

# Elthorne Park High School



## Attendance & Punctuality Policy

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Committee – Curriculum

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**Aims:**

- Develop and maintain a whole school culture that promotes the benefits of high attendance and good time keeping for all children and groups of children.
- Maintain a low rate of persistent and severe absenteeism (<90% and <50% attendance).
- Maintain parents' and students' awareness of the importance of efficient and full time attendance.
- Help your child attain their full potential academically and socially.

**Good attendance is important because:**

- Statistics show a direct link between under-achievement and poor attendance.
- Regular attenders make better progress, both socially and academically.
- Regular attenders find school routines, schoolwork, and friendships easier to cope with.
- Regular attenders find learning more satisfying.
- Regular attendance encourages responsible learning habits and prepares children for higher education and for their working life.

**This policy should be read with reference to:**

- The Education (Pupil Registration) (England) Regulations 2006 SI 2006/1751 (as amended 2010, 2011, 2013, 2016).
- The Education Act 1996.
- DfE non statutory guidance '[Working together to improve school attendance](#)' May 2022.
- DfE statutory guidance '[School behaviour and attendance: parental responsibility measures](#)' 2020
- DfE statutory guidance for local authorities '[Children missing education](#)' September 2016 will also be helpful.
- DfE statutory guidance '[Supporting pupils at school with medical conditions](#)' December 2015 will also be helpful.
- DfE non statutory guidance '[Summary of responsibilities where a mental health issue is affecting attendance](#)' February 2023 will also be helpful.
- DfE information on '[Children with special educational needs and disabilities \(SEND\)](#)' will also be helpful.

## 1. Background:

1.1 The Education Act 1996 requires parents or guardians to ensure their children receive efficient, full-time education, either by regular attendance at school or otherwise. The 'otherwise' includes home education. The right of parents to home educate was established in a legal battle between Norfolk LA and two parents who wanted to educate their child at home.

1.2 The Education (Pupil Registration) Regulations 2006 SI 2006/1751 and amendments thereto make provision for admission registers and attendance registers of all students of compulsory school age.

1.3 Regulations on the granting of leave of absence for students were tightened with effect from September 2013, particularly in relation to parental requests for leave of absence in term time for family holidays. Parents may not authorise absence; only headteachers or those authorised by the headteacher can do this. Schools may authorise any absence but inappropriate use can be just as damaging to a child's education as unauthorised absence. Since all absences are to be treated as unauthorised unless and until schools agree on a satisfactory explanation, it is clearly important that schools have procedures, consistently applied, for chasing up explanations and amending registers.

1.5 Further regulations introduced in 2016 require schools to notify their local authority (LA) when they remove or add a student's name to the admissions register at non-standard transition times. The school and the LA are required to liaise and make reasonable enquiries where a child has not returned to school within 10 school days after an authorised absence or where a student is absent without authorisation for at least 20 school days. These measures are to try to prevent children from becoming missing from education and better safeguard them.

1.6 Following the implementation of the Education and Skills Act of 2008 the government now insists that all students must, until they reach the age of 18, remain in some form of education. They may choose to:

- Stay in full-time education at a school or college.
- Start a recognised [apprenticeship](#) or [traineeship](#).
- Spend 20 hours or more a week working or volunteering, while in part-time education or training.

1.7 Students who have not reached grade 4 in GCSE mathematics and English are obliged to continue their education towards achieving these goals.

## 2. Legal Requirements

### 2.1 How regular attendance is defined

**2.1.1 Regular attendance is defined to be in accordance with the rules prescribed by the school.**

Supreme court Ruling April 2017

**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**.

## **2.2 Requirements for school sessions**

2.2.1 The law regulating the school day and the school year applies only to schools maintained by an LA and special schools not maintained by an LA. It does not apply to academies and free schools.

2.2.2 Every school day must have two sessions divided by a break. The length of each session, break and the school day is determined by the school’s governing board which now has the power to revise the length of the school day as it sees fit. However, schools are advised to consult parents on any planned revisions to the school day.

2.2.3 Schools must meet for at least 380 sessions or 190 days during any school year to educate their students. If a school is prevented from meeting for one or more sessions because of an unavoidable event, it should find a practical way of holding extra sessions. If it cannot find a practical way of doing this, then it is not required to make up the lost sessions.

2.2.4 The Education Act 1996 also states through regulations that parents must be informed of the days, and the hours of those days, that the school their children are attending is in session.

