time absence

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

The headteacher will only grant a leave of absence to a student during term time if the request meets the specific circumstances set out in the [2024 school attendance regulations](#). These circumstances are:

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

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

Exceptional circumstances could include:

- Service personnel returning from a tour of duty abroad where it is evidenced the individual will not be in receipt of any leave in the near future that coincides with school holidays.
- Where an absence from school is recommended by a health professional as part of a parent or child's rehabilitation from a medical or emotional issue.
- The death or terminal illness of a person close to the family.
- To attend a wedding or funeral of a person close to the family.

Where there are exceptional and unforeseen circumstances that fall outside of 1 to 4 above, the Headteacher agrees to consult with the principal education welfare officer prior to any authorisation being given to the parent. The East Riding of Council principal education welfare officer will discuss each case with the Headteacher and will make a recommendation on the proposed absence.

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

As a leave of absence will only be granted in exceptional circumstances, it is unlikely a leave of absence will be granted for the purposes of a family holiday.

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant background context behind the request.

Any request should be submitted as soon as it is anticipated and, where possible, at least 2 weeks before the absence, and in accordance with any leave of absence request form, accessible via the school website. The headteacher may require evidence to support any request for leave of absence. If a student is over compulsory school age (e.g. sixth form), leave can be requested or agreed by the student or a parent they normally live with.

Other valid reasons for authorised absence include (but are not limited to):

- Illness (including mental-health illness), that is in line with NHS guidance and medical/dental appointments (see sections 4.2 and 4.3 for more detail)
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the student's parent(s) belong(s). If necessary, the school will seek advice from the parent's religious body to confirm whether the day is set apart
- Parent(s) travelling for occupational purposes – this covers Roma, English and Welsh gypsies, Irish and Scottish travellers, showmen (fairground people) and circus people, bargees (occupational boat dwellers) and new travellers. Absence may be authorised only when a traveller family is known to be travelling for occupational purposes and has agreed this with the school, but it is not known whether the student is attending educational provision
- If the student is currently suspended or excluded from school (and no alternative provision has been made)

Other reasons the school may allow a student to be absent from the school site, which are not classified as absences, include (but are not limited to):

- Attending an offsite approved educational activity, sporting activity or visit or trip arranged by the school
- Attending another school at which the student is also registered (dual registration)
- Attending provision arranged by the local authority
- Attending work experience

If there is any other unavoidable cause for the student not to attend school, such as disruption to travel caused by an emergency, a lack of access arrangements, or because the school premises are closed.

## 5.2 Sanctions

Our school will make use of the full range of potential sanctions – including, but not limited to, those listed below – to tackle poor attendance. Decisions will be made on an individual, case-by-case basis.

### Penalty notices

The headteacher (or someone authorised by them), Local Authority or the police can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age, by issuing a penalty notice.

If the school issues a penalty notice, it will check with the Local Authority before doing so, and send it a copy of any penalty notice issued.

Before issuing a penalty notice, the school will consider the individual case, including:

Whether the national threshold for considering a penalty notice has been met (10 sessions of unauthorised absence in a rolling period of 10 school weeks)

Whether a penalty notice is the best available tool to improve attendance for that student

Whether further support, a notice to improve or another legal intervention would be a more appropriate solution

Whether any obligations that the school has under the Equality Act 2010 make issuing a penalty notice inappropriate

Each parent who is liable for the student's offence(s) can be issued with a penalty notice, but this will usually only be the parent/parents who allowed the absence.

The payment must be made directly to the local authority, regardless of who issues the notice. If the payment has not been made after 28 days, the Local Authority can decide whether to prosecute or withdraw the notice.

If issued with a first penalty notice, the parent must pay £80 within 21 days, or £160 within 28 days.

If a second penalty notice is issued to the same parent in respect of the same student, the parent must pay £160 if paid within 28 days.

A third penalty notice cannot be issued to the same parent in respect of the same child within 3 years of the date of the issue of the first penalty notice. In a case where the national threshold is met for a third time within those 3 years, alternative action will be taken instead.

A penalty notice may also be issued where parents allow their child to be present in a public place during school hours without reasonable justification, during the first 5 days of a suspension or exclusion (where the school has notified the parents that the student must not be present in a public place on that day). These penalty notices are not included in the National Framework, not subject to the same considerations about support being provided, and do not count towards the limit as part of the escalation process.

In these cases, the parent must pay £60 within 21 days, or £120.

## **Notices to Improve**

If the national threshold has been met and support is appropriate, but parents do not engage with offers of support, the school may offer a notice to improve to give parents a final chance to engage with support.

Notices to improve will be issued in line with processes set out in the local code of conduct for the Local Authority area in which the student attends school.

