

Attendance and Punctuality Policy

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Rationale

The Government expects schools to promote good attendance and minimise absence, including persistent absence. Schools should ensure every pupil receives the full-time education they are entitled to and promptly address patterns of absenteeism. This policy has been updated in line with the DFE working together to improve school attendance (August 2024)

Parents/Carers* are expected to fulfil their legal obligations by ensuring their children of compulsory school age who are registered at school, attend regularly and arrive on time.

*Definition of parent/carer: Section 576 of the Education Act 1996

A parent/carer in relation to any child or young person, includes any person who is: -

- a) a natural parent or carer, whether they are married or not.
- b) not a parent/carer but who has parent/carer responsibility for him/her; or
- c) responsible for the care of him/her.

This also includes all absent parents/carers who must maintain regular contact and can influence the child, including their attendance. Separated parents/carers who do not accompany the other parent/carer on unauthorised leave should not be included. Parent/carer partners can be included, whether they are married or the biological parent/carer of the child, as they have 'care' of the child. If a pupil lives with a grandparent/carer or older sibling as their main carer, they can also be included as the main care provider.

It is also important to note that even though a parent/carer may not live in the same home as the pupil that parent/carer is still responsible for ensuring the child attends school every day.

Parents and carers must supply the school with two current, reliable phone numbers that are easily accessible, in case a responsible adult needs to be contacted.

Ensuring good attendance is everyone's responsibility at Heathfield Primary School. We nurture a culture that emphasises the benefits of excellent attendance. Our 'support first' approach involves working together with pupils, their families, and various partners, including the local authority and community organisations, to overcome any barriers to attendance. At Heathfield, our dedicated **Attendance Champion, Mrs. Collins**, is responsible for leading and enhancing attendance efforts

Aims

At Heathfield, we recognise that excellent attendance and punctuality are essential for pupils to reach their full potential. Education is vital, and pupils should be present, punctual, and prepared to learn every day the school is open, except when absence is unavoidable. Good attendance, defined as at least **98%**, is crucial for the learning, achievement, and well-being of all pupils, especially those with Special Educational Needs and Disabilities (SEND), from disadvantaged backgrounds, in care, or who have faced disrupted education.

We are here to support parents and carers in meeting their legal duty to ensure their children of compulsory school age (5-16 years) attend regularly, and on time.

At Heathfield we aim to meet our school attendance obligations by:

- Promoting excellence, 100% attendance and reducing absence, including persistent and severely absence.
- Ensuring every pupil has access to full-time education to which they are entitled to.
- Acting early to address patterns of absence.
- Working with each identified pupil and their parents/carers to understand and address the reasons for absence, including any in-school/out of school barriers to attendance.
- Recognising improved attendance.
- Supporting and signposting pupils and their families to appropriate services if required.
- Proactively managing lateness and being alert to patterns of late arrival.

Legislation and guidance

The 1996 Education Act (section 444) states that parents (including non-related adult carers in the child's household) have a **legal responsibility** to ensure that those of compulsory school age (5-16 years) are educated, either by '**regular**' attendance at school or 'otherwise'. The 2008 Education and Skills Act (section 155) specifies the same requirement regarding regular attendance at alternative provision.

Parents and carers have a legal duty to ensure their children receive an education, whether at school or through other means. Education is compulsory. Alternatives to school include home education by parents, private tutoring, or education in other establishments such as special units, hospitals, or alternative educational programmes and work experience. The law allows parents and carers to choose from these options, provided they can show the Local Authority that the education is full-time and suitable for the child's needs until the appropriate leaving date.

This policy is based on the Department for Education's (DfE) statutory guidance on [Working together to improve school attendance - GOV.UK](#) and school attendance parental responsibility measures. The policy is based on the following pieces of legislation, which set out

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 Education (Penalty Notices) (England) (Amendment) Regulations 2013

The Education (Penalty Notices) (England) (Amendment) Regulations 2013 also refers to:

- School census - Guidance - GOV.UK
- Keeping children safe in education - GOV.UK
- Mental health issues affecting a pupil's attendance: guidance for schools - GOV.UK