## **3. Responsibilities**

### **3.1 As a parent you can help improve your child’s attendance by:**

3.1.1 Ensuring your child attends school on each day the school is open for the students unless there is an ‘authorisable’ reason to be absent. Only the school can authorise an absence.

3.1.2 Phoning the school (**020 8566 1166**) or emailing ([attendance@ephs.ealing.sch.uk](mailto:attendance@ephs.ealing.sch.uk)) on each day of absence, with a reason for the absence.

3.1.3 Providing a timely reason, satisfactory to the school, for an absence; otherwise, the absence will remain unauthorised.

3.1.4 Arranging (where possible) all non-emergency medical and dental appointments out of school hours or during school holidays.

3.1.5 Not planning any holidays during term time.

3.1.6 Keeping the school updated by telephone, email, or letter of any changes of circumstances.

3.1.7 Making sure we always have your current contact numbers; this includes all telephone numbers, email addresses and emergency contact details.

### **3.2 Absence should only happen when:**

3.2.1 Your child is significantly/symptomatically ill (either mentally or physically) and therefore unfit to attend school.

There should be an observable symptom/s; 'feeling unwell' is not enough. We may ask for medical verification where absence claimed as illness is frequent, prolonged or where there are absences immediately before or after a school holiday.

3.2.2 There is an unavoidable/unforeseen reason or circumstance which is causing a difficulty, the school will ask for evidence.

3.2.3 Your child has a documented medical condition that hinders regular attendance, please let us know; the school will ask for evidence in such cases. If a parent proactively seeks out a note from a GP, it does not imply a need for absence unless this is explicit in their letter.

### **3.3 If you are leaving the area or changing schools**

3.3.1 Please complete a **Leaver's Form** (available at the school office or can be found [here](#) on the school's website). Schools and the local authority are obliged to track students from school to school, even if you are leaving to live abroad. Follow-up enquiries on inadequate information can be intrusive. As well as calls, enquiries include unannounced visits to your given address (For more detail see **Section 5. Leavers**)

### **3.4 What the school will do to help improve your child's attendance:**

3.4.1 While we expect a parent to contact us with a reason for each absence, on occasions they might forget, we will endeavour to call, text, or otherwise contact parents. Schools have a safeguarding role so on occasion, home visits may be made by school staff or by the Local Authority Link Attendance Officer if a parent cannot be otherwise contacted. We will attempt to agree a time to visit, but if contact cannot be established with a parent, school staff may visit without agreement from the parent.

3.4.2 Where a child has a Social Worker, we will inform them of absences

3.4.3 We will let you know if we have concerns regarding your child's attendance or punctuality.

3.4.4 The school will express 'a concern' either verbally or by letter (see **Appendix 1** for thresholds and letters). If attendance does not improve or explanations for absence or lateness are unsatisfactory, you may be invited to a meeting. The school will also outline what the attendance expectations are and what actions will follow

3.4.5 We will seek to support you in various ways including:

- a) Identify potential barriers to attendance through discussions with the child and the parents and where appropriate relevant professionals.
  - b) We may invite you to participate in an Early Help and Assessment Plan (EHAP).
  - c) You may be invited to agree to an Attendance Improvement Plan (AIP) or a Punctuality Improvement plan (PIP).
  - d) A referral may also be made to external partners, including the Local Authority School Attendance Service, whose officers visit the school regularly to review and support attendance and punctuality issues.
- 3.4.6 We will hold regular meetings with the parents of students who the school (and/or local authority) consider to be vulnerable or are persistently or severely absent, to discuss attendance and engagement at school.
- 3.4.7 We will identify students who need support from wider partners as quickly as possible and make the necessary referrals.
- 3.4.8 We will regularly inform parents about your child's attendance and absence levels. This will be communicated through your child's Student Progress Report (twice per year).
- 3.4.9 We will remind parents of the importance of regular attendance and punctuality in the Parental Newsletter, on our website, at open evenings, in the Home-School Agreement and in student's annual reports and during meetings.
- 3.4.10 We will publish our attendance data on the school website.
- 3.4.11 We will acknowledge and reward good attendance and punctuality by: Celebrating students in weekly tutor times and end of term celebration assemblies.
- 3.4.12 If your child has a documented medical condition, we will wish to discuss this with you. We will devise a care plan with you to support your child in school; this might also require us to refer to the school Nursing Team or on occasion contact your GP/health professional. 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.
- 3.4.13 We will share attendance data regularly with the Local Authority Attendance Service.
- 3.4.14 Where attendance concerns persist, the school will hold more formal conversations with the parent/s and child.
- 3.4.15 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.