They will include:

Details of the student's attendance record and of the offences

The benefits of regular attendance and the duty of parents under section 7 of the Education Act 1996

Details of the support provided so far

Opportunities for further support, or to access previously provided support that was not engaged with

A clear warning that a penalty notice may be issued if attendance doesn't improve within the improvement period, along with details of what sufficient improvement looks like, which will be decided on a case-by-case basis

A clear timeframe of between 3 and 6 weeks for the improvement period

The grounds on which a penalty notice may be issued before the end of the improvement period

## **The Education Welfare Service**

The Education Welfare Service is a key source of help and support; therefore It is very important that you speak with them at the earliest opportunity if you have any problems securing your child's attendance. The school and the Education Welfare Service will give you advice and support to help you fulfil your responsibility to secure improvement in your child's attendance. If you wish to make contact with your Education Welfare Officer please contact them using the methods below:

Education Welfare Service, County Hall, Beverley, HU17 9BA, East Riding of Yorkshire

Tel: (01482) 392146 Email [education.welfare@eastriding.gov.uk](mailto:education.welfare@eastriding.gov.uk)

## 6. Strategies for promoting attendance

Good and improving attendance at school is rewarded regularly through; prizes and incentives, daily routine reward stamps, competitions, reward assemblies and trips.

## 7. Supporting students who are absent or returning to school

### 7.1 Students absent due to complex barriers to attendance

The headteacher, DSL, designated senior lead for attendance, school education welfare officer, pastoral team and SEND team will meet to identify barriers to school attendance.

Where relevant, parents' and students' views will be gathered.

An attendance contract may be put in place to support progress towards improved attendance

School based interventions may be offered. For example, tutoring, mentoring, behavior support, soft starts, temporary, time limited part time timetables or resources provided to support emotionally – based school avoidance.

External interventions may be offered. For example, referrals may be made to CAMHS, Early Help, Family Support Services.

A key adult may be identified in order to support the student through the school day.

### 7.2 Students absent due to mental or physical ill health or SEND

The headteacher, DSL, designated senior lead for attendance, school education welfare officer, pastoral team and SEND team will meet to identify barriers to school attendance.

If appropriate, the attendance policy will be implemented alongside the Children with Health Needs who cannot attend School and Children with Medical Conditions policies.

A key adult (typically a member of the SEND team) will be identified. School based interventions such as pre-teaching, building block sessions, mentoring, tutoring, soft starts or time limited, part time timetables may be offered.

External interventions may be offered. For example, referrals may be made to CAMHS, Early Help, Youth Family Support.

Where a student has an education health and care (EHC) plan and their attendance falls, or the school becomes aware of barriers to attendance that related to the student's needs, the school will inform the Local Authority.

### 7.3 Students returning to school after a lengthy or unavoidable period of absence

As soon as parents have informed the school of the expected date of return:

- The Year Team will support the student's reintegration and discuss expectations or reasonable adjustments.
- Students may be offered: a soft start, a welcome with a key adult who will support them through the school day, regular check ins with a key adult, pre teaching or a time limited, part time timetable. These supportive measures may be agreed, depending on individual need, prior to the student's return to school.

## 8. Attendance monitoring

### 8.1 Monitoring attendance

The school will:

- Monitor attendance and absence data (including punctuality) daily, weekly, half-termly, termly and yearly across the school and at an individual student level, year group and cohort level.
- Specific student information will be shared with the DfE on request.
- The school has granted the DfE access to its management information system so the data can be accessed regularly and securely.
- Data will be collected each term and published at national and Local Authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics.
- The school will benchmark its attendance data at whole school, year group and cohort level against local, regional, and national levels to identify areas of focus for improvement, and share this with the Governing Board.

### 8.2 Analysing attendance

The school will:

- Analyse attendance and absence data regularly to identify students, groups or cohorts that need additional support with their attendance, and
- Identify students whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severe absence
- Conduct thorough analysis of half-termly, termly, and full-year data to identify patterns and trends
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns

### 8.3 Using data to improve attendance

The school will:

- Develop targeted actions to address patterns of absence (of all severities) of individual students, groups or cohorts that it has identified via data analysis
- Provide targeted support to the students it has identified whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severed absence, and their families (see section 8.4 below)
- Provide regular attendance reports to form tutors, to facilitate discussions with students and families, and to the Governing Board and school leaders.
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies
- Share information and work collaboratively with other schools in the area, local authorities and other partners where a student's absence is at risk of becoming persistent or severe, including keeping them informed regarding specific students, where appropriate

### 8.4 Reducing persistent and severe absence

- Persistent absence is where a student misses 10% or more of school, and severe is where a student misses 50% or more of school (at times, this may be referred to as chronic absence). Reducing persistent and severe absence is central to the school's strategy for improving attendance.