Relevant legislation referenced within the Local Authority Code of Conduct

The Education Acts 1996 and 2002

The Children Act 1989

The Crime and Disorder Act 1998

The Anti-Social Behaviour Act 2003

The Education and Inspections Act 2006

The Sentencing Act 2020

The School Attendance (Pupil Registration) (England) Regulations 2024

The Education (Parenting Contracts and Parenting Orders) (England) Regulations 2007

The Education (Penalty Notices) (England) Regulations 2007, as amended

The Education (Information about Individual Pupils) (England) Regulations 2013

The Children and Young Persons Acts 1933 and 1963

The Equality Act 2010

School procedures

Attendance register

By law, every school must maintain an attendance register, listing all pupils. This register is to be updated at the beginning of the morning session and again during the afternoon session each school day. All pupils are required to be on time for school and will be registered in line with the registration times set out by the school.

Morning register opens at **8:55am** any pupil arriving after 8:55am will be marked as Late (L code). Registers close at **9:25am** (30 minutes after opening) Any pupil arriving after 9:25am will be marked as an unauthorised absence (U code)

Afternoon register opens: KS1 12:30pm KS2 1:30pm.

Registers will close 30 minutes after opening.

Every time the register is taken, the correct national attendance and absence code will be recorded for all students. (See **Appendix 1** for the DFE attendance codes.)

Any amendments to the register will include the following:

- The original entry
- The amended entry
- The date for the amendment
- The name of the person who made the amendment

Absence from school

Parent/carers must notify the school by 9am on the first day of any unplanned absence – for example, if their child is unable to attend due to ill health.

To report an absence parent/carer should contact the school attendance line on 0121 464 6474 and select option 1. Once the parent or carer has made contact, either verbally or in writing, the school will decide whether the absence is authorised or unauthorised.

Parents and carers are reminded that, by law, only the school Headteacher has the authority to authorise an absence. Persistent (90% or below) and severe absenteeism (50% or below) from school has a significant impact on a child's learning and overall attainment

Illness

Ensuring our pupils have the best opportunities to succeed is crucial, and good attendance plays a key role in this. Sometimes, your child might feel slightly unwell, and you may be unsure if they should attend school. To assist you, we have created a simple guide for you to refer to (please see **Appendix 2**). Furthermore, our main school office is available to provide additional information to help you decide if your child can attend school, so please don't hesitate to reach out for support on 0121 464 6474. (also see [Managing specific infectious diseases](#))

If it has been determined that your child is too unwell to attend school, parents/carers should contact the school on 0121 464 6474, select option 1, and leave a message before 9am on the first day of absence.

As part of the school's safeguarding procedures, the school will contact the parent/carer on the first day of absence, if no contact has been received regarding the reason for the absence. If the school is unable to make contact within three days, a home visit will be carried out by two members of staff. For vulnerable pupils/families, this may be done on the first day of absence.

If a child is absent due to illness for over Three days and the school has been informed, the school will endeavour carry out a safe and wellbeing check.

In all cases, if the school is unable to reach the parent or carer and cannot confirm the pupil's safety, even after home visits, the school will determine next steps, which may include contacting the police or children's services.

Illness during the School Day:

The school hold a central supply of a small range of medications, these include, Paracetamol, Ibuprofen and Piriton. If a pupil presents as unwell during the school day the school may contact parents or carers to seek approval for administering Paracetamol, Ibuprofen or Piriton if appropriate. Following the administration of these medications the school staff will monitor the pupil's condition. If there are no improvements or if the pupil starts to feel further unwell the school will contact parents or carers to enable the pupil to be collected, and medical advice sought. If the event of a medical emergency the school will contact the ambulance service.

Medical or dental appointments

Not attending school due to a medical or dental appointment is considered an authorised absence, provided advance notice is given. The school will only authorise a medical absence (**code M**) if the circumstances are unavoidable. If a parent or carer calls to confirm the pupil is unwell, the school may request medical evidence, such as a medical appointment card with one appointment listed, a letter from a professional, a doctor's note, a printout of medical notes, or letters regarding hospital appointments or other relevant evidence.

If medical or dental appointments cannot be scheduled outside school hours, the pupil should miss the **least amount of time possible** and attend school before or after the appointment. To report an upcoming medical or dental appointment, parents or carers should contact the school on or email in the appointment evidence to enquiry@heathfld.bham.sch.uk

Religious Observance

We understand that students of certain faiths may need to observe religious holidays. If a religious holiday falls during school time and is officially designated by the student's religious community, the absence will be authorised.