### **3.5 What the Local Authority Attendance Team will do to help improve your child's attendance:**

3.5.1 The LA attendance team have the legal powers to enforce attendance using School attendance orders.

3.5.2 The LA attendance team can also prosecute for irregular attendance. There are two offences relating to parental responsibility for ensuring regular school attendance:

- One is a matter of simple fact – if the child is absent without authorisation (truancy) then the parent is guilty of an offence. With a court order penalties can include a fine of up to £1,000.
- The other – an aggravated offence – requires proof that the parent knew about the child's absence and failed to act. With a court order penalties can include a fine of up to £2,500 and/or a custodial sentence of up to three months.

3.5.3 The LA attendance team can use other possible sentences (for both offences), which include parenting orders, fines and community orders from the local council, penalty notices for irregular attendance and Education supervision orders.

### **3.6 What the police will do to help improve your child's attendance:**

3.6.1 Under the Crime and Disorder Act 1998, the police now have powers to remove truants found in public places and to return them either to their schools or a place designated by the LA.

## **4. Admission and attendance registers**

### **4.1 All schools are required to maintain two registers:**

- An admission register (known as the school roll).
- An attendance register (unless all students are boarders).

These are kept electronically.

#### **4.1.1 Admission register**

The admission register will contain a list of all students at the school and is used for such purposes as parent governor elections.

#### **4.1.2 Attendance register**

Headteachers are required to 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, some explained more fully below, 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.

## **4.2 Types of Absence**

4.2.1 Registers are taken by staff every lesson and provide a daily record of attendance of all students. It is a legal document that may be required in a court of law as evidence, for example in prosecutions for non-attendance.

4.2.2 The school uses Sims to record these registers. See **Appendix 2** for the full list of attendance codes and their meanings.

4.2.3 All absences, authorised or unauthorised, count as absence on a child's record of attendance and are reported to the local authority daily.

## **4.3 Authorised Absence**

4.3.1 Some absences are allowed by law and are known as "authorised absences". That is when the school accepts the reason given for absence.

4.3.2 The school will 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.

4.3.3 We realise that there are rare and unavoidable occasions when there might be a particular problem that causes your child to be absent, such as sudden bereavement, unexpected parental illness, or a family crisis. If this happens, please let us know and we shall try to deal with the matter sympathetically. Following such incidents, parents are expected to make any necessary arrangements for their child to return to school as soon as possible (ideally the next day). If the absence is likely to be prolonged, parents must write to the Headteacher outlining the reasons.

Please note that when illness is a frequent reason claimed for absence, the school will ask for evidence other than a parent's word to allow for further authorisation of absences.

## **4.4 Unauthorised Absence**

4.4.1 There are times when children are absent for reasons, which are not permitted by law. These are known as "unauthorised absences". Examples of unauthorised absence are:

- Waiting for a delivery or repair
- Going for a family day out / Going shopping
- Because you have visitors
- Because you did not know school was open
- Interpreting or supporting a parent at a meeting
- Sleeping in after a late night
- Because it is your child's birthday
- Parent's illness (other than in an emergency)
- Where there is no explanation for an absence, or the school considers the reason given for the absence as unsatisfactory.
- Absence following or prior to a period of school closure (at the end and beginnings of terms and half terms) or following a period of authorised leave, unless satisfactory evidence to justify this has been provided
- Term time holiday

**4.4.2 Please be aware that unauthorised absence could result in a Fixed Penalty Notice or other legal action.** Sanctions for continued, unauthorised absence include warnings, penalty notices (fines) 3\* (see **section 4.7.4**)

#### **4.5 Persistent absence and Severe absence**

4.5.1 Once a child's attendance falls to 90% for whatever reason, he/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.

4.5.2 Such low attendance is well below our expectations and as such, the school will work in partnership with the parent, the Local Authority, and other external partners to support parents to improve matters. In such cases, parents will be offered an Early Help Assessment and might be invited to agree an Attendance Improvement Plan (AIP) with the school or the Local Authority as a way of managing improvement.

4.5.3 Unauthorised Absences are reported to the Local Authority (this includes absence due to significant lateness). The School Attendance Service may contact you where unauthorised absence continues to be a problem. The school will then work in partnership with you until matters improve.