The school will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Consider potential safeguarding issues and, where suspected or present, address them in line with Keeping Children Safe in Education
- Hold regular meetings with the parents of students who the school (and/or local authority) considers to be vulnerable or at risk of persistent or severe absence, or who are persistently or severely absent.

## 9. Monitoring arrangements

This policy will be reviewed as guidance from the Local Authority or DfE is updated, and as a minimum every year by Mrs Julia Barber (Assistant Headteacher – Inclusion). At every review, the policy will be approved by the full Governing Board.

## 10. Links with other policies

This policy links to the following policies:

Child protection and safeguarding policy

Behaviour policy

Appendix 1: attendance codes

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

Code	Definition	Scenario
/	Present (am)	Student is present at morning registration
\	Present (pm)	Student is present at afternoon registration
L	Late arrival	Student arrives late before register has closed
Attending a place other than the school		
K	Attending education provision arranged by the local authority	Student is attending a place other than a school at which they are registered, for educational provision arranged by the local authority
V	Attending an educational visit or trip	Student is on an educational visit/trip organised or approved by the school
P	Participating in a sporting activity	Student is participating in a supervised sporting activity approved by the school
W	Attending work experience	Student is on an approved work experience placement

B	Attending any other approved educational activity	Student is attending a place for an approved educational activity that is not a sporting activity or work experience
D	Dual registered	Student is attending a session at another setting where they are also registered
Absent – leave of absence		
C1	Participating in a regulated performance or undertaking regulated employment abroad	Student is undertaking employment (paid or unpaid) during school hours, approved by the school
M	Medical/dental appointment	Student is at a medical or dental appointment
J1	Interview	Student has an interview with a prospective employer/educational establishment
S	Study leave	Student has been granted leave of absence to study for a public examination
X	Not required to be in school	Student of non-compulsory school age is not required to attend
C2	Part-time timetable	Student is not in school due to having a part-time timetable
C	Exceptional circumstances	Student has been granted a leave of absence due to exceptional circumstances
Absent – other authorised reasons		
T	Parent travelling for occupational purposes	Student is a 'mobile child' who is travelling with their parent(s) who are travelling for occupational purposes
R	Religious observance	Student is taking part in a day of religious observance
I	Illness (not medical or dental appointment)	Student is unable to attend due to illness (either related to physical or mental health)
E	Suspended or excluded	Student has been suspended or excluded from school and no alternative provision has been made

Absent – unable to attend school because of unavoidable cause		
Q	Lack of access arrangements	Student is unable to attend school because the Local Authority has failed to make access arrangements to enable attendance at school
Y1	Transport not available	Student is unable to attend because school is not within walking distance of their home and the transport normally provided is not available
Y2	Widespread disruption to travel	Student is unable to attend because of widespread disruption to travel caused by a local, national or international emergency
Y3	Part of school premises closed	Student is unable to attend because they cannot practicably be accommodated in the part of the premises that remains open
Y4	Whole school site unexpectedly closed	Every student absent as the school is closed unexpectedly (e.g. due to adverse weather)
Y5	Criminal justice detention	Student is unable to attend as they are: In police detention Remanded to youth detention, awaiting trial or sentencing, or Detained under a sentence of detention
Y6	Public health guidance or law	Student's travel to or attendance at the school would be prohibited under public health guidance or law
Y7	Any other unavoidable cause	To be used where an unavoidable cause is not covered by the other codes
Absent – unauthorised absence		
G	Holiday not granted by the school	Student is absent for the purpose of a holiday, not approved by the school
N	Reason for absence not yet established	Reason for absence has not been established before the register closes
O	Absent in other or unknown circumstances	No reason for absence has been established, or the school isn't satisfied that the reason given



		would be recorded using one of the codes for authorised absence
U	Arrived in school after registration closed	Student has arrived late, after the register has closed but before the end of session
Administrative codes		
Z	Prospective student not on admission register	Student has not joined school yet but has been registered
#	Planned whole-school closure	Whole-school closures that are known and planned in advance, including school holidays

## Appendix 2: NHS Guidelines

We refer to and use the following NHS information as a guide when authorising absence from school

<https://www.nhs.uk/live-well/is-my-child-too-ill-for-school/>

### ***Is my child too ill for school?***

*It can be tricky deciding whether or not to keep your child off school, nursery or playgroup when they're unwell.*

*There are government guidelines for schools and nurseries about health protection and managing specific infectious diseases at GOV.UK. These say when children should be kept off school and when they shouldn't.*

*If you do keep your child at home, it's important to phone the school or nursery on the first day. Let them know that your child won't be in and give them the reason.*