Where necessary, the school will consult with the religious body to confirm whether the day is set apart for religious observance.

Following up absences

Absence can signal broader issues within a family, so the school will work with parents, carers, pupils, and local partner agencies to understand and address barriers to attendance. If these efforts are unsuccessful or not engaged with, the law protects pupils' right to education and offers various legal interventions to improve attendance, enforcing it through a legal framework when necessary.

The school will follow up on any absence to determine the reason, ensure appropriate safeguarding measures are taken, identify whether the absence is authorised, and assign the correct attendance code. Unauthorised absences will initially be challenged by our staff to ascertain the reasons for the absence. If this is unsuccessful, members of the Senior Leadership Team will contact parents/carers for further clarification.

Authorised absences are mornings or afternoons away from school for a valid reason, such as illness or other unavoidable cause.

Unauthorised absences are those which the school does not consider reasonable and for which no 'leave' has been given. This includes:

- Parents keeping children off school unnecessarily (i.e. birthday treat, shopping trip etc.)
- Truancy before or during the school day
- Absences where the school is not satisfied with the reasons given
- Children who arrive at school late, 30 minutes after the register opens, without good cause.
- Holidays or extended leave in term time (please see guidance below)

Please be aware that Heathfield School works very closely with Birmingham City Council and the attendance and legal intervention team in applying their legal processes.

Authorised & unauthorised Absence

Granting approval for term-time absence

Head teachers (or the Deputy Headteacher in the absence of the Head) may not grant any leave of absence to pupils during term time unless they consider there to be 'exceptional circumstances'.

Parents/carers are required to submit a written request/application for their child to take a leave of absence for exceptional circumstances during term time. The Head Teacher (or Deputy Head in the Head's absence) will decide if an absence should be **authorised** based on the circumstances and will consider each application for term-time absence individually, considering the specific facts, circumstances and relevant context behind the request. A leave of absence is granted entirely at the Head Teacher's discretion. The law does not allow schools to authorise any holidays in term time or authorise leave retrospectively.

Parents/carers are required to provide the school with adequate information/documentation in advance of any leave their child may take from school during term time. Should this information not be adequately provided, and the pupil is absent from school for 5 consecutive days or more, the school is required to make reasonable enquires into the location of the pupil. The child's absence may be reported to the local

authority as a missing child and/or removed from the school register in accordance with the School Attendance (Pupil Registration) (England) Regulations 2024.

If the request is due to a family emergency, careful consideration is required as to whether it is appropriate or in the best interest of the child to miss school for emergencies being dealt with by adult family members.

It is essential for your child to be in school regularly to benefit fully from their educational opportunities. Good attendance will ensure that your child can reach their full potential.

Unauthorised Absence from School

Unauthorised absence is where a school is not satisfied with the reasons given for the absence, which is considered **as an offence** by the parent/carers.

The following are examples, though not exhaustive:

- Falsely reporting a child as unwell while taking them on holiday
- keeping children off school unnecessarily (i.e. birthday treat, shopping trip etc.)
- Truancy before or during the school day
- Absences where the school is not satisfied with the reasons given
- Arriving at school late, 30 minutes after the register opens, without good cause.
- Holidays or extended leave in term time

Code G	The school has not granted a leave of absence, and the pupil is absent for the purpose of a holiday.
Code N	Reason not yet established (within 5 days of a reason not being established)
Code O	Where no reason for absence is established, or the school is not satisfied with the reason given, it is one that would be recorded using one of the codes statistically classified as unauthorised.
Code U	Where a pupil has arrived late after the register has closed but before the end of session.

Lateness and punctuality

The 1996 Education Act requires all pupils to attend school and be punctual. It's better to be late than not to attend at all.

Morning register opens at **8:55am** Any pupil arriving after 8:55am will be marked as Late (L code). Registers close at **9:25am** (30 minutes after opening) Any pupil arriving after 9:25am will be marked as an unauthorised absence (U code)

Afternoon register opens: KS1 12:30pm KS2 1:30pm. Register will close 30 minutes after opening.

The school will record, monitor, and challenge patterns of late arrivals. Persistently arriving late after the register closes could lead to unauthorised absence procedures being applied.

Safeguarding

This policy aims to protect and safeguard our pupils by promoting their welfare through a comprehensive school-wide approach to attendance. The school may invite parents or carers to discuss attendance issues that could pose safeguarding concerns, such as risks of violence, extremism, exploitation, discrimination, or victimisation.

If the school suspects that a pupil's absence may indicate potential risk, staff have the right to refer these concerns to external agencies like children services or the police. Parents or carers will be informed of such referrals, unless the nature of the concern makes it inappropriate to do so.

Children Missing from Education

If a pupil does not return from leave or has been absent for an extended period, the school and the Local Authority may need to jointly conduct reasonable enquiries under regulation 9(1)(h) or (i) of the School Attendance (Pupil Registration) (England) Regulations 2024 to determine the pupil's whereabouts. These enquiries involve liaising with the home or temporary local authority (if the pupil lives in one area and attends school in another) to check if the child is considered missing from education. This process supports each local authority's duty to safeguard and promote pupil welfare.

The school may contact relevant agencies for advice (such as Children's Services, Police for a Safe and Well-being check and the local authority Children Missing in Education Team) if a child is absent for more than five days without parental confirmation. If a child with an assigned social worker is absent without explanation, the school will contact the social worker on the first day of absence.

There are many circumstances under which a child may go missing from education, as outlined below.

- Child is at risk of harm / neglect (the school will follow standard child protection procedures for referrals to social care / police).
- Children of Gypsy, Roma or Traveller families (the school will inform the local authority when a GRT pupil leaves the school without identifying a new destination school).
- Families of Armed Forces (school will contact MOD Children's Education Advisory Service for advice on making arrangements for continuity of education).
- Missing children / runaways (direct referral to Children's Services and Police).
- Children supervised in the Youth Justice System.
- Children who cease to attend a school.

Challenges

Many children experience common but challenging emotions that make them anxious about attending school, such as concerns about friendships, schoolwork, exams, or mood swings. It's important to remember that these students are still expected to attend school regularly, as being present can often help address the underlying issues. Developing a habit of missing school can worsen anxiety, and a prolonged absence may increase anxious feelings about returning.

If this situation arises, please contact the school promptly to speak to the Pastoral Leader. The school will work closely with the pupil and parent/carer to address the concerns and implement relevant support measures.

According to the latest Government guidance (Working together to improve school attendance, 2024), students do not need to be absent from school for '**mild and moderate**' anxiety, as this can be detrimental to the pupils learning and health and wellbeing.

Home Education

According to the DFE attendance guidance (August 2020), parents are responsible for ensuring their child of compulsory school age receives suitable full-time education, which does not necessarily have to be at a school. If parents choose to withdraw their child from school, the child will be classified as '**Electively Home Educated**'. Parents/carers should inform the school of their decision and may be invited to meet with a Senior Leadership Team member to discuss their options. They will receive an information pack from the local authority and must confirm their decision in writing to the Head Teacher. The school will then notify the Local Authority, and the child will be removed from the admission register in accordance with the School Attendance and (Pupil Registration) (England) Regulations 2024. The Local Authority will decide whether to accept or challenge this arrangement. However, parents/carers cannot withdraw their child if they are under a 'School Attendance Order'.

Children with an Education, Health and Care Plan (EHCP) can also be home educated. If the EHCP specifies that the child should receive special educational provision at home, the local authority is responsible for arranging this provision and must review the EHCP annually.

Support First

Excellent attendance is crucial for pupils to succeed in life and achieve their best outcomes. Our school is dedicated to working with parents/carers and pupils to ensure maximum attendance. We may use various interventions to support pupils and their families, such as Early Help Assessments and Formal Attendance Meetings (FAM).

Early Help Assessments

Early help refers to support provided to children and families as soon as problems start to emerge, aiming to prevent issues from escalating.

<https://www.lscpbirmingham.org.uk/early-help>

Formal Attendance Meeting (FAM) and Attendance Contract

A Formal Attendance Meeting is an opportunity for parents/carers to engage in support and improve their child's attendance. If the threshold has been met and support is appropriate.

The school may also consider implementing an **attendance plan/contract** if a pupil continues to be absent from school without authorisation. An **attendance plan/contract** is an agreement between the school and parent/carer and will contain improvement targets with set timescales and an overview of the support provided by the school to support the child and their family. Parental failure to comply with the plan may be used as evidence if the Local Authority decides to prosecute parents/carers.

Notice to improve

A notice to improve is a final opportunity for a parent/carer to engage in support and improve their child's attendance **before a penalty notice is issued**. If the national threshold has been met, and support is appropriate, but offers of support have not been engaged with by the parent/carer, or have not worked, the school can request that the appropriate local authority issues a penalty notice to parents. All referrals and cases are managed on a case-by-case basis.

Legal sanctions

Schools are required to report ongoing absenteeism to their Local Authority, which may result in a penalty notice being issued to parents/carers for their child's unauthorised absences. This applies to children of compulsory school age. The National Framework specifies the circumstances under which a penalty notice is appropriate.

The threshold is **10 sessions of unauthorised absence in a rolling period of 10 school weeks**. A school week means any week in which there is at least one school session. This can be met with any combination of unauthorised absence (e.g. 4 sessions of holiday taken in term time plus 6 sessions of arriving late after the register closes all within 10 school weeks). These sessions can be consecutive (e.g. 10 sessions of holiday in one week) or not (e.g. 6 sessions of unauthorised absence taken in 1 week and 1 per week for the next 4 weeks). The period of 10 school weeks can also span different terms or school years (e.g. 2 sessions of unauthorised absence in the Summer Term and a further 8 within the Autumn Term).

Unauthorised Leave in Term Time

Legal sanctions may be imposed for unauthorised leave during term time when a pupil has been taken on an unauthorised “leave of absence” (leave in term time) from school or a place of alternative educational provision for minimum of **10 continuous sessions** (five days)

Excluded Child in a Public Place

If a pupil of compulsory school age is excluded for disciplinary reasons, the parent/carer, after receiving Notice under Section 104 of the act, must ensure the child is not in a public place during school hours for the first five days of the exclusion without a valid reason. Failure to do so may result in a penalty notice being issued

Penalty Notice Fines

- 1) The first penalty notice issued to a parent in respect of a particular pupil will be charged at £160 if paid within 28 days. This will be reduced to £80 if paid within 21 days.
- 2) A second penalty notice issued to the same parent in respect of the same pupil is charged at a flat rate of £160 if paid within 28 days.
- 3) A third penalty notice cannot be issued to the same parent in respect of the same child within 3 years of the date of issue of the first. In a case where the national threshold is met for a third time (or subsequent times) within those 3 years, alternative action will be taken instead. This may include a case being put forward to the **Magistrates Courts and a higher tariff of £2500 being issued to parents**, it may include other tools such as one of the other attendance legal interventions. Failure to pay the penalty fixed notice can result in a custodial sentence.

Attendance monitoring

The Senior Leadership Team monitor pupil's absence daily. The school has a responsibility to reduce the number of pupils whose attendance is below 90% over the school year. **Pupils with attendance below 90% fall into the 'Persistent Absentee' category.** This is particularly relevant if any of the child's absences are unauthorised.

When a pupil's absence reaches 10% or more (**persistent absence**), the school and local authority should work together to provide targeted support to improve attendance. Particular focus will be given to pupils who miss more than 50% of school, (**servery absent**) as they may face greater challenges and need more intensive support from various services.

The school use the Management Information System (MIS) to collect and store attendance data. This data is analysed, monitored, and evaluated to track attendance patterns of:

- Individual pupils
- Groups of pupils (including boys, girls, SEND, looked after children, ethnic minority background, age group, those in receipt of additional funding)

These analyses will guide the school's interventions with pupils, groups of pupils, and parents/carers to help improve attendance

Roles and responsibilities

The Trust Board

The Trust board is responsible for monitoring attendance figures for the whole Trust on at least a termly basis. It scrutinises how effectively this policy is put in place and reports the impact of the policy to the Board of Trustees.

Head of School/ Head Teacher

The Head Teacher is responsible for ensuring this policy is implemented consistently across the school, and for monitoring school level absence data and reporting it to the Trust and Trust Board.

The Attendance Champion / Pastoral Leader

Carries out daily absence protocols

Monitors attendance data at the school and at individual pupil, and group level.

Arranges calls and meetings with parent/carers and pupils to discuss attendance barriers and concerns.

Co-ordinates a range of in school 'support first strategies' to help individual pupils attend school, with the support of key staff members including class teachers, DSL, SENDCo, mentors, pastoral leads. Challenges unauthorised absences.

Co-ordinates wellbeing support, strategies, assessments and referrals to external agencies including Early Help and social, emotional and mental health services.

Report concerns about attendance to the head teacher / Senior Leadership Team.

Works with education welfare officers or any other external attendance service to address and support persistent absence.

Carries out safe and well home visits.

Advises the head teacher when to request fixed-penalty notices and explore possible solutions.

Provides regular updates to all staff about the attendance figures for individual pupils and groups.

Provides evaluation of the impact of actions taken to improve attendance and punctuality.

Creates and maintains individual intervention and support logs for pupils with persistent and severe absenteeism, including attendance contracts where appropriate.

Provides half termly up-to-date analysis of attendance trends and patterns for school and Trust leaders.

School Administration, Attendance, and Pastoral Team

Our main office and pastoral teams are often the first port of call when taking calls from parent/carers about; reasons for pupil absence, forwarding messages on and recording details on to the school system. A support first approach is adopted by our various teams to ensure any issues can be resolved, along with appropriate levels of challenge when unauthorised reasons for absence are given. Parents and carers are advised to follow the appropriate options when dialling into school or contacting via email. School attendance line 0121 464 6474 ext 1 or email enquiry@heathfld.bham.sch.uk

Class teachers

Class teachers are responsible for recording attendance daily, using the correct codes. All staff are responsible for promoting and encouraging excellent and improved attendance through their daily interactions with pupils and through the provision of high-quality teaching. Class teachers have a pivotal role in monitoring and improving attendance through their relationships with pupils and their families, tutoring work, and the robust implementation of rewards systems for excellent and improved attendance

Review

This policy will be reviewed annually, or more regularly in the light of any statutory updates or in response to changes in guidance

Appendix 1 Attendance codes

The following codes are taken from the DfE's guidance on academy attendance.

Code		Code for statistical purposes	
/	The session is a morning session, and the pupil is present at the school when the attendance register begins to be taken.	Attending	
\	The session is an afternoon session, and the pupil is present at the school when the attendance register begins to be taken.	Attending	
B	The pupil is attending a place for any other approved educational activity within paragraph (11) .	Attending approved educational activity	
C	The pupil is absent with leave for any other purpose.	Authorised absence	
C1	The pupil is absent with leave for the purpose of participating in a regulated performance or undertaking regulated employment abroad.	Authorised absence	NEW
C2	The pupil is of compulsory school age and is absent with leave because, in accordance with an agreement between a parent who they normally live with and the proprietor that the pupil should temporarily be educated on a part-time basis, their timetable does not require them to attend.	Authorised absence	NEW
D	The pupil is absent with leave for the purpose of attending another school at which they are a registered pupil.	Not a possible attendance (to avoid double counting)	
E	The pupil is excluded from the school for any other reason.	Authorised absence	
G	The pupil is absent without leave for the purpose of a holiday.	Unauthorised absence	
I	The pupil is unable to attend because of sickness.	Authorised absence	
J1	The pupil is absent with leave for the purpose of attending an interview for employment or for admission to another educational institution.	Authorised absence	RECENT
K	The pupil is attending a place, other than the school or another school at which they are a registered pupil, for educational provision arranged by a local authority under section 19(1) of the 1996 Act ⁽¹⁾ or section 42(2) or 61(1) of the 2014 Act.	Attending approved educational activity	NEW
L	The pupil is absent from the school when the attendance register begins to be taken but attends before the taking of the register has ended.	Attending	
M	The pupil is absent with leave for the purpose of attending a medical or dental appointment.	Authorised absence	

N	The circumstances of the pupil's absence have not yet been established.	Unauthorised absence	
O	None of the other rows of this table applies, or this code is required to be used by paragraphs (7) and (9)(b).	Unauthorised absence	
P	The pupil is attending a place for an approved educational activity within paragraph (11) that is a sporting activity.	Attending approved educational activity	
Q	The pupil is unable to attend because of a lack of access arrangements for them within paragraph (12) or (13).	Not a possible attendance	NEW
R	The day is exclusively set apart for religious observance by the religious body to which a parent of the pupil belongs.	Authorised absence	

Code		Code for statistical purposes	
S	The pupil is absent with leave for the purpose of studying for a public examination.	Authorised absence	
T	The pupil is a mobile child, their parent is travelling in the course of their trade or business and the pupil is travelling with that parent.	Authorised absence	
U	Arrived in school after registration closed	Unauthorised absence	
V	The pupil is attending a place, other than the school or another school at which they are a registered pupil, for an educational visit or trip arranged by or on behalf of the proprietor and supervised by a member of school staff.	Attending approved educational activity	
W	The pupil is attending a place for an approved educational activity within paragraph (11) that is work experience provided under arrangements made by a local authority or the proprietor as part of the pupil's education.	Attending approved educational activity	
X	The pupil is not of compulsory school age and is absent with leave because their timetable does not require them to attend.	Not a possible attendance	
Y1	The pupil is unable to attend because the school is not within walking distance of the pupil's home and the transport to and from school that is normally provided for the pupil by the proprietor, or a local authority is not available.	Not a possible attendance	NEW
Y2	The pupil is unable to attend because of widespread disruption to travel caused by a local, national or international emergency.	Not a possible attendance	NEW
Y3	Part of the school premises is unavoidably out of use and the pupil is one of those who the proprietor thinks cannot practicably be accommodated in those parts of the premises that remain in use.	Not a possible attendance	NEW
Y4	Unable to attend due to the whole school site being unexpectedly closed.	Not a possible attendance (not on leg)	NEW

Y5	The pupil is unable to attend because they are in criminal justice detention within paragraph (14).	Not a possible attendance	NEW
Y6	The pupil's travel to or attendance at the school would be— (a) 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 anybody or authority exercising equivalent functions in relation to Scotland, Wales or Northern Ireland; or (b) prohibited by any enactment relating to the incidence or transmission of infection or disease or any instrument made under such an enactment.	Not a possible attendance	NEW
Y7	The pupil is unable to attend because of any other unavoidable cause, for example, Staggered start.	Not a possible attendance	NEW
Z	Prospective pupil not on admissions register	Not collected for statistical purposes	
#	Planned whole school closure	Not collected for statistical purposes	

Do I keep my child off school?

Yes

UNTIL...

✓ CHICKENPOX

AT LEAST 5 DAYS FROM THE ONSET OF THE RASH AND UNTIL ALL BLISTERS HAVE CRUSTED OVER

✓ DIARRHOEA AND VOMITING

DIARRHOEA IS DEFINED AS THREE OR MORE EPISODES IN A 24 HOUR PERIOD. KEEP OFF FOR 48 HOURS AFTER THE LAST EPISODE.

VOMITING - KEEP OFF IF VOMITED MORE THAN ONCE - IF NOT CALL OFFICE FOR ADVICE

IF VOMITED MORE THAN ONCE, KEEP OFF FOR 48 HOURS AFTER THE LAST EPISODE.

IF VOMITED THROUGH COUGHING, THEY CAN ATTEND SCHOOL.

IF VOMITED ONCE, THEY CAN PROBABLY ATTEND SCHOOL. PLEASE CALL OFFICE FOR ADVICE.

✓ COLD AND FLU-LIKE ILLNESS (INC. COVID-19)

ONLY IF THEY HAVE A HIGH TEMPERATURE OF 38 DEGREES OR MORE. FOLLOW THE NATIONAL GUIDANCE FOR COVID-19

✓ IMPETIGO

THEIR SORES HAVE CRUSTED AND HEALED, OR 48 HOURS AFTER THEY STARTED ANTIBIOTICS

✓ MEASLES

4 DAYS AFTER THE RASH FIRST APPEARED

✓ MUMPS

5 DAYS AFTER THE SWELLING STARTED

✓ SCABIES

THEY'VE HAD THEIR FIRST TREATMENT

✓ SCARLET FEVER

24 HOURS AFTER THEY STARTED TAKING ANTIBIOTICS

✓ WHOOPING COUGH

48 HOURS AFTER THEY STARTED TAKING ANTIBIOTICS



No

BUT MAKE SURE YOU LET THEIR SCHOOL OR NURSERY KNOW ABOUT...

✗ HAND, FOOT AND MOUTH

✗ GLANDULAR FEVER

✗ HEAD LICE

✗ TONSILLITIS

✗ THREADWORMS

✗ SLAPPED CHEEK