4.5.4 When a child is absent without authorisation for a prolonged period of time without any reason given for their absence, then he/she is considered to be a 'Child Missing Education' (CME). This means that the Local Authority has a legal duty to carry out investigations, which will include liaising with Ealing Children's Integrated Response Service (formerly Social Services), the Police, benefits/council tax records and other agencies, to try to locate your child. By following the school's expectations and making contact with us on each day of your child's absence, this can be avoided

**4.5.5 Unauthorised absence could result in a Fixed Penalty Notice or other legal action.** Sanctions for continued, unauthorised absence include warnings, penalty notices (fines) 3\*<sup>[1]</sup> prosecution in the magistrate's court or an education supervision order through the family proceedings court.

*3\* Payment of the penalty discharges liability for the offence. It is an alternative to prosecution. There are 2 levels of penalty notice - £60 (if paid within 21 days of issue), and £120 (if paid later than 21 days but within 28 days). Failure to pay will result in prosecution in magistrate's court for irregular attendance, where, on conviction a fine of up to £1000 may be imposed as well as a record of criminal conviction.*

#### **4.6 Exceptional Leave - Term Time Leave of Absence**

4.6.1 Amendments to the 2006 School Attendance Regulations make it clear that a Headteacher may not grant any leave of absence during term time for holidays. Leave of absence is only granted in exceptional circumstances (e.g., if there is an emergency) at the discretion of the Headteacher and in accordance with the school policy as agreed by the governing body. There is no entitlement to time off during term time.

4.6.2 There are other exceptional circumstances where term time absence can be authorised, at the discretion of the Headteacher, which are deemed to have wider educational value, these will be authorised on a case-by-case basis.

4.6.3 Only in an exceptional circumstance will term time leave be considered. All leave is granted at the Headteacher's decision. Parents wishing to apply for leave of absence need to complete an application form well in advance and before booking tickets or making travel arrangements (Please use the form [here](#) for all requests for term time absence, whether these are part of a day, a whole day, or a number of days). Parents sometimes confuse 'telling' the school as being good enough; this is not so.

4.6.4 If a child goes abroad during a school holiday period, the parent must make definite arrangements so that they return in good time for school re-opening (term dates can be found [here](#)). Absence claimed as illness before or after a school holiday must be reported during the period of absence and medical evidence produced on return to school. Otherwise, the absence will be regarded as unauthorised leave.

4.6.5 If you experience unexpected delays in returning from a trip abroad or within the UK, for whatever reason, the school will require documentary evidence accompanied with proof of original return dates i.e., tickets or an official travel plan showing intent to return on time. Medical documentation should be in English. In certain circumstances, if a child remains abroad at the beginning of a school term and absence is extended, their school place may be at risk.

4.6.6 If term time leave is taken without prior permission from the school, the absence will be unauthorised, and you may be liable for a Fixed-Penalty Notice. Where a child's whereabouts cannot

be established, he/she may be regarded as a 'Child Missing Education' (CME) and their place cannot be guaranteed.

4.6.7 Except for leave taken in an emergency, retrospective approval cannot be given without an application having been made. Satisfactory evidence of an emergency will need to be provided

4.6.8 A Penalty Notice may be issued to each parent in respect to each of their children in line with the local authority Fines protocol.

#### **4.7 Punctuality - Parents remain responsible for their child's punctuality**

4.7.1 Good punctuality is a prerequisite to good learning and is a sign of respect between student, family, and school.

4.7.2 Parents remain responsible for their child's punctuality at the start of the school day. (Students are responsible for their own punctuality to lessons during the school day.) Arriving late to school and to lessons throughout the day 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.

4.7.3 Morning registration is at 8:45am. You need to aim for your child to come through the school gate at 8:40am, at the latest. Students who arrive at registration after 8:45am will be issued a same-day, 20 minute, late detention at lunch time. **You will be notified of the detention by text.** Failure to attend this detention, or arriving more than 5 mins late to the detention, will result in escalation to a level 2 after school detention (40 minutes).

4.7.4 Registers close at 9:10am. Arrival after this time, where there is not an acceptable reason, such as a medical appointment, will be marked as a missed session; unauthorised absence code 'U' in line with the DfE guidance. The U code has the value of an unauthorised absence. When late arrivals are frequent or persistent, we will want to discuss this with you to assess what support or guidance you or your child may need. We may put in place a Punctuality Improvement Plan (PIP) to formalise this support. A referral may also be made to the Local Authority Attendance Service and or other external partners for additional support and monitoring.

4.7.5 All lateness is recorded daily. The number of minutes late and the reason for lateness, if known, will also be recorded. This information is discussed at regular meetings with the local authority Attendance Officer and can be made available to the courts in the form of a report should a prosecution be the outcome of repeated lateness.

4.7.6 Please remember that absence for whatever reason disadvantages a child by creating gaps in learning. A good understanding of the work and good progress can only take place when the child is in the classroom regularly and on time and ready to learn.

## **5. Leavers**

## **5.1 If your child is leaving our school**

5.1.1 Parents should give the school comprehensive information about your plans, including any date of a move and your new address and telephone numbers, who your child will be living with and your child's new school and the start date when known. This should be submitted to our school in writing. A Leaver's Form is available at the school office or can be found [here](#) on the school's website, which you should complete. (A destination country or another named Local Authority without other details is not sufficient).

5.1.2 When a child leaves and we do not have information about where they have gone/will be educated, then he/she is considered to be a 'Child Missing Education' (CME). This means that the Local Authority has a legal duty to carry out investigations, which will include liaising with Ealing Children's Integrated Response Service (formerly Social Services), the Police, benefits/council tax records and other agencies, to try to locate your child. By giving us the above information, these investigations can be avoided.

5.1.3 Withdrawals:

- 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 the latter, this must be confirmed in writing to the Headteacher by the parent. Students remain registered at school until such conditions are satisfied.

5.1.4 Legal Note

Parents have a legal duty to ensure efficient and full-time attendance at school of registered students of statutory school age (Education Act 1996). This is the legal requirement. The Local Authority School Attendance Service aims to work with schools and families and other partnership agencies to promote good attendance and avoid legal action. However, in some cases, parents are prosecuted (taken to court) or are given a Fixed Penalty Notice (fine).

## **6. Post- 16 attendance**

### **6.1 How attendance for students in the 6th Form is managed**

6.1.1 Daily absence is managed in line with this policy

6.1.2 If absence becomes persistent or severe, absence is managed in line with Education and Skills Funding Agency (EFSA) guidance.

## **7. Quality Assurance and Monitoring**

### **7.1 How attendance of Individuals and groups of students is tracked and monitored**

7.1.1 Analysis will be used by 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 pastoral data is shared with all staff
- Termly pastoral analysis is shared with all staff.
- Attendance is reported to Governors each term.

7.1.2 As part of attendance analysis, the school will follow 'Children Missing Education' (CME) procedures to investigate and support children with unauthorised and/or unexplained absence.

7.1.3 the school carefully monitors children joining and leaving the school to ensure student whereabouts are accounted for in prior and new educational provision.

## Appendix 1:

### Attendance letters to parents with associated thresholds

When a student's attendance falls to	Attendance in context	Formal action taken by school
<b>Less than 95%</b> , your child is now flagged by the school attendance team as being a concern.	Attendance of 95% for the year equals 10 days that your child has been absent, that is 2 full school weeks of your child's learning missed that year.	Pre- Attendance Concern letter 1 ( <a href="#">Pre-AC1</a> ) sent. Fixed period of time to show improvement. If attendance falls further (90-93%), Pre- Attendance Concern letter 2 ( <a href="#">Pre-AC2</a> ) sent.
<b>Less than 90%</b> , Your child is now classed as a persistent absentee.	Attendance of 90% for the year equals half a day missed learning each week, that is 4 whole weeks of your child's learning missed that year.	Attendance Concern letter 1 ( <a href="#">AC1</a> ) sent. Fixed period of time to show improvement. If no improvement, Attendance Concern letter 2 ( <a href="#">AC2</a> ) sent. If no improvement, Attendance Concern letter 3 ( <a href="#">AC3</a> ) sent. A referral will now be made to Ealing Local Authority Attendance service.
<b>Less than 50%</b> , Your child is now classed as a severe absentee.	Attendance of 50% of the year equals half of each school week missed, that is 4.5 months of your child's learning missed that year.	All students at this level will be referred to Ealing Local Authority Attendance service.

## Appendix 2:

### Register codes

Code	Description	Meaning
/	Present (AM)	Present
\	Present (PM)	Present
B	<p>Educated off site (NOT dual registration)</p> <p>The following activities show when a code B can be used:</p> <ul style="list-style-type: none"> <li>● Link courses, whereby students attend an FE college for part of the time.</li> <li>● Franchised students receiving part of their tuition off-site at another location while remaining under overall supervision of the home school (that is, a flexible arrangement short of formal dual registration). This can include special tuition for dyslexic children and sick children being taught at home but remaining on roll.</li> <li>● Off-site educational activity such as taster days at another school.</li> </ul>	Approved education activity
C	<p>Leave of absence due to an authorised circumstance (not covered by a more appropriate code)</p> <p>This is agreed entirely at the discretion of the headteacher – the school will determine the number of days the student can be absent from school.</p> <p>Specific leaves of absence may also be granted when:</p> <ul style="list-style-type: none"> <li>● A student is participating in a performance.</li> <li>● A student is subject to a temporary part-time timetable.</li> <li>● A student is pregnant.</li> </ul>	Authorised absence
D	<p>Dual registration involving pupil referral units (PRUs or special schools).</p> <p>Failure to attend either institution at the proper time without good reason is unauthorised absence.</p>	Approved education activity
E	Suspension or permanent exclusion but no alternative provision made.	Authorised absence
G	<p>Family holiday (Not agreed or days in excess of agreement)</p> <p>Schools may delete from roll a student who fails to return within ten school days of the agreed return date unless there is a good reason for the continued absence, such as illness.</p>	Unauthorised absence
H	<p>Family Holiday (agreed)</p> <p>Parents may <b>not</b> normally take students on holidays in term-time. Schools should <b>not</b> routinely consider a request for family holidays during term time to be an <b>acceptable exceptional circumstance</b>.</p>	Authorised absence
I	<p>Illness (not medical or dental appointment).</p> <p>This code covers both physical or mental health related illness.</p>	Authorised absence

J	<p>Interview</p> <p>School staff should normally ask for advance notice and proof of the appointment eg a letter of invitation.</p>	Approved education activity
L	<p>Late (before registers closed)</p> <p>If late to AM reg, a lunchtime late detention will be automatically issued to the student</p> <p>If late to lesson without a note, an S7- Unauthorised late to LESSON detention should be set by the member of staff taking the register.</p>	Present
M	<p>Medical and dental appointments</p> <p>students should be encouraged to make appointments out of school hours. Sight of an appointment card is advisable if a student is an irregular attendee.</p> <p>If a student is present for registration but has a medical appointment later, no absence needs to be recorded for that session.</p>	Authorised absence
N	<p>No reason yet provided for absence.</p> <p>Code N should not be left on a student's record indefinitely – as soon as the reason for the absence is established, the appropriate code should be used. This should be within five working days.</p>	Unauthorised absence
O	<p>Unauthorised absence (not covered by any other code)</p> <p>If an N code cannot be explained and the reason is not found then Code O should be used.</p>	Unauthorised absence
P	<p>Approved sporting activity (participation or attendance)</p>	Approved education activity
R	<p>Religious observance</p> <p>Parents should be encouraged to give advance notice. The dates which are to be authorised are provided by Ealing.</p>	Authorised absence
S	<p>Study leave</p> <p>Study leave should be used sparingly and only for students in years 11 onwards during public examinations.</p> <p>Regard should be paid to the individual student's ability to manage study leave and benefit from it. Schools should make arrangements for students wanting to take study leave in school.</p>	Authorised absence
T	<p>Traveller absence</p> <p>The code should only be used when the student's parent(s) is travelling for occupational purposes and the school has granted leave of absence.</p> <p>students whose parents do not travel for occupational purposes are expected to attend school as normal.</p>	Authorised absence



	students whose parents travel for occupational reasons should attend school elsewhere when their parent is travelling and be dual registered.	
U	Late (after registers closed)  Where the student has arrived late after the register has closed and the school is not satisfied that the reason for lateness is an authorised absence.	Unauthorised absence
V	Field trips and educational visits (in this country and overseas)	Approved education activity
W	Work experience	Approved education activity
Y	Unable to attend due to exceptional circumstances  This could be if: <ul style="list-style-type: none"> <li>● The school site or part of it is closed when students are due to attend.</li> <li>● School transport fails and the student has no other means of getting to school and the school is not within walking distance, which for a child under 8 is two miles and for over 8 is 3 miles.</li> <li>● there is some kind of local or national emergency that has resulted in widespread disruption to travel (such as extreme weather or strike action).</li> <li>● the child is in custody.</li> </ul>	Not counted in possible attendances
Z	student not yet on roll  To enable schools to set up registers in advance of children joining school to ease administrative burdens.  If the student fails to attend on the agreed date the school must establish the reason and record the absence using the relevant absence code.	Not counted in possible attendances
#	School closed to students  This could be when: <ul style="list-style-type: none"> <li>● The school is using staggered starts or induction days for different year groups.</li> <li>●</li> </ul>	Not counted in possible attendances