*If your child is well enough to go to school but has an infection that could be passed on, such as a cold sore or head lice, let their teacher know.*

### **What to do about other conditions**

#### **High temperature**

*If your child has a high temperature, keep them off school until it goes away.*

#### **Feeling anxious or worried**

*It's normal for children to feel a little anxious sometimes. They may get a tummy ache or headache, or have problems eating or sleeping.*

*Avoiding school can make a child's anxiety about going to school worse. It's good to talk about any worries they may have such as bullying, friendship problems, school work or sensory problems. You can also work with the school to find ways to help them.*

*If your child is still struggling and it's affecting their everyday life, it might be good to talk to your GP or school nurse.*

*Find information and advice about how to help children with anxiety*

#### **Coughs and colds**

*It's fine to send your child to school with a minor cough or common cold. But if they have a high temperature, keep them off school until it goes.*

*Encourage your child to throw away any used tissues and to wash their hands regularly.*

### **Chickenpox**

*If your child has chickenpox, keep them off school until all the spots have crusted over.*

*This is usually about 5 days after the spots first appeared.*

### **Cold sores**

*There's no need to keep your child off school if they have a cold sore.*

*Encourage them not to touch the blister or kiss anyone while they have the cold sore, or to share things like cups and towels.*

### **Conjunctivitis**

*You don't need to keep your child away from school if they have conjunctivitis, unless they are feeling very unwell.*

*Do get advice from your pharmacist. Encourage your child not to rub their eyes and to wash their hands regularly.*

### **COVID-19**

*If your child has mild symptoms, such as a runny nose, sore throat, or slight cough, and feels well enough, they can go to school.*

*Your child should try to stay at home and avoid contact with other people if they have symptoms of COVID-19 and they either:*

*have a high temperature*

*do not feel well enough to go to school or do their normal activities*

*What to do if your child has tested positive*

*Your child is no longer required to do a COVID-19 rapid lateral flow test if they have symptoms. But if your child has tested positive for COVID-19, they should try to stay at home and avoid contact with other people for 3 days after the day they took the test.*

### **Ear infection**

*If your child has an ear infection and a high temperature or severe earache, keep them off school until they're feeling better or their high temperature goes away.*

### **Hand, foot and mouth disease**

*If your child has hand, foot and mouth disease but seems well enough to go to school, there's no need to keep them off.*

*Encourage your child to throw away any used tissues straight away and to wash their hands regularly.*

### **Head lice and nits**

*There's no need to keep your child off school if they have head lice.*

*You can treat head lice and nits without seeing a GP.*

### **Impetigo**

*If your child has impetigo, they'll need treatment from a pharmacist or GP, often with antibiotics.*

*Keep them off school until all the sores have crusted over and healed, or for 48 hours after they start antibiotic treatment.*

*Encourage your child to wash their hands regularly and not to share things like towels and cups with other children at school.*

## **Measles**

*If your child has measles, they'll need to see a GP. Call the GP surgery before you go in, as measles can spread to others easily.*

*Keep your child off school for at least 4 days from when the rash first appears.*

*They should also avoid close contact with babies and anyone who is pregnant or has a weakened immune system.*

## **Ringworm**

*If your child has ringworm, see your pharmacist unless it's on their scalp, in which case you should see a GP.*

*It's fine for your child to go to school once they have started treatment.*

## **Scarlet fever**

*If your child has scarlet fever, they'll need treatment with antibiotics from a GP. Otherwise they'll be infectious for 2 to 3 weeks.*

*Your child can go back to school 24 hours after starting antibiotics.*

## **Slapped cheek syndrome (fifth disease)**

*You don't need to keep your child off school if they have slapped cheek syndrome because, once the rash appears, they're no longer infectious.*

*But let the school or teacher know if you think your child has slapped cheek syndrome.*

## **Sore throat**

*You can still send your child to school if they have a sore throat. But if they also have a high temperature, they should stay at home until it goes away.*

*A sore throat and a high temperature can be symptoms of tonsillitis.*

## **Threadworms**

*You don't need to keep your child off school if they have threadworms.*

*Speak to your pharmacist, who can recommend a treatment.*

## **Vomiting and diarrhoea**

*Children with diarrhoea or vomiting should stay away from school until they have not been sick or had diarrhoea for at least 2 days (48 hours).*

**For further information about attendance and absence, please use these links:**

<https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities/exclusion-table>

<https://downloads.eastriding.org.uk/corporate/pages/holidays-during-term-time-and-authorised-absence-from-school/2018%20ASEC%20Frequently%20Asked%20Questions.pdf>

<https://www.hereforschools.co.uk/Pages/Download/71f28b47-7cb1-46dd-b998-db94c9a92b4d/PageSectionDocuments